



# County of Fairfax, Virginia

## ADDENDUM

DATE: July 10, 2012

### ADDENDUM NO. 1

**TO:** ALL PROSPECTIVE OFFERORS  
**REFERENCE:** RFP2000000330  
**FOR:** Office Furniture and Related Services and Solutions  
**DUE DATE/TIME:** July 19, 2012 @ 3:00 p.m.

1. The referenced request for proposal is amended as follows:

**ADD:** The following question number 10 to Supplier Information, Environmental (page 21 of RFP):

- a. In accordance with Fairfax County's green building policy, all new county buildings are required to obtain LEED certification. Buildings that meet LEED standards save money while also meeting the County's commitment to enhance our shared environment. In an effort to meet this goal, please identify green offerings, specifically noting product compatibility with LEED certification.

**REPLACE:** Supplier Information, Environmental, Question 6 (page 21) with the following:

- a. End of Life Management: Provide a description of recyclable material in each of your proposed products, including special recycling procedures or attributes allowing for easy disassembly and/or reuse. Describe any buyback or takeback options offered.

2. In order to allow the County time to respond to additional questions via an addendum, the deadline to submit questions to the County is close of business Thursday, July 12, 2012.

3. Following are questions received via e-mail and at the pre-proposal conference.

Q1. "Products and Services" are referred to a great deal in the proposal. What product mix will be required for an award? Must the manufacturer fill all the product needs within the "Products and Services", or will a portion be acceptable?

A1. There is no specified product mix required. Supplier should propose its complete offer of products and services. Supplier is not required to meet all product needs.

Q2. As one of U.S. Communities obligations, will U.S. Communities be represented at any industry trade shows?

A2. U.S. Communities has five founding co-sponsors: National Institute of Governmental Purchasing (NIGP), National Association of Counties (NACo), National League of Cities (NLC), U.S. Conference of Mayors, and Association of School Business Officials International (ASBO). It also has approximately 70 state sponsors. U.S. Communities participates in its founding co-sponsor trade shows, including many state sponsor shows at a regional level. Suppliers are required to participate in the NIGP conference.

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- Q3. An audit may be done by U.S. Communities should they feel there are any inconsistencies in pricing/agreement. This is at the manufacturers expense. If no inconsistencies are found, is it still the manufacturers response to absorb the cost?  
A3. Yes.
- Q4. How much of the product line is expected on the U.S Communities website? Many options are available within the products in the industry, making it difficult to put on-line for ordering purposes.  
A4. It is up to the Supplier to determine what products are a good fit for the Marketplace.
- Q5. In the Supplier Information section, it requires the manufacturer to list the number of sales persons employed. If the manufacturer utilizes both direct employees and contracted independent sales reps, are all reps to be included in the number?  
A5. Yes, all representatives should be included. Please denote the direct employees versus independent representatives.
- Q6. Can new products be added to the contract at any time?  
A6. Yes.
- Q7. A few state contracts require the manufacturer to mirror the terms and conditions of the GSA contract. How is that interpreted by U.S. Communities?  
A7. Supplier is required to meet the commitments of the U.S. Communities Administration Agreement for all states, local governments, school districts, higher education institutions and non-profits.
- Q8. Do we "fit" if we do not manufacture contract furniture as shown on the typical?  
A8. County and Selection Advisory Committee (SAC) will consider proposals for specialty contract furniture.
- Q9. Will the US Communities contract apply to categories such as high density filing, mail room furniture, shelving, computer physical security and storage cabinetry, weapons storage racks and cabinets for police and security forces?  
A9. Yes.
- Q10. If we pursue the master agreement what happens to our current Fairfax Contract?  
A10. If awarded a Master Agreement, Fairfax contract will not be renewed and County will utilize Master Agreement.
- Q11. If we do not pursue the US Communities contract – what happens to our current Fairfax contract?  
A11. Current Fairfax contracts are set to expire on December 31, 2012. County anticipates extension of local contracts for another year.
- Q12. The solicitation is a large document that requires a lot of resources to prepare, submit and administer. How does this square with the stated goals of seeking small business participation?  
A12. This is a national contract and Suppliers must be capable of effectively administering and managing a contract of this size and scope. There are no stated small business goals for this contract.
- Q13. What is the evaluation criteria? On Page 28, you list the "Proposal Evaluation Criteria".  
A. Proven Experience  
B. Depth of Response to Technical Proposal Instructions.  
C. Depth of Response to Cost Proposal Instructions  
D. Depth of Response to Supplier Qualifications  
Are you going to score each of the four criteria equally? Is each criteria worth 25 %?
- A13. This solicitation is a Request for Proposal. Refer to Section 13, Basis for Award for the evaluation process.

