



REQUEST FOR PROPOSAL ADDENDUM

ADDENDUM #1

DATE: August 3, 2017

REFERENCE: Request for Proposal Number: RFP #R-TC-18004
 Title: Education, Classroom, Miscellaneous Support Furniture and Related Products and Services
 Issue Date: July 18, 2017
 Sealed Proposal Due Date: August 18, 2017 @ 2:00 P.M.

All Offerors shall be advised of the following changes/additions in the referenced solicitation:

1. The Seal Proposal Due Date of August 18, 2017 @ 2:00 P.M. shall remain unchanged.
2. The following questions/inquiries were received from potential offerors with the following answers:

Question 1.: I was recently sent my first WEBS opportunity, System ID # 36570...it was asking for school cafeteria furniture, which my company can provide. I am having a heck of a time trying to find a "specification" for the furniture that was needed. I saw in the table of contents, a section (4.1.7) that called the types of furniture needed but then cannot find any spec's or qty. etc.

Answer: Please reference the following posting located on Prince William County Schools website:

| | | | |
|---|---|-------------------------|------------------------------------|
| <u>R-TC-18004</u> <u>Attachment A</u> <u>Attachment A-1</u> <u>Attachment A-2</u> <u>Attachment A-3</u> | Education, Classroom, Miscellaneous Support Furniture and Related Products and Services | 08/18/17 @ 2:00 p.m. | <u>Tony Crosby</u> |
|---|---|-------------------------|------------------------------------|

Click on Attachment A1 and A2, and then you will see tabs below entitled "Student Lunch Court".

Question 2. Can you kindly send me or point to your website url where the bid documents can be found. The area we are interested in is services?

Answer: See Answer to Question 1. above.

Question 3. Is it preferred that the responses to this RFP come directly from a manufacturer, or through a dealer?

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Answer: We do not have a preferred method, responses can be submitted by both manufacturers and dealers.

Question 4. Can a manufacture respond to the RFP or is it only for dealers?

Answer: See Answer to Question 3. above.

Question 5. If a manufacture can respond to the RFP directly please note that we are a manufacture that does not sell direct but only through authorized dealers who would service the contract. Can they receive all purchase orders and invoice the end user directly?

Answer: Yes.

Question 6. To respond to the RFP, is it required to submit a bid on all categories?

Answer: The intent of this solicitation is to provide Participating Public Agencies with products and services to meet their various needs. PWCS reserves the right to award the contract in the aggregate, by section, multiple award; whichever is in the best interest of PWCS and Participating Public Agencies as a result of this solicitation (Reference Paragraph 11, Method of Award).

Question 7. Should freight for the line item pricing be based off destination in Manassas, VA 20112?

Answer: Yes.

Question 8. Reference "Proposal Submission Requirements" on page 12. Do you require 8 USB flash drives with complete copy of the bid and 8 additional USB flash drives for the redacted copies of the bid, for a total of 16 flash drives? Or do you require a total of 8 flash drives that each contain a copy of the full bid documents and the redacted copy?

Answer: We will leave this at the Offeror's discretion but advise that the complete copies and redacted must be clearly labeled and separate documents.

Question 9. Reference section 9.16.1 (on page 14), where it notes "Any material on CD's should be in Microsoft Office format." Since documents are provided in PDF and require signature, is it acceptable to submit the forms/qualifications in PDF format (not a Microsoft Office application) and the pricing in excel (a Microsoft Office application)?

Answer: Yes.

- Question 10. Page 1, 14 and 15 allow for exceptions to be listed, but page 45 says exceptions will result in disqualification. Will exceptions be considered? Please clarify. Please reference the following parts of the solicitation:
- a. Last section of page 1: "All proposed exceptions to this RFP, and any proposed changes to the contract documents or terms and conditions, are to be included in (TAB 9) of the proposal response. See Proposal Submission Requirements Section 9.16.2.9. in this RFP for additional information."
 - b. Section 9.15 (page 14): "If the Offeror wishes PWCS to consider any changes to these documents, such changes must be submitted as part of the Offeror's proposal."
 - c. "9.16.2.9. Exceptions (TAB 9)" (page 15): Any exceptions being taken to the RFP must be listed under this tab. See Section 6.15 for additional information.
 - d. "U.S. Communities Administration Agreement Information" (page 46): "The Supplier is required to execute the U.S. Communities Administration Agreement unaltered (attached hereto as Attachment A) and submit with the supplier's proposal without exception or alteration. Failure to do so will result in disqualification."

Answer: Exceptions will be considered as outlined above with the exception of the US Communities Administration Agreement.

- Question 11. Are we required to sign both the Prince William Contract and the US Communities Administration Agreement with our bid proposal or are these just samples for review?

Answer: The Prince William contract is a sample is not required to be signed. The US Communities Administration Agreement **must** be signed and returned with your submission.

