

## City of San Antonio

### ADDENDUM III

**SUBJECT:** Annual Contract for Office Furniture - Request for Competitive Sealed Proposal, (RFCSP 6100006733), Scheduled to Open: January 13, 2016; Date of Issue: December 2, 2015

**FROM:** Paul J. Calapa, Procurement Administrator

**DATE:** January 7, 2016

**THIS NOTICE SHALL SERVE AS ADDENDUM NO. III - TO THE ABOVE REFERENCED REQUEST FOR COMPETITIVE SEALED PROPOSAL**

**THE ABOVE MENTIONED REQUEST FOR COMPETITIVE SEALED PROPOSAL IS HEREBY AMENDED AS FOLLOWS:**

1. The RFCSP closing date is extended to January 18, 2016; 2:00PM CT.
2. Change 003 – Instructions for Respondents, State of Texas Conflict of Interest Questionnaire (Form CIQ), sixth paragraph to read as “If delivering by hand, deliver to: Office of the City Clerk, City Hall, 100 Military Plaza, San Antonio, TX 78205.”
3. **ADDED:** Certificate of Interested Parties Form information to Section 003 - INSTRUCTIONS FOR RESPONDENTS, PART B, SUBMISSION REQUIREMENTS:

CERTIFICATE OF INTERESTED PARTIES FORM. Respondent shall review information regarding Certificate of Interested Parties Form (Form 1295) provided in RFCSP Attachment M and submit Form 1295 as directed.

Form 1295 must be completed online. In Box 3 of the form, provide the solicitation number shown on the cover page of this solicitation (e.g. IFB 6100001234, RFO 6100001234 or RFCSP 6100001234). The form is available from the Texas Ethics Commission by accessing the following web address:

[https://www.ethics.state.tx.us/whatsnew/elf\\_info\\_form1295.htm](https://www.ethics.state.tx.us/whatsnew/elf_info_form1295.htm)

Print your completed Form 1295 showing the Certification Number and Date Filed in the Certification of Filing box at the upper right corner. Sign Form 1295 in front of a notary and submit it with your response to this solicitation.

4. Change 004 – Specifications / Scope of Services, 3. SPECIFICATIONS, Specification 3.4, third sentence to “The City may request the awarded contractor(s) to perform additional labor

requirements related to situations that may occur with the existing furniture such as moving existing office furniture to another City facility.”

5. Remove Attachment B, Price Schedule and replace with Attachment B, Price Schedule, revised 1-7-16.

6. Remove Attachment J, Proposal Checklist and replace with Attachment J, Proposal Checklist, revised 1-7-16.

7. ADDED: Attachment M, Certificate of Interested Parties Form.

On December 9, 2015, the City of San Antonio hosted a Pre-Submittal conference to provide information and clarification for the Annual Contract for Office Furniture. Below is a list of questions that were asked at the pre-submittal conference and the Small Business Economic Development Advocacy (SBEDA) presentation. The City’s official response to questions asked is as follows:

**QUESTIONS SUBMITTED IN ACCORDANCE WITH SECTION 003, PRE-SUBMITTAL  
CONFERENCE:**

Question 1: Will City consider proposals for alternate products/manufacturers than those listed in the solicitation? If so, please describe the process of submitting a proposal with alternate products/manufacturers.

Response: Yes; refer to Section 003 - INSTRUCTIONS FOR RESPONDENTS, Submission of Proposals, Alternate Proposals and Description of Supplies.  
“Alternate Proposals. Alternate proposals may be allowed at the sole discretion of City.  
Hard Copy Alternate Proposals. Alternate proposals must be submitted in separate sealed envelopes in the same manner as submission of other proposals. Alternate proposals must be marked consecutively on the envelope as Alternate Proposal No. 1, 2, etc. Failure to submit alternate proposals in separate envelopes may result in rejection of a proposal.  
Electronic Alternate Proposals. All alternate proposals submitted electronically are recorded with original proposals when submitted electronically.”

