



CHARLOTTE

Department of General Services – City Procurement

Addendum #3	Furniture, Installation and Related Products and Services RFP #269-2019-105
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To: All Prospective Companies

Date: July 18, 2019

Subject: **Addendum #3 –RFP #269-2019-105 – Furniture, Installation and Related Products and Services**

Please read in its entirety and note the specification changes/modifications below for the RFP. **Per Section 2.6.12 of the RFP 269-2019-105, all exceptions taken must be identified and explained in writing in your Proposal and must specifically reference the relevant section(s) of this RFP.** The Word documents are available [here](#).

Item #	Page #	Section	Specification	Modifications and Questions
1	2	Cover Letter	3 rd Paragraph	Company Question: Will the City consider extending the deadline? Answer: No, Proposals are due by 2 pm EDT on August 6, 2019.
2	3	Checklist	General Question	Company Question: When will a Company use the City's fax number? Answer: Companies may use the fax number to submit the Section 7 - Required Form 1.
3	3	Checklist	Last Paragraph	Company Question: When will the City answer questions? As promised in the Pre-Proposal Conference, the City released addendum 2 on July 11, 2019. Will all questions and answers be shared amongst everyone? Yes, see the second paragraph on page 17 of the RFP.
4	9	Intro and General Information	Section 2.4 - City's Rights and Options	Company Question: Is this a multiple award or single award? Answer: The City reserves the right to award all, none, or any part of the Products/Services and enter into Contracts with one or more of the responding Companies deemed by the City to be in the best interest of the City, which may be done with or without re-solicitation.
5	11	Intro and General Information	Section 2.6.5 - Proposal Conditions	Company Question: Should this section refer to "all discounts should be firm and fixed", since the RFP requires a submittal of % discount off Manufacturer list price? Yes.

Item #	Page #	Section	Specification	Modifications and Questions
6	12	Intro and General Information	Section 2.6.7 - Proposal Conditions	<p>Company Question: Will Company(ies) require the City or Public Agency's approval for subcontractors at any time?</p> <p>Answer: The City and Public Agency retains the right to approve all subcontractors.</p>
7	13	Intro and General Information	Section 2.7 - Guarantor	<p>Company Question: If a Company is a Wholly-Owned subsidiary of another company, does the City still require the Parent company to provide a guarantee of payment?</p> <p>Answer: Yes, see the first sentence in this section.</p>
8	17	Proposal Process	Section 3.3 - Interpretations and Addenda	<p>Company Question: Will the address for the proposal submittals accept a FedEx or UPS delivery? Yes. Are Companies required to hand deliver the proposals? No.</p>
9	19	Scope of Products & Services	Section 4.1 - General Scope	<p>Company Question: Are Companies required to bid on all product categories?</p> <p>Answer: No, see addendum 2 – question 13</p>
10	20	Scope of Products & Services	Section 4.3 - Pricing	<p>Company Question: We have a few product offerings that are not FOB Destination and require additional freight charges based on location in the county. Will this be allowed to be called out separately? Yes.</p> <p>Company Question: Are surcharges allowed at any time with the City's approval? Surcharges will be considered on a case by case basis and must be requested in writing to the City.</p>
11	21	Scope of Products & Services	Section 4.3.3 – Pricing	<p>Company Question: Most warehousing facilities charge either by the square foot of floor space or the cubic foot of space required. The calculations for all are straightforward, when you know the size of the goods you must store. A straight Monthly fee is hard to determine. There should be different rates for one chair compared to 25 workstations. The amount of space taken up in storage would be drastically different. Would we be able to list as a price based on cubes or square ft.? If not, public agencies will be overcharged.</p> <p>Answer: Yes, Companies must provide a monthly rate by square foot of floor space or cubic foot of space. Companies must use the "269-2019-105 – Categories, Storage and Incentives Pricing Sheet in Excel" file and the Required Form 4 – Pricing Sheet with a revision date of July 18, 2019.</p>
12	22	Scope of Products & Services	Section 4.4 - Price Adjustments	<p>Company Question: Due to unprecedented instability in the raw materials marketplace, will the City consider a 12-month price hold for date of submission.</p>

Item #	Page #	Section	Specification	Modifications and Questions
				<p>Answer: The City is requesting adjustments at the contract anniversary and will review other written requests at the given time to determine if its justified.</p> <p>Company Question: Will the City consider price adjustments resulting from tariffs outside of the standard annual increase window? Yes. Price adjustments shall only be allowed when justified in the City's sole discretion based on a legitimate, bona fide increases in the cost of materials. No adjustments shall be made to compensate the Company for inefficiency in operation, increase in labor costs, or for additional profit.</p> <p>To obtain approval for a price adjustment, the Company must submit a written request to the City Procurement representative at the address in the RFP, together with written documentation sufficient to demonstrate that the increase is necessary based on a legitimate increase in the cost of materials. The request must state and fully justify the proposed price increase per unit over the price originally proposed.</p> <p>No proposed price increases shall be valid unless accepted by the City in writing. The City may approve such price increase for the remaining term of this Contract or for a shorter specified period, in the City's sole discretion. If the City rejects such price increase, the Company shall continue performance of this Contract.</p> <p>If the City approves a price increase pursuant to this Section and the market factors justifying the increase shift so that the increase is no longer justified, the City shall have the right to terminate the price increase. The Company shall notify the City in writing if the market factors on which the City granted the increase change such that the City's reasons for granting the increase longer apply.</p>
13	22	Scope of Products & Services	Section 4.5 - Environmental Purchasing Requirements	<p>Company Question: Is there a full listing of product environmental certifications required? Companies must follow the directions in Section 7, Required Form 10.</p>
14	22	Scope of Products & Services	Section 4.6 – New Products & Services	<p>Company Question: Are new model numbers introduced under an existing product series and awarded category added to the Contract(s) without approval? New Products and Services may be added to the resulting Contract(s) during the term of the Contract by written amendment.</p> <p>Company Question: Will the City allow new products that fall under an awarded category at any time with approval from the Contract Administrator? Yes.</p>

