RFP ADDENDUM NO. 1
DISTRICT RFP NO. SV-15-0028-13

EDUCATION, CLASSROOM, MISCELLANEOUS SUPPORT FURNITURE AND RELATED PRODUCTS AND SERVICES

The following information is provided in accordance with General Instructions Section, Paragraph 9, “AMENDMENTS AND ADDENDA”, Page 18.

Question # 1: Regarding dates of submission on this RFP. Date Closed shows 6/12/14. Date of submission on the original Competitive Solicitation shows that the Date/Time for Submittal of proposal is July 9. When is the proposal due and whom is it due to?

Response # 1: Proposals are due as follows:

<table>
<thead>
<tr>
<th>Date/Time For Submittal of Proposal:</th>
<th>July 9, 2014 at 2:00 PM Pacific</th>
</tr>
</thead>
<tbody>
<tr>
<td>Place for Submittal of Proposals:</td>
<td>San Diego Unified School District</td>
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<tr>
<td></td>
<td>Strategic Sourcing and Contracts Department</td>
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<tr>
<td></td>
<td>2351 Cardinal Lane, Bldg. M (West Door)</td>
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<tr>
<td></td>
<td>San Diego, California 92123</td>
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<td>Reference: RFP # SV-15-0028-13</td>
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***Ensure that all submittal instructions contained in the RFP are followed.

Question # 2: Are superior or equal competitive alternative products (to the stated manufacturer) allowed to be submitted?

Response # 2: Yes, superior or equal competitive alternative products are allowed for submittal. Whenever the Contract Documents refer to any specific article, device, equipment, product, material, fixture, specified patent or proprietary name, patented process, form, method or type of construction, by name, make, trade name, or catalog number (“specified item”), such reference shall be deemed to be followed by the words, “or equal”, unless it is indicated that no substitutions will be considered.
Any Proposer who has submitted a Proposal prior to the deadline may submit data to the District to substantiate a request to provide an “or equal” item when completing Sample Projects in Attachments A-1, A-2, A-3 and A-4 provided in the Contract Documents.

**Question # 3:** Will there be any union requirements for this?

**Response # 3:** Goods and services should be priced per the applicable Federal, State, or Local laws.

**Question #4:** Will the pre-bid meeting on June 18th be available through webinar or conference call?

**Response #4:** No, the pre-bid meeting was not available through webinar or conference call.

**Question # 5:** Can you tell me if you will be putting out an addendum with the questions, answers, & discussion topics addressed at the pre-bid meeting?

**Response # 5:** Yes, questions and responses are included in this addendum.

**Question # 6:** With actual freight costs varying by region/state are vendors able to offer different delivered pricing schedules by region/state?

**Response # 6:** Yes, vendors are able to offer different delivered pricing schedules by region/state. Of note, San Diego Unified School District reserves the right to award the contract in the aggregate, by section, multiple award, primary, secondary, and tertiary, whichever is in the best interest of San Diego Unified School District and Participating Public Agencies as a result of this solicitation.

**Question # 7:** Can vendors extend the contract to specific states, or do we have to offer the contract to the entire United States?

**Response # 7:** Yes, vendors can extend the contract to specific states. Of note, San Diego Unified School District reserves the right to award the contract in the aggregate, by section, multiple award, primary, secondary, and tertiary, whichever is in the best interest of San Diego Unified School District and Participating Public Agencies as a result of this solicitation. The Evaluation Committee will evaluate the company’s ability to offer the broadest possible selection of Education, Classroom, Miscellaneous Support Furniture and Related Products and Services to meet the various needs of the District and Participating Public Agencies.

**Question # 8:** The contract is set up as FOB Destination with three delivery options: “Tailgate”, “Inside Delivery” and “Delivered and Assembled”. Are vendors required to offer all three options? If not, can vendors choose not to offer the “Delivered and Assembled” option?

