

Questions and Answers

BKM Total Office of Texas

Appendix C Question

Mindy Morris, Jun 04, 2020 4:07 PM CDT

According to the pricing spreadsheet it states to refer to Appendix C for directions to fill out the excel spreadsheet. I went to Appendix C and noticed there were not any directions on how to fill out the excel file. Where can I find directions on how to fill out the excel pricing spreadsheet?

Clint Pechacek, Jun 22, 2020 6:01 PM CDT

1. This is a typo. Appendix B give instructions for submitting pricing.

bid forms

Mindy Morris, Jun 04, 2020 4:18 PM CDT

Which of the forms need to be filled out for the bid and which forms need to be filled out post bid?

Clint Pechacek, Jun 22, 2020 6:00 PM CDT

1. All bid forms should be filled out before submitting this proposal, not after.

Page 20 Services Question

Mindy Morris, Jun 18, 2020 3:15 PM CDT

On page 20 it states can use a supplemental worksheet, but it also says cost + is not allowed.

How should we price out services if we can not use the cost + method? Please advise.

Clint Pechacek, Jun 22, 2020 5:00 PM CDT

It is up to vendors to determine how best to price their products in an auditable way.

Bonfire

Who can hold the contract

Cathy Thomas, Jun 09, 2020 4:38 PM CDT

Can multiple dealers be awarded the contract and sell the same manufacturers line? Is it possible for a manufacturer and a dealer to both hold the contract and sell the manufacturer's line of products?

Clint Pechacek, Jun 22, 2020 6:00 PM CDT

1. This is possible. The manufacturer certifications requested in Question 30 of the Company Profile (pg. 19) should eliminate confusion between Manufacturers and Resellers who both respond to this RFP.

Services, P.6

Alicia Payne, Jun 16, 2020 11:29 AM CDT

Please confirm that design and installation services can both be provided as an hourly rate on Attachment B.

Clint Pechacek, Jun 22, 2020 5:57 PM CDT

1. That is acceptable.

Evaluation Process, P.11-12

Alicia Payne, Jun 16, 2020 11:29 AM CDT

Please confirm a written response is not required for the Evaluation items outlined on page 11 – 12 of the RFP.

Clint Pechacek, Jun 22, 2020 5:56 PM CDT

1. The Evaluation Process is listed for transparency and the benefit of interested vendors. No response is required for this section of the RFP.

Appendix B: Pricing, P.20

Alicia Payne, Jun 16, 2020 11:30 AM CDT

Please confirm that Offeror's may provide their published price list in a PDF format that will include the model numbers, list prices, and description of all products available to satisfy the requirement for the price list and/or catalog outlined within this section. In addition, we will provide a discount matrix outlined by product name to calculate the net price since this is variable based on each model and options selected.

Clint Pechacek, Jun 22, 2020 5:55 PM CDT

1. Excel format is strongly preferred for pricing submitted. However, Region 10 will not automatically reject PDF format provided it is clear and easily searchable through the basic Adobe search function. Region 10 may require that an excel version be submitted if the PDF version does not meet its requirements.

Appendix B: Pricing, P.20

Alicia Payne, Jun 16, 2020 11:30 AM CDT

We have thousands of base models and when we add the various fabric grades, options, etc. the base models plus options result in millions of lines. Completing this spreadsheet is extremely cumbersome and time consuming. We respectfully request Region 10 consider updating this spreadsheet to require the information at the product series level instead of the base model. I.e. allow vendors to provide discount by product series with no net price requirements • In order to do this, Region 10 would need to remove the Unit list price, Verifiable list price location and Final price columns. • If list/net pricing is essential for Region 10 to compare pricing, we recommend requiring the vendor to provide model level information for a smaller sample, for example 5 models per category

Clint Pechacek, Jun 22, 2020 5:50 PM CDT

1. Region 10 will not be updating Attachment B to accommodate individual respondents. Please refer to Appendix B, the second bullet point under the section titled "Other Pricing & Discounts" on pg. 20 of the RFP: "Pricing here may be provided as a supplement, or in lieu of pricing on the product/services worksheet." This should allow respondents to customize their pricing model if they wish to submit an alternative model to than the one suggested in the "Products/Services Price List" Worksheet.

Appendix B: Pricing, P.20

Alicia Payne, Jun 16, 2020 11:30 AM CDT

How will Region 10 determine comparable models based on Attachment B to determine the lowest cost across Manufacturers/responses?