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15	24	Proposal Content	Cover Letter	Company Question: Is a cover page required? No.
16	24	Proposal Content	1st Bullet	Company Question: What is your definition of 'standard text'? The information within your response. What font size is required for page headers/subtitles? The minimum font size is 11 points.
17	24	Proposal Content	4 th Bullet	Company Question: Is it acceptable to use 3-ring binders that are 100% recyclable and made of 100% post-consumer waste? Answer: No, the City is requesting unabridged Proposals. See Section 3.5 on page 17 of the original RFP and addendum 2 – question 12.
18	25	Proposal Content	Section 5.1.2 – Executive Summary	Company Question: Was the Executive Summary replaced with Project Approach? Will an amended RFP be issued to reflect this change? Answer: See addendum 2 – question 29, the City defined Proposed Solution in Section 5.1.2. Please note that the reference to “Executive Summary” in the checklist is revised to read “Proposed Solution” in this addendum.
19	25	Proposal Content	Section 5.1.3 -	Company Question: Are these lettered forms within these sections missing from the main document? Answer: No, the Required Forms are listed on the Checklist on page 3 and in Section 5 under the first paragraph on page 24. The Required Forms were included in the original RFP in Sections 7 and 8.
20	28	Section 7 - Required Form 1	Request for Proposals Acknowledgment	Company Question: Are Companies allowed to submit the Section 7, Required Form 1 with their Proposal? Yes.
21	32-45	Section 7 - Required Form 4	Pricing Sheets	Company Question: Will the City share the pricing sheets in Excel format? Answer: Yes, all pricing sheets are available in Excel at the City's Contract Opportunities Site at https://charlottenc.gov/DoingBusiness/Pages/SolicitationDetails.aspx?ID=1081. Company Question: To meet the unique needs of a public agency, we can customize many of our products. These customized products are referred to as 'specials'. These specials are defined as modifications to existing products that will still maintain the primary product function and warranty. For example, if an end user requires a bookcase that needs five shelves instead of four. Specials are uniquely priced based upon the requested modification; as such, the list prices and model numbers of the specials are not published in our

Item #	Page #	Section	Specification	Modifications and Questions
				catalog or our list pricer. Are Companies allowed to offer this 'specials' program upon contract award? Yes.
22	32	Section 7 - Required Form 4	Pricing Sheets	<p>Company Question: Should Companies only include information for the applicable categories being bid and all other categories remain blank? Yes.</p> <p>Company Question: Are Companies allowed to only provide discounts based on Drop Ship or Inside Delivery and then provide an hourly rate for installation and after hour installation (along with the other services) on page 33?</p> <p>Answer: Please see the revised pricing sheet in this addendum. Companies must use the "269-2019-105 – Categories, Storage and Incentives in Excel" file and the Required Form 4 – Pricing Sheet with a revision date of July 18, 2019.</p>
23	33	Section 7 – Required Form 4	Additional Services and Solutions	<p>Company Question: What is the definition of Installation in the Additional Services & Solutions table compared to Basic or Expanded Service Installation on page 32? The types of installation are defined in Section 4.3.2 on page 21. Companies must use the "Additional Services and Solutions Pricing – Furniture" Pricing Sheet in the Excel file and the Required Form 4 – Pricing Sheet with a revision date of July 18, 2019.</p> <p>Company Question: Will the City/Public Agency's location dictate the service rates as entered in this form? Yes.</p> <p>Company Question: Will the City allow a minimum delivery requirement for installations in remote areas? Companies may take an exception to the installation requirements as necessary.</p> <p>Company Question: Is a percentage or an hourly rate preferred? Per this addendum, Companies will use the revised "Additional Services and Solutions Pricing – Furniture" spreadsheet to select one of the following options: 1) to provide a fixed percentage discount for installation nationwide with a detailed installation fee program outlined within the Proposal; or 2) to provide an hourly rate or hourly rate range in by state. Are Companies allowed to mix the usage considering circumstances such as prevailing wage, union labor, delivery restrictions in major metropolitan markets? Yes, option #2 on the "Additional Services and Solutions Pricing – Furniture" spreadsheet structure should cover this concern.</p>

Item #	Page #	Section	Specification	Modifications and Questions
24	35	Section 7 – Required Form 4	Sample Projects	<p>Company Question: Which State should be used as the baseline for the sample project pricing.</p> <p>Answer: The Sample Projects are for the City of Charlotte in North Carolina.</p>
25	36	Section 7 – Required Form 4	Sample Projects	<p>Company Question: Are Companies to submit their best product applicable to each space type, keeping the desired aesthetic but possibly positioning finishes that are more applicable to the typical? Yes.</p> <p>Company Question: Are Companies to complete all sample project pricing with the closest product we have in compliance with the spec in size/material and finish and call out exceptions as needed? Yes. Will the Proposal be non-responsive if a Company is unable to match the spec exactly? Companies may take exceptions as necessary.</p> <p>Company Question: If a Company is providing limited categories (i.e. Filing Systems, Storage & Equipment or Library Furniture) that are not included in a Sample project, will Company be considered Non-Responsive if they do not complete and submit the Sample Project Pricing Sheets as part of Required Form 4? See addendum 2 and question 41.</p>
26	36-37	Section 7 - Required Form 4	Sample Project - A	<p>Company Question: The RFP references (10) Conference Arm chairs with mesh seat and back, and Passive Seat adjustment (auto-adjusting, user weight-based). Are these mandatory or can we submit our conference room chair with full description? For the purposes of this exercise, please use mesh seat, mesh back, and passive seat adjustment. Per addendum 2, substitutions are not permitted.</p> <p>Company Question: In the pre-proposal conference, a Company mentioned that the 54"x120" is a standard table size. Will the City accept a range of 42" – 54"x120"? Per addendum 2, please provide a 54"x120" table for this exercise.</p> <p>Company Question: Not all manufacturers offer a mesh/mesh chair. Are Companies allowed to submit an upholstered/mesh conference chair instead? For the purposes of this exercise, please use a mesh-mesh chair. Per addendum 2, substitutions are not permitted.</p> <p>Company Question: Due to ergonomic concerns such as thermal regulation and pressure point contacts, will the City accept a mesh back with a padded upholstered seat? For the purposes of this</p>

