



Addendum #1

New Jersey Schools Development Authority
Office of Procurement
32 East Front Street
Trenton, NJ 08625
Phone: 609-858-2915

DATE: July 31, 2018

PROJECT #: GP-0251-F01
Furniture, Fixtures & Equipment for School Facilities Projects

DESCRIPTION: Addendum #1

This addendum shall be considered part of the Furniture, Fixtures & Equipment Request for Proposals (“RFP”) issued in connection with the referenced project. Should information contained in this Addendum conflict with the Furniture, Fixtures & Equipment RFP, this Addendum shall supersede the relevant information in the Furniture, Fixtures & Equipment RFP.

A. CHANGES TO THE PROCUREMENT PROCESS:

- 1. Not applicable.

B. CHANGES TO THE PROCUREMENT DOCUMENTS:

NOTE that modifications to the following items will be shown as follows: additions in **bold and underlined** text; deletions in *strikethrough and italics*.

1. Changes to the RFP

- a. Section 1.2, Basis of Award of the RFP for this Procurement shall be modified to change the total Not to Exceed amount, as follows:

The total Not to Exceed amount for this contract, including all awardees, is **Fifty-five** ~~Sixty~~ Million Dollars ~~(\$55,000,000)~~ ~~(\$60,000,000)~~

- b. **ADD:** Add the following paragraph to Section 2.7, Quality of Sample Item – Physical Inspection (Furniture Inspection Show):

The Furniture Inspection Show is designed to be an internal SDA event for the physical inspection to review the quality of the sample item. Manufacturing Firms are not permitted to remain on the premises with their products, nor will there be any opportunity for a marketing presentation.

2. Changes to the RFP Forms

- a. **REPLACE:** Replace the Fee Proposal Form dated June 29, 2018 with Attachment 1.2 Fee Proposal Form dated July 31, 2018.

3. Changes to the Agreement

- a. **REPLACE:** Replace Section 2.1.23 (“Services to be Performed within the United States”) in its entirety with new Section 2.1.23 (“Buy American Compliance”) as follows:

2.1.23 “Buy American” Compliance. The Manufacturing Firm shall comply with N.J.S.A. 52:32-1 and N.J.S.A. 52:33-1 et seq., which prohibit the use of materials or farm products produced and manufactured outside of the United States to be used in any public work. The NJSDA interprets this requirement consistent with analogous federal guidance, which provides that goods may be considered “produced or manufactured in the United States,” without regard to the origin of components or subcomponents used in such manufactured goods, as long as the manufacturing (which includes assembly) occurs in the United States.

- b. **MODIFY:** Appendix B, Section G.1 (“Coordination”) as follows:

G.1 Coordination. Purchase Orders shall identify the CM, or the NJSDA, with which the Manufacturing Firm shall be required to coordinate the delivery and installation of the ordered Products. ~~Within five (5) business days of receiving a Purchase Order, the Manufacturing Firm shall contact the CM, or the NJSDA, to coordinate the delivery and installation of the Products.~~ The Manufacturing Firm Program Manager shall coordinate the delivery and installation of all Products. No later than five (5) business days prior to the scheduled delivery date, the Manufacturing Firm shall contact the CM, or the NJSDA, to confirm its ability to meet the delivery date established in the Purchase Order.

- c. **MODIFY:** Appendix B, Section J (“Installation Planning Services”) as follows:

J. INSTALLATION PLANNING SERVICES

As required by the NJSDA, the Manufacturing Firm shall provide, at no additional cost, installation planning services, including but not limited to, programming, preliminary design, final design, and documentation required for

proper installation of Products. Using appropriately trained employees, the Manufacturing Firm shall manage all of such services to ensure a Product installation design that at minimum meets industry standards for planning and cost effectiveness. If the Manufacturing Firm employs a software system for this purpose, it shall provide the NJSDA with a copy **of any such design materials or other documentation in a format acceptable to the NJSDA, which may include electronic media, in a manner accessible to the NJSDA.**

C. BIDDER'S QUESTIONS, REQUESTS FOR INFORMATION AND RESPONSES:

1. Question: Thank you for this opportunity to bid, however the documents appear to be set up as a direct buy through the Manufacturer. Haworth works and distributes through our Dealer network, will this preclude us from bidding?

Answer: The contract is between the NJSDA and a Manufacturing Firm. It is anticipated that a Manufacturing Firm may use a Dealer to satisfy the requirements of the Agreement, but is not required to do so. Refer to Section 2.4 Organization Chart & Key Team Member List and Section 2.5 Approach to Providing the Scope of Services of the RFP.

