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14 March 2007

Addendum #4

RFP # 7003248

**Title: MPA #105 – General Office Supplies, School Supplies, Standard Paper and Toner /
Office, School and Library – Furniture & Accessories**

Opening Date and Time: 22 March 2007 @ 2:45 PM (EDT) (14:45 Local)

- 1. Please note the RFP amendments on page 2 of this document**
- 2. Emailed Questions & Answers as well as Pre-Bid Conference Questions & Answers are provided beginning on page 3 of this document**
- 3. No further questions regarding RFP #7003248 shall be entertained**
- 4. Spreadsheet requests can still be made – please follow instructions as detailed in the RFP document #7003248 and previous addenda**

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Project Manager**

**Nancy R. McIntyre
Buyer**

RFP #7003248 – Amended Requirements

On page 75 of RFP document #7003248

Please note that the following paragraph:

“The State reserves the right to award this contract to multiple vendors. If multiple awards are made, the State shall reserve the right to require price quotations from each vendor prior to the award of the repair and/or assembly work.”

is replaced with the following:

“The State reserves the right to award this contract to multiple vendors.”

On page 75 of RFP document #7003248

Please note that the following paragraph:

“Proposals found to be technically or substantially non-responsive, at any point in the evaluation process, will be rejected and not considered further. The State, at its sole option, may elect to require presentation(s) by offerors in consideration for the award. An award will not be made to a contractor who is neither qualified nor equipped to undertake and complete required work within a specified time.”

is replaced with the following:

“Proposals found to be technically or substantially non-responsive, at any point in the evaluation process, will be rejected and not considered further. The State, at its sole option, may elect to require presentation(s) by offerors in consideration for the award.”

RFP #7003248 – Email & Pre-Bid Conference Questions / Answers

Section 1 – Emailed Questions (answers in *italics*)

1. Regarding the “Volume Rebate” to The State of RI for section 3C – Office Furniture, is the rebate percentage payable to the State of RI based on the total volume produced by the contract or is the rebate based on the volume that a particular awarded bidder receives from the contract?

(For example if the State of RI produces \$1,500,000 from the contract and an awarded bidder receives \$50,000 from the contract, is the rebate based on the \$1,500,000 or the \$50,000?)

The rebate will be based on the volume that a particular awarded bidder receives from the contract. In the example described above, the rebate calculation, for that particular company, would be based on \$50,000.

2. Will the State provide estimated annual quantities of the items purchased by the State and affiliated agencies from their current vendor for items on the RFP 7003248 General Office Supplies, School Supplies, Standard Paper and Toner worksheets?

That information is not currently available.

3. How was the item core list for office, school, paper and toner established?

The core lists were put together based upon an historical analysis as well as a collaborative effort between the parties that participated in the RFP development.

4. Regarding the evaluation criteria, how will the 50 points dedicated to product pricing be evaluated (i.e. lowest overall cost based on usage, based on quantity of 1 each, average discount, etc)? How will the points be awarded to vendors—will the lowest vendor get all points while remaining vendors get none, partial or other award method?

The State’s general intent is to evaluate the bids based upon the market basket of a given category. The lowest vendor, in a given category, will receive all 50 points. However the other vendors will be allocated points based upon the following formula: (Lowest Price / Price of Evaluated Proposal) X (Maximum Criteria Point Allocation)

5. In the case where items and substitutes and/or alternates are submitted, does the State expect to add all quoted items to the final core list or will a single option be chosen?

To be determined.

6. In the case of wholesaler or reseller private label products being specified (Universal products as an example), are respondents private label products considered equal if meeting specification?

Yes.

7. Will the State provide a copy of their current contract with W.B. Mason that expires June 1st 2007? What criteria will the State use to determine which contract they will utilize going forward?

The current contract is available online at the Rhode Island Division of Purchases web site at <http://www.purchasing.ri.gov>

In order to view the contract, click on the 'Vendor Information' link and then the 'Agreements (MPA)' link. Type in '105' in the 'MPA Number' field and click search. Click on '105' under the 'MPA Number' heading and then click on '68M00305398' under the 'Award Number' heading.

The State would like to review the submitted bids before making a decision on which contract(s) will be used moving forward.

8. Will the State accept an alternate proposal for furniture that separates delivery/install as a separate charge?

For specific details, please refer to General Requirement #4 in Section 3C of RFP document #7003248. In general, delivery will not be a separate charge, however depending upon the product purchased (product requires IDR Services), installation charges may be billed as a separate line item based upon previously negotiated rates.