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- Q14. What is the exact evaluation criteria? For example, how important is having the lowest price products? What percentage?  
A14. See answer to Q13.
- Q15. Please describe what you mean by "depth of response". Are you looking for extensive, narrative answers to each questions in page 19 - 21 of the solicitation?  
A15. County and SAC are looking for complete answers to any information requested.
- Q16. Page 25. 7.4. Pricing / Discounts shall be F.O.B. Destination. Are you wanting one price for all public agencies nationwide? Or is it permissible to give zone pricing depending on the location of the public agency?  
A16. Supplier should propose pricing that is most advantageous for Participating Public Agencies.
- Q17. Do product need to be Trade Agreement Act Compliant? Made in America? Or can we offer imported Chinese products which tend to be a lower price?  
A17. These are Federal requirements. The County does not have these requirements.
- Q18. Page 10. Pricing Commitment. Supplier shall provide lowest pricing than if offers to all Public Agencies. We have a GSA contract. Please confirm that what you define as "public agencies" do not include Federal Agencies or GSA approved users. In other words, you are not expecting lower pricing that what is given to GSA.  
A18. Public Agencies are states, local governments, school districts, higher education institutions and non-profit agencies. The lowest price to eligible local and state entities is not affected by pricing offered to the United States Government.
- Q19. Page 8. Multiple Awards. How many award do you anticipate to give per category?  
A19. We do not know how many awards will be made until we see the quality and capability of responses received.
- Q20. Page 5, "General Definition". We are a seating manufacturer. We do not manufacture systems furniture, filing systems, etc. Will you award if a manufacture bids solely on the seating category? Or are you looking at supplier who can fulfill all the services that you are have described in the solicitation?  
A20. It is acceptable to offer only seating however it is necessary to offer the related services such as installation and storage.
- Q21. Page 15. Question D. "Did your company have sales greater than \$50 million last year in the United States?" Is there a threshold of \$ 50M in yearly sales? We are a small business with approximately \$ 25M in yearly sales. Are we at a disadvantage for not having \$ 50M in Sales?  
A21. Supplier should note if it had sales less than \$50 million last year in the United States. Supplier is encouraged to team with other companies and clearly articulate in its proposal Supplier's national capability to actively promote the Master Agreement and service Participating Public Agencies across the United States.
- Q22. Page 21. Number 7. "Provide certifications demonstrating that products are tested for sustainability". Could you please give an example of the type of certifications that you are looking for? (i.e. BIFMA Level? Others?)  
A22. From a company level, Supplier is encouraged to provide any certifications such as ISO 14001, etc. From a product level, Supplier is encouraged to provide any certifications such as BIFMA Level, FSC certifications, SMaRT, etc.
- Q23. Is there any special consideration given to "small business" manufacturers?  
A23. No.

