

## Public Q&A

### #1 - Commodity List for Project

*Clint Pechacek, Mar 21, 2025 10:39 AM CDT, Public - Answered*

Where can I find the commodity List for each category in the Request for Proposal? There is nothing I can click on to access the requested Items list. Thank you,

*Clint Pechacek, Mar 21, 2025 10:39 AM CDT, Public - Answered*

Please refer to the Scope of the RFP. There is no list of specific requested items.

### #2 - Item List

*Clint Pechacek, Mar 21, 2025 10:39 AM CDT, Public - Answered*

Is there a list of items for which pricing should be provided?

*Clint Pechacek, Mar 21, 2025 10:39 AM CDT, Public - Answered*

Please refer to the scope listed in Section 1 of the RFP.

### #3 - Vendor Registrations

*Clint Pechacek, Mar 21, 2025 10:40 AM CDT, Public - Answered*

Section 2, Pg. 9/47: Could you please clarify the specific types of registrations you are requesting? For example, are you referring to registration to conduct business in all states, or something else?

*Clint Pechacek, Mar 21, 2025 10:40 AM CDT, Public - Answered*

Federal/state/local licenses or registrations that you are required to have to perform your company's services in the areas you are proposing to perform work in though this contract if awarded.

### #4 - Price Increase

*Clint Pechacek, Mar 21, 2025 10:40 AM CDT, Public - Answered*

Section 3, Article 9: Could you please clarify what is meant by "Price increases must be approved by Region 10 ESC"? Specifically, what would be the grounds for not approving a price increase?

*Clint Pechacek, Mar 21, 2025 10:40 AM CDT, Public - Answered*

Price increases would be rejected for not being justified. As stated in Article 9: "All price increases must be supported by manufacture documentation, or a formal cost justification letter."

## **#5 - Dealer Submissions**

*Clint Pechacek, Mar 21, 2025 10:41 AM CDT, Public - Answered*

I'd like to provide a "catalog discount" on multiple manufacturers that we work with, but the price list indicates specific pricing is needed on specific items. We do not hold a price list separate from the manufacturers, but we can offer discounted pricing from their lists. Will it be possible for my company to submit a proposal?

*Clint Pechacek, Mar 21, 2025 10:41 AM CDT, Public - Answered*

Yes.

## **#6 - Response Page Limitations**

*Clint Pechacek, Mar 21, 2025 10:41 AM CDT, Public - Answered*

Could you please clarify the page limit for vendor responses outlined in Section Two: Proposal Submission, Questionnaire, and Required Forms (page 5)? The section states that vendor responses are strictly limited to 100 total pages (excluding Attachment B – Pricing Excel pricesheet), but also mentions that submitting more than 30 additional pages may result in the proposal being deemed non-responsive. Could you confirm whether the total page limit is 100 pages or 30 pages?

*Clint Pechacek, Mar 21, 2025 10:41 AM CDT, Public - Answered*

Thank you for bringing this oversight to our attention. We will issue an amendment to clarify this requirement. For now, the 100 total page limit should govern, but the amendment may increase the

page limit.

## #7 - Letters of Authorization

*Clint Pechacek, Mar 21, 2025 10:42 AM CDT, Public - Answered*

Are letters of authorization from the mfg. required with bid submission?

*Clint Pechacek, Mar 21, 2025 10:42 AM CDT, Public - Answered*

Thank you for bringing this oversight to our attention. This omission will also be addressed by an upcoming amendment to the RFP.

## #8 - Pricing

*Clint Pechacek, Mar 21, 2025 10:42 AM CDT, Public - Answered*

Are we allowed to submit a freight calculator with our documents for shipping costs. When shipping the furniture, it depends on quantity, weight and location of where it is going. It makes it difficult and more expensive to include a general number or to include in the pricing since it varies.

*Clint Pechacek, Mar 21, 2025 10:42 AM CDT, Public - Answered*

Yes.

## #9 - Verifiable List Price

*Vendor, Mar 24, 2025 1:43 PM CDT, Not Public - Pending*

We provide glass wall partitioning systems and solutions. Our wall solutions are fully customizable, designed, quoted, manufactured, and installed in infinite-sized widths, heights, configurations, power and data placements, as well as standard finishes and Customers' Own Materials (COM). Additionally, they can accommodate unique door hardware and access control requirements specific to your facility. Consequently, we do not offer a catalog of standard choices with associated prices. However, we can provide a collection of 'typical' designs to serve as a baseline for evaluating our value. Would this approach be acceptable for your bid response? If so, should we add those quoted solutions to the pricing document?