Clint Pechacek, Jun 22, 2020 5:44 PM CDT

1. Region 10 will refer to material provided in the RFP response regarding product description, product catalogs, etc. to determine product similarity.

Attachment B: Pricing

Alicia Payne, Jun 16, 2020 11:31 AM CDT

In the excel file for Attachment B, it calls out three worksheets included in Attachment B at the top of the Products-Services Price List tab, however, there are only two worksheets included. There is also reference to Appendix C in the solicitation, which I believe should be Appendix B for instructions on how to complete. Can you please confirm if there are only two worksheets to be included for Attachment B?

Clint Pechacek, Jun 22, 2020 5:40 PM CDT

1. Attachment B is complete, any reference to three worksheets is a clerical error. Attachment C will be posted to Bonfire, and no response to Appendix C is required of respondents.

P.24, 4.6 Order of Precedence

Alicia Payne, Jun 16, 2020 11:31 AM CDT

Please advise which section of the RFP or attachments is Special terms and Conditions as outlined in the order of precedence.

Clint Pechacek, Jun 22, 2020 5:39 PM CDT

1. No special terms and conditions have been designated for this RFP.

Appendix E: Vendor Contract and Signature Form, P.25 | 5.3 Delivery/Service failures

Alicia Payne, Jun 16, 2020 11:31 AM CDT

Please confirm that in the event any product is purchased on the Open Market, expenses will be limited to comparable products in function and design.

Clint Pechacek, Jun 22, 2020 5:38 PM CDT

1. Respondents may take exception to the terms and conditions listed in the RFP.

Appendix E: Vendor Contract and Signature Form, P.25 | 5.5 Standard Cancellation

Alicia Payne, Jun 16, 2020 11:32 AM CDT

Because we are a custom made-to-order manufacturer, please confirm within the standard cancellation clause, manufacturers will be paid for work in progress

Clint Pechacek, Jun 22, 2020 5:37 PM CDT

1. Respondents may take exception to the terms and conditions listed in the RFP.

Appendix E: Vendor Contract and Signature Form, P.27 | 8.1 Payments

Alicia Payne, Jun 16, 2020 11:32 AM CDT

Please confirm Purchase Orders can be placed directly with the Manufacturer or through our Authorized Dealer partner. Our dealer partners have been authorized to accept payments on our behalf.

Clint Pechacek, Jun 22, 2020 5:36 PM CDT

1. Respondents may take exception to the terms and conditions listed in the RFP.

Appendix E: Vendor Contract and Signature Form, P.28 | 9.4 Price reduction and adjustment

Alicia Payne, Jun 16, 2020 11:33 AM CDT

Please confirm a price decrease only applies to the extent that the manufacturer's nationally publicized list price decreases.

Clint Pechacek, Jun 22, 2020 5:36 PM CDT

1. Respondents may take exception to the terms and conditions listed in the RFP.

Appendix E: Vendor Contract and Signature Form, P.29 | 10.1 Audit Rights

Alicia Payne, Jun 16, 2020 11:33 AM CDT

Please confirm that any audits will be subject to reasonable notice and during Vendor's normal business hours Monday-Friday, 8am-5pm.

Clint Pechacek, Jun 22, 2020 5:35 PM CDT

1. Respondents may take exception to the terms and conditions listed in the RFP.

Appendix E: Vendor Contract and Signature Form, P.31 | 13.3 Indemnity

Alicia Payne, Jun 16, 2020 11:34 AM CDT

Please confirm that indemnification is limited to the Contractor's negligence or willful misconduct.

Clint Pechacek, Jun 22, 2020 5:35 PM CDT

1. Respondents may take exception to the terms and conditions listed in the RFP.

Appendix F: Additional Required Documents, P.37 | Doc #2 Debarment Notice

Alicia Payne, Jun 16, 2020 11:34 AM CDT

Please confirm that debarment as referenced in this document is within the last 5 years, as outlined in 6.2 Suspension and Debarment on page 26.

Clint Pechacek, Jun 22, 2020 5:34 PM CDT

1. Section 6.2 requires a letter describing any disbarment within the last 5 years, however, throughout the document debarment should be understood within the context of the section in which it appears. For example, Statement 8 in DOC #10 - Federal Funds Certification Form only refers to current debarment status.

