

ADDENDUM No. 3
Request for Proposals
19RFP130 – 21st Century Learner Furniture

May 6, 2019

Item 1: Questions and Answers

Item 2: Exhibit B

Item 1:

1. Landscape Forms is a manufacturer included in the 19RFP130- 21st Century Learner Furniture and we have several products that meet the design and function criteria. I was curious if Austin ISD is allowed to make a direct purchase from a manufacturer for furniture? There are several items that would not request assembly which can be great for the end users as a cost saving but Landscape Forms does not install furniture therefore I wanted to ask. IF Austin ISD can make a direct purchase who could I send a quote to? Is Austin ISD on the national Cooperative Purchasing Alliance Contract (NCPA)? I really appreciate your assistance and look forward to hearing from you!
 - AISD is a member of NCPA. AISD can make a direct purchase and will accept the direct quote as part of the RFP submission.
2. If we'd like to propose more than one product option per product type how do you prefer that we do that? For instance, to propose optional chairs for "Learner Chairs, Elementary Schools" should we add an alternate line underneath that line item in the spreadsheet? Additionally, should we do the same for the different size options of each? Or, should we just show an 18" option and price for basis of comparison?
 - AISD has no objection to multiple products. You may add additional lines in the spreadsheet, but please keep formatting changes of the spreadsheet to a minimum.
3. "Learner Furniture, Formal Worksurfaces": Performance requirements for the single and multi-leaner tables request "Height adjustable mechanism is functional without the use of additional tools or the District's staff." The examples shown do not adjust in that way. Should we propose a table that does or go with tables similar to what is shown in the Basis of Design?
 - All provided options should match the performance requirements listed in the spec.
4. Manufacturers typically incur price increases that are passed along to dealers. Is price escalation allowed?
 - Contract should hold pricing for the duration.



5. Is it the districts expectation that the vendors hold the submitted pricing for 5 years or will there be a cost of living allowance such as labor, freight and material cost increases?
 - **Contract should hold pricing for the duration.**

6. Library Shelving – We’d like to submit 3 lines for the shelving being required, 72” high, 48” high and curved. We’d also like to provide an estimated shelving requirement based on volume capacity.
 - **There is no objection to a firm submitting multiple shelving products.**

7. Overall, are you open to product alternatives that are innovative and manufactured from natural materials and meet the districts sustainable objectives?
 - **Yes.**

8. Would you accept a concept design as a sample for TA Brown in addition to providing the information that you are asking for?
 - **Concept design should be a general submission as this RFP covers multiple schools, grade levels etc.**

9. How are alternates reviewed against the basis of design? What is criteria? Some performance requirements do not seem to correlate to basis of design. Example: 2.a. performance requirements state: “Height adjustable mechanism is functional without the use of additional tools or the District’s staff”. Smith System Interchange Curve and VS Thumbprint table seem to require additional tools to adjust height (allen wrench or similar). Please clarify. Gas assist height adjustable is possible but does not seem to match basis of design, though would match performance requirements. Please clarify.
 - **Criteria for selection is based on multiple factors. Vendor should provide the option that best fits the performance requirements.**

10. Do alternates need to be approved prior to pricing?
 - **No**

11. How do you plan on awarding? Please clarify: Will a particular vendor be awarded a particular line item or will multiple vendors be approved to provide an option within a particular line item? Alternatively, will approved vendors be approved as overall potential options for any line item bid?
 - **AISD intends to recommend a pool of vendors for board approval. For each project, the project team will develop a furniture package, which could include multiple vendors, based on the needs of each project.**

12. Do we need to provide pricing on the bid in its entirety or are we able to price in sections? Will there a penalty for any no bid items?
 - **Pricing individual items. If you do not offer an item, please clarify.**