*Clint Pechacek, Mar 25, 2025 9:15 AM CDT, Public - Answered*

Members must be able to effectively determine if a quote they have received is at or below the price stated in the contract. As long as the submitted pricing can be used to verify quotes that members receive, modular pricing or other methodologies that can be used to build customizable pricing are acceptable. Example quotes can be submitted, but will represent the not-to-exceed price and the extent of a company's offering unless the vendor submits more detailed pricing from which the example quotes are built. Pricing must be transparent and auditable to be deemed acceptable.

## #11 - Scope of Work

*Vendor, Mar 25, 2025 3:00 PM CDT, Not Public - Pending*

Are we able to bid bleachers or grandstands on this bid?

*Clint Pechacek, Mar 26, 2025 8:03 AM CDT, Public - Answered*

Yes.

## #12 - Price lists

*Vendor, Mar 25, 2025 3:00 PM CDT, Not Public - Pending*

Are we able to submit the price lists (list pricing) in .pdf format?

*Clint Pechacek, Mar 26, 2025 8:04 AM CDT, Public - Answered*

No, as stated in the RFP, price lists are required to be in Excel format.

## #13 - Regions

*Vendor, Mar 25, 2025 3:01 PM CDT, Not Public - Pending*

Where on the bid forms do we specify the region(s) bidding?

*Clint Pechacek, Mar 26, 2025 8:06 AM CDT, Public - Answered*

Please refer to the fifth question in the Performance Capability section of the Questionnaire.

#### #14 - Price increases

*Vendor, Mar 25, 2025 3:01 PM CDT, Not Public - Pending*

What is the allowed frequency for price increases?

*Clint Pechacek, Mar 26, 2025 8:07 AM CDT, Public - Answered*

Please refer to section 9.2 of the General Terms and Conditions regarding price increase procedures.

#### #15 - New manufacturers

*Vendor, Mar 25, 2025 3:02 PM CDT, Not Public - Pending*

What is the time frame for adding new manufacturers to the contract?

*Clint Pechacek, Mar 26, 2025 8:08 AM CDT, Public - Answered*

That depends entirely on whether vendors provide Region 10 with the due diligence required. Region 10 can approve contract additions quickly if vendors follow the procedures outlined in the terms and conditions.

#### #16 - Payment Terms

*Vendor, Mar 25, 2025 3:03 PM CDT, Not Public - Pending*

Are there specific payment terms in this agreement?

*Clint Pechacek, Mar 26, 2025 8:10 AM CDT, Public - Answered*

Please refer to Appendix C of the Equalis Group Administrative Agreement.

#### #17 - Dealers

*Vendor, Mar 25, 2025 3:04 PM CDT, Not Public - Pending*

Can a manufacturer provide a list of authorized resellers (dealers) on this contract?

*Clint Pechacek, Mar 26, 2025 8:11 AM CDT, Public - Answered*

Yes.

## #18 - Company-wide Sales meeting

*Vendor, Mar 25, 2025 3:15 PM CDT, Not Public - Pending*

☐ Article 1.1 – attend at least one Winning Supplier company-wide sales and/or leadership meeting per year. - Is this a bidder or Equalis Group event?

*Clint Pechacek, Mar 26, 2025 8:13 AM CDT, Public - Answered*

This is an Equalis Group event. All terms and conditions in the Equalis Group Administrative Agreement are between an awarded supplier and Equalis Group solely.

## #19 - Section 3, #4.5

*Vendor, Mar 26, 2025 7:13 AM CDT, Not Public - Pending*

Could you please confirm if a valid digital signature is acceptable as a substitute for a wet signature?

*Clint Pechacek, Mar 26, 2025 8:13 AM CDT, Public - Answered*

Yes.

## #10 - Letters of Authorization

*Clint Pechacek, Mar 26, 2025 8:03 AM CDT, Public - Answered*

Could you please confirm whether the letters of authorization are included in the 150-page limit? If they are, would it be acceptable for us to provide them via a Dropbox link, as we represent over

175 manufacturers?

*Clint Pechacek, Mar 26, 2025 8:03 AM CDT, Public - Answered*

Please review the Authorization Letters form, they are not being requested with the response.

## **#20 - Project Details**

*Vendor, Mar 26, 2025 8:38 AM CDT, Not Public - Pending*

The bid close date under Project Details and Important Events shows April 17th, however, the Project Description states bid responses are accepted until April 18th @ 2pm. April 18th @ 2pm is also the date/time noted as the bid opening. Can you please confirm the bid due date?

