

1: Will the awarded discounts for each manufacturer be applicable to other items from those manufacturers? Or are you only going to award those items that are listed?

Discounts will be applicable for items listed in Section 7- Bid Summary Excel Spreadsheet.

2: Can you have 2 different discounts from the MSRP for the same manufacturer based on the individual products?

Yes

3: Will you accept bids on alternate manufacturers? Or are you only accepting bids on the manufacturers listed?

This solicitation calls for specific manufacturer and equivalents based on the description. See Section 7- Bid Summary Excel Spreadsheet

4. If after contract award prices do increase will there be an option provided to the awardee to give the school board notice that prices are to be adjusted?

Price increases will be considered during renewal periods.

5. Section 5.8, if the bidder is authorized dealer, does this section still apply

Yes, Section 5.8 states:

- a) Vendors must provide proof in writing, not older than six (6) months that they are an authorized dealer.
- b) This authorization must be updated on an annual basis throughout the life of the contract.

6. If in the process of reviewing bids and you request samples and the samples are only available from the manufacturer, which may take more than 48 hours, will there be a waiver on delivery of the samples?

Please see Addendum 2

7. I'm a minority vendor for state, county and school system and receive bids regularly. I'm wondering if school system purchases mattresses at all or is it done through county? I don't seem to find mattresses as part of requests coming through school system.

This solicitation is for Classroom and Miscellaneous Furniture.

8. The bid documents speak about submitting monthly diversity compliance reports, but nowhere does it mention an actual goal that the prime contractor has to subcontract to certified Small, Micro, Minority, Women or Veteran owned business enterprises. Is there an actual goal?

See Section 5.2

The agreement between the successful bidder(s) and the Board will be non-exclusive. Procurement staff may apply scoring incentives for registered SBE/MBE/VBE bidders, at the recommendation of the Goal Setting Committee, and/or vendors claiming local preference, in accordance with School Board Policy 6320.05. The Goal Setting Committee assigned a SBE/MBE price preference of 3% for this ITB.

9. Page 14 says "Vendors can bid on all or one selected category based on manufacturer." What does this mean exactly? Can a bidder bid on those items in a category that are specified under the same manufacturer or do bidders have to bid on *everything* in a category?

See Section 5.2 & 6.2 Method of Award

10. Is it possible that there will be an award based on individual line items?

See Section 5.2 & 6.2 Method of Award

11. On page 19, it says "initial delivery must be completed within six to eight weeks...." What do you mean by initial delivery? Then it says "all vendors must offer inside delivery," but it also says that unless indicated otherwise, shipments must be palletized and shipped to the Richards Warehouse. Does that mean there will be orders that have to be delivered to individual schools, with inside delivery required?

Orders for S&MD and Richards Warehouse must be palletized and are to be delivered at the docks.

Inside deliveries/installations to school sites will be specified when needed.

12. What exactly do you mean by "inside delivery" just putting the furniture in the first dry area or setting the cartons in place in the desired rooms?

The ability to deliver and install inside the school site and place in the correct room of a specified location when requested.

13. Are the estimated quantities in the spreadsheet for the entire course of the contract? Is that just the base three years or the base three years plus 2 annual renewals for a total of 5 years?

These are estimated/anticipated quantities that will be ordered each year.

14. In the Tables section of the Excel file, there are a number of references to wood veneer. Do you really mean laminate?

Laminate

15. Can you please give clarification on the Bid Open Date? Is it 06/10/21 at 1:00 PM EST or 06/15/21 at 1:00 PM EST? Thank you.

The bid opening date is June 10, 2021 at 1pm. Please see Addenda 1 for correction of Attachment 16.

16. Some of the items on this bid are off. You have some Virco model numbers that do not match the dimensions/description requested.

Item 42- Virco 9260PGC

Do you want us to go off the description or model numbers?

Both and/or equivalent.

Also is this a low bid wins all or is this a catalog bid discount per line item? How will this be awarded?

Catalog bid discount per line item.

17. For a 5, 6, 7 & 8. It is requested for either Solid Plastic Writing surface or Laminate. Laminate can be much less expensive than a similar product with a laminate worksurface. Can you please state which the district prefers. Or add a sub line to each of those items, one for a laminate and one for a solid plastic.

S&MD stock laminate and FFE usually requests laminate as well.

18: Is this bid going to be judged on lowest discount off list per item?

Yes.

What is the process as stated in the bid to have an item as an approved equal?

Please refer to Page 7- VIII – Samples Testing and Evaluation

19. Is there a process to decide the brands that would be considered equal to the brands on the spreadsheet?

Please refer to Page 7- VIII – Samples Testing and Evaluation

20. Are there items already approved as equals to the ones on the spreadsheet?

No

21. If the evaluation process only takes into account the size of the percent discount, what could prevent the inflation of the list price?

See Section 5.2 – Method of Award

22. If the award is based on percentage discount from MSRP, a \$100 item with a 10% discount would lose to a \$200 item with a 15% discount. In this scenario, the school district would be paying more money for that item. Is this going to be taken into consideration when awarding?

See Section 5.2 – Method of Award

23. Regarding delivery, items delivered to the district warehouse are palletized and will be handled by school warehouse personnel. Items shipped directly to a specific school will require liftgate, handling and installation by the successful bidder personnel. How will the additional costs for specific school delivery be invoiced?

Discounts should include all applicable costs: warehouse delivery, installation and freight.

24. What is the process for obtaining an “approved equal” product substitution approval from those specifically listed on the Excel spreadsheet?

Please refer to Page 7- VIII – Samples Testing and Evaluation and Section 5.9 Samples

25. Obtaining physical product samples and submitting them to the district within 48 hours may be difficult. Is there a process for this delay?

Please see Addendum 2.

26. With respect to including freight in our MSRP discounts... As a rule of thumb, the more products shipped from a particular supplier, the better the freight rate. Realizing this, can you commit to a minimum order for each line item? For example, if you were to commit to ordering at least 25 student chairs at a time, your discount off MSRP would be better than if you ordered only (1) chair. If you can't commit to a minimum order, would you allow bidders to stipulate pricing based on minimum orders?

A minimum order quantity can be specified based on the proposer's % discount

S&MD will always order in quantities over 100 for chairs and no less than 25 for tables. FF&E orders vary based on the project needs.

Under item #42 I believe there is a misspelling regarding the item number 9160 PGC by Virco which does not exist.

Item 42- Virco 9260PGC

27. The qty's that are on the excel spread sheet will it be a lump sum order or will it be ordered in phases over the contract period ?

These are estimated/anticipated quantities that will be ordered each year.

28. Can I provide inside delivery as a flat fee?

Prices must include the delivery and pallet fees for S&MD and Richards Warehouse orders. Discounts should include all applicable costs, warehouse delivery, freight and installation when applicable.

29. Can you clarify whether you are requesting a discount off of list or a Catalog Discount because the bid documents and excel spread sheet say 2 different thing (reference 6.3)

Discounts off Manufacturer Price

30. Do you want the price held for the term of the contract or can the price be increased yearly

The percentage discount will be for the contract period
Price increases will be considered during renewal periods