

ADDENDUM

February 6, 2023

ADDENDUM #2

23MISC8, School and Office Furniture

DUE DATE: Prior to and no later than 11:00 A.M., Wednesday, February 15, 2023 at
<https://secure.procurenw.com/portal/fcps>

This addendum is being issued to provide additions, corrections, clarifications and answers to certain questions raised referencing the original proposal package and any resultant contract for the above bid.

1. **The following section, page 40, #7. Discount from Catalog Listed Prices and Price Escalation Terms, has been updated in its entirety to read as follows:**

7. DISCOUNT FROM CATALOG LISTED PRICES AND PRICE ESCALATION TERMS:

- a. Discounts in terms of a fixed percentage (%) from the manufacturer's price list shall be quoted on the basis of F.O.B. Destination, Inside Delivery and shall include uncrating, assembly, installation (if required), removal of debris off-site, wipe down surfaces and a completed punch list (if required).
- b. The percentage discount offered shall remain constant throughout the life of the contract, including any renewals, and may not be reduced. However, greater percentage discounts resulting in a lower net price are acceptable at any time during the life of the contract.
- c. All list prices must remain firm against any increase for a three-month period from the effective date of this contract regardless of how often manufacturers may adjust prices.

It is the Contractor's responsibility to notify FCPS in advance of any anticipated price changes by the manufacturer.

- d. The Contractor shall maintain electronic price lists and catalogs (or provide links to the manufacturer's website), and any necessary brochures, finish samples, fabric samples, seating samples or related materials at no charge during the entire contract period including any renewals.
- e. To establish a baseline pricing, vendors are to submit the current manufacturer's published price list, catalog price list(s), or catalog(s) showing prices, with their proposal to the Purchasing Department. If the manufacturer does not have a published price list, please indicate so on the Form of Proposal and provide proof if available.
- f. Additional manufacturers may be added throughout the contract terms and will be subject to all terms and conditions of the contract.
- g. Request for Quotes shall be provided for purchases under this proposal. The requested quotes shall include the manufacturer's list price, the percentage discount and the net price.

2. **Page 39, 6. Market Basket Form of Proposal is being modified to add the following:**

- d. The unit price being bid shall be inclusive of all charges to include F.O.B. Destination, Inside Delivery,

Uncreating, Assembly and Installation if required, and removal of debris off-site.

3. Questions Received with Responses:

- a. Reference Page 40, 7.b. All list prices must remain firm against any increase for one year from the effective date of this contract regardless of how often manufacturers may adjust prices. Thereafter, it shall be the Contractor's responsibility to notify FCPS in advance of any anticipated price changes by the manufacturer. Request for list price increase must be accompanied by bona-fide manufacturer's documentation reflecting the change. Increases shall be limited to the actual cost increase to the manufacturer. FCPS reserves the right to accept or reject the request for price increase. It is the Contractor's obligation to maintain a website with the current list prices for easy access for the end users of this contract.

Question: Would FCPS consider changing this requirement since list prices are now dictated by what is happening in the market. For example, HON had numerous increases on list prices throughout the year. It would be impossible for a dealer to anticipate how a manufacturer may be impacted and how much they may increase their prices and how many times it may happen. Also, many do not even have published list prices to give us. Pricing is based on the time of quote request.

Response: All list prices must remain firm against any increase for a three-month period. Please see above revised language.

- b. Reference Page 40, 7.b. Request for list price increase must be accompanied by bona-fide manufacturer's documentation reflecting the change. Increases shall be limited to the actual cost increase to the manufacturer. FCPS reserves the right to accept or reject the request for price increase. It is the Contractor's obligation to maintain a website with the current list prices for easy access for the end users of this contract.

Question: Unfortunately, a manufacturer's increase to their list price does not include the increase to the freight cost that they may also be increasing or the installation costs that may also be impacted due to fluctuations in the market. How do we account for these increases that maybe occurring at the same time a list price is increasing?

Response: This language has been deleted. Please see above revised language.

- c. Reference Page 40, 7.b. It is the Contractor's obligation to maintain a website with the current list prices for easy access for the end users of this contract.

Question: Could we provide links to the manufacturers website rather than creating a website for the lines that we will be awarded. This way the entire manufacturer's catalog can be viewed by FCPS. Also, would FCPS consider changing this line to a "Request for Quote" option where the school would request what they want and the dealer can provide a quote for those items rather than creating a website?

Response: Yes, a manufacturer's website is acceptable. Please see above revised language.

- d. Reference Page 40, 7.f. To establish a baseline pricing, vendors are to submit one set of the current catalog price list(s), or catalog(s) showing prices, with their proposal to the Purchasing Department.

Question: How would this be submitted through OpenGov? Is this in addition to the website requirement stated in "B" above? As previously mentioned, some manufacturers do not have price lists available and they work on a quote basis how you like that to appear?

Response: Yes, these would be submitted through OpenGov. They can be uploaded under supplemental documents. Yes, this is in addition to the website requirement.

- e. Reference Page 41, 11.a. The vendors must include in the unit price for each item, all charges for installation/assembly. If certain items do not require installation/assembly, the vendor must note this next to the item on the proposal form.

Question: How do we include the installation/assembly charges in the unit price if the price FCPS is working from the current manufacturers' list price?

Response: Under Form of Proposal 1, the unit price being quoted shall be inclusive of all charges to include F.O.B. Destination, Inside Delivery, Uncreating, Assembly and Installation if required, removal of debris off-site. Under Form of Proposal 2, please reference question #1 above.