*Clint Pechacek, Mar 26, 2025 9:36 AM CDT, Public - Answered*

The project description was corrected to list April 17th at 2 pm CDT as the bid due date.

## **#21 - Vendor Contract, 5.4 Cancellation for Convenience, P.6**

*Vendor, Mar 26, 2025 8:38 AM CDT, Not Public - Pending*

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, Mar 26, 2025 9:38 AM CDT, Public - Answered*

Vendors are allowed to propose exceptions to the terms and conditions.

## **#22 - Vendor Contract, 8.1 Payments, P.7**

*Vendor, Mar 26, 2025 8:39 AM CDT, Not Public - Pending*

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, Mar 26, 2025 9:39 AM CDT, Public - Answered*

Vendors are allowed to propose exceptions to the terms and conditions.

### **#23 - Miscellaneous**

*Vendor, Mar 26, 2025 8:39 AM CDT, Not Public - Pending*

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, Mar 26, 2025 9:40 AM CDT, Public - Answered*

Vendors may offer any products or services that fit the scope of the RFP and are priced in a verifiable, auditable way.

### **#24 - Miscellaneous**

*Vendor, Mar 26, 2025 8:39 AM CDT, Not Public - Pending*

Please confirm tariff-related surcharges are allowed under this contract.

*Clint Pechacek, Mar 26, 2025 9:46 AM CDT, Public - Answered*

As stated in the instructions for pricing, all charges associated with the contract must be submitted in the price proposal to be considered valid to charge to members.

### **#25 - PROPOSAL FORM 17: AFFIRMATIVE ACTION AFFIDAVIT**

*Vendor, Mar 26, 2025 11:08 AM CDT, Not Public - Pending*

Can you advise, if we check the box A, on Proposal Form 17, do we have to provide 1, 2, or 3 in



order to be awarded a contract?

A.

No approved Federal or New Jersey Affirmative Action Plan. We will complete Report Form \_\_\_\_\_ AA201-A upon receipt from the Harrison Township Board of Education

*Clint Pechacek, Mar 26, 2025 11:34 AM CDT, Public - Answered*

Yes, vendors who intend to do business in New Jersey must comply with New Jersey requirements.

## #27 - Appendix B – Pricing

*Vendor, Mar 26, 2025 1:16 PM CDT, Not Public - Pending*

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 option(s) selected.

*Clint Pechacek, Mar 26, 2025 2:05 PM CDT, Public - Answered*

That will be acceptable, however, discount structure and additional fees must be submitted in Excel Format.

## #28 - Appendix B – Pricing

*Vendor, Mar 26, 2025 1:16 PM CDT, Not Public - Pending*

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 and take a market basket approach.

*Clint Pechacek, Mar 26, 2025 2:07 PM CDT, Public - Answered*

Vendors may adjust the excel pricing file as necessary to accurately reflect their offer. Region 10 will not be amend the pricing attachment.

## #26 - Miscellaneous

*Vendor, Mar 26, 2025 1:45 PM CDT, Not Public - Pending*

In consideration of Executive Order 14173, please confirm if the requirements under Proposal Form 12: Federal Funds Certification Form Section 3. Equal Employment Opportunity and Proposal Form 17: Affirmative Action Affidavit will be removed or limited to only provisions that do not directly conflict any federal law.

*Clint Pechacek, Mar 26, 2025 2:03 PM CDT, Public - Answered*

Proposal Form 12: Federal Funds Certification Form Section 3 mirrors the exact language of 2 CFR 200 Appendix II (C) which has not been rescinded at this time and is therefore still in effect. Proposal Form 17 is a requirement of the State of New Jersey and must be completed by vendors who wish to do business in New Jersey.

## #29 - Miscellaneous

*Vendor, Mar 27, 2025 10:22 AM CDT, Not Public - Pending*

If a manufacturer responds to RFP and a dealer decides to respond independently as well, would pricing that is shown to Agencies need to match from both manufacturer and dealer?

*Clint Pechacek, Mar 27, 2025 11:08 AM CDT, Public - Answered*

Ideally yes, and Amendment 1 requires resellers to be able to provide manufacturer authorization letters during the evaluation period, which is intended to avoid confusion between resellers and manufacturers.

### #30 - For Tab, "Other Pricing and Discounts"

<i>Vendor, Mar 27, 2025 10:37 AM CDT, Not Public - Pending</i>
<ul style="list-style-type: none"> <li>Can freight be a pass-through line item?</li> </ul>
<i>Clint Pechacek, Mar 27, 2025 11:12 AM CDT, Public - Answered</i>
No, all fees associated with the contract must be priced in a verifiable way.