**Response # 8:** No, vendors are not required to offer all three options. However, Proposers are to propose the broadest possible selection of Education, Classroom, Miscellaneous Support Furniture and Related Products and Services they offer. The intent of this solicitation is to provide Participating Public Agencies with products and services to meet their various needs. Of note, San Diego Unified School District reserves the right to award the contract in the aggregate, by section, multiple award, primary, secondary, and tertiary, whichever is in the best interest of San Diego Unified School District and Participating Public Agencies as a result of this solicitation. The Evaluation Committee will evaluate the
company’s ability to offer the broadest possible selection of Education, Classroom, Miscellaneous Support Furniture and Related Products and Services to meet the various needs of the District and Participating Public Agencies.

**Question # 9:** Are vendors required to offer “Reconfiguration” and/or “Design Services” for this contract?

**Response # 9:** No, vendors are not required to offer “Reconfiguration” and/or “Design Services” for this contract. However, Proposers are to propose the broadest possible selection of Education, Classroom, Miscellaneous Support Furniture and Related Products and Services they offer. The intent of this solicitation is to provide Participating Public Agencies with products and services to meet their various needs. Of note, San Diego Unified School District reserves the right to award the contract in the aggregate, by section, multiple award, primary, secondary, and tertiary, whichever is in the best interest of San Diego Unified School District and Participating Public Agencies as a result of this solicitation. The Evaluation Committee will evaluate the company’s ability to offer the broadest possible selection of Education, Classroom, Miscellaneous Support Furniture and Related Products and Services to meet the various needs of the District and Participating Public Agencies.

**Question # 10:** Attachment A- Price Sheet- Is it a requirement to bid Parts 1 to 11? Our company does not offer products for Parts 6 and 8 to 10.

**Response # 10:** No, it is not a requirement to bid Parts 1 to 11. However, Proposers are to propose the broadest possible selection of Education, Classroom, Miscellaneous Support Furniture and Related Products and Services they offer. The intent of this solicitation is to provide Participating Public Agencies with products and services to meet their various needs. Of note, San Diego Unified School District reserves the right to award the contract in the aggregate, by section, multiple award, primary, secondary, and tertiary, whichever is in the best interest of San Diego Unified School District and Participating Public Agencies as a result of this solicitation. The Evaluation Committee will evaluate the company’s ability to offer the broadest possible selection of Education, Classroom, Miscellaneous Support Furniture and Related Products and Services to meet the various needs of the District and Participating Public Agencies.

**Question # 11:** Is it a requirement to bid, in its entirety, the sample projects- Attachments A-1 to A-4 to be considered for award? As an example, on Attachment A-3, our company does not offer the Patio products. In the Culinary Arts sample project, we do not offer items 1, 9 and 10.

**Response # 11:** No, it is not a requirement to bid, in its entirety, the sample projects. However, Proposers are to propose the broadest possible selection of Education, Classroom, Miscellaneous Support Furniture and Related Products and Services they offer. The intent of this solicitation is to provide Participating Public Agencies with products and services to meet their various needs. Of note, San Diego Unified School District reserves the right to award the contract in the aggregate, by section, multiple award, primary, secondary, and tertiary, whichever is in the best interest of San Diego Unified School District and Participating Public Agencies as a result of this solicitation. The Evaluation Committee will evaluate the company’s ability to offer the broadest possible selection of Education, Classroom, Miscellaneous Support Furniture and Related Products and Services to meet the various needs of the District and Participating Public Agencies.
**Question # 12:** Would San Diego Unified School District consider expanding the scope of the RFP to include products for higher education such as dining hall furniture, student life furniture and lockers? Presently, only 1 coop, E and I, provides solutions for these product categories.

**Response # 12:** As per the RFP, provide pricing for any additional related products and services offered for consideration. Proposers are to propose the broadest possible selection of Education, Classroom, Miscellaneous Support Furniture and Related Products and Services they offer. The intent of this solicitation is to provide Participating Public Agencies with products and services to meet their various needs. Of note, San Diego Unified School District reserves the right to award the contract in the aggregate, by section, multiple award, primary, secondary, and tertiary, whichever is in the best interest of San Diego Unified School District and Participating Public Agencies as a result of this solicitation. The Evaluation Committee will evaluate the company’s ability to offer the broadest possible selection of Education, Classroom, Miscellaneous Support Furniture and Related Products and Services to meet the various needs of the District and Participating Public Agencies.

