



Accelerate Progress for Students

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**Addendum #1
Bid 17-078DD
Furniture – All Types**

June 12, 2017

The following additions/changes/deletions shall be made and incorporated in the subject bid document:

Instructions for Bid Submittal Response: Include the manufacturer name, check mark the appropriate furniture category and the percentage of discount from list being offered according to the deliverables (see example on attachment A). If additional sheets are required, please copy as to use the same format. It is not required that you respond to each category and it is acceptable to bid only for the manufacturer(s) that you represent.

In an effort to keep up to date on the latest products, sales, discounts, specials, Contractor(s) should update their product for the purpose of introduction of new or replacement furniture. Contractor may request permission to add new products and services to an awarded contract, provided such products and services are within the scope of work as defined within this RFB. Such amended pricing must be mutually agreed upon by APS and the contractor and will generally be in agreement with the original pricing structure.

Warranty: All bidders must guarantee full satisfaction of their products' use. All bidders must include technical and warranty information with their bid. Please include fire resistant ratings that apply for materials. Literature and technical data are necessary evaluation tools. Warranty terms shall be stated where requested on the bid and must be, as a minimum, the manufacturer's best preferred warranty. **Bidder must include a letter of endorsement issued by the manufacturer's representative for the manufactures they represent. *Failure to furnish this data may result in the rejection of your bid.***

Order Status Information: A quarterly status/tracking report will be required as a result of any contract award. Evidence of the manufacturer's scheduled ship dates must be submitted to the District on a timely basis. All bidders must include a sample report with their bid. ***Failure to furnish this data may result in the rejection of your bid.***

Local Warehouse Information: Warehouse storage will be required for projects pending completion. Local warehousing will facilitate prompt response times for these projects. Please describe the available warehouse space (square footage), location, and any storage fees that may apply. If no local warehouse space is available, please indicate the lead time for shipments from an out of town facility.

AutoCAD Design: Services may be required in the area of AutoCAD Design. Please indicate if your company provides these services at "no-charge" or list any fees that may apply (hourly or fixed rate).

QUESTIONS AND ANSWERS:

1. Will you require both a current manufacture price list and catalog or will the price list be sufficient with a full list of products offered.

ANSWER: Refer to Page 12 Section 6. Electronic copies of both will required or if both price list and catalog are separate then both must be submitted.

2. There are several manufactures who offer furniture products that typically are used in various types of classrooms, science labs etc., that may not have any of the items you have listed under the various headings, Re: classrooms, science, etc., but offer other items such as classroom and computer tables, science tables, chart cabinets, wardrobe, and general storage cabinets, etc., that are typically found in various classrooms, but are not listed. Would it be all right to list those manufactures with the discounts from list, even though those items aren't specifically called out under the various headings such as Classroom, science, etc.?

ANSWER: Add additional categories to the sections where appropriate in columns "left intentionally blank".

3. Will deviations to the bid requirements be considered non-responsive? Will APS consider any bids submitted that call exception to the pricing being inclusive of delivery/installation given that our catalog pricing is based on product only. Deviation would allow for freight, installation to be calculated per quote and added.

ANSWER: Refer to Page 5 Section 21, Page 9 Section 18 FOB and Page 12 Section 7 Delivery and Installation definitions. Submit the discount that is most appropriate.

4. Does this need to be a GSA match or can other contracts be used?

ANSWER: The intent of this RFP is to establish a discount from list with the best discount with the dealer, manufacturer and APS.

5. Would this fall under K – 12?

ANSWER: Yes.

6. And any District offices?

ANSWER: Yes.

7. Will APS just pick one vendor for the next (5) years?

ANSWER: Refer to Page 5 Section 21.

8. I believe on past APS bids you have required dealers to submit letters from the manufacturers they are bidding stating they are authorized to sell their products. I don't see that condition in this year's bid. Is this required?

ANSWER: Yes this information is included in this Addendum 1, Page 1, Warranty section.

All other terms and conditions remain unchanged.

NOTE: FAILURE TO SIGN AND SUBMIT THIS ADDENDUM WITH YOUR BID PACKAGE WILL CAUSE YOUR BID TO BE REJECTED.

Diana M. Duran
District Buyer

Cc: Bid File

ACKNOWLEDGED BY:

NAME OF PERSON SIGNING ADDENDUM (Please Print)

SIGNATURE

DATE

COMPANY NAME (Please Print)