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				<p>exercise, please use a mesh-mesh chair. Per addendum 2, substitutions are not permitted.</p> <p>Company Question: Is a four-leg table base acceptable? No.</p>
27	36-37	Section 7 - Required Form 4	Sample Project - B	<p>Company Question: Will the (4) Poly Armless Stack Chairs require a poly back and seat? Yes.</p>
28	36-37	Section 7 - Required Form 4	Sample Project - C	<p>Company Question: Will the (2) Side chairs with arms require a poly back? Yes.</p> <p>Company Question: To properly accommodate the requested lower storage components, will the City accept a 72" wide credenza? For the purposes of this exercise, please use a 66" W x 24" D credenza. Per addendum 2, substitutions are not permitted.</p>
29	36-37	Section 7 - Required Form 4	Sample Project - D	<p>Company Question: Please confirm the cubicle layout. Is cubicle 113A considered a single pack? No. There is a discrepancy between the floorplan and the clarification notes. This clarification supersedes the statement in addendum 2 - there are three (3) 3-packs, one 2-packs, and one individual cubicle in the far right on page 36 of the original RFP. See the revised picture included in this addendum.</p> <p>Company Question: What are the power requirements for the 6x7 Workstation? It is (1) duplex outlet/station.</p> <p>Company Question: Will the City accept storage that is 22" deep? No, see addendum 2 – question 46.</p> <p>Company Question: There is a privacy screen shown on the plan under the height adjustable table, but it is not mentioned in the specs. Is this required? If so, fabric or laminate? What grade fabric? What size? Companies are to price the workstations with panels only with Grade 1 fabric and the size is dictated by the 6'x7' footprint.</p> <p>Company Question: What do you mean by 'flexible back' for the side chair? A chair back that pivots back.</p> <p>Company Question: Will the City accept polished chrome base seating instead of painted finish? No.</p> <p>Company Question: The request is for 48H + 13" glass = 61" overall height. Our closest available sizes are 42.5H+15 glass (57.5" overall) or 50H + 15" glass (65" overall). Are these acceptable and which overall height would be preferred? See addendum 2 – question 46.</p>

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30	38-39	Section 7 - Required Form 4	Sample Project - E	<p>Company Question: Will the (6) 4-Legged High Stools require 4 legs or is a sled base acceptable? For the purposes of this exercise, please use painted 4-legged base with glides. Per addendum 2, substitutions are not permitted.</p> <p>Company Question: For a table of that length we find 42" to be too narrow to comfortably seat 6 users. Will the City accept 48" depth? For the purposes of this exercise, please a 42" depth. Per addendum 2, substitutions are not permitted.</p>
31	38-39	Section 7 - Required Form 4	Sample Project - F	<p>Company Question: Due to the enhancement of aesthetic in laminate furniture and the decreased demand for wood veneer furniture, will the City allow laminate as an alternative to veneer for better durability and value? For the purposes of this exercise, please use a wood veneer finish. Per addendum 2, substitutions are not permitted.</p> <p>Company Question: Will the City accept any finish of similar luster on Typical F? For the purposes of this exercise, please use the finish described in the specification.</p>
32	40-45	Section 7 - Required Form 4	Sample Projects – Pricing Sheets	<p>Company Question: Are Companies only required to submit pricing without cut sheets, renderings, floor plans, etc. as a part of the submission. Yes, Companies are not required to submit cut sheets, renderings, and floor plans within their Proposal.</p> <p>Company Question: Should Companies list all available colors in finishes and material or can we reference where to find the options in the price lists? Companies must include the colors in finishes and material within the Pricing Sheet in Excel and add rows as needed.</p>
33	43	Section 7 – Required Form 4	Sample D – Pricing Sheet	<p>Company Question: Is the City looking for pricing on 12 workstations using the specific typical that is highlighted on page 36? Yes, the drawing on the bottom right hand side of page 36 covers 12 workstations.</p>
34	48	Section 7 - Required Form 6	Company's Background Response	<p>Company Question: As a National Supplier, we do business with thousands of public sector clients annually. Can you please clarify what specific information you desire in response to the 4th question? The City removed this requirement within the revised Section 7, Form 6 in this addendum.</p>
35	49	Section 7 - Required Form 6	Company's Background Response	<p>Company Question: Is it possible for a manufacturer to partner with another manufacturer to adequately fulfill all furniture categories in their response? See the third box in the table and provide a detailed response.</p>

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36	49	Section 7 - Required Form 6	Company's Background Response	<p>Company Question: Is the City looking for certified installers/subcontractors for only the City of Charlotte projects?</p> <p>Answer: No, see the last box in the table and provide a detailed response on all certified installers/subcontractors and see addendum 2 – question 26.</p>
37	50	Section 7 – Required Form 7	References	<p>Company Question: Are Companies required to provide at least five (5) references? Is it more advantageous to provide more than five (5) references?</p> <p>Answer: The City is requesting five (5) references from organizations of similar size or where the Company is providing and performing similar Products/Services.</p>
38	53-54	Section 7 - Required Form 10	Environmental Purchasing Responses	<p>Company Question: Is this section for all possible product categories or only to the products proposed in the Sample Projects?</p> <p>Answer: Companies shall complete and submit the form regarding the products or supplies required to perform the Services required in the resulting Contract(s).</p>
39	56	Section 8 - OMNIA Exhibits	Section 1.1 - Response for National Cooperative Contract	<p>Company Question: Can purchase orders be placed directly with the Manufacturer or through an Authorized Dealer partner?</p> <p>Answer: Yes. Manufacturer may allow authorized dealer to accept PO in their behalf. However, the manufacturer is responsible for reporting sales back to OMNIA Partners. It is recommended to make a statement in your response if you are choosing to allow authorized dealer to accept POs on the manufacturer's behalf.</p>
40	59	Section 8 - OMNIA Exhibits	Section 2.2 - Response for National Cooperative Contract	<p>Company Question: What is considered a “National Contract” for purposes of this section? The national contract will be offered to all participating agencies under OMNIA Partners membership. Are Companies required to match our proposed City of Charlotte discounting to our GSA discounting? Companies are encouraged to propose the most advantageous price schedule.</p>
41	59	Section 8 - OMNIA Exhibits	Section 2.3 - Response for National Cooperative Contract	<p>Company Question: Will a Company making good faith efforts to market this Master Agreement cover the sales commitment requirement in this section?</p> <p>Answer: Companies are required to provide detailed strategies in this section and may take exceptions as necessary.</p>