**Question # 13:** Can you explain, do you have to be participating in the 25 U.S. Communities contract to respond to this RFP? In terms of, in past experience, there were certain manufacturers that were on U.S. Communities and not everybody who represents a dealership in San Diego has a product that’s on that contract. So I'm trying to understand, can you propose what you represent and it may end up on the U.S. Communities?

**Response # 13:** No, you do not have to currently participate in a U.S. Communities contract to respond to this RFP. Yes, you may propose what you represent.

Whenever the Contract Documents refer to any specific article, device, equipment, product, material, fixture, specified patent or proprietary name, patented process, form, method or type of construction, by name, make, trade name, or catalog number (“specified item”), such reference shall be deemed to be followed by the words, “or equal”, unless it is indicated that no substitutions will be considered.

Any Proposer who has submitted a Proposal prior to the deadline may submit data to the District to substantiate a request to provide an “or equal” item when completing Sample Projects in Attachments A-1, A-2, A-3 and A-4 provided in the Contract Documents.

**Question # 14:** The RFP is going to come up in less than three weeks, which means we’re going to have the 2014 list pricing to calculate the discounts. However, the contract doesn't go into effect for six months. What are the expectations for the first year? There is pricing increase information in the RFP, but not for the first year. Are we going to get a possible price increase if prices do go up for 2015, or is this going to be an 18-month contract to start off? There are other things to take into consideration.

**Response # 14:** No, this not an 18 month contract to start off. There is no price increase for the first year of the contract. The contract is a firm-fixed price agreement. The fee(s) will remain firm and will include all charges that may be incurred in fulfilling the requirements of the contract during the first 365 days. Changes in cost for any subsequent contract years may be based on the Consumer Price Index (CPI-U), U.S. City Averages, or other relevant indices.

**Question # 15:** On page 23, Item 4.3, the price reduction clause, in the event that we were to lower a price to an end-user, to a customer, and that price was only lowered for a small amount of time – the RFP says, “for the duration of the Contract to U.S. Communities.” In the event that we lowered a price to somebody and it was only for two months, I'm stuck with that price for three 2 years?
Response # 15: Proposers are requested to follow the guidelines enumerated in the Supplier Qualifications, page 42, b. Pricing Commitment. The District will determine the applicability of short term limited price reductions and the obligations they make for the duration of the contract. All applicable price reductions should be available to contract customers. Permanent price decreases apply to a general price reduction in the comparable price of any material covered by the contract to customers generally, an equivalent price reduction based on similar quantities and/or considerations shall apply to this contract for the duration of the contract period (or until the price is further reduced). Such price reduction shall be effective at the same time and in the same manner as the reduction in the price to customers generally. A subsequent price increase shall include as a minimum, (1) the cause of the adjustment, (2) proposed effective date; and, (3) the amount of the change requested with documentation to support the requested adjustment (i.e. appropriate Bureau of Labor Statistics, Consumer Price Index (CPI-U), change in manufacturer’s price, etc.). Of note, a price decrease in the first year of the firm-fixed price contract can only increase to the original firm-fixed price during the first year of the contract.

Question # 16: Is it a must that a new vendor exceeds $50 million is sales per year to apply?

Response # 16: No, it is not a must that a new vendor exceeds $50 million in sales per year to apply. However, Proposers are to propose the broadest possible selection of Education, Classroom, Miscellaneous Support Furniture and Related Products and Services they offer. The intent of this solicitation is to provide Participating Public Agencies with products and services to meet their various needs. Of note, San Diego Unified School District reserves the right to award the contract in the aggregate, by section, multiple award, primary, secondary, and tertiary, whichever is in the best interest of San Diego Unified School District and Participating Public Agencies as a result of this solicitation. The Evaluation Committee will evaluate the company’s ability to offer the broadest possible selection of Education, Classroom, Miscellaneous Support Furniture and Related Products and Services to meet the various needs of the District and Participating Public Agencies.

All other Proposal Specifications, Terms, and Conditions remain unchanged.

This RFP Addendum should be signed, dated, and returned with the Proposer’s submittal in response to this RFP.

Company Name:__________________________________________________________

Company Representative: ___________________________________________/ ______________________
Signature Print

Title: __________________________ Date: __________________________

Email: __________________________

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