



GARLAND INDEPENDENT SCHOOL DISTRICT

PURCHASING DEPARTMENT
501 SOUTH JUPITER ROAD
Garland, Texas 75042

July 16, 2020

ADDENDUM #1, RFP #34-20-02

District Furniture

This addendum modifies the original document as listed below and is hereby incorporated to the contract documents. Acknowledge receipt of this addendum by returning the completed and signed form with the solicitation response. Signed addendums submitted separate from proposals should be mailed to the above address. Failure to submit the addendum may be used as an evaluated factor.

QUESTION:

Are there any other supplemental or additional supporting documents?

ANSWER:

No, there are no supplemental or additional supporting documents.

QUESTION:

4. Line Pricing: Each line item must be proposed as specified, including description and unit of measure. There are no manufacturer or model #'s. Is it at our discretion to determine a suitable product for the specification?

ANSWER:

Please see # 5. Bidding an "or Equal" in the Instruction Sheet. Yes, ensure to identify manufacture and/or model or part#.

QUESTION:

Manufacturer Discounts: Identify list of the manufactures accessible by your company. Provide the discount offered by each manufacturer. Is Garland ISD going to provide a list of manufacturers for discounting?

ANSWER:

No, Garland ISD will not be providing a list of manufacturers for discounting. Each company should identify the manufacturer and discount.

QUESTION:

Also can I mail the bid by UPS? If so what is the physical address to send the RFP to?

ANSWER:

Please see Section 1. INSTRUCTIONS TO PROPOSERS on page 2 of the RFP.

QUESTION:

Can we bid only specific items or do we have to bid everything on the bid?

ANSWER:

For items that you may not carry you can No Bid.

QUESTION:

Do we need to include any installation and delivery numbers in the bid? It looks like we will be responsible for it based on #3 shipping and Delivery, but I don't see where we can incorporate it into the pricing. It says no alternates; however, I can't find any mention of specific manufacturers?

ANSWER:

Installation and delivery pricing should be included in the cost of goods. Alternate means an item different from what is being requested. Example, if we are asking for an armless secretarial chair please do not provide pricing on a secretarial chair with arms.

QUESTION:

Page 4

Traditional Single-Pedestal Teachers Desk w/locking center, file and box drawer. 48" x 30" laminate top in medium oak. All steel desk w/ 1-1/8" thick particleboard, adjustable nylon
Can this be a 24" deep we only have the 60x23 and 72x24?

ANSWER:

Please note any deviations on items being bid on the Compliance Form.

QUESTION:

Page 6

Armless Lounge Chair w/legs 22" W x 31" D x 34" H
What does this chair look like and can we use grade 2 or 3 fabrics?

ANSWER:

The District utilizes various manufacturer's and styles of armless lounge chairs. Please provide pricing for your standard similar size chair along with manufacturer and manufacturer model number.

QUESTION:

Page 7

Flip Top Technology Table 24" x 60" top deep locking flip-top compartment secures cables, surge protectors and wires, tubular steel frame, adjustable top height of 24" x 60"
What does this table look like?

ANSWER:

The District utilizes a variety of these tables. Please provide pricing for your standard flip top table along with manufacture and Manufacturer model number.

QUESTION:

Interchangeable Activity Table, Rectangle 36" x 72" x 22" x 34", Color top high rise edge
What is the Interchangeable Table?

ANSWER:

This table is used for small group instruction and interaction. Its work surface provides ample space for projects and work of all kinds.

QUESTION:

Medium Oak laminate is specified on some items. Medium Oak is not a current standard with most vendors. Can we use vendor standard laminates for our submittal?

ANSWER:

Yes, please refer to section 1.1.15. Deviations.

QUESTION:

Tan Paint is not a current standard with most vendors. Can we use vendor standard paints for our submittal?

ANSWER:

Yes, please refer to section 1.1.15. Deviations.

QUESTION:

Item # 11: 72 x 30 Folding Table. What is the function for the table so we can provide the appropriate product? Is the table used as a temporary surface or for classroom and training? Is a flip top table a better solution?

ANSWER:

This utility type table can be used for multi-functions. A flip top table is listed on page 7 of the line items.

QUESTION:

Item # 24 and #25: Can you provide additional specifications for the table. Is this a 4 leg table?

ANSWER:

The 24th item is a mobile magnetic glass whiteboard. There is not a 25th item listed.

QUESTION:

4. Line pricing each line item must be proposed as specified, including description and unit of measure. Any questions regarding unit of measure must be resolved between the prospective proposer and the District Purchasing Department in accordance with the Item 1.1.2 of the Instructions to Proposers. Failure to propose specified description and unit of measure may be cause for rejection of proposal for the item(s) in question. Refer below for information regarding bidding of "or equals" and alternates. The district will make the sole determination regarding Approved Equals. Cost/pricing information must be F.O.B. destination, to the delivery location(s) including inside delivery, cartage, installation services, and removal of dunnage. If assembly happens on site, prevailing wages apply. Certified payrolls are required.

Are the prices requested? Delivered to the dock assembled? Delivered and placed in the area? What is implied by if assembly happens on site, prevailing wages apply. Certified payrolls are required. Is this an additional charge that can be applied for set up?

ANSWER:

Yes, pricing is requested. Delivery should include installation and set-up of items along with removal of debris. The cost of setup/installation should fall within the confines of current wages being paid. Certified payrolls are not requested.

QUESTION:

I've attached the product specifications, and I have a question. Did you have a particular in mind when compiling your request?

ANSWER:

Garland ISD utilizes a variety of manufactures at various schools and buildings.

QUESTION:

If I am understanding the RFP correctly, you are wanting one company that you can send a purchase order to (let's say for 4 classrooms of desks, tables, chairs, etc.), they source all the items needed from 1 or more vendors and have it all drop-shipped to the school facility, they provide white glove service (unloading off of truck, taking it to designated area, un-packaging everything, removing all packaging materials without using any school trash receptacles). Is this what is being asked for?

ANSWER:

Yes, the District is asking for delivery and setup of items purchase if those services are required. Purchase orders will be issued specifying particular items from specific vendors.

QUESTION:

In the RFP it states Garland ISD personnel will not assist in any unloading. Is the bid open to one company providing the furniture and getting it delivered and another company contracted by the district to come to the school when the delivery arrives and they unbox it, set everything up where it needs to go, and remove all waste with their own vehicles or trash receptacle?

ANSWER:

The RFP is for the purchase of furniture items along with the delivery and installation of those items within District facilities.

QUESTION:

It says the proposer is to pay the freight charges. Would we be putting the freight costs on your invoice when we bill you for the furniture? This is how we do it with our hotel projects. Most of the vendors we use can get us estimated or sometimes actual freight costs quoted before we send in an order. Or would you rather us build the freight costs into our pricing?

ANSWER:

Freight charges should be included in the pricing.

Mark A Booker

Mark A. Booker
Director of Purchasing

Company Name

Address

City State Zip

Signature

Title