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42	60	Section 8 - OMNIA Exhibits	Section 3.3 - Response for National Cooperative Contract	<p>Company Question: Can a Company indicate their intent to work with the contract team in marketing the contract post award?</p> <p>Answer: Yes. OMNIA Partners marketing team will work with awarded Company(ies) to market contract.</p>
43	61	Section 8 – OMNIA Exhibits	Section 3.3 – G Response for National Cooperative Contract	<p>Company Question: About accounts payable, are Companies to provide the contact who is responsible for the admin fee payment or the team member who is responsible for handling questions regarding billing and invoicing?</p> <p>Answer: Companies must provide the contact information for the individual responsible for the admin fee reporting and payment.</p>
44	62	Section 8 - OMNIA Exhibits	Section 3.3 - M - Response for National Cooperative Contract	<p>Company Question: Are guaranteed contract sales required for the first three (3) years of the agreement? No, see addendum 2 and question 54.</p> <p>Company Question: How can we provide a guaranteed volume of sales? Please clarify (as defined in Section 10 of the National Intergovernmental Purchasing Alliance Company Administration Agreement) where can Companies find the meaning of Contract Sales? If Companies guarantee sales in Years 1 through 3, they will be responsible for any administration fee based on the greater of the actual Contract Sales and the Guaranteed Contract Sales.</p> <p>Modification - the first paragraph in Section M is revised to read: Provide the Contract Sales (as defined in Section 12 of the Administration Agreement) that Company will guarantee each year under the Master Agreement for the initial three years of the Master Agreement (“Guaranteed Contract Sales”).</p>
45	64	Section 8 – OMNIA Exhibits	Section 7 – Administration Agreement	<p>Company Statement: We request that the waiver of consequential damages be reciprocal. Companies may take exceptions as necessary.</p>
46	65	Section 8 - OMNIA Exhibits	Section 10 - Administration Agreement	<p>Company Question: As a National Furniture Supplier, it is not our standard practice to distribute copies of our contracts. Will Companies maintaining all relevant contract information on our dedicated website such as authorized dealers, pricing, products available, etc. meet this requirement? No.</p>
47	65	Section 8 - OMNIA Exhibits	Section 12 - Administration Agreement	<p>Company Question: If the City of Charlotte purchases furniture, is the Company still responsible for the OMNIA Partners’ administrative fee? Yes.</p>

Item #	Page #	Section	Specification	Modifications and Questions
48	66	Section 8 - OMNIA Exhibits	Section 14 - Administration Agreement	Company Question: Will you extend the deadline for payment within 10 business days of the appropriate month end? With the report itself being due by the 10 th day, please consider extending the receipt of payment on this report until the 30 th day. Companies may take exceptions as necessary.
49	66	Section 8 - OMNIA Exhibits	Section 15 - Administration Agreement	Company Question: Are Companies allowed to set a dollar amount the sales/admin fee audit is off for the Company to cover OMNIA's expenses in the sales/admin fee audit? For example, an audit showing the Company was off \$100 on their sales admin. fee seems unreasonable to pay for an audit, etc. Companies may take exceptions as necessary.
50	79	Section 8 - OMNIA Exhibits	New Jersey Business Compliance	Company Question: Can each brand submit the NJ paperwork, registrations or will Kimball Furniture Group need to register in the State of NJ as well? Answer: The Company submitting the Proposal is required to complete this Exhibit.
51	103	Section 9 – Sample Contract	Section 4.4 - Invoices	Company Question: Under the resulting Contract(s), are Authorized Distributors allowed to submit invoices instead of the awarded Company(ies)? Yes. In the final Contract(s), the City will reference the Company and/or Authorized Distributor as required.
52	103	Section 9 – Sample Contract	Section 4.3 – Audit	Company Question: Please confirm that before an audit occurs, the Company will receive reasonable notice. Companies may take an exception as necessary.
53	105	Section 9 – Sample Contract	Section 11 – Background Checks	Company Question: Our Company requires pre-employment drug and background checks for each employee. Our criminal background checks are performed according to the state & county regulations where the employee lives and drug testing is performed by nationally registered providers. In addition, our I9 verification process uses E-Verify with Homeland Security. Please confirm our standard process and procedures would fulfill the requirements of this section. Companies may take an exception as necessary.
54	106	Section 9 – Sample Contract	Section 12 – Acceptance of Tasks and Deliverables	Company Question: Is the sign-off sheet required for each deliverable only required if requested by the customer? The magnitude of orders this would impact from a nationwide perspective would be very difficult to manage. Companies may take an exception as necessary. Company Question: If a sign off sheet indicating acceptance or a rejection notice has not been received within 30 days of delivery, will acceptance be assumed? Companies may take an exception as necessary.