9. You say you want inside and on floor delivery at no cost to the State. "The cost for installation, etc. should not be included by the bidder in the cost proposal". Then in 4.2 you are talking about accessories...then in 4.3 you are talking about prevailing wage.

If you have a desk that is sent in to a customer and in your RFP you say you want the product inside and on the floor ready to go...I can see that we can base our discount provided to the State on this type of set up. But what happens in the case of systems installations? How do we charge for the installation charge, and whom do we charge for design? Are we to identify these charges on a case by case basis?

What are you expecting for installation of Systems? Design of Work Areas? How are these charges suppose to be shown, or provided by the manufacturer?

Products requiring specific IDR services (i.e. customization or systems) are required to be delivered "inside & on floor" at no additional cost to the State. In these instances, the installation should not be included in the "Discount off List" price/percentage. For standard-type items (i.e. desks, lateral files, etc...), installation, as per General Requirement #4, shall be included in the price proposed to the State.

Design charges should be separately identified and detailed in the 'Disc-Rebates-Specialty Services' tab within the Office Furniture Spreadsheet (RFP#7003248-OFurnCostProposal.xls).

10. I currently have a MPA with Rhode Island Correctional Industry for Furniture that is sold to the human service and Rhode Island Colleges and University. My questions are:

1) Will this MPA supercede the Rhode Island Correctional Contract

2) Is or can purchasing cancel that MPA award 77B00322052?

Answer to Question 1 – To be determined. The contract to which you refer is an agency specific agreement not a Master Price Agreement (MPA).

Answer to Question 2 – To be determined. The existing contract does contain a termination clause that the State reserves the right to execute.

Section 2 – Pre-Bid Conference Questions (answers in *italics*)

1. Do we want manufacturers to specify or directly comply with this bid or go through dealerships or will we go through Prison Industries? Prison Industries has been a roadblock in the past.

The award(s) for this RFP will be done as a Master Price Agreement (MPA) that will be available to all state agencies under the purchasing regulations posted on the Rhode Island Division of Purchases web site (<http://www.purchasing.ri.gov>). In addition, the same offers, terms and conditions will be accessible to Rhode Island towns, municipalities, school districts and quasi public agencies. Under the MPA's terms, the vendors would deal directly with the interested parties referred to above.

2. There is an Excel spreadsheet response form we must request through e-mail. Is that correct?

Yes, the Excel spreadsheet must be requested through the following email address: bidinfo@purchasing.state.ri.us

Please refer to RFP document #7003248 and Addendum #1 for additional instructions.

3. How are the items on the Excel spreadsheet, on the core list, established or chosen?

Please refer to Section 1, Question #3 above.

4. On the school supply section of the bid, will there be multiple awards or one sole vendor?

The state reserves the right to award this MPA to multiple vendors.

5. Are you also looking for a catalog discount, over and above the core list of items?

*For the "Office Supplies" section of the bid, the requirements call for "Non-Core" or "Off Contract" pricing. Additional details are included on page 27 of RFP document #7003248. For the "Office Furniture" section of the bid, the State prefers to keep furniture-related items and purchases to a "Core" list. However the State is open to receiving a catalog discount on items not included in the **RI Office Furniture Catalog**. Please refer to pages 6 & 7 of RFP document #7003248 for the definition of "Office Supplies" and "Office Furniture."*

6. Will estimated annual quantities be included in the core list – the different core lists for all the supplies, school supplies, paper?

Please refer to Section 1, Question #2 above.

7. The volume rebate for furniture, I think it started at .5M. Is that total for the state or does that start at what one particular company does?

Please refer to Section 1, Question #1 above.

8. The RFP was divided into three sections. Will individual sections be awarded separately? One part of the RFP was mixed, school and total school supplies.

The RFP has two sections: "Office Supplies" and "Office Furniture" (please refer to pages 6 & 7 of the RFP document #7003248 for the definition of "Office Supplies" and "Office Furniture"). Within "Office Supplies" there are several types of supplies divided by section. Within "Office Furniture" there are several categories of furniture. The possibility exists that individual sections or categories will be awarded separately.

9. In the Furniture section, you have sub-categories. Do you have to have the same manufacturer to fill the bid per sub-category? Per Item, does it have to be the same manufacturer? For example, you have lounge seating – lounge seating/bunkbeds. Would you have two different manufacturers in there?