Attachments, P.61

Alicia Payne, Jun 16, 2020 11:35 AM CDT

Where can we find Attachment C: State Notice? This does not appear to be included in the download section online.

Clint Pechacek, Jun 22, 2020 5:22 PM CDT

1. This was a clerical error and Attachment C will be uploaded as a contract document. No response is required for Attachment C.

General Question

Alicia Payne, Jun 16, 2020 11:35 AM CDT

In order to meet the unique needs of an end user, we have the ability to customize many of our products. These customized products are referred to as 'specials'. These specials are defined as modifications to existing products that will still maintain the primary product function and warranty. For example, if an end user requires a bookcase that needs five shelves instead of four. Specials are uniquely priced based upon the requested modification; as such, the list prices and model numbers of the specials are not published in our catalog or our list pricer. Please clarify if we can offer this 'specials' program upon contract award.

Clint Pechacek, Jun 22, 2020 5:21 PM CDT

1. Any products, services, or programs offered under the contract must be auditably priced or listed as "free". It is up to the vendor to determine how best to price such a program if it is offered in this

proposal.

General Question

Alicia Payne, Jun 16, 2020 11:35 AM CDT

Can non-contract items be placed on the same purchase order as contract items as long as they are clearly marked as not on contract?

Clint Pechacek, Jun 22, 2020 5:18 PM CDT

1. Region 10 cannot make this determination on behalf of members. It may be that some members will be able to accept different reference numbers on one purchase order and some may not.

Delivery

Joseph Freund, Jun 17, 2020 3:25 PM CDT

1. May we revise the fulfillment expectation in DELIVERY Sec #7.1 from “7 days” to “standard product lead time, as specified”? 2. May we specify a minimum freight handling charge? Sec 7.5 seems to not allow it, but Appendix B: Pricing requests “any additional delivery charges” AND “Sec 9.3 Additional Charges: All deliveries shall be freight prepaid, F.O.B. destination and shall be included in all pricing offered unless otherwise clearly stated in writing.” 3. How should non-standard delivery conditions which cannot be specified in advanced on a nationwide scale be addressed within the pricing section? Every possible condition cannot be identified & quantified, and rates often vary substantially by location, breadth of services required, equipment (lift gate trucks, site protection, etc.) prevailing wage applicability, etc.

Clint Pechacek, Jun 22, 2020 5:16 PM CDT

1. Respondents may take exception to the terms and conditions listed in the RFP. 2. Respondents may take exception to the terms and conditions listed in the RFP. 3. It is the responsibility of vendors to price their products and services auditably.

Warranty

Joseph Freund, Jun 17, 2020 3:25 PM CDT

May we apply Global's Warranty & standard Acceptance/Claims policies instead of Section 7.2?

Clint Pechacek, Jun 22, 2020 5:15 PM CDT

1. Respondents may take exception to the terms and conditions listed in the RFP.

Dealers and Locations

Joseph Freund, Jun 17, 2020 3:27 PM CDT

1. Does this prohibit dealers from holding paper? "8.1 Payments: The participating entity using the contract will make payments directly to the awarded vendor. PAGE 26 2. Will a list of a manufacturer's own facilities as well as their Authorized Servicing Dealers fulfill this requirement? "12.7 Maintenance Facilities and Support: It is preferred that each contractor should have maintenance facilities and a support system available for servicing and repair of product and/or equipment. If a third party is to be used to provide maintenance and support to the participating member, Respondent must notify Region 10 ESC of that third party information. All technicians, applicators, installers shall be fully certified, trained and licensed to perform said duties." PAGE 31

Clint Pechacek, Jun 22, 2020 5:15 PM CDT

1. Respondents may take exception to the terms and conditions listed in the RFP. 2. The requirement is for vendors to describe how customers will receive maintenance and repair services if needed. If the described list will adequately describe this service capacity, then it will be acceptable.

Clarification

Joseph Freund, Jun 17, 2020 3:30 PM CDT

1. Can a valid link be provided for THE REQUIRED FORMS within this section? a. “Additional information on the process is available in Local Finance Notice 2006-1 (www.nj.gov/dca/lgs/lfnslfnmenu.shtml).” PAGE 54 b. The Division has prepared model disclosure forms for each county. They can be downloaded from the “County PCD Forms” link on the Pay-to-Play web site at www.nj.gov/dca/lgs/p2p. PAGE 54 i. BOTH RESULT IN ERROR 404 MESSAGES 2.. Can you confirm all of the necessary sheets/tabs are included on Attachment B: PRICE LIST-EXCEL? a. There are only two tabs on the sheet but the guidance reflects, “There are three worksheets included in this attachment B” 3. Will Equalis provide more details about how the competitive range will be established per a benchmark score (by # or %)?