- f. On the Form of Proposal 2 – Discount from List

- Number 1 on the Manufacturer list is Adelphia....they were purchased by Datum so they are no longer a company.
Response: Form of Proposal has been updated to Datum
- Number 23 on the Manufacturer list is Douron Library International...but Douron is not a manufacturer so how can they be listed here?
Response: Form of Proposal has been updated and removed.
- Number 16 & 17 on the Manufacturer list is Community (twice)...can you please let us know what the difference is between the two?
Response: No difference. Form of Proposal has been updated to remove duplication
- Number 65 & 66 on the Manufacturer list is Steelcase (twice)....can you please let us know what the difference is between the two?
Response: No difference. Form of Proposal has been updated to remove duplication.
- Number 67 & 68 on the Manufacturer list is Tennsco (twice)... can you please let us know what the difference is between the two?
Response: No difference. Form of Proposal has been updated to remove duplication.

- g. For the list of Manufacturers on Form 2 - percentage off list - can we add/submit an additional manufacturer if they appear on Form Proposal 1 for the Market but are not listed on Form 2. Please let me know...thank you in advance.
Response: Yes, you can add any manufacturer you represent that you would like to extend a discount for if they are not listed already.
- h. How is this being awarded line by line, category or all or nothing?
Response: Please reference page 42 of the bid package #14. Evaluation Criteria and Award.
- i. When are you ordering the product?
Response: This is an open requirement contract and orders will be placed on an as needed basis. No guarantee of purchase or any specific yearly quantity or dollar amount is made.
- j. Are you wanting installation?
Response: Yes. Quoted prices shall be inclusive of inside delivery, assembly if required and set-in place.
- k. Can I add a manufacture not on the list to the **FORM OF PROPOSAL 2 - DISCOUNT FROM LIST**?
Response: Yes, a revised Form of Proposal 2 was uploaded to include spaces for adding manufacturers.
- l. Is the discount on the **FORM OF PROPOSAL 2** - discount off of list and it is doesn't include shipping
Response: Discounts should be inclusive of inside delivery, assembly if required, set-in place, and shipping and handling charges.
- m. Are you accepting alternate in the **FORM OF PROPOSAL 1 - MARKET BASKET**?
Response: Please reference page 39 of the bid package, #6 Market Basket Form of Proposal, #a.
- n. Are samples required or will they be requested when needed?
Response: Samples are not required and would be requested when needed.
- o. If installation is required are you need a lift gate is it 1st floor do we have access to an elevator?
Response: In some cases, a lift gate may be needed. This information would be provided at the time the quote is requested and added as a separate line. If schools have an elevator, you would have access to them.

4. Revised Form of Proposal Part 2 – Discount from list has been attached and uploaded in OpenGov in Excel format.

Thank you for your interest in bidding with Frederick County Public Schools.

Sincerely,

Kim Miskell

Kim Miskell, CSBO

Assistant Purchasing Manager

KM/sg

cc: RFP File

**23MISC8, School and Office Furniture
Form of Proposal 2 - Discount from List
Revision 2 - Addendum #2 (2/3/2023)**

ITEM NO.	MANUFACTURER	PLACE AN "X" IF AVAILABLE ON QUICK SHIP	DISCOUNT
1	ALL STEEL		
2	ALLIED PLASTIC		
3	AMTAB		
4	ARTCOBELL		
5	ARTOPEX		
6	BALT		
7	BRETFORD		
8	BROADART		
9	CANDEX		
10	CAPITAL SEATING		
11	CHILDCRAFT		
12	CLARIDGE		
13	CLASSROOM SELECT		
14	COLUMBIA		
15	COMMUNITY		
16	COPERNICUS EDUCATIONAL PRODUCTS		
17	CORILAM		
18	DALITE		
19	DATUM		
20	DEMCO		
21	DIVERSIFIED WOODCRAFTS		
22	ECR4KIDS		
23	FLEETWOOD		
24	GHENT		
25	GLOBAL		
26	GRAFCO		
27	GROUPE LACASSE		
28	HALE		
29	HAWORTH		
30	HERMAN MILLER		
31	HIGHPOINT		
32	HON		
33	INDIANA DESK		
34	IRONWOOD		
35	JASPER CHAIR		
36	JONTI-CRAFT		
37	KI		
38	KORNERS FOR KIDS		
39	KRUEGER INTERNATIONAL		
40	LAKESHORE LEARNING		
41	LUXOR		
42	LYON		
43	MIDWEST		
44	MILLER DESK		

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ITEM NO.	MANUFACTURER	PLACE AN "X" IF AVAILABLE ON QUICK SHIP	DISCOUNT
45	MITY-LITE TABLES		
46	MOORECO		
47	NATIONAL PUBLIC SEATING		
48	OFFICE SOURCE		
49	PALMER HAMILTON		
50	PENCO PRODUCTS		
51	QUARTET		
52	ROYAL		
53	RUBBERMAID COMMERCIAL		
54	RUSSWOOD LIBRARY FURNITURE		
55	SAFCO		
56	SANDUSKY LEE		
57	SCHOLARCRAFT		
58	SCHOOL SPECIALTY		
59	SHAIN SHOP-BILT		
60	SIT-ON-IT		
61	SMITH SYSTEMS		
62	SPECTRUM INDUSTRIES		
63	STEELCASE		
64	TENNSCO		
65	UNITED CHAIR		
66	VIRCO		
67	VS AMERICA		
68	WENGER		
69	WORDEN		
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PART II

DESIGN SERVICES

\$_____per hour

(The delivered and installed discounts include the original plus two design revisions. Additional revisions are charged at the design services hourly rate.)

Do you have the capability to provide design services?

If yes, check the box that applies:

Dealer

Manufacturer

Third Party

Other: _____