13. Can we provide good/better/best options on line items?
 - Only price what you feel you have a solution for that is comparable to performance specs.
14. Can you explain the requirements/expectations for asset tagging that the district would like to see?
 - Items will be tagged individually per provided architectural specifications, per school, with the name of the product, identification code, and quantity (ie: 1 of 200).
15. What type of maintenance is required/expected over life of product in regard to asset tagging?
 - Varies based on product, warranty, manufacturer, etc.
16. On Page # 11, IV. Financial Proposal, can you clarify how the Evaluation Committee will determine the Total long term cost to the District to acquire the vendor's goods and services?
 - The following evaluation criteria has been removed: " Total long term cost to the District to acquire the vendor's goods and services"
17. 3. Informal Seating – Pairings, Kimball c) Tiered Lounge – Is there an exact Pairings furniture specification that AISD would like us to price for this product category?
 - Price all pieces to the pairings line.
18. 4. Informal Worksurfaces – Dock Work Table, Kimball b) Community Table – Is there an exact Dock Work table specification that AISD would like us to price for this category? Performance Requirements – Clarification requests -- Minimum table size is 36-inches wide by 72-inches in length by 30 or 42-inches high. Dock only comes 48" wide and 78"-96" long, Is this acceptable?
 - If Specifying dock, price all items you think are applicable.
Metal legs - The Dock work table does not have metal legs, is this acceptable? It is available in wood or laminate.
 - All items must meet min. performance requirements.
19. 5. Supplementary Furniture b) Mobile Tack boards - Narrate Panels, Kimball. Is there an exact product typical and specification that needs to be priced under this mobile tack board category? The Narrate Panel shown in the image is not a freestanding mobile tackboard and must be used in conjunction with a panel system. Some of the description provided in the bid under Performance Requirements reflect components of a panel system, and some options describe a degree of mobility. Performance Requirements – Clarification requests -
-Has options for modesty panels, seat cushions for perching, table tops, planters for privacy separation or privacy screens for acoustic separation. Can be quoted within the Kimball line of product. Note: Planters are not available within Narrate product offering. Is this acceptable?
 - Please provide a mobile tackboard option.



20. c) Systems Beam – Xsede Power Beam, Kimball

Is there an exact Xsede Power Beam furniture specification that AISD would like us to price for this product category? Performance Requirements – Clarification requests -- Reconfiguration is possible with the assistance of maintenance staff but will not require dealer installation crew trip charge. This product will require the assistance of a dealer unless maintenance staff is trained to install systems furniture. Is this acceptable?

- There are items that will require dealer reconfiguration. This will be up to architectural teams to determine when/where to use items like this.

Include power and data connections for easy technological connectivity. Floor boxes will need to be provided and coordinated by design team. This product will require an AISD electrician to connect furniture base power to building power. Is this acceptable?

- All necessary coordination in regards to electrical will be provided by architectural design for projects.

21. Critical specifications for furniture such as product sizes, fabric grades, finishes and specific product features are necessary to provide pricing per item. Will critical specifications be provided for the products so that pricing can be assigned per item?

- AISD will work with the architect and campus representatives for each project to develop a detailed furniture package based on the needs of each project.

22. The sizing guide, page 15, addresses heights. Will specific information about depth and width/length be provided for individual product specifications?

- Information will come with specs of each individual project within the bond.

23. Will finishes on furniture change per campus or are finishes standardized for all campuses?

- Finishes will be selected per campus, but are expected to meet minimum guidelines identified in the furniture standards document.

24. Page 12, Item IX Signature Page states: “The Proposer by his or her signature (below) agrees to the General Conditions and Terms and Conditions without modification”. Is there a separate document that was not included for General Conditions and Terms and Conditions or does Attachment 4 – Sample Master Purchase Agreement apply to this statement?

- The following has been removed from the RFP: “The Proposer by his or her signature (below) agrees to the General Conditions and Terms and Conditions without modification.”

25. Attachment 4-Master Purchase Agreement, Item 4, states: The basis of compensation and/or payment schedule will be details in the “Basis of Compensation” Exhibit B. Can this be provided for review?

- Exhibit B has been attached for review.



26. Attachment 4-Master Purchase Agreement, Item 10, states: The Contractor shall submit separate invoices on each purchase order after each delivery. Will AISD provide deposits against purchase orders as submitted by the vendors prior to order entry?
- All deposits should be waived, but there should be some commitment to the duration of payment once furniture has been received and installed for finalization of payment (district will need to decide what this looks like).
27. What is the term for payment of goods once an invoice is received by AISD?
- This will be negotiated in your agreement, but a sample agreement is attached for your review.
28. Who will provide final signature approval on delivery/installation and punch completion, to ensure project close-out?
- The Project Manager will provide final approval.
29. Regarding the information required within the Proposer Questionnaire section, do we need to provide that requested information on each manufacturer represented in the bid, or just that requested information for our company as the proposer?
- Please provide information on your company as the proposer.
30. What specific information is needed for the sample of the furniture tag ? Serial #? Asset Mgmt tagging? Manufacturer tag?
- Items will be tagged individually per provided architectural specifications, per school, with the name of the product, identification code, and quantity (ie: 1 of 200).
31. Where would you like us to include manufacturer information and pictures of each line item on the pricing proposal? Would you prefer it to be a part of the questionnaire, pricing proposal or a separate document?
- Please provide this in a separate document. All pieces provided should be on previously provided manufacturer list.
32. For the following line items, are their specific dimensions and/or typical layouts we should match or do we base our solution off of the suggested image and description provided in the bid:
- Base your solutions off the suggested image and description provided.