- Q24. Page 7. U.S. Communities online marketplace. Suppliers can add products to the marketplace at no cost. Yet on Page 20 "Administration" you want for us to describe EDI (No. 1), punch out site capability (No. 3). Do you expect the supplier to be developing punch out sites for U.S. Communities, or are the ordering / sales to go through the U.S Communities online marketplace as described on Page 7?
- A24. The Marketplace is only one of many ways for Participating Public Agencies to access products. As this is a national contract with many different Participating Public Agency needs, Supplier should anticipate ordering and invoicing to take place in many different formats.
- Q25. Will Fairfax County allow respondents to the RFP for systems, free-standing furniture, filing, and seating to TEAM or Partner in order to offer the best value and broadest possible product mix?
- A25. Yes.
- Q26. May we assume discounts may vary from casegoods to systems to seating?
- A26. Yes, Supplier may offer different discounts off list for each product. A specific discount can be offered by product line not just product type.
- Q27. Need more definition of expanded installation. How is this done now?
- A27. The purpose of expanded installation services is to offer a package of services/solutions to a Participating Public Agency that may not have the in-house resources to perform these tasks themselves. The expanded installation service option would be most applicable to systems furniture and possibly some casegoods. If the expanded service option does not apply to a product it is not necessary to offer it.
- Q28. Page 14 under Supplier Qualifications: "The executed U.S. Communities Administration Agreement is required to be submitted with the supplier's proposal without exception or alteration. Failure to do so will result in disqualification."  
How does a manufacturer take exceptions to the RFP?
- Through red-lining or on a separate document?
  - Should it be done specifically in the bid response or reserved for negotiations post submittal of proposals per Section 13.4 of the RFP?
  - Will a manufacturer be disqualified if it takes exceptions to the RFP?
- A28. The U.S. Communities Administration Agreement is required to be signed, unaltered. Other exceptions should be identified in Supplier's proposal.
- Q29. Please confirm all the terms and conditions of the RFP may be negotiated after receipt of bid and during negotiations referenced in Section 13.4 of the RFP. Are any terms and conditions non-negotiable?
- A29. See answer to Q28.
- Q30. Please confirm the following RFP sections are negotiable: "Supplier Commitments" (pages 9-13) and "Administration Agreement" (pages 55-60).
- A30. These sections are not negotiable.
- Q31. Attachment A, Price Sheet, Inside Delivery: This needs to be defined a bit more. As I read that it means to me that the item needs to get from the truck to inside the building (or to a designated area). It does not mean uncrating , unboxing and assembly (if needed), correct?
- A31. Correct, inside delivery simply means unloading the product and moving it to a designated area in the building.

- Q32. Attachment A, Price Sheet, Basic Installation: As we have seen and experienced from servicing Fairfax County and all the other Northern Virginia jurisdictions, there is a lot more to 'basic installation'. There are many intangibles such as:
- A) Existing furniture not removed from site prior to new items arriving- this can result in the delivery not being made and having to be rescheduled or the men have to empty out the office first before they can deliver the new items ( both instances cause the servicing dealer to incur extra costs not necessarily covered by the present definition for basic installation.
  - B) End user site not ready to receive delivery after it has been confirmed. This can be a result of construction not being finished, unexpected meeting in the space where the furniture was to go, permits and final approvals not being issued. Again these add to the costs incurred for the servicing dealer.
  - C) Steps, items too large for an elevator, buildings that do allow deliveries during normal business hours (either before 7AM or after 6PM or on weekends only), furniture and electrical installation permits, protection of floors throughout were the installation will occur, no loading dock, all these issues (and more) are additional costs to the servicing dealer.

Thus for this aspect of the price sheet, a set price for basic installation is not at all favorable or fair for the actual work required by a servicing dealer. Will there be a mechanism that allows for the billing of additional and unforeseen extra costs to the end user even after the original PO is issued?

