

July 11, 2011

**ADDENDUM No. 1**

*To*

**REQUEST FOR PROPOSALS**

*For*

**FURNITURE, FIXTURES & EQUIPMENT  
GP-0169-F01**

*For the*

**SCHOOL CONSTRUCTION PROGRAM**

**ISSUED JUNE 16, 2011**

*By*

**THE NEW JERSEY SCHOOLS DEVELOPMENT AUTHORITY**

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**PLEASE TAKE NOTICE:**

**PROPOSAL DUE DATE HAS BEEN EXTENDED. PROPOSALS ARE NOW DUE on Thursday, July 28, 2011 by 5 PM, at the Main Office of the New Jersey Schools Development Authority located at 1 West State Street, Trenton, New Jersey 08625, and must be delivered in the manner set forth in the RFP.**

This **ADDENDUM No. 1** includes questions submitted by 5 PM on Thursday, June 30, 2011, and answers thereto, and a list of firms that submitted Mandatory Notices of Intent to Participate by 5 PM on Thursday, June 30, 2011. Terms in this Addendum shall have the same meaning as provided in Section 1 of the Agreement, except as otherwise provided herein.

**A. FIRMS THAT SUBMITTED TIMELY NOTICES OF INTENT TO PARTICIPATE**

Please see Attachment A.

**B. QUESTIONS & NJSDA ANSWERS**

- B.1 Question:** Are all subconsultants required to be SBEs, or are just a percentage of subconsultants required to be SBEs?

**Answer:** Pursuant to the RFP, 25% of the total amount of work should be assigned to SBEs. That target percentage may be satisfied by the QMF or subconsultant(s). The selected QMFs shall be required to make good faith efforts to ensure that small business enterprises (SBEs) have the maximum practicable opportunity to participate in the performance of this engagement. A 25% target has been established pursuant to N.J.A.C.17:13-1.1 et seq.

- B.2 Question:** If a firm decides not to bid, would that firm have the opportunity to sell directly to the NJSDA under a GSA contract?

**Answer:** NJSDA has spent a considerable amount of time and resources for this procurement and therefore NJSDA will use its best efforts to use this contract to fulfill purchasing requirements.

- B.3 Question:** If no firms bid on a certain Lot, how would the NJSDA purchase the products included in that Lot?

**Answer:** Wherever practicable, we will utilize the NJSDA contract. We are able to purchase under GSA contract. It will be an NJSDA decision how to purchase additional products.

- B.4 Question:** Should the special catalog required with the proposal submission include only the products required for that Lot, or should it include the firms' entire catalog? If a firm is awarded a contract, does that open their entire catalog to the NJSDA, or just the specific products listed in their awarded Lot?

**Answer:** Only catalog portions containing the specific products in the proposed lot should be submitted with the RFP. Only the specific products in the awarded lot will be available to the Authority.

**B.5 Question:** Is Item D.2 of Appendix B of the Agreement, Website Development and Maintenance, a mandatory condition to participate in this bid? Additionally, is it required that orders and invoices are placed, tracked and paid through the website, rather than a QMFs customer service department?

**Answer:** At this time, this requirement is not needed. However, the Authority expects to move toward this tracking and payment method at a later date. The Authority intends to work with QMFs to achieve this goal and ample timeframes will be provided.

**B.6 Question:** Under Appendix B, Section D.2, could NJSDA further define the process for issuance of Purchase orders, tracking of purchase orders and payment of invoices? How does NJSDA submit purchase orders? What type of information do you require in tracking purchase orders? What type of information are you looking for in payment of invoices?

**Answer:** A copy of the purchase order is included in Appendix B, Exhibit 1 of the Agreement. Please refer to Appendix B for additional details regarding purchase orders.

Please refer to Section 3 of the Agreement for details regarding invoices.

**B.7 Question:** Pursuant to Section 2.2 of the RFP, is the NJSDA looking for a pricelist without the actual pricing which shows model numbers? Or are firms to submit brochures/product catalogs that overview the product lines they are proposing?

**Answer:** QMFs should submit catalogs that describe the products. QMFs should also provide pricing for those products.

**B.8 Question:** Is the insurance certificate required in the bid proposal or is it only due when an award is granted?

**Answer:** Insurance certificates will be due at the time of award. Insurance requirements included in the RFP and Agreement are for informational purposes at this time.

**B.9 Question:** The RFP requests pricing for delivery and installation. Is the prevailing wage the rate that should be taken into consideration for this calculation, or will some projects not require prevailing wage?