Description of Supplies. “Any brand names, catalog or manufacturer’s reference used in describing an item is merely descriptive, and not restrictive, unless otherwise noted, and is used only to indicate quality and capability desired.

Proposals submitted for comparable items must clearly identify the proposed product, model, and type, as applicable, and shall include manufacturer specification sheet(s) for each proposed item with proposal response. Product specifications shall be the most current available and be sufficiently detailed and descriptive so as to permit City to determine the item’s suitability and compliance with proposal specifications. City shall be the sole judge of equality and suitability of comparable items.

Pro-rata adjustments to packaging and pricing may be allowed at the sole discretion of City.”

Question 2: Will City consider proposals with partial responses to categories? For example, may a respondent provide discounts on 3 out of 5 subcategories within a category?

Response: No, per Section 004 - SPECIFICATIONS / SCOPE OF SERVICES, Specification 2.5; “Bidder shall quote **one single fixed** percentage discount from catalog/price list. Discount ranges submitted (i.e. 20% to 40%) are not acceptable. City shall award by categories to one or more bidders. Only one bidder will be awarded per category:

Item 1: Allsteel Furniture  
Item 2: Global Furniture  
Item 3: HON Furniture  
Item 4: Mayline Furniture  
Item 5: National Furniture  
Item 6: Steelcase Furniture

Bidders are not required to provide bids on all of the categories; however, Bidder must provide all information within category that is being bid to be considered responsive.”

For example Item 1, Catalog Discount, ALLSTEEL Furniture includes subcategories of 1A through 1R. Bidder must bid on all subcategories items to be considered for item 1.

Question 3: How will City compute and compare various percentages within Attachment B, Price Schedule, SECTION A – CATALOG DISCOUNTS?

Response: City will review bidders’ single fixed percentage discounts for all subcategories within each complete, responsive category by price analysis utilized the specified items in “Section B - Specified Items.” Refer to Attachment B, Price Schedule, revised 1-7-16; “**Section B - Specified Items:** Individual items identified in “Section B - Specified Items” are for overall bid evaluation purposes only. Net prices entered for Section B must illustrate the actual price derived from the lowest published, verifiable catalog price (i.e. no fabric or material upgrades) less bidder percentage discount offered in Section A - Catalog Discounts”

Question 4: Will the percentage discount offered include the cost of materials and services or only the purchase of furniture?

Response: Refer to Section 004 - SPECIFICATIONS / SCOPE OF SERVICES, Specification 2.3. “Quoted prices shall reflect all associated costs including, but not limited to **material, associated accessories, freight, design, installation, disposal fees and clean up.**”

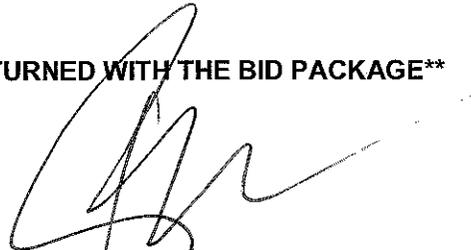
Question 5: Do reconfiguration services include moving existing office furniture to different City facilities?

Response: Yes, Refer to Item 4 of this Addendum.

Question 6: Shall Respondent provide only base model pricing on Attachment B, Price Schedule, SECTION B - SPECIFIED ITEMS?

Response: Yes. Individual items identified in Attachment B, Price Schedule, revised 1-7-16, "Section B - Specified Items" are for overall bid evaluation purposes only. Net prices entered for Section B must illustrate the actual price derived from the lowest published, verifiable catalog price (i.e. no fabric or material upgrades) less bidders' percentage discount offered in Attachment B, Price Schedule, revised 1-7-16, "Section A - Catalog Discounts."

**\*\*THIS ADDENDUM SHALL BE SIGNED AND RETURNED WITH THE BID PACKAGE\*\***



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Paul J. Calapa  
Procurement Administrator  
Finance Department – Procurement Division

Date: \_\_\_\_\_

Company Name: \_\_\_\_\_

Address: \_\_\_\_\_

City/State/Zip Code: \_\_\_\_\_

Signature: \_\_\_\_\_

PC/jg