- A32. It is up to the Supplier to provide the level of detail on the price sheet that it feels is in the best interest of Participating Public Agencies.
- Q33. As for freight, while many large orders are shipped and delivered freight free, the smaller orders that ship LTL often incur separate freight charges. It is very easy to obtain freight quotes before an order is issued by an end user. I would like to see freight expenses (if any) be added to a proposal between the servicing dealer (or manufacturer) and the end user.
- A33. All products are shipped FOB destination on this contract regardless of the size of the order. It would not be necessary to include estimated freight charges on quotes to Participating Public Agencies.
- Q34. The parameters of the RFP suggest that one needs to be a full line manufacturer to make an acceptable offer. Can you confirm that offers from the individual categories will be considered? (The response to the "Sample Project" is the basis for my concern.)
- A34. Yes, offers from individual categories will be considered as well as specialized products that are not shown on the sample project. Supplier should complete any applicable portions of the Sample Project.
- Q35. One potential solution is "Teamed" response. You indicated that these might be well received, however the question becomes can a teamed response use different discounts for the various categories of product? (If a two or three supplier team uses their GSA positions as a basis, then the discounts (tailgate) for seating, systems, Caseloads from the 3 suppliers would very likely be different, and in some circumstance the tiered volume levels within a given product line may reflect different discounts).
- A35. Yes, "teamed" Suppliers or a single manufacturer can use different discounts for the various categories of product.
- Q36. What is the experience with small business with obtaining a furniture contract with US Communities?
- A36. Current Suppliers incorporate Tier 2 small business suppliers.
- Q37. A manufacture has multiple types of case goods what should they offer?
- A37. Supplier should offer its complete line of office furniture products and services.

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- Q38. Is the decision for judging the RFP objective or subjective?  
A38. RFPs are evaluated by a Selection Advisory Committee (SAC). Each member of the SAC must read, evaluate and score every proposal independently based on the evaluation criteria contained in the RFP using scoring sheets developed and approved before proposals are made available to the SAC. Each member uses their professional judgment in making their evaluation. Members of the evaluation committee will then come together to discuss their findings and scores may be adjusted by the members as a result of these discussions. The SAC, as a group, establishes a composite score for each proposal based on the scores of each SAC member. Please refer to Special Provisions Paragraph 13 of the RFP.
- Q39. On source do you have any manufacturer from Canada?  
A39. Canadian manufacturers are acceptable. The current contract does not have any Canadian manufacturers however some of the facilities are located in Canada.
- Q40. Is a complete proposal for the offer favorable than one with which is limited?  
A40. County reserves the right to award the contract in aggregate, by section, multiple award, primary, secondary, tertiary, whichever is in the best interest of the County as a result of this solicitation.
- Q41. If you don't qualify for this national contract will you be able to be set aside for the local?  
A41. This solicitation is for a national award only.
- Q42. How are team responses evaluated?  
A42. Team responses will be evaluated in the same format as any other response. A team response should clearly indicate responsibilities of each company.
- Q43. Do users have someone to unload the goods?  
A43. Some users may have in-house resources to unload the products so the drop ship option is included. If special training and/or equipment is required to unload a specific product the drop ship option can be omitted.
- Q44. With drop ship is putting "not applicable" reasonable for the goods because of safety reasons?  
A44. Yes.
- Q45. GSA Schedule can negotiate on big projects to give a better discount off the contract; can one do the same for US Communities contract.  
A45. It is up to the Supplier to determine any tiered quantity discounts along with any volume thresholds for negotiable pricing.
- Q46. \$300 million estimated volume is noted on the RFP; is there any indication of what individual items/products where used?  
A46. This information is not available.
- Q47. What category would key board trays fall in?  
A47. Key board trays would fall under accessories. Please note that U.S. Communities already has a Technology contract for this type of item.
- Q48. Is education/class room furniture included in this RFP?  
A48. No.
- Q49. Can a vendor submit a sample project of what their products do?  
A49. Supplier should complete the applicable portions of the Sample Project in Attachment B. In addition, Supplier can choose to submit an additional sample project to demonstrate its other products. Since this additional sample project would be unique it would not be possible to use it as a basis for comparison with other Suppliers. It would be purely informational.