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55	108	Section 9 – Sample Contract	Section 17.1 – Right to Cover	Company Statement: Please confirm the City’s right to obtain Services from a third party is limited to comparable Services, the City’s right to deduct all expenses incurred by the City in obtaining or performing the comparable Services is limited to reasonable expenses, and the Company has an opportunity to cure before any re-procurement occurs. Companies may take an exception as necessary.
56	108	Section 9 – Sample Contract	Section 18.1 – Term	Company Question: Will the renewal options exercised be based on mutual written agreement between both parties. Companies may take an exception as necessary.
57	108	Section 9 – Sample Contract	Section 18.2 – Termination for Convenience	Company Question: Are termination for convenience rights given to either party and not just the City? Companies may take an exception as necessary.
58	109	Section 9 – Sample Contract	Section 18.4 – Additional Grounds for Default Termination by the City	Company Statement: Please remove the language in bullet a from this section. Failure to perform should already be captured under Termination for Default and given reasonable opportunity to cure. Companies may take an exception as necessary.
59	110	Section 9 – Sample Contract	Section 18.6 – Cancellation of Orders & Subcontracts	Company Statement: Because we are a custom made-to-order manufacturer, please confirm within the Termination for Convenience clause, manufacturers will be paid for work in progress. Companies may take an exception as necessary. Company Statement: As our product is largely made-to-order and may be customized at the customer’s request, please confirm that order cancellations after production has commenced are subject to reasonable cancellation charges. Companies may take an exception as necessary.
60	115	Section 9 – Sample Contract	Section 26.2.3 – Other Insurance Requirements	Company Statement: Regarding cancellation of insurance in this section, our Carrier will provide cancellation notice in accordance with the Company policy provisions. Please confirm this is acceptable. Companies may take an exception as necessary.
61	117	Section 9 – Sample Contract	Section 29.3 – Governing Law & Jurisdiction	Company Statement: Does the performance in Charlotte, North Carolina still hold true if this is a nationwide contract? Companies may take an exception as necessary.
62		General	Non-Contract Items	Company Question: If clearly defined, will the City allow non-contract items on the same purchase order as contract items? Yes.

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63	11	Section 2 – Intro and General Information	Section 2.6.6	<p>Company Question: If I am a certified Company with NCHUB, why is my organization not visible at www.charlottebusinessinclusion.com?</p> <p>Answer: A complete list of City of Charlotte certified SBEs and City registered MWBEs located within the Charlotte Combined Statistical Area (CSA) is available on the site above. To increase inclusion participation, Companies may conduct a national search for MWSBEs at https://charlotte.diversitycompliance.com/?TN=charlotte.</p>

The Proposals are due on by **2 pm EDT on Tuesday, August 6, 2019.**

Companies must use the Revised Forms dated 7-18-19 including the Checklist, Section 7, Form 4 – Pricing Worksheet, Sample Project Exhibit, and Section 7 – Form 6 – Company’s Background Response. The “269-2019-105 – Categories, Storage and Incentives in Excel”, “Additional Services and Solutions Pricing – Furniture”, and “269-2019-105 – Furniture RFP – Sample Project Pricing Sheet” spreadsheets have been revised as of 7-18-19. Companies must submit all pricing sheets in hard copy and Excel format.

To constitute a complete proposal response, you must acknowledge receipt of this addendum with the Addenda Receipt Confirmation Form in Section 7 of the RFP in your Proposal. ***Any Company not acknowledging receipt of an issued addendum may not be considered.***

The City will no longer accept questions for this solicitation. In the event additional changes to this RFP are warranted, all Companies are responsible for monitoring the City’s [Contracts Opportunities](http://www.contractsopportunities.com) site or www.ips.state.nc.us for additional addenda.

We appreciate your interest in doing business with the City and look forward to receiving a Proposal from your company.

Sincerely,

Genetta N. Carothers, A.P.P.; CLGPO
Procurement Officer

cc: RFP File

REVISED – 7-18-19:**Proposal Format** - Proposals should be formatted as follows:

Included (Check)	Requirements
	Cover Letter (per Section 5.1.1)
	Proposed Solution (per Section 5.1.2)
	Addenda Acknowledgement Form (Section 7, Form 2)
	Proposal Submission Form (Section 7, Form 3)
	Pricing Sheet (Section 7, Form 4) Attachment 1 containing: Fixed Percentage Discounts / Hourly Rates / Monthly Rate / Sample Projects
	MWSBE Utilization (Section 7, Form 5)
	Company's Background Response (Section 7, Form 6)
	References (Section 7, Form 7)
	Certification Regarding Debarment (Section 7, Form 8)
	Byrd Anti-Lobbying Certification (Section 7, Form 9)
	Environmental Purchasing Response (Section 7, Form 10)
	OMNIA Partners - Response for National Cooperative Contract (Section 8, Exhibit A)
	OMNIA Partners - Federal Funds Certification (Section 8, Exhibit F)
	OMNIA Partners – Ownership Disclosure Form (Section 8, Exhibit G, Doc #1)
	OMNIA Partners – Non-Collusion Affidavit (Section 8, Exhibit G, Doc #2)
	OMNIA Partners – Affirmative Action Affidavit (Section 8, Exhibit G, Doc #3)
	OMNIA Partners – Political Contribution Disclosure Form (Section 8, Exhibit G, Doc #4)
	OMNIA Partners – Stockholder Disclosure Certification (Section 8, Exhibit G, Doc #5)
	OMNIA Partners – Certification of Non-Involvement in Prohibited Activities in Iran (Section 8, Exhibit G, Doc #6)
	OMNIA Partners – New Jersey Business Registration Certificate (Section 8, Exhibit G, Doc #7)
	Exceptions to any part of the RFP (If you take any exceptions to anything in this document, please list it in a category in your Proposal called “Exceptions” and offer an alternative solution).

(REVISED 7-18-19) SECTION 7 - REQUIRED FORM 4 – PRICING WORKSHEET
RFP # 269-2019-105
FURNITURE, INSTALLATION AND RELATED PRODUCTS AND SERVICES

Regardless of exceptions taken, Companies shall provide pricing based on the requirements and terms set forth in this RFP. Pricing must be all-inclusive and cover every aspect of the Project. Cost must be in United States dollars. **Your Price Proposal must reflect all costs for which the City/Participating Public Agencies will be responsible.**

For purposes of this RFP, assume an initial term of five (5) years, with the City having an option to renew for two (2) additional consecutive one (1) year terms thereafter.

