



Beaufort County School District

Addendum 1

Solicitation Number: 22-006
Date Printed: October 1, 2021
Date Issued: October 1, 2021
Procurement Officer: Kaylee Yinger, CPPB
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Request for Proposals

DESCRIPTION: **Furniture and Furniture Consulting Services**
SUBMIT OFFER BY (Opening Date & Time): **October 11, 2021 4:00 PM EST**
QUESTIONS MUST BE RECEIVED BY: **October 4, 2021**
NUMBER OF COPIES TO BE SUBMITTED: **Seven (7) Original Signed Copies and One (1) Redacted Version on USB**

Offers must be submitted in a sealed package. Solicitation Number & Opening Date must appear on package exterior.

SUBMIT YOUR SEALED OFFER TO EITHER OF THE FOLLOWING ADDRESSES:

MAILING ADDRESS:
Beaufort County School District
Procurement Office
P.O. Drawer 309
Beaufort, SC 29901-0309

PHYSICAL ADDRESS:
Beaufort County School District
Procurement Office
2900 Mink Point Blvd
Beaufort, SC 29902

AWARDS & AMENDMENTS:

Award will be posted at the Physical Address stated above on or after October 11, 2021. The award, this solicitation, and any amendments will be posted at the following web address: <http://beaufortschools.net>

You must submit a signed copy of this form with Your Offer. By submitting a proposal or bid, You agree to be bound by the terms of the Solicitation. You agree to hold Your Offer open for a minimum of ninety (90) calendar days after the Opening Date.

NAME OF OFFEROR: _____ (Full legal name of business submitting the offer) ENTITY TYPE: _____

AUTHORIZED SIGNATURE (Person signing must be authorized to submit binding offer to enter contract on behalf of Offeror named above)

PRINTED NAME TITLE

Instructions regarding Offeror's name: Any award issued will be issued to, and the contract will be formed with, the entity identified as the Offeror above. An offer may be submitted by only one legal entity. The entity named as the Offeror must be a single and distinct legal entity. Do not use the name of a branch office or a division of a larger entity if the branch or division is not a separate legal entity, i.e., a separate corporation, partnership, sole proprietorship, etc.

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HOME OFFICE ADDRESS (Address for Offeror's home office/ Principal place of business):	NOTICE ADDRESS (Address to which all procurement and contract related notices should be sent):
PHONE NUMBER:	
EMAIL ADDRESS:	

PAYMENT ADDRESS (Address to which payments will be sent): <input type="checkbox"/> Payment Address Same as Home Office Address <input type="checkbox"/> Payment Address Same as Home Notice Address (check one only)	ORDER ADDRESS (Address to which all purchase orders will be sent): <input type="checkbox"/> Payment Address Same as Home Office Address <input type="checkbox"/> Payment Address Same as Notice Address (check one only)
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ACKNOWLEDGEMENT OF AMENDMENTS:	<u>Amendment Number</u>	<u>Amendment Issue Date</u>
Offeror acknowledges receipt of amendments by indicating amendment number and its date of issue.		

MINORITY PARTICIPATION- Are you a Minority Business Enterprise: Yes <input type="checkbox"/> No <input type="checkbox"/> If yes, please include a copy of your certification.

1. In the instructions for the technical submittal there are two requirements that ask for the same “experience and capabilities” information; 4.0.1.3 and 4.0.1.8. Both sections ask for references. Do you want us to include them a 2nd time or only once?

Only once please.

2. The instructions for section 4.0.1.7 reference “item pricing” and “exhibit 1” are you intending on issuing these documents? Please confirm we do not need to provide item pricing but discount percentages only.

Exhibit 1 has been provided and is attached to the solicitation.

3. **Section 7.1.21 Price Adjustments**

The RFP refers to the Consumer Price Index (CPI) as the indicator if requesting an increase in prices during the contract period. The RFP refers to the CPI for all urban consumers. The Bureau of Labor Statistic defines the CPI as, “The target set of items included in the CPI is the set of good and services purchased for consumption purposes by urban households.” The CPI indexes such things as food, housing, household furnishing and operations, fuels & utilities, new vehicles, etc.

Would BCPS consider using a the more relevant Producers Price Index (PPI) which specifically targets the costs to manufacture and produce commercial products, including a specific index for Institutional furniture Mfg, Institutional furniture mfg – School furniture, Institutional furniture mfg – Public buildings, Institutional furniture mfg – Primary products and Institutional furniture mfg – Other institutional furniture?

At this time, BCSD will only be using the Consumer Price Index (CPI) for price increases.

4. **Section 7.1.21 Price Adjustments**

The past eighteen months have seen supply chain and raw material shortages, interruptions and cost increase never seen before in almost all raw materials such as wood, steel, cardboard, and petroleum-based products, to name a few.

In 2016, the last time BCPS released a similar RFP, times were quite different.

Considering the current economic conditions, with little to no end in sight, will BCPS reconsider possible price increases?

With the exception of a CPI price increase (only given on the renewal date after the base term is over), BCSD will consider all request for price increases. It is the responsibility of the vendor to take in to consideration this information when submitting a bid proposal.

5. **Section 1.0.2 Cooperative Purchasing**

What does a yellow highlighted entity denote? If it is those participating in the cooperative purchasing, are non-highlighted entities not covered in this solicitation?

All highlighted districts have agreed to participate in the cooperative purchasing agreement.

6. Does the discount need to be "Delivered and installed" price? Or will we be able to add that as a separate line on a quote?

Discount should be listed to include delivered and installed. However, if this is needs to be listed as a separate cost, please notate this on your bid documents.

7. Page 19 section 2.1.8 - Is there an option to show a tiered discount percentage structure like we have shown in the past? That way we can offer deeper discounting to the district for larger projects.

Yes, please list this information as it applies to your catalog.

8. Depending on when the question addendum is sent out, would there be an option for an extension to the due date to give time to adjust our response?

Not at this time. Unless extenuating circumstances arise, an extension will not be issued.