

Office of State Procurement
State of Louisiana
Division of Administration

JOHN BEL EDWARDS
GOVERNOR



JAY DARDENNE
COMMISSIONER OF ADMINISTRATION

July 26, 2022

ADDENDUM NO. 02

Your reference is directed to RFX Number 3000019141 for the Invitation to Bid for the State of Louisiana – Classroom Furniture – Statewide Contract, which is currently scheduled to open at 10:00 A.M. CT on Tuesday, August 2, 2022.

The following are the questions from Vendors received by the deadline date of July 12, 2022 and the State's Responses:

- 1. Vendor's Question: What is the correct length of time for the contract? There are conflicting dates in the RFX text and item # 22 of the Instructions to Bidders.**

State's Response: Please refer to section #25 of the Instructions to Bidders which is found on page 5 of the RFX document. This section states that in the event of a conflict between the Instructions to Bidders or the Standard Terms and Conditions and the Special Terms and Conditions, the Special Terms and Conditions shall govern. The contract award will be for an initial period not to exceed twelve (12) months beginning with the date of award. At the option of the State of Louisiana and acceptance by the Contractor, the contract may be extended for four (4) additional twelve (12) month periods at the same pricing discounts, terms and conditions. Total contract time may not exceed sixty (60) months.

The Instructions to Bidders at the end of the Invitation to Bid is boilerplate language. In this instance only, it is superseded by the Contractual Period and Renewals section of the Special Term & Conditions.

- 2. Vendor's Question: For orders less than \$4,000, will you accept a percentage of the order as a quote for the maximum shipping charge on orders less than \$4,000.00?**

State's Response: Yes, for orders less than \$4000, bidders may quote a percentage that would be based on the total dollar amount of the Purchase Order (not list price) that would be used to calculate the maximum amount of freight charges allowed.

3. **Vendor's Question: For orders less than \$4,000, may shipping charges be provided as a separate line item?**

State's Response: Yes, shipping charges for orders less than \$4,000 may be provided as a separate line item on the invoice. Please note provision on Attachment A, page 4 regarding documentation of actual shipping charges that must be included with the invoice.

4. **Vendor's Question: Given this is a multi-year contract, at the time of renewal will awarded vendors be able to submit current MSRP price lists?**

State's Response: Please refer to the Price Adjustment Clause found on pages 1-2 of Attachment B for details regarding pricing updates.

5. **Vendor's Question: In the Invitation to Bid document, Item #22 states the contract "May be extended for two (2) additional twelve (12) month periods at the same prices, terms and conditions." Does this mean the contract holder must hold the price at the same level as the original bid offer?**

State's Response: Please refer to the Price Adjustment Clause found on pages 1-2 of Attachment B for details regarding pricing updates.

6. **Vendor's Question: Is the bid opening date, July 26, 2022, the due date?**

State's Response: Yes, bids will be opened on Tuesday, July 26, 2022 at 10:00 AM (CT). All bids must be received by OSP prior to this time in order for the bid to be considered.

7. **Vendor's Question: What is meant by the following: "Freight Charges: For orders less than \$4,000.00?" Does this mean end users will pay the freight if the order is less than \$4,000.00?**

State's Response: Yes. For individual purchase orders totaling less than \$4,000.00 net, the Contractor shall pre-pay the freight and add it to their invoice. The agency shall only pay for the actual shipping charges or the quoted maximum, whichever is less. (See Attachment A, page 4) The Contractor must include a bill of lading or proof of actual shipping charges that were incurred with their invoice to the agency.

8. **Vendor's Question: How does freight for orders less than \$4,000.00 work if the pricing we are providing is delivered?**

State's Response: Historically, it is typically more cost-effective for the Contractor to arrange freight for larger, project-based orders than for smaller orders that require less-than-truckload (LTL) freight. There will be times when end users need product in the middle of a school year, outside of a project scenario, and they must replace the damaged furniture before the end of the school year. This maximum shipping quote for small orders would cover the potentially increased LTL freight cost the Contractor may incur to meet the end user's needs.

If no additional freight charges are incurred other than what would be covered in the product's contract price, then no additional freight should be charged.

9. Vendor's Question: How will bids be evaluated? Is there a criteria list or will it be lowest bid?

State's Response: Please refer to the Method of Award section found in Attachment B – General Terms & Conditions, pages 3-4.

10. Vendor's Question: For the list of Exclusions, can you explain the differences of the furniture that is included in the award vs. furniture that is excluded, especially product that is intended for Early Childhood Development Centers as nursery/pre-school furniture is specifically excluded from any contracts resulting from this solicitation?

State's Response: "Office Furniture" refers to items that you would typically find in a professional office environment: cubicles, worksurfaces, filing cabinets, pedestals, credenzas, upholstered task chairs, etc.

"Lounge Furniture" refers to items that you would typically find in informal waiting areas: chaise lounges, upholstered arm chairs, sofas, ottomans, etc.

"Library Furniture" refers to items that you would typically find in a library: fixed, mobile, or cantilevered shelving, periodicals racks, hardwood tables, book trucks, etc.

"Science/Laboratory Furniture" refers to items that you would typically find in only a Laboratory setting: lab casework, demonstration tables, fixtures, etc.

"Nursery/Pre-school Furniture" refers to items that would be typically found in a nursery/pre-school: feeding chairs, cribs, playpens, etc.

"Auditorium Seating" refers to the style of fixed seating commonly associated with auditoriums, theaters, lecture halls, and sporting venues.

