

## City of San Antonio

### ADDENDUM IV

**SUBJECT:** Annual Contract for Office Furniture - Request for Competitive Sealed Proposal, (RFCSP 6100006733), Scheduled to Open: January 18, 2016; Date of Issue: December 2, 2015  
**FROM:** Paul J. Calapa, Procurement Administrator  
**DATE:** January 13, 2016

**THIS NOTICE SHALL SERVE AS ADDENDUM NO. IV - 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 20, 2016; 2:00PM CT.

### **QUESTIONS SUBMITTED IN ACCORDANCE WITH SECTION 003, RESTRICTIONS ON COMMUNICATION:**

Question 1: Will City consider proposals with additional suffixes i.e. 6H, 6I, etc and call out specific seating for alternate products/manufacturers than those listed in the solicitation?

Response: Respondents shall not add additional subcategories to Price Schedule. City shall award by categories currently included on Attachment B, "PRICE SCHEDULE, revised 1-7-16.

"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."

Please note per Section 003 - INSTRUCTIONS FOR RESPONDENTS, Preparation of Proposals, "All information required by the RFCSP must be furnished or the proposal may be deemed non-responsive and rejected. Any ambiguity in the proposal as a result of omission, error, unintelligible or illegible wording shall be construed in the favor of City."

Question 2: Can we can submit tiered pricing that is fixed based on single order/single destination volume to provide more competitive pricing for the City. (This is not a RANGE but rather a specific discount by category/brand relative to order volume)?

Response: No, Respondents shall not submit tiered pricing. City shall award by categories currently included on Attachment B, "PRICE SCHEDULE, revised 1-7-16."

Question 3: Would the City like to see Good Faith offerings to support their Diversity Spend goals outside SBEA definition for consideration?

Response: Refer to Attachment E, "SMALL BUSINESS ECONOMIC DEVELOPMENT ADVOCACY (SBEDA) ORDINANCE COMPLIANCE PROVISIONS" and Attachment F, "SBEDA FORM(S)" for information regarding the City's Small Business Economic Development Advocacy (SBEDA) Program.

"Respondents and/or their agents are encouraged to contact the Small Business Office of the Economic Development Department for assistance or clarification with issues specifically related to the City's Small Business Economic Development Advocacy (SBEDA) Program policy and/or completion of the SBEDA form. The point of contact is David Rodriguez. Mr. Rodriguez may be reached by telephone at (210) 207-0071 or by e-mail at David.Rodriguez3@sanantonio.gov."

Question 4: Can the Respondent provide alternates that would help support SBEA spend credit? This directly pertains to WBE furniture manufactures?

Response: See response to Question 3.

Question 5: Would direct links to web catalogs and price lists be acceptable for inclusion of electronic submittals? These would be on time and most current version of the product offering at time of submittal.

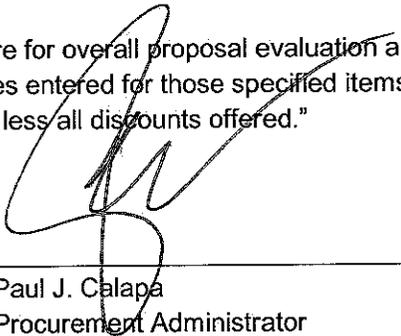
Response: Refer to Section 003 - INSTRUCTIONS FOR RESPONDENTS, Part A, Submission of Proposals, Catalog Pricing:

"The proposal will be based on manufacturer's latest dated price list(s). Said price list(s) must denote the manufacturer, latest effective date and price schedule.

Respondents shall be responsible for providing one copy of the manufacturer's catalog for each manufacturer for which a proposal is submitted. Respondent shall provide said catalog at the time of submission of its proposal. Manufacturers' catalogs may be submitted in any of the following formats: paper copy or CD ROM for proposals submitted on paper, or PDF file for proposals submitted electronically.

Respondents may submit price lists other than the manufacturer's price list. Said price list(s) must denote the company name, effective date and price schedule. These price lists are subject to approval of City's Purchasing & General Services Department.

Specified items identified herein, if any, are for overall proposal evaluation and represent the commonly and most used items. Net prices entered for those specified items must reflect the actual price derived from quoted price list less all discounts offered."



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Finance Department – Procurement Division