Clint Pechacek, Jun 22, 2020 5:12 PM CDT

1a. https://www.nj.gov/dca/divisions/dlgs/resources/lfnslfn_2006.html
 1b. https://www.state.nj.us/dca/divisions/dlgs/programs/pay_2_play.html 2a. Attachment B is complete, any reference to three worksheets is a clerical error. 3. Any competitive range will be determined by the quality and quantity of responses received, therefore no more detailed information is available.

Member List and GPOs

Joseph Freund, Jun 17, 2020 3:31 PM CDT

1. Can a Member List, or more details about the quantity/location of members, be provided to better define the scope of this opportunity? 2. Will Equalis accept more generalized information about existing GPO affiliations which complies with other agreement’s NDAs and privacy clauses without a scoring penalty? Providing details about a prospective supplier’s membership in other GPOs may be protected as proprietary information.

Clint Pechacek, Jun 22, 2020 5:04 PM CDT

1. Equalis does not publish a public membership list. 2. Region 10 reserves the right to score based on the information given in the response. Without knowing how much information may or may not be withheld, Region 10 cannot predict how the withheld information might effect scoring.

Page 20 Services Question

Mindy Morris, Jun 18, 2020 3:15 PM CDT

On page 20 it states can use a supplemental worksheet, but it also says cost + is not allowed. How should we price out services if we can not use the cost + method? Please advise.

Clint Pechacek, Jun 22, 2020 5:00 PM CDT

It is up to vendors to determine how best to price their products in an auditable way.

ELB US Inc.

Directions to Fill Out Pricing Exhibit

John Hart, Jun 02, 2020 3:16 PM CDT

The pricing worksheet states "Please refer to Appendix C in the solicitation document for information on how to complete these worksheets". However, Appendix C in the RFP refers to certificates. Will you please include instructions on how to fill out?

Clint Pechacek, Jun 22, 2020 6:03 PM CDT

1. This is a typo. Appendix B gives instructions for how to submit pricing.

Catalog Price vs. Individual Product Price

John Hart, Jun 02, 2020 3:20 PM CDT

Would we be able to list each manufacturer with a catalog discount off manufacturer list price on Attachment B rather than listing every single product SKU?

Clint Pechacek, Jun 22, 2020 6:02 PM CDT

1. This is acceptable, however, Region 10 must have access to individual pricing to be able to compare and audit pricing submitted.

Global Industries, Inc.

Delivery

Joseph Freund, Jun 17, 2020 3:25 PM CDT

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The HON Company LLC

Services, P.6

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Submissions

Supplier	Date Submitted	Name	Email	Confirmation Code
The HON Company LLC	Jul 08, 2020 9:49 AM CDT	Alicia Payne	HONProposals@honcompany.com	ODkyMjk=
National Office Furniture Inc	Jul 09, 2020 12:12 PM CDT	Heather Arnold	Heather.Arnold@NationalOfficeFurniture.com	ODk1Mzc=
Business Interiors	Jul 08, 2020 3:12 PM CDT	Mike Paris	mparis@businessinteriors.com	ODkzNTg=
Lakeshore Learning Materials	Jul 07, 2020 12:52 PM CDT	Rafael Muro	biddept@lakeshorelearning.com	ODkwNTM=
BKM Total Office of Texas	Jul 09, 2020 1:45 PM CDT	Mindy Morris	mmorris@bkmtexas.com	ODk2MTI=
National Public Seating	Jul 09, 2020 1:58 PM CDT	Uri Salzman	usalzman@nationalpublicseating.com	ODk2MzA=
RT London	Jul 07, 2020 10:05 AM CDT	Reggie Van Prooyen	rvanprooyen@rtlondon.com	ODg5NDM=