Learner Furniture

- 3.B) Informal Seating- Modular Lounge
- 3.C) Informal Seating- Tiered Lounge
- 5.C) Supplementary Furniture- Systems Beam (price for 1 beam?)

Educator Furniture

- 2.B) Formal Worksurfaces- PLC Workstation (price for a 6-pack of stations?)
- 3.A) Storage- PLC Lockers

Administrative Furniture

- 2.A) Formal Worksurfaces- Administrative Reception Desk
 - 2.B) Formal Worksurfaces- Private Office Tier 1
 - 2.C) Formal Worksurfaces- Private Office Tier 2
 - 2.D) Formal Worksurfaces- Private Office Tier 3
 - 2.E) Formal Worksurfaces- Open Office Workstation
 - 2.F) Formal Worksurfaces- Conference Table
33. Regarding the Price Column in the pricing proposal document, are you looking for the price that AISD would purchase the single item at, or a list price to base the discount off of?
- **List price + discount percentage off, should all be included.**
34. How long are we being asked to hold the pricing that is submitted in the Pricing Proposal?
- **Contract should hold pricing for the duration.**
35. On page 8 of the RFP, there is a section at the bottom which includes “Proposer: Manufacturer: Date of Applicable Price List”—is this information to be filled out per manufacturer provided and if so, where should we include this? (assuming we leave pricing proposal in the same format)
- **Yes it should be provided per manufacturer. Please provide in an appendix.**
36. On page 1 it says to submit (1) hard copy and (1) digital copy with “signed required forms” Are there any signed required forms besides the Signature page?
- **No.**
37. Will there be a product standard with a specific manufacturer or multiple manufacturers for each school and classrooms?
- **One or multiple manufacturers can be selected to provide furniture per campus.**
38. Who will select the furniture for each individual school e.g. Architect/Interior Designer, AISD Construction Management Department or Building Principal?
- **Selection for each campus will be done with the architect/interior designer, Construction Management Department PM and staff, and campus principal and campus architectural team (CAT).**
39. Will the furniture be purchased based upon the initial budgeted cost or overall best value for AISD?
- **Furniture will be selected for each projects based on the budget, and best value.**
40. Who determines the evaluation score per response (AISD or Design Firm)?
- **AISD will evaluate responses, with input from our program manager (AECOM), and furniture consultant (DLR)**
41. What are the factors of determining the approval of a manufacturer?

- **Manufacturers have been suggested, not approved.**
42. Who determines approved manufacturers?
- **Manufacturers have been suggested, not approved.**
43. “Scope of Service & Performance Requirements”
- Asset Tagging – Do you have a software system that you are looking to coordinate with product tags at time of delivery? Are you looking for a complete asset inventory management program?
 - **Items will be tagged individually per provided architectural specifications, per school, with the name of the product, identification code, and quantity (ie: 1 of 200). The need for coordination with a software program is unknown at this time.**
44. “Pricing Proposal”
- Is there a process to follow to secure pre-approval for a substitute manufacturer identified?
 - **Manufacturers have been suggested, not approved.**
 - What is the volume threshold or criteria you are using to define “large installs and projects” and what you define as “smaller deliveries and set-ups”?
 - **0-25,000 sf is small, 25,000 -50,000 sf is medium, 50,000 sf and above is large.**
45. “Provide warranty information for all products proposed with this manufacturer, including ANSI/BIFMA Testing Information.”
- Certain school equipment reflects different trade and certification certificates. Are you asking for Clean Indoor Certifications, Science Certifications, etc.? Are you requiring that ALL classroom furniture be ANSI/BIFMA approved?
 - **Equipment does not need to meet ANSI/BIFMA standards, but all interior/exterior Furniture is required to meet these standards.**
46. “Buy Texas Whether the vendor (or its ultimate parent company or majority owner) has its principal place of business in Texas, or whether vendor employs at least 500 persons in Texas.”
- Does this apply to both the Dealer Distributor and Manufacturer?
 - **This applies to the Dealer/Distributor.**
47. “STANDARD TABLE HEIGHT GUIDELINES: Worksurface Height: 29-30-inches”
- For elementary and middle schools – should we consider low-height ranges in addition?
 - **Yes.**
48. “Science Table -1-inch epoxy top. Apron consists of solid wood with heavy-duty, 13-gauge steel corner braces, and 2-1/4-inches square, solid wood legs.”