**Answer:** All projects will be prevailing wage.

**B.10 Question:** In an effort to be green, can pricelists be submitted on a CD instead of a paper copy?

**Answer:** No.

**B.11 Question:** Are manufacturers who are not SBEs able to bid on this proposal?

**Answer:** Yes. QMFs do not have to be SBEs, but they must comply with the SBE requirements noted in Section 2.10 of the RFP.

**B.12 Question:** What is the reason that the NJSDA requires that contract to be held by a manufacturer rather than a dealer considering a dealer may be local and able to manage your needs better? Would the NJSDA consider having purchase orders made out to the QMF, in care of the dealer?

**Answer:** It is an NJSDA decision to have the contract held by the manufacturer. All purchase orders are mailed to the Manufacturer/Payee with a copy to the servicing dealer. Invoices are received from Manufacturers on standard manufacturer invoice form and they are paid directly to the Manufacturer. See Appendix B-Attachment 1 for reference of the purchase order.

**B.13 Question:** Can you provide a checklist for all documents that are required in response to this RFP?

**Answer:** Please review Sections 2 and 3 of the RFP which indicate all required submission items.

**B.14 Question:** Can a QMF take exception to the terms and conditions within the bid?

**Answer:** Pursuant to the RFP, upon award, the NJSDA will forward to successful QMFs the Agreement, which must be executed, without modification.

**B.15 Question:** Please confirm that there are no price increases allowed during the term of the contract or the renewal periods? Is this negotiable?

**Answer:** There will be no price increases allowed during the term of the contract or renewal periods. QMFs should take this into account when providing prices.

**B.16 Question:** Would a QMF be eliminated if they do not meet the minimum percentage per category (1 – 3) outlined in attachment E (NJSDA SBE Form B)? For example, a QMF can meet the 25% requirement but only with categories two and three?

**Answer:** That would be acceptable. The selected QMFs shall be required to make good faith efforts to ensure that small business enterprises (SBEs) have the maximum practicable opportunity to participate in the performance of this engagement. A 25% target has been established pursuant to N.J.A.C.17:13-1.1 et seq.

The 25% target can be accomplished with any combination of the SBE categories.

**B.17 Question:** Please further define what services are appropriate to include in the 25% requirement of an SBE? Can installation be considered part of this percentage? Can a servicing dealer qualify for the SBE requirement?

**Answer:** Yes. 25% of the total work must be handled by SBE subconsultant(s), which may include installation and servicing dealers.

**B.18 Question:** Can manufacturers team with another manufacturer to fulfill the requirements of this RFP?

**Answer:** Yes. However, QMFs should only submit a response to the RFP under their approved RFQ Lots.

**B.19 Question:** Does the contract allow that a subconsultant be named to the same Lot by more than one QMF?

**Answer:** Yes.

**B.20 Question:** Can non-SBE subconsultants be added and/or removed without prior written permission from the NJSDA?

**Answer:** Pursuant to the Agreement Section 2.1.4, no changes in Key Team Members shall be permitted without the prior written approval of the Authority.

**B.21 Question:** There is concern that the current changing and volatile market conditions can create situations that may require removing or substituting SBE subconsultants during the term of the contract. What would be required for approval to add, substitute and/or remove SBE subconsultants during the contract? Additionally, what criteria would the NJSDA use to make their decision for approval?

**Answer:** Pursuant to the Agreement Section 2.1.4, no changes in Key Team Members shall be permitted without the prior written approval of the Authority. We are unable to determine criteria at this time as the decision used for the changing of subconsultants occurs on a case by case basis. SBE subconsultants may not be replaced except under the circumstances set forth in N.J.A.C. 19:39-4.1.

**B.22 Question:** Pursuant to Section 2.5.2 of the Agreement, it is stated that the manufacturer would be required to deliver the products as requested, but could be asked to return to the site and install furniture. Would this be just one return visit to completion, or would the NJSDA request multiple trips or phased installation?


**Answer:** The intent is to have minimal visits, however, this may need evaluation on a case by case basis depending on the school site.

**B.23 Question:** Can you define a QMF? Do you consider a company a QMF if they only import parts and then assemble in the US without actually manufacturing any components?

**Answer:** QMFs must manufacture a portion of the lot or must identify any subconsultant with whom the QMF intends to subcontract, specifically identifying the product such subconsultant would manufacture. If at any time during the procurement process, it appears that a bidder does not actually satisfy the criteria, further investigation may be commenced.

*Please, there shall be absolutely no contact between our staff and you.*

Issued by:

  
Sean Murphy  
Procurement Manager

Issued: July 11, 2011

## ATTACHMENT A

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