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- Q50. If a manufacture "A" submits a proposal and manufacture "B" wants to use some of manufacture "A" goods can manufacture "B" submit the proposal and is manufacture "A" allowed to do this?
- A50. Yes. Prices should meet the pricing requirements of the U.S. Communities Administration Agreement.
- Q51. Instructions given in 4.1 (pg. 22 of the RFP) and 6.1 (pg. 24) regarding the required number of printed and electronic copies conflict with the instructions given in 10.1 (pg. 26). Please clarify this.
- A51. Follow instructions provided in Section 10.1 of the RFP.
- Q52. In the Administration Agreement, under 3.3 (d) (ii) (pg. 58 of the RFP), it states that the supplier is responsible for complying with the U.S. Communities branding and logo standards and guidelines. Would you please provide us with current logos for Fairfax County and U.S. Communities, as well as guidelines for the current branding standard?
- A52. This information will be provided to Supplier upon award.
- Q53. As part of the Offeror Profile, the RFP requires federal, state, and county registration numbers. Please clarify exactly what numbers you need? For example, do you need a CAGE code, DUNS number, Taxpayer ID, etc.?
- A53. Supplier should provide any appropriate tax identification numbers at the federal, state and county level.
- Q54. Page 23, under 4.2, Tab 4 – Offeror Information, (a) Supplier Qualifications (Ref. pages 10-14) Please confirm that this should be "(Ref. pages 9-14)".
- A54. Confirmed.
- Q55. Page 23, under 4.2, Tab 4 – Offeror Information, (b) Completed and signed Supplier Worksheet for National Program Consideration (Ref. page 16) Please confirm that this should be "(Ref. page 15)".
- A55. Confirmed.
- Q56. Page 23, under 4.2, Tab 4 – Offeror Information, (c) Supplier Information (Ref. pages 19-22) Please confirm that this should be "(Ref. pages 18-21)".
- A56. Confirmed.
- Q57. Page 5, General Definition of Products - To receive an award do we need to offer products from categories A through D? If not, how many categories do we need to offer?
- A57. See answer to Q1.
- Q58. Page 8, Multiple Awards - How many awards do you plan to make and what criteria do you plan to use for an award?
- A58. See answers to Q13 and Q19.
- Q59. Page 20, National Staffing Plan - Please clarify the intended meaning of "the project". Is this this intended to address local projects ordered under the program or program level management activities and staff?
- A59. The National Staffing Plan refers to national program level management activities and staff.
- Q60. Page 23, Tab 5, Project Staffing Plan - Please clarify the intended focus of the term "Project Management Plan". Is this focused on individual project or national program?
- A60. The Project Staffing Plan refers to project level management. Please explain your project management process philosophy. This would be applicable to any project, not necessarily just the Sample Project. Please explain which responsibilities and tasks are assigned to staff at manufacturing facilities, local dealerships, local manufacturer's representatives and subcontractors.