1. Furniture Categories and Other Related Products: Company must identify the manufacturer’s list price catalog name with the edition number and/or date. Company may insert rows to add product lines per category and incorporate tiered discounts. Company must insert the fixed percentage discount of the manufacturer’s list price for each delivery option in the table below:

REVISED TO REQUIRE A FIXED (%) PERCENTAGE DISCOUNT OFF THE MANUFACTURER’S LIST PRICE BASED ON AVAILABLE CATEGORY AND EACH DELIVERY TYPE			
Category	Insert the Verifiable Manufacturer’s List Price Catalog Name with the Edition Number and/or Date	Drop Ship	Inside Delivery
Systems Furniture			
Freestanding Furniture			
Seating / Chairs			
Soft Seating			
Filing Systems, Storage & Equipment			
Library Furniture			
Auditorium/Theater Fixed Seating			
Other Related Products	Insert the Verifiable Manufacturer’s List Price Catalog Name with the Edition Number and/or Date	Drop Ship	Inside Delivery

3. **Additional Services and Solutions:** Company must insert a **fixed monthly rate or a monthly rate range** for all available options for storage in the table below. Company may insert additional rows as necessary.

Additional Services & Solutions	Standard Fixed Monthly Rate	Monthly Rate / ft²	Monthly Rate / ft³
Storage	\$	\$	\$

4. **Pricing Incentives and Rebates:** Company must define the tier and add rows as required. Please identify any incentives and rebates offered based on volume, dollar amounts, or other criteria below:

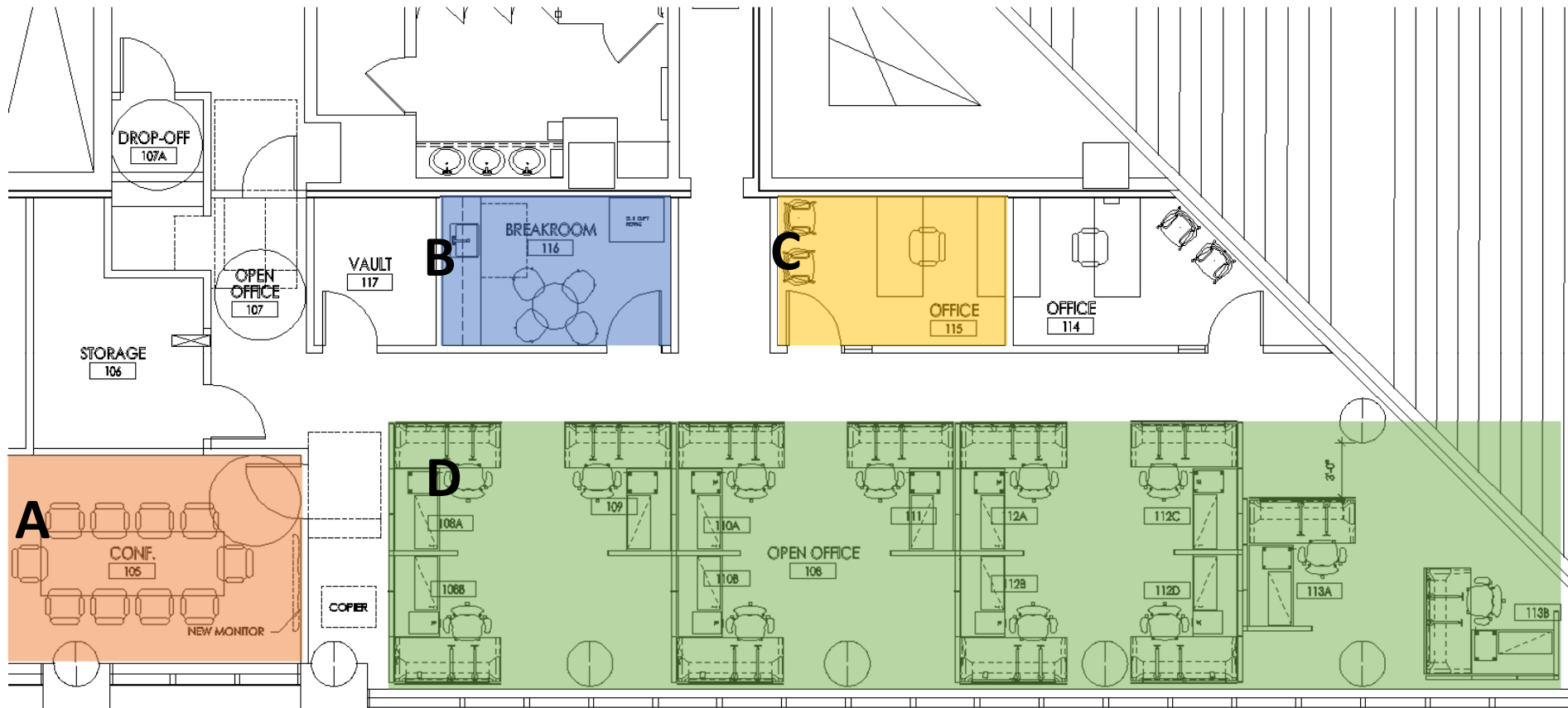
Incentives / Rebates Description	Amount or Percentage

5. **Payment Terms:** _____

6. **Delivery:** Company must state the normal delivery time (in calendar days) and any options for expediting delivery. _____

7. **Warranty:** Company must detail the following:
- a. Applicable warranty and/or guarantees of furniture and installations including any conditions and response time for repair and/or replacement of any components during the warranty period.
 - b. Warranty period start date. The City of Charlotte desires the warranty start at the time of substantial completion.
 - c. Availability of replacement parts.
 - d. Life expectancy of furniture under normal use.