2. Question: Is a the [sic.] due date for a product sample the same as the due date of the bid response?

Answer: The Proposal due date is August 21, 2018. The Physical Inspection (Furniture Inspection Show) is currently being finalized. More detailed information will be provided at a later date. It is estimated that the Furniture Inspection Show will be the week of October 15, 2018.

3. Question: Can a state or local agency outside of the NJSDA use this agreement to purchase furniture?

Answer: The NJSDA is not in a position to provide legal advice as to whether other State or local agencies may utilize this Agreement under their respective governing procurement authority. However, the NJSDA is not presently aware of any legal basis that would permit other State or local agencies to utilize this Agreement to purchase furniture.

4. Question: Regarding Section G.4, is the 60-day delivery requirement in calendar days or business days?

Answer: Attachment A, Agreement, Section 1.10, Definitions, defines "Day" or "Days" to mean calendar day or days.

5. Question: A2S is a high-quality educational furniture manufacturer, with our manufacturing based in Germany. Our installer & importers will all be US based. Does our country of

origin prevent us from responding to this RFP, or may we still respond with the stipulation that our dealers and installer networks will all be US based?

Answer: Refer to Section B. 3. a. above and new Section 2.1.23 of the Agreement, Buy American Compliance.

6. Question: The specifications for the sample Trapezoidal desk is very specific. Will the SDA accept an alternate sample that meets the same shape and size although they may have slightly different spec, with the understanding that the sample offered meets or exceeds the written spec.

Answer: No. Alternates to the Specifications for the required Sample Item for a particular Lot will not be accepted. Refer to Section 2.7, Quality of Sample Item – Physical Inspection (Furniture Inspection Show). “If a Sample Item fails to meet the specifications and standards established in Attachment B, that specific Lot in the Proposal shall be rejected as non-responsive.”

7. Question: While Cascade School Supplies does not directly manufacture furniture, we do offer a private label line of furniture. Does that qualify us to participate in the request for proposals for furniture, fixtures and equipment?

Answer: No. As per the first paragraph of the Introduction Section of the RFP, “...submissions are being sought from manufacturers directly....”

8. Question: LOT #1-Sample Item 1 a.)Is HPL an acceptable alternate? b.)Would a painted metal frame be an acceptable alternate? c.)Are ganging brackets required?

Answer: No. See response to Question #6 above.

9. Question: Lot #1-Sample Item 2 a.)Would a painted metal frame be an acceptable alternative? b.)Is there a way to bid on one of the items or are the tables and chairs a single package? c.) What are there [sic.] requirements for the Stools?

Answer: a. No. See response to Question #6 above; b. No. As per Section 2.2 of the RFP, Manufacturing Firm Questionnaire, letter a, “....AND affirms that it can manufacture ALL required products that comprise that particular Lot(s);”; c. Refer to Attachment B – LOT SPECIFICATIONS of the RFP for Lot #1 Classroom Furniture.

10. Question: LOT#2 a.)Would a painted metal leg be an acceptable alternate? b.)Would a poly chair be an acceptable alternate? c.)What are the sizes of the books needed for the storage?

Answer: a. No. Alternates to the Specifications for the items included for a particular Lot will not be accepted. Refer to Attachment B – LOT SPECIFICATIONS of the RFP for Lot #2 Early Childhood Furniture; b. No. Same as a; c. Specific book sizes have not been specified, except storage must include big book storage.

- 11. Question:** LOT#3 a.)Is HPL an acceptable alternate? b.)Is the storage permitted to be metal? c.)Are metal framed seating permitted for the guest chairs? c.)Is there a grade of fabric determined for the guest chairs?

Answer: a. No. Alternates to the Specifications for the items included for a particular Lot will not be accepted. Refer to Attachment B – LOT SPECIFICATIONS of the RFP for Lot #3 Office Furniture – Wood Veneer; b. No. Refer to a; c. No, there is not a grade of fabric determined.

- 12. Question:** LOT#5 a.)Are the bookcases to be metal or HPL? b.)What are the sizes of the conference/work tables?

Answer: a. Bookcases are to be metal. Refer to Attachment B – LOT SPECIFICATIONS of the RFP for Lot #5 Office Furniture – Metal; b. Sizes have not been specified; however refer to Lot #5 specifications for shapes.

- 13. Question:** LOT#7 a.)Would PVC edgeband be acceptable? b.)Would a painted metal leg be acceptable c.)Is there a grade of fabric determined for the lounge seating? d.)Are the shelves and storage to be metal or laminate?