MeTEOR Education, LLC	Jul 09, 2020 1:43 PM CDT	Veronica Pohl	bids@meteoreducation.com	ODk2MDk=
Lone Star Furnishings	Jul 09, 2020 12:37 PM CDT	Lauren Coleman	bids@lonestarfurnishings.com	ODk1NTU=
NorvaNivel USA, LP	Jul 09, 2020 11:43 AM CDT	Katelyn Forcucci	katelyn@norvanivel.com	ODk1MjA=
Global Industries, Inc.	Jul 09, 2020 11:29 AM CDT	Joseph Freund	jfreund@globalfurnituregroup.com	ODk1MTI=
BioFit Engineered Products Limited Partnership	Jul 08, 2020 2:24 PM CDT	Cathy Thomas	biofit@ironfurnace.com	ODkzNDA=
Spacesaver Corporation	Jul 09, 2020 1:37 PM CDT	Tammy Lee	contracts@spacesaver.com	ODk2MDU=
Enwork	Jul 09, 2020 1:41 PM CDT	Brandon Reame	bream@enwork.com	ODk2MDg=
Artcobell	Jul 08, 2020 2:53 PM CDT	Cindy Hawkins	chawkins@artcobell.com	ODkzNTE=
Martin Public, LLC	Jul 09, 2020 1:25 PM	Kevin Stoller	kstoller@kay-twelve.com	ODk1OTQ=

dba Kay-Twelve.com	CDT			
Alumni Classroom Furniture Inc.	Jul 09, 2020 12:55 PM CDT	Nicole Irwin	nirwin@alumni cf.com	ODk1Njk=
ELB US Inc.	Jul 08, 2020 1:03 PM CDT	Laura Caswell	l.caswell@elbglobal.com	ODkzMTI=
Global Equipment Company Inc.	Jul 09, 2020 6:54 AM CDT	William Rose	wrose@globalindustrial.com	ODk0Mjl=

Scoring Summary

Active Submissions

	Total	Products and Pricing	Performance Capability	Qualifications and Experience	Value Add
Supplier	/ 100 pts	/ 40 pts	/ 30 pts	/ 20 pts	/ 10 pts
The HON Company LLC	91 pts	36.67 pts	27.67 pts	18 pts	8.667 pts
Global Industries, Inc.	86 pts	35.67 pts	25.33 pts	17 pts	8 pts
Artcobell	82.33 pts	33.67 pts	24.67 pts	17 pts	7 pts
MeTEOR Education, LLC	81.67 pts	33.33 pts	24.33 pts	16.67 pts	7.333 pts
Alumni Classroom Furniture Inc.	81.67 pts	34.33 pts	24.33 pts	16 pts	7 pts
Business Interiors	81.33 pts	34 pts	23 pts	17 pts	7.333 pts

	Total	Products and Pricing	Performance Capability	Qualifications and Experience	Value Add
Supplier	/ 100 pts	/ 40 pts	/ 30 pts	/ 20 pts	/ 10 pts
BKM Total Office of Texas	81 pts	34.33 pts	22.33 pts	17.67 pts	6.667 pts
Spacesaver Corporation	80.67 pts	34 pts	24.67 pts	15.67 pts	6.333 pts
National Public Seating	80 pts	33 pts	24 pts	16 pts	7 pts
Global Equipment Company Inc.	80 pts	31.67 pts	25.67 pts	16 pts	6.667 pts
Enwork	75.33 pts	32.67 pts	22 pts	14.67 pts	6 pts
BioFit Engineered Products Limited Partnership	74.33 pts	31.67 pts	20.33 pts	15.67 pts	6.667 pts
Lakeshore Learning Materials	73.67 pts	30.67 pts	22.33 pts	16.33 pts	4.333 pts

	Total	Products and Pricing	Performance Capability	Qualifications and Experience	Value Add
Supplier	/ 100 pts	/ 40 pts	/ 30 pts	/ 20 pts	/ 10 pts
National Office Furniture Inc	73.33 pts	29.33 pts	22.33 pts	15.67 pts	6 pts
RT London	72 pts	32 pts	21 pts	14 pts	5 pts
ELB US Inc.	69.33 pts	27.67 pts	20 pts	14.67 pts	7 pts
Martin Public, LLC dba Kay-Twelve.com	66.67 pts	27 pts	20.33 pts	14 pts	5.333 pts
Lone Star Furnishings	57.33 pts	23.33 pts	17.67 pts	12.67 pts	3.667 pts
NorvaNivel USA, LP	52.67 pts	23.33 pts	15.33 pts	10.67 pts	3.333 pts