- e. Detailed information as to proposed return policy on all furniture.
8. **Sample Projects:** Company must provide pricing for the **City of Charlotte's** Sample Projects provided in this Section. Pricing should be based on pricing quoted in Section 7, Form 4 and include basic/expanded installation services during normal hours and after hours. **Sample Project Pricing must be submitted in the format provided and in hard copy and Excel format on a flash drive.** The Sample Projects will be used for evaluation purposes only.
- a. Sample Project #A – Conference Room
 - b. Sample Project #B – Break Room
 - c. Sample Project #C – Private Office
 - d. Sample Project #D – 6’x7’ Workstations
 - i. Pricing must include the furniture, all required panels, hardware, connectors, and brackets required to build the 12 workstations.
 - e. Sample Project #E – Large Collaboration Space
 - f. Sample Project #F – Lounge Seating Area



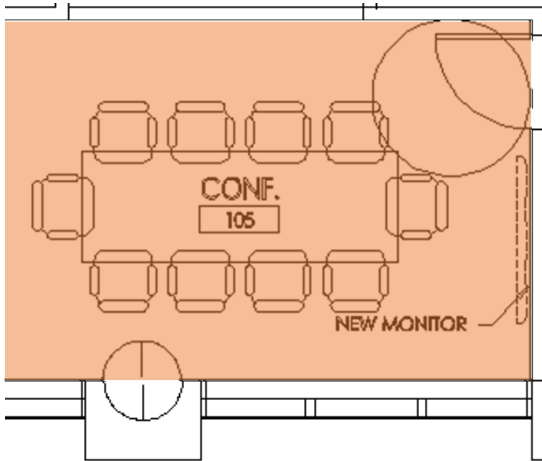
FURNITURE PLANS – Space Types A, B, C, and D

A: Conference Room

B: Break Room

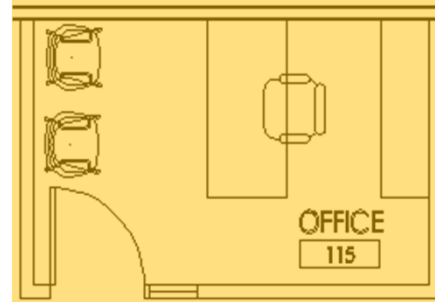
C: Private Office

D: (12) 6'x7' Workstations (see the next page for specifications)



- (1) 120W"x54"D Conference Table**
 - Plastic Laminate Top, Wood-Look
 - Flat Matching T-Mold Edge
 - Slab Legs with Power/Wiring Capability (laminated finish)
 - Integrated HDMI/USB/Power Hub
- (10) Conference Arm Chairs**
 - Mesh Seat and Back
 - 5-Arm Swivel Base (painted)
 - Pneumatic Height Adjustment
 - Passive Seat Adjustment (auto-adjusting, user weight-based)
 - Open Static Arms, Hard Casters (for carpet use)

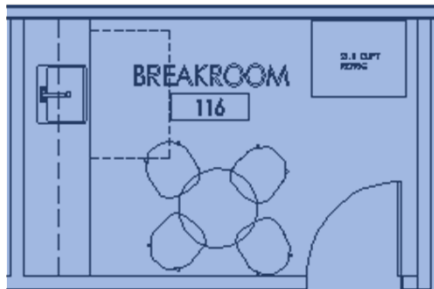
A: Conference Room



- (2) Side Chairs with Arms**
 - Upholstered Seat, Poly Back
 - Painted 4-Legged Base with Glides
 - Flexible Back

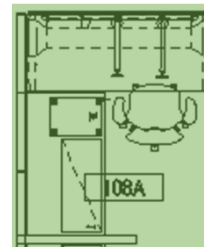
C: Private Office

- (1) 66"Wx30"D Double Pedestal Desk (Wood-Look)**
 - Plastic Laminate Top, Chassis and Pedestals
 - Matching T-Mold Edge
 - Full Modesty Panel
 - Full-Depth BBF and FF Pedestals, Locking
 - Square Pulls, Brushed Aluminum Finish
- (1) 66"Wx24"D Credenza (Wood-Look)**
 - Plastic Laminate Top, Chassis, Pedestals, Doors
 - Matching T-Mold Edge
 - Two (2) Doors w/Adjustable Shelf (at each end)
 - Two Full-Depth FF Pedestals, Locking
 - Square Pulls, Brushed Aluminum Finish
- (1) Mid-Back Task Chair**
 - Upholstered Padded Seat, Mesh Back
 - 5-Arm Swivel Base (painted)
 - Adjustable Seat Height
 - Adjustable Arm Height



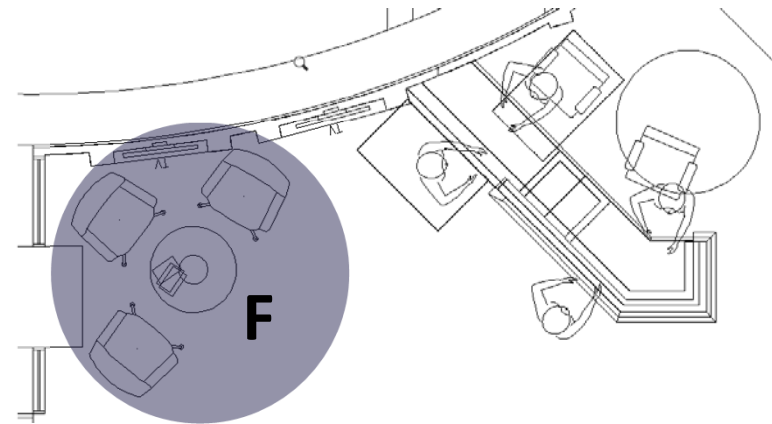
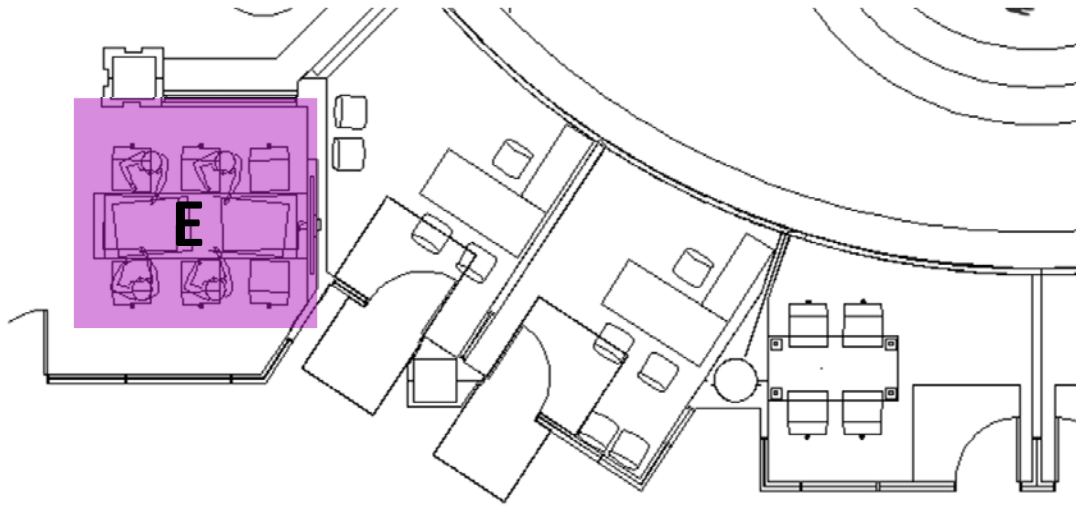
- (1) 30"DIAx29"H Table**
 - Plastic Laminate Top, Wood-Look
 - Flat Matching T-Mold Edge
 - Painted X-Base with glides
- (4) Poly Armless Stack Chairs**
 - Poly Seat and Back
 - Painted 4-Legged Base with Glides
 - Flexible Back