Answer: a. As long as the specifications for the Sample Item are met. Refer to Attachment B – LOT SPECIFICATIONS of the RFP for Lot #7 Library/Lounge Furniture for the Sample Item; b. Refer to a; c. No, there is not a grade of fabric determined; d. As long as the specifications for the Sample Item are met, the composition of the shelves and storage is not defined.

- 14. Question:** Are you looking for pricing on just the sample items or the entire description?

Answer: Pricing is required for all items comprising the Lot for which the Manufacturing Firm is submitting. Refer to Section 2.3 Range of All Products Offered for Each Lot of the RFP.

- 15. Question:** In lieu of printed price lists with the submittal packages, will you accept electronic copies of the price lists?

Answer: No. Hard copies are to be provided. Refer to SECTION 3 – DELIVERY/MAILING REQUIREMENTS of the RFP.

- 16. Question:** Any determination of when samples are required yet?

Answer: See question 2 above.

- 17. Question:** I understand that the proposed discount must hold firm for the life of the contract, however will annual economic price increases be allowed on this contract? If so, how often?

Answer: No price increases will be allowed.

18. Question: What is the total scope of the contract? In one place it states \$55 million, in another it states \$60 million.

Answer: See Section B. 1 a. above.

19. Question: We utilize our network of servicing dealer in these such contracts. Based on 2.1.13, what information and format do you require to approve our list of servicing dealers as Subcontractors for this contract? Please advise what information is required for each dealer.

Answer: Refer to Section 2.4 Organization Chart & Key Team Member List and Section 2.5 Approach to Providing the Scope of Services of the RFP.

20. Question: D.1, it requires acknowledgement with 7 business day or receipt of order. However, in G.1 it states that coordination of delivery is required within 5 business days of receipt of order. This seems out of chronological order.

Answer: Refer to Section B. 3. b. above and modification to the Agreement, Appendix B, Scope of Services Section G.1, Coordination.

21. Question: G.5, deliveries outside of normal business outs (Monday-Friday 7:00 am to 3:30 pm) would involve additional resources and overtime pay. Would you consider non standard deliveries to allow for concessions?

Answer: No. Refer to the Agreement, Appendix B, Scope of Services Section G.5, Delivery Hours.

22. Question: J. Can you please explain this requirement? Are you stating that if a manufacturer has invested in a third party source to provide specifying and space planning tools such as Revit, or GIZA, that we are required to provide the state with a license for such software ?

Answer: Refer to Section B. 3. c. above, which sets forth clarification as to the requirements under the referenced Section.

23. Question: Lot # 3 sample requirement. A ¾ pedestal application is a dated and declined requirement. We no longer offer this option in our offering and haven't for some time. Would you consider changing this requirement to allow for full pedestals desk?

Answer: No. Alternates to the Specifications for the required Sample Item for a particular Lot will not be accepted.

24. Question: Lot # 7. We have a wide variety of product that is suitable for library and lounge applications. However, we do not offer specialized products such as circulation desk and book carts. If we are not awarded Lot 7 does that mean we cannot provide lounge product to Schools and Libraries under this contract?

Answer: If you are not awarded a contract for Lot 7, you will be unable to provide products included in your bid for Lot 7. Refer to Question 9, Answer b above.

25. Question: Are specials, modification to product, or Customs allowed on this contract?

Answer: Yes, specials and modification to products or customs would be allowed on this contract after contract award, available at the same discount percentage off.

26. Question: Are we allowed to use authorized dealers on this or is this strictly between the manufacturer and customer?

Answer: Yes, you are allowed to use authorized dealers; however, the contract will be with the Manufacturing Firm and the NJSDA. Refer to Section 2.4 Organization Chart & Key Team Member List and Section 2.5 Approach to Providing the Scope of Services of the RFP.

27. Question: Are you looking for straight pricing or is it a discount off list price?

Answer: We are looking for the list price and the percent discount off list price. Please refer to the Fee Proposal Form.

28. Question: If we can not supply all of the furniture, will you accept the bid?

Answer: Refer to Question 9, Answer b above.

29. Question: Is there a time frame for having to hold pricing?

Answer: All pricing would remain fixed for the Term of the contract, as set forth in the Agreement.

30. Question: Installation is this inclusive to the product or something that can be bid as additional services?

Answer: All furniture is to be priced with spotted delivery. Attachment A, Agreement, Section 1.41, Definitions, defines spotted delivery.

31. Question: The RFP indicated that color selection, specifications, etc... need to be included in the pricing catalog. Our catalogs contain everything, with the exception, of the color/fabric selections. Those options are in our Color Addendum. Is it acceptable to note that and include our Color Addendum, which contains our color and fabric selections, for our various lines with our submittal?