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- Q61. Pages 24 & 25, 6 (d) & (e) – An hourly installation rate and product discounts inclusive of basic and extended installation are requested. This would confuse customers and create the possibility of different cost quotes based on which method is used. Could you please clarify this requirement?
- A61. The hourly rates are intended to provide flexibility so that services can be quoted under this contract for a variety of circumstances. For example the hourly installation rates would be applicable to reconfiguration of furniture that was previously installed. Construction is often delayed so rates for storage are required. It is impossible to identify all the possible circumstances so the hourly rates provide flexibility.
- Q62. Can we quote dock discounts only, and offer a percent of list as the installation service cost, rather than an hourly rate? This would allow a customer to more easily estimate their cost and confirm proper pricing per the contract.
- A62. No, percentage off list discounts that include installation service must be included in the proposal.
- Q63. Page 25, 7.1, Pricing - Would you consider changing the pricing requirement to allow a price list increase after 6 months, rather than 12 months? This would allow for more aggressive discounts by removing the cost of holding an outdated price list, and would make pricing more efficient and accurate by allowing dealers to use the most current 3rd-party pricing and specification tools.
- A63. No.
- Q64. Page 28, 13.6, Proposal Evaluation Criteria - How will the evaluation criteria be weighted?
- A64. See answer to Q13.
- Q65. Page 29, 14.2(d) - Manufacturers do not generally maintain Professional Liability Insurance. We respectfully request that this requirement be removed.
- A65. Upon award, County will discuss with Risk Management Department and make a determination.
- Q66. Page 29, 14(h) - Do you require the insurance certificate with the bid package?
- A66. Upon award is acceptable.
- Q67. Page 32, Item 27.1, State Corporation Commission Identification Number - Is this required if all sales are through our dealers and we do not have any facilities in the Commonwealth of Virginia?
- A67. Refer to the State Corporation Commission website ([www.scc.virginia.gov](http://www.scc.virginia.gov)) to determine this requirement.
- Q68. Page 33, Attachment A, Price Sheet - What data do you want in the "List Price" column? We cannot provide list prices by SKU due to the number of SKUs in our configurable product lines. Would a product line and price book description be acceptable?
- A68. It is not necessary to provide SKU numbers. Please use a product description (i.e. casegoods) or product line name. Also, reference the date of the current list price for each product description or product line.
- Q69. What the US Communities fee is? I didn't see it anywhere in the RFP or on the website.
- A69. See Administration Agreement, 5.1 Administrative Fees.
- Q70. Since the New division of SpacePro Manufacturing LLC, T/A KOMPAKT System, is now open for business, (since April, 2012), how does this affect our current Fairfax County Contract?
- A70. The current Fairfax County contract is with Kardex/Remstar. Please call the contract specialist to discuss this questions.



- Q71. Should we proceed with the RFP2000000330, even if we are a relatively NEW company. Even though we have been providing KOMPAKT Systems product for 30 years in the market place? Or should we team with Tenssco, who is the manufacture of the parts, and SpacePro Manufacturing LLC, who assembles the systems and ships them and Tenssco is in excessive of \$80 Million, and just team with them?
- A71. This is a business decision. It is up to the Supplier to determine its most advantageous response to the RFP.
- Q72. Or is there anyway Fairfax County could possibly split off the products offered on the KardexRemstar Contract, into two separate contracts. The reason for this is due to the fact, that we are closing the Lewistown, PA manufacturing plant and have the Vertical products manufactured in Germany. KardexRemstar, did not move any of the tooling to Germany to manufacture Kompakt. This is the reason they did a license agreement, so that we could still provide sales and service for customers in the US, with the highest quality system available in the marketplace?
- A72. No.
- Q73. What are the ramifications if Kardex Remstar decides that they no longer wish to work with the Fairfax County contract and decide to drop it?
- A73. The ramifications are that Fairfax County agencies will not be able to purchase items from Kardex Remstar.
- Q74. Is the national staffing plan section the Supplier's proposed staff and the time commitment for us to complete the new supplier implementation checklist? I want to be sure I identify the correct personnel.
- A74. The National Staffing Plan is the Supplier's proposal of staff that will administer and manage the national program during implementation and ongoing throughout the contract term.

All other terms and conditions remain unchanged.



George Bright, CPPB  
Purchasing Supervisor

**THIS ADDENDUM IS ACKNOWLEDGED AND IS CONSIDERED A PART OF THE SUBJECT REQUEST FOR PROPOSAL:**

\_\_\_\_\_  
Name of Firm

\_\_\_\_\_  
(Signature)

\_\_\_\_\_  
(Date)

**A SIGNED COPY OF THIS ADDENDUM MUST BE INCLUDED IN THE TECHNICAL PROPOSAL OR RETURNED PRIOR TO THE DUE DATE/TIME.**

**Note: SIGNATURE ON THIS ADDENDUM DOES NOT SUBSTITUTE FOR YOUR SIGNATURE ON THE ORIGINAL PROPOSAL DOCUMENT. THE ORIGINAL PROPOSAL DOCUMENT MUST BE SIGNED.**