B: Break Room



- (12) 6'x7' Systems Workstations, with each workstation including the following:**
 - 72"Wx 30"D Adjustable Height Desk (Wood-Look Top) with Two (2) Monitor Arms and CPU Sling
 - 54"Wx 30"D Fixed Height Worksurface (Wood-Look)
 - Mobile BF Pedestal with Cushion Top
 - 36"Wx15"D 2-Drawer Lateral File
 - Modular Panel Size: ~48"H with 13" Frosted Glass Topper
 - **Power/Data: (1) duplex outlet**
- (12) Multi-Function, Adjustable Ergonomic Task Chairs:**
 - Upholstered Padded Seat, Mesh Back
 - 5-Arm Swivel Base (painted)
 - Adjustable Lumbar Support
 - Adjustable Seat: Tilt, Seat Pan, Locking Position
 - Adjustable Arm Width and Height

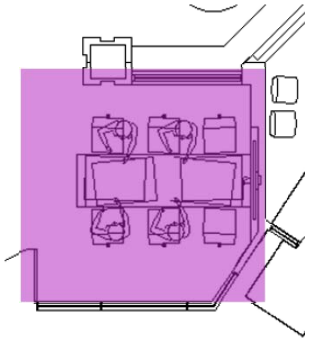
D: 6'x7' Workstations



FURNITURE PLANS – Space Types E and F

E: Large Collaboration Space

F: Lounge Seating Area



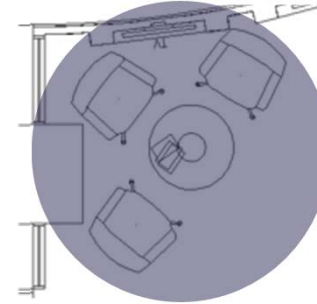
(1) 120"Wx42"Dx42"H Table

- Plastic Laminate Top and End Support Panel Legs (Wood-Look)
- Matching Flat T-Mold Edge
- Integrated HDMI/USB/Power Hub

(6) 4-Legged High Stools (to reach 42"H Table)

- Poly Seat and Back
- Painted 4-Legged Base with Glides

E: Large Collaboration Space



(3) Large Lounge Chairs

- Fully Upholstered Mid-Back Swivel Lounge Chair
- Approximately 32"Wx32"Dx32"H
- 4-Prong Base (glides with return to center column; powder coated paint)

(1) Round Occasional Table

- 36" DIA x 18"-19"H
- Veneer Top
- Brushed Aluminum Base

F: Lounge Seating Area

(REVISED 7-18-19) SECTION 7 -REQUIRED FORM 6 – COMPANY’S BACKGROUND RESPONSE

RFP # 269-2019-105

FURNITURE, INSTALLATION AND RELATED PRODUCTS AND SERVICES

Companies shall complete and submit the form below as part of their response to this RFP. Additional pages may be attached as needed to present the information requested.

Question	Response
Company’s legal name	
Company Location (indicate corporate headquarters and location that will be providing the Services).	
How many years has your company been in business? How long has your company been providing the Products and Services as described in Section 4?	
List any projects or services terminated by a government entity. Please disclose the government entity that terminated and explain the reason for the termination.	
List any litigation that your company has been involved with during the past two (2) years for Services similar to those in this RFP.	
Provide an overview and history of your company.	
If your company is a subsidiary, identify the number of employees in your company or division and the revenues of proposing company or division.	
Identify the percentage of revenue used for research and/or development by the proposing company or division.	
Identify any certifications held by your company if you are implementing or reselling another company's products or services. Include how long the partnership or certification has been effect.	
Describe your company’s complete corporate structure, including any parent companies, subsidiaries, affiliates and other related entities.	
Describe the ownership structure of your company, including any significant or controlling equity holders.	
Provide a management organization chart of your company’s overall organization, including director and officer positions and names and the reporting structure.	

Describe the key individuals along with their qualifications, professional certifications and experience that would comprise your company's team for providing the Services.	
If the Proposal will be from a team composed of more than one (1) company or if any subcontractor will provide more than fifteen percent (15%) of the Services, please describe the relationship, to include the form of partnership, each team member's role, and the experience each company will bring to the relationship that qualifies it to fulfill its role. Provide descriptions and references for the projects on which team members have previously collaborated.	
Explain how your organization ensures that personnel performing the Services are qualified and proficient.	
Provide information regarding the level of staffing at your organization's facilities that will be providing the Services, as well as the level of staffing at subcontractors' facilities, if known or applicable.	
If your company has been the subject of a dispute or strike by organized labor within the last five (5) years, please describe the circumstances and the resolution of the dispute.	
Describe your security procedures to include physical plant, electronic data, hard copy information, and employee security. Explain your point of accountability for all components of the security process. Describe the results of any third-party security audits in the last five (5) years.	
Provide the names and addresses of each certified installer/subcontractor by geographical area.	