Answer: Yes, it would be acceptable.

32. Question: How much advance notice will we have to provide samples for your evaluation?

Answer: Refer to Question 2 above.

- 33. Question:** Are there specific finishes that you want to be included in the evaluation samples so that all sample are consistent between the manufacturers?

Answer: Refer to Attachment B – LOT SPECIFICATIONS of the RFP for Sample Item requirements.

- 34. Question:** Section 1 (procurement overview) paragraph 2 states that “more detailed information regarding the submission of sample items, insurance requirements and associated paperwork will be conveyed to all bidders after receipt of all manufacturing firms technical and fee proposal” yet Section 1.4 (evaluation and scoring process) indicates that the manufacture will be scored against the following criteria which includes “quality of sample items”. Which is correct?

Answer: Refer to Section 2.7 of the RFP. Although the submission of the Technical Proposal and the Sample Item are two separate events, they comprise the entirety of the evaluation criteria.

- 35. Question:** In Section 2.11. #B the request is to provide the most recent published price list. Because of our extensive product lines we do have numerous Price Catalogs. Do you want those in a “hard” copy or is it acceptable to provide those Price Catalogs on a CD or Thumb Drive?

Answer: Hard copies are to be provided. Refer to SECTION 3 – DELIVERY/MAILING REQUIREMENTS of the RFP.

- 36. Question:** In regards to the catalog that must be included in the submission, stated below is there a specific format, layout or file type the catalog should be in for the submission?

Answer: No, as long as it meets the requirements of Section 2.3 – Range of all Products Offered for Each Lot of the RFP. See also response to Question #35 above.

- 37. Question:** In Section 2.11 #B the request is: “the manufacturing firm’s most recent published price list with effective date”. Is it acceptable to create a list of all price lists with their effective dates, OR do you want 5 actual paper copies (1 unbound and 4 bound copies), OR can we include a link to our electronic price list?

Answer: Refer to Question #35 above.

- 38. Question:** I combed through the RFP package and did not locate an award date?

Answer: The award date is currently anticipated in the 1st Quarter of 2019.

D. CHANGES TO PREVIOUS ADDENDA:

1. Not applicable.

E. ATTACHMENTS:

1.1. Notice of Intent to Participate Listing

1.2. Fee Proposal Form dated 7-31-18

Refer all questions to NJSDA Procurement Staff. Any bidder attempting to contact government officials (elected or appointed), including NJSDA Board members, NJSDA Staff (except for Procurement), Selection Committee members, NJSDA Consultants, and School District officials for information relating to this project or in an effort to influence the selection process may be immediately disqualified.

End of Addendum #1

/s/ Sean Murphy
NJSDA _____ Date



Addendum #1

New Jersey Schools Development Authority
Office of Procurement
32 East Front Street
Trenton, NJ 08625
Phone: 609-858-2915

DATE: July 31, 2018
PROJECT #: GP-0251-F01
Furniture, Fixtures & Equipment for School Facilities Projects
DESCRIPTION: Addendum #1

Acknowledgement of Receipt of Addendum

The Manufacturing Firm must acknowledge the receipt of the Addendum by signing in the space provided below and returning via scanned copy (Dkutch@njsda.gov). Signed acknowledgement must be received prior to the Bid Due Date. Acknowledgement of the Addendum must be made on the NJSDA Fee Proposal Form. Please include a copy of this signed acknowledgement form in the Technical Proposal Submission.

Signature

Print Name

Company Name

Date

Attachment 1.1
Notice of Intent to Participate List

A2s Inc.
Academia Furniture LLC dba Academia Furniture Industries
AFC Industries, Inc.
Agati
AIS
Allseating Corporation
Alumni Classroom Furniture
AmTab Manufacturing Corporation
Anywhere Cart
Arnold Furniture Mfr., Inc. dba Arnold Contract
Bay View Industries, Inc. dba SurfaceWorks
Benchmark Components LLC, dba WB Manufacturing
BioFit Engineered Products
Brodart Company
Carmel Furniture Inc.
Cascade School Supplies, Inc.
Case Systems
Cherryman Industries, Inc.
Clearwood Custom Carpentry & Millwork
Columbia Manufacturing, Inc.
Community Products LLC dba Community Playthings
Computer Comforts, Inc.
Correll, Inc.
Custom Educational Furnishings
Datum Filing Systems, Inc. dba Datum Storage Solutions
Dauphin North America
Demco, Inc.
Diversified Woodcrafts
ECA/Dekko
Egan
ESI