The State is awarding the contract by Category and/or Sub-Category, not by Item. Please strategically prepare the bid proposal in order to provide the best value to the State.

10. In the case where the item to be quoted asks for private label or wholesaler only, are respondents private label considered equal as meeting specifications?

Please refer to Section 1, Question #6 above.

11. How do you define the quality of furnishings to be used in different applications?

Products must meet the Technical Requirements & Safety Standards as defined on pages 39 & 40 of RFP document #7003248. Please also refer to the web site containing ANSI-BIFMA Furniture Standards (web site address is on the bottom of page 39 in RFP document #7003248). "The standards are intended to provide manufacturers, specifiers, and users with a common basis for evaluating safety, durability, and the structural adequacy of the specified furniture, independent of construction materials."

12. Also with the furniture, what I believe is in here is just for product only. Is that price supposed to include delivery and installation or is that a separate line item?

In general, delivery and installation are to be included in the price. Quoting from Requirement #4, Section 3C (RFP document #7003248, page 32), "Delivery must be Freight on Board (F.O.B.) destination freight prepaid with delivery of product "Inside, On-Floor, Assembled, and Ready to Use" at no additional cost to the State."

However, there are standard items and there are items that may require customization. For those items requiring specific installation, disassembly or re-installation (customization), the product "must also be F.O.B. destination freight prepaid with delivery of product "Inside and On-Floor" at no additional cost to the State. The cost for installation, disassembly or re-installation services should not be included by the bidder in the cost proposal. These services must be quoted, based on previously negotiated rates, and billed as a separate line item in compliance with the applicable hourly labor rates and prevailing wages" (Requirement #4.1). Specific rates will be determined during a contract negotiation between the State and the chosen vendor(s). For additional information, please review Requirement #4, Section 3C, in its entirety, on pages 32 & 33 of RFP document #7003248.

13. As you're specifying the product, is it fair to assume that you are looking at furniture (desks, chairs, files and also panel systems) that will be part of the entire response so the manufacturer may give you all or some of those.

Yes, the bidder should prepare a strategic response that covers a Category and/or Sub-Category. The product requirements should be covered and bidders are encouraged to provide product that will give the using entities (State and all co-sponsors) choices in product selection.

Products should be presented as an entire component not as product requiring the purchase of numerous items in order to put together a complete product. For example, when purchasing a credenza, it means the complete product not one that requires doors or shelves to be purchased separately. Another example would be a table. The tabletop, base or pedestal should be included in the total table price, not as extras.

The examples included in the spreadsheet are meant to provide a Market Basket (representative cross-section) that will be utilized when evaluating a specific Category and/or Sub-Category.

14. The state is using Oracle for procurement. At what point in time would you invite the winner to provide you with details as to their technical expertise. Will you want to have someone come out and do a presentation?

As stated in Requirement #2.10 on page 9 and in Requirement #2.12 on page 31 (both in RFP document #7003248), "Contractor shall have the ability to provide integration between the Contractor(s) online (internet-based) catalog and the State's Oracle i-Procurement System." As part of the State's business process re-engineering, the State would like to use punch-outs in order to retrieve items/prices from vendor catalogs and incorporate the information into the requisition process. Please propose how connectivity to i-Procurement could be accomplished via a punch-out.

The State, at its sole option, may elect to require presentation(s) by offerors in consideration for the award. If the State chooses this option, notice will be given to the chosen offeror(s).

15. In the furniture section, will you award this to dealerships or to the manufacturers?

Either or both. The State reserves the right to make that decision based upon the award and/or evaluation criteria set forth in RFP document #7003248.

16. If you do award to manufacturers, are you looking for the manufacturers to assign servicing dealers or the manufacturers to assign dealers? Billing to go to dealership or direct to manufacturer? Sort of like GSA?

The State is not looking to have multiple contacts or reference points for a given product, order, etc... It is intended that award(s) pursuant to RFP #7003248 will be made to a prime contractor who will assume responsibility for all aspects of the work. Customer focus, service and available points of contact are one of the requirement for the contract(s).

17. State references, are they important?

Yes.

18. Catalog discounts: We have multiple divisions. For example, we have a contract in Pennsylvania, 15 companies, 4 under school umbrella. Different discounts depending on type of item.

Please make it clear in the proposal as to what is being proposed and priced.

END