- You list epoxy top – but can you define if you are looking for Epoxy Resin or Phenolic Resin. Is trespas acceptable? The spec calls for 2-1/4” square legs but you also suggest you are looking for height adjustable tables. Can you clarify?
 - We are looking for epoxy resin. Please provide alternate selections.
49. “Pricing Template”
- Can a dealer distributor quote more than one vendor per category/line listing of product?
 - Yes.
 - There is a price column – is the response to reflect a model number? Can we submit a discount off list per the volume tier noted and submit an electronic price book or link?
 - Yes.
 - Will you accept catalog links or vendor links to provide reference to product/breadth of line?
 - This is not required at this time
 - Is there a minimum warranty threshold for vendors that are listed?
 - This varies based off manufacturer, but nothing less than 10 years is standard.
 - Is certification documentation required for all brands included (ANSI/BIFMA, Clean Indoor Air Certifications, etc?)
 - Yes.
 - Does the district have sustainable goals that should be addressed?
 - Furniture should include sustainable features as described in the most recent version of LEED for Schools and [Austin Energy Green Building rating systems for commercial properties](#)
50. Based on the number of vendors we are including in our response, would the district consider web links to manufacturer sites that provide Warranty, Sustainability, and Testing Documentation?
 - Yes.
51. RFP Pricing Exercise. There is a note in the RFP that the column that says PRICE, refers to a manufacturer’s list price. So all other costs, design, after hours markup % etc. should be represented as a percentage of list price correct? During the pre-bid the comment was made that the column for price is what the district would pay. I don’t think that is the case.
 - Correct.

52. There is no place to list a manufacturer, alternate manufacturer or model number being quoted. Where should we list this?

- Duplicate spreadsheets with alternates and provide spec sheet.

53. Many items refer to an item but don't designate a size or which option are wanted. In some cases, multiple options are listed? Example is the Maker Space Tables can have butcher block tops, laminate tops or writable tops? All three options are priced different. The same goes for grades of fabrics etc..

- AISD has no objection to multiple products. You may add additional lines in the spreadsheet, but please keep formatting changes of the spreadsheet to a minimum.

54. Asset tagging. Can you give more information on how you want this handled?

- Items will be tagged individually per provided architectural specifications, per school, with the name of the product, identification code, and quantity (ie: 1 of 200).

55. If a school is not ready for delivery and installation of the furniture and it has to be stored and double handled, will the district pay the cost for storage and double handling?

- Items should be worked through on an individual basis.

56. Can we invoice for stored materials?

- No, not until all product has been delivered to the schools and it is free of defects and damage.

EXHIBIT B

BASIS OF COMPENSATION

INSTRUCTIONS:

Note: \$25,000 and above requires the completion of the Debarment, Suspension and Ineligibility Certification form in Exhibit F.

You may attach a COMPENSATION SCHEDULE/QUOTE or complete the pricing information below:

Compensation	Rate of Compensation	# of units	QTY	Subtotal
<i>Example:</i>				
\$ <u>25.00</u>	<i>Per Hour</i>	x <i>Hours</i>	<u>4</u> = \$	<u>100.00</u>
\$ _____	Per Hour	x Hours	_____ = \$	_____
\$ _____	Per Day	x Days	_____ = \$	_____
\$ _____	Per Participant	x Participants	_____ = \$	_____
\$ _____	Per Month	x Months	_____ = \$	_____
\$ _____	Materials*	x	_____ = \$	_____
\$ _____	Other**	x	_____ = \$	_____
Agreement Total				\$ _____

Payment will be made according to the District Comptroller's published Accounts Payable schedule.

* Record additional descriptive information here (i.e., Training materials)

****RELATED TRAVEL INFORMATION-**

If unscheduled travel is required (cost not included in total compensation) by the Contractor due to additional consultation of services requested by the District, the District will reimburse the Contractor and assigned staff travel expenses as per requirements below:

- District will only reimburse for transportation, meals and lodging expenses.(Reimbursement will not include gratuity, alcoholic beverages and entertainment expenses);
- Travel expenses must have actually been incurred during the performance period of the Agreement
- Costs must be identifiable, supported by evidence of original receipts or other authorized payment documents; and
- Travel has to be undertaken by the most appropriate means of transport, the most direct practicable route and the least costly fare structure (economy class if air fare). Expenses for meals and lodging shall be paid within the requirements of the U.S. General Services Administration (GSA). Costs shall not exceed the allowable GSA travel rates identified by area and time period that can be located at www.gsa.gov.