Everest Expedition LLC dba The Worden Company
Exemplis LLC
Fomcore, LLC
Formaspace Technical Furniture
Geiger International
Global Furniture Group dba Global
Gordon International
Gressco Ltd.
Groupe Lacasse LLC
Hann Manufacturing, Inc
Haskell Office Furniture
Haworth
ICI Scientific
Indiana Furniture Industries, Inc.
Interior Concepts, Inc.
Interior Systems, Inc./Elkay Interior System
IOF Business Furniture Mfg. Inc.
IOPC Modular Millwork
Ironwood Manufacturing Inc.
Jasper Group Brand dba Community
Jasper Group Brand dba JSI Furniture
Jonti-Craft Inc.
Krueger International, Inc.
Krug
Lakeshore Learning Materials
Marsh Industries, Inc.
Mien Company
Moduform
MooreCo Inc.
MooreCo Inc. dba Vanerum North America
National Office Furniture, Inc.
National Public Seating Corporation
Naughtone
Nevers Industries, Inc.

Nevins
Nightingale Corporation
Office Speciality
OFS Brands dba Carolina
OFS Brands dba FirstOffice
OFS Brands dba Highmark
OFS Brands dba Loewenstein
OFS Brands dba OFS
Palmer Hamillton LLC
Palmieri Furniture
Paragon Furniture, L.P.
PS Furniture
Regency Seating, Inc.
Russell Carroll Manufacturing
Scholar Craft Products Inc.
School Outfitters
School Specialty
Seating Concepts, Inc.
Shuttle Navetta Systems LLC
Sico America, Inc.
Smith System Manufacturing Company
Source International Corporation
Steam Concepts
Steelcase, Inc.
Stylex
Tenjam
Thoro Solutions, Inc.
Toledo Furniture Inc.
Trinity Furniture
Versa Products, Inc.
Versteel
Virco, Inc.
Washington Computer Services

Watson
WDM Inc. dba Wood Designs
Wenger Corporation
Workstream, Inc. dba Hamilton Caswork Solutions

Attachment 1.2

FEE PROPOSAL FORM

{This form should be reproduced as necessary}

MANUFACTURING FIRM NAME: _____

Lot #	Lot Name	Unit Price	Bid Discount %	Date of Price List/ Price List number	Discounted Price of Sample Item (includes spotted delivery**)
1	Classroom Furniture				
	Trapezoidal Desk	\$ _____	_____ %	_____	\$ _____
	4-Leg Molded Chair	\$ _____			\$ _____
2	Early Childhood Furniture	\$ _____	_____ %	_____	\$ _____
3	Office Furniture-Wood Veneer	\$ _____	_____ %	_____	\$ _____
4	Office Furniture-Systems	\$ _____	_____ %	_____	\$ _____
5	Office Furniture-Metal	\$ _____	_____ %	_____	\$ _____
6	Seating-Upholstered	\$ _____	_____ %	_____	\$ _____
7	Library/Lounge Furniture	\$ _____	_____ %	_____	\$ _____
8	Music Furniture & Equipment	\$ _____	_____ %	_____	\$ _____
9	Cafeteria Furniture	\$ _____	_____ %	_____	\$ _____
10	Technology Mobile Security Storage Carts	\$ _____	_____ %	_____	\$ _____
11	Art Room Pottery Equipment	\$ _____	_____ %	_____	\$ _____
12	Medical Furniture & Equipment	\$ _____	_____ %	_____	\$ _____

Lot #	Lot Name	Unit Price	Bid Discount %	Date of Price List/ Price List number	Discounted Price of Sample Item (includes spotted delivery**)
13	Science Tables and Science Storage	\$ _____	_____ %	_____	\$ _____
14	Folding Tables & Chairs	\$ _____	_____ %	_____	\$ _____
15	Casework - Wood Veneer	\$ _____	_____ %	_____	\$ _____
16	Casework - Plastic Laminate	\$ _____	_____ %	_____	\$ _____
17	STEM, Robotics, Technology Worktables/Cabinets and Tall Wood Storage	\$ _____	_____ %	_____	\$ _____

**Spotted Delivery means delivery shall include supply, FOB destination delivery, uncrating, spotting, assembly, installation, making ready for use, and removal of debris.

ADDENDA:

The Bidder acknowledges receipt and incorporation into this bid of the following Addenda:

Number: _____

Dated: _____

I am duly authorized to sign this Fee Proposal on behalf of the named Manufacturing Firm.

Signature: _____

Print Name: _____

Title: _____

Date: _____