- Question 12. As a dealer of over 150 manufacturers, we have no control over the manufacturer price lists and therefore have no control of their price increases. The excerpt below from the Sample Contract requires list price increases to fall in line with the Consumer Price Index. Since there was no other reference to this in the bid documents, is this a requirement of the bid or was it a clause that was inadvertently included on the sample contract? Again, we have no control in this matter. Is it acceptable to provide pricing based on current manufacturer price lists (without the CPI limitation)?

- a. Reference Sample Contract (page 31): "For future contract renewal periods, price increases shall not exceed the percentage increase/decrease in the Consumer Price Index, Table 1 (<http://stats.bls.gov/news.release/cpi.t0.htm>), Urban Consumers (CPI-U), U. S. City Average, All Items, Unadjusted, for the most recently published twelve months as published by the U. S. Department of Labor, Bureau of Labor Statistics. The base price to which any adjustments will be made shall be the prices in effect during the contract period prior to the proposed contract period."

Answer: The following Special Provisions are hereby being added:

- 12.2. The subsequent Contract will be a firm-fixed price agreement. The fee(s) will remain firm and will include all charges that may be incurred in fulfilling the requirements of the Contract during the first 365 days. Changes in cost for any subsequent Contract years may be based on the Consumer Price Index (CPI-U), U.S. City Averages, or other relevant indices.
- 12.3. The request for a change in the unit price shall include as a minimum, (1) the cause of the adjustment, (2) proposed effective date; and, (3) the amount of the change requested with documentation to support the requested adjustment (i.e. appropriate Bureau of Labor Statistics, Consumer Price Index (CPI-U), change in manufacturer's price, etc.).
- 12.4. After reviewing the documentation provided, the Supervisor of Purchasing, may accept the increased costs or refuse them if they are considered to be excessive.
 - 12.4.1. If the Supervisor of Purchasing does not accept the increased costs and PWCS originally awarded multiple contracts for these items/services, PWCS reserves the right to obtain prices for the affected items/services from the other vendors who were awarded a contract and, if the prices are considered to be fair and reasonable, award the items/services to the contractor(s) with the lowest price that meets the contract requirements.
 - 12.4.2. Alternatively, at its own discretion, PWCS may revise the contract requirements and issue a new solicitation.
- 12.5. All pricing shall be FOB Destination.
- 12.6. Unless otherwise clearly specified in the Offerors proposal, it shall be considered that there is no minimum order amount.
- 12.7. It is the Proposer's responsibility to provide PWCS and Participating Public Agencies with an up-to-date price list and any necessary brochures, finish material samples or related materials at no charge for the duration of the Contract.

Question 13. Are the renewal terms for this contract two 2-year periods (as stated section 12.1 on page 17) or four 1-year periods (form Sample Contract, section 3.1 on page 31)?

Answer: The renewal terms shall be two (2) – two (2) year periods, as referenced in Paragraph 12.1 of the solicitation.

Question 14. “Experience” (on page 41) references “California K-12 school districts.” Please confirm this is correct...Or should it be revised to “Virginia”? Also, note that “California” is referenced on page 56 too.

Answer: Page 41 – remove “California” and the sentence shall read: The portion of the Proposal should include all other similar services performed by your firm, especially those performed for large, K-12 school districts and other school districts nationwide.

Page 56 – remains unchanged.

Question 15. As it relates to the Administration Agreement, how flexible is US Communities in negotiating any specific terms? For Example: 3.3 (a) Corporate Commitment (viii), 3.3 (b) Pricing Commitment (i) & (ii), 3.3 (d) Sales Commitment (i).

Answer: The Supplier is required to execute the U.S. Communities Administration Agreement unaltered and submit with the supplier’s proposal without exception or alteration. Failure to do so will result in disqualification.

Question 16. Does this solicitation require a manufacturer response or would an authorized distributor/dealer be considered?

Answer: See response to question 3. Above.

Question 17. We are a manufacturer that specializes in a niche product category. How should we respond to Attachments A (A-1, A-2, and A-3) if we do not manufacturer all of the products listed in the examples? Should we submit project examples with room layouts and final installation images of educational environments to showcase the high level of our products instead?

Answer: The attachments are for evaluation purposes and the product offering must meet the requirements as solicited.

ALL OTHER SPECIFICATIONS, TERMS AND CONDITIONS REMAIN UNCHANGED.

A signed acknowledgment of this addendum must be received by the Purchasing Office either prior to the Proposal due date and hour specified, or attached to the RFP. Signature on this addendum does not constitute the Offeror's signature on the original proposal document. The original proposal document shall also be signed.

Anthony E. Crosby, CPPO
Coordinator

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ACKNOWLEDGMENT:

Name of Firm

Signature

Date

Print Name and Title

Telephone Number

Fax Number

PURCHASING OFFICE