### #31 - For Tab, "Other Pricing and Discounts"

<i>Vendor, Mar 27, 2025 10:37 AM CDT, Not Public - Pending</i>
<ul style="list-style-type: none"> <li>Can install can be added as a line item add based on local labor requirements?</li> </ul>
<i>Clint Pechacek, Mar 27, 2025 11:13 AM CDT, Public - Answered</i>
Yes, if labor is priced in the proposal according to local labor requirements. Vendors may distinguish different labor pricing between different regions/states.

### #32 - For Tab, "Other Pricing and Discounts"

<i>Vendor, Mar 27, 2025 10:37 AM CDT, Not Public - Pending</i>
<ul style="list-style-type: none"> <li>Can a bidder submit price lines for a manufacturer that have discounts based on a few dollar order volume levels? For example, order size range - \$ 2,500 to \$ 10,000.</li> </ul>
<i>Clint Pechacek, Mar 27, 2025 11:14 AM CDT, Public - Answered</i>
Yes.

### #33 - For Tab, "Other Pricing and Discounts"

<i>Vendor, Mar 27, 2025 10:38 AM CDT, Not Public - Pending</i>
<ul style="list-style-type: none"> <li>Can a bidder submit price lines for a manufacturer for freight that have discounts based on</li> </ul>

a few dollar order volume levels? For example, order size range - \$ 2,500 to \$ 10,000.

*Clint Pechacek, Mar 27, 2025 11:14 AM CDT, Public - Answered*

Yes.

### #34 - For Tab, "Other Pricing and Discounts"

*Vendor, Mar 27, 2025 10:38 AM CDT, Not Public - Pending*

- Can a bidder submit price lines for a manufacturer for installation that have discounts based on a few dollar order volume levels? For example, order size range - \$ 2,500 to \$ 10,000.

*Clint Pechacek, Mar 27, 2025 11:14 AM CDT, Public - Answered*

Yes.

### #35 - Manufacturer/ Dealer response

*Vendor, Mar 27, 2025 1:10 PM CDT, Not Public - Pending*

Since Manufacturers can't share pricing during the solicitation period, please confirm that a manufacturer may authorize dealers to sell under the dealer's own agreement after award.

*Clint Pechacek, Mar 27, 2025 2:31 PM CDT, Public - Answered*

Yes.

### #36 - Section 2, Proposal Form 2: Questionnaire & Evaluation Criteria

*Vendor, Mar 27, 2025 2:17 PM CDT, Not Public - Pending*

If my answer exceeds the block provided, can my response in the block be "See attachment" and provide the answer on attachment at the end of Section 2 Response?

*Clint Pechacek, Mar 27, 2025 2:34 PM CDT, Public - Answered*

Yes.

### #37 - Buy American requirement

*Vendor, Mar 27, 2025 2:29 PM CDT, Not Public - Pending*

Could you provide further explanation on 11.7 Buy American requirements? If we import components of products from other countries but manufacturer the complete product in America are these products applicable to include in our bid? For example, importing a table base but using locally sourced raw materials for the table top. Or importing chair frames, but locally manufacturing the wood or upholstery finishes.

*Clint Pechacek, Mar 27, 2025 3:00 PM CDT, Public - Answered*

In accordance with 2 CFR 200.322, it is Region 10's preference for the purchase, acquisition, or use of goods, products, or materials produced in the United States (including but not limited to iron, aluminum, steel, cement, and other manufactured products).

### #38 - Price List

*Vendor, Mar 27, 2025 2:39 PM CDT, Not Public - Pending*

Can you confirm that we are able to fill out the Excel price list attachment with our overall product categories and discounts available with a link to our website price list for each category and the detailed pricing of product variations and sizes?

Or do we need to put each of our product variations in the Excel sheet? We have thousands of product variations.

*Clint Pechacek, Mar 28, 2025 7:26 AM CDT, Public - Answered*

Vendors must submit the discount list and fees in Excel format, and can provide verifiable price list locations in the excel sheet, please refer to Attachment B and previously answered questions.

### #39 - Non Collusion Affidavit

*Vendor, Mar 27, 2025 2:55 PM CDT, Not Public - Pending*

We are not located in NJ. Can we have a notary from our jurisdiction sign off on this required document? Thank you!

*Clint Pechacek, Mar 28, 2025 7:29 AM CDT, Public - Answered*

It is our understanding that New Jersey requires their documents to be notarized by a notary public physically within the state. Improperly notarized New Jersey documents may result in a vendor's contract not being accepted by New Jersey members.