Some furniture items may be categorized in multiple categories and not be specifically excluded from this bid. Note that the examples listed above are to clarify descriptions, and are not all-inclusive.

11. Vendor's Question: If a vendor bids on Category 3—Stages, Risers, & Accessories and is awarded, does the award include the vendor's entire catalog or strictly Category 3—Stages, Risers, & Accessories?

State's Response: If a vendor is awarded a contract for Category 3—Stages, Risers, & Accessories, the award is limited to strictly to those items categorized as Stages, Risers, & Accessories.

12. Vendor's Question: When evaluating a pricing adjustment, does the percentage of discount change? The dollar value change? Or, can both be changed?

State's Response: The quoted discount(s) shall remain the same throughout the terms of the contract. The dollar value of the goods awarded may change with approved price list adjustments. Please refer to the Price Adjustment Clause found on pages 1-2 of Attachment B for details regarding pricing updates.

13. Vendor's Question: Please explain the requirements of inside delivery.

State's Response: "Inside delivery" means the product is unloaded from the truck and set inside the first doorway. This delivery method does not require assembly or debris removal.

14. Vendor's Question: When it comes to price reductions, if we offer a one-time discount price to a customer are we then required to offer it to all other potential users of the contract?

State's Response: Yes, please refer to Attachment A, Page 4, Price Reductions: "Whenever there is a reduction in price, which is lower than the contract price, offered to similarly situated customers contracting for the same period and under the same terms and conditions, said reduction must be presented directly to the Office of State Procurement. No price reduction on a statewide contract may be offered to an agency unless that reduction is offered to all agencies."

If an agency places an order and the Contractor offers them a one-time lower-than-contract price, the same discount shall be offered to all potential end users ordering at least that same quantity of product or greater (this is what is meant by "similarly situated"). If the Contractor offers a new discount to all agencies ordering a specific product, regardless of quantity ordered, the Contractor should present the discounted item to the Office of State Procurement to formalize the discount for that specific product on the contract.

15. Vendor's Question: Are vendors able to provide alternate products to Attachment C – Market Basket that K-12 schools are leading with?

State's Response: No. Products submitted must meet or exceed the specifications of the specific items that are listed.

16. Vendor's Question: With the vulnerability and instability in the cost of goods and fuel, are vendors able to submit delivery pricing and installation pricing as a separate line item?

State's Response: For orders less than \$4,000.00, shipping costs may be added as a line on the invoice relative to the Quoted Maximum Shipping Charge for Orders less than \$4,000.00. See Attachment A, page 4. For orders over \$4,000.00, no freight charges will be allowed to be added to the Contractor's invoice – prices are to include all freight. Bidders have the ability to quote different levels of discounts for the different delivery tiers – Tailgate, Inside, and Inside – Set in Place. These discounts should take into account any additional costs related to installation.

17. Vendor's Question: Procurement of United States Products: If a respondent claims this preference, will they have to meet all of the requirements stated within qualification #1: "Manufactured in the United States" means produced by a process in which the manufacturing, final assembly, processing, packaging, testing, and any other process that

adds value, quality, or reliability to assembled articles, materials, or supplies, occur in the United States?

State's Response: Yes, the respondent would need to provide documentation to certify that the manufacturing process for the specified item occurred in the United States.

18. Vendor's Question: Would the State consider allowing bidders to bid products from various manufacturers even within the same category?

State's Response: No. All items bid within a category must be the same brand. See Attachment B, page 3, Product Catalog "NOTE".

19. Vendor's Question: Would the State consider awarding Categories I & II separately?

State's Response: No.

20. Vendor's Question: Would the State consider waiving the annual PPI-based price list update requirements and allow the contract to be based off of the awarded manufacturer's published price list that is current at the time of order?

State's Response: No. The terms of the Price Adjustment clause located on Attachment B, pages 1-2 state that the PPI is to be used as a guide only to evaluate the validity of the price adjustment request. Requests for adjustments that exceed the listed indexes are not automatically rejected. The State reserves the right to accept, reject or negotiate the request as is determined to be in the best interest of the State.

All else remains as on original bid.

THIS ADDENDUM IS HEREBY OFFICIALLY MADE A PART OF THE REFERENCED SOLICITATION.

ACKNOWLEDGEMENT: If you have already submitted your bid and this Addendum does not cause you to revise your bid, you should acknowledge receipt of this Addendum by identifying your business name and by signing where indicated. You may return this Acknowledgement by mail or by hand or by courier delivery to: Office of State Procurement, 1201 N. 3rd Street, Claiborne Building, Ste. 2-160, Baton Rouge, LA 70802, or by fax to: (225) 342-9756. The State reserves the right to request a completed Acknowledgement at any time. Failure to execute an Acknowledgement shall not relieve the bidder from complying with the terms of its bid.

Addendum Acknowledged/No changes:

For: _____ By: _____

REVISION: If you have already submitted your bid and this Addendum requires you to revise your bid, you must indicate any change(s) below, identify your business name and sign where shown. Revisions shall be delivered prior to bid opening by mail or by hand or by courier delivery to: Office of State Procurement, 1201 N. 3rd Street, Claiborne Building, Ste. 2-160, Baton Rouge, LA 70802, and indicate the RFX number and the bid opening date and time on the outside of the envelope for proper identification, or by fax to: (225) 342-9756. Electronic transmissions other than by fax are not being accepted at this time

Revisions received after bid opening shall not be considered and you shall be held to your original bid.

Revision:

For: _____ By: _____

By: [Ben James](#)
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