January 14, 2014

ADDENDUM ONE TO ALL FIRMS:

Reference: Request for Proposal (RFP) #LP122013
Commodity: Residence Hall Furniture
Dated: December 20, 2013
Proposal Due: January 21, 2014

Greetings:

Please reference the following for clarifications and changes to the RFP #LP122013 issued on December 20, 2013 for Residence Hall Furniture:

1. Click here for a copy of pre-proposal sign-in sheet.
2. The floorplan for Attachment 3 (resident double room) provides details on typical furnishings. What typical furnishings do you want for Attachment 4 (floor lounge)? Lounge Areas (sofas, chairs, end tables) or Writing/Studying Areas (tables, chairs) or a combination of both? We would like firms to propose pieces from standard lines to complete the space. Firms should assume that the space will be used primarily as a floor lounge.
3. In Section D, Point #11, Lounge Chair – suggestion made to add “COM upholstery” in addition to (or in lieu of) “mid-grade upholstery” so pricing will be easier to compare. Firms should provide pricing for both a mid-grade upholstery and COM upholstery for both the fully upholstered lounge chair and sofa.
4. Is there tractor trailer access to all buildings? Do buildings have elevators? Tractor trailer access is available to all facilities. 10 facilities have elevators; the remaining 160 structures do not. Structures include traditional residence halls, apartment complexes and single family homes and vary from one to eight stories.
5. For the freight/inside delivery, should the price be listed as an approximate percentage of the product ordered? Firms should provide freight/inside delivery as a percentage of the product ordered for section D number 5 and Attachments 3 and 4.
6. Is the finish on the wood natural/clear or stained? Past orders have typically been in a natural finish, not a dark stain.
7. Please clarify the dresser: Attachment 3 (floor plan) states two-drawer on casters but Attachment 4 (custom furniture specs) states 3-drawer on glides. Firms should propose and price items from standard lines for Attachment 3: resident double room. Firms should price the custom specifications in Attachment 4 as written.
8. Does the wardrobe require casters or glides? Firms should propose and price items from standard lines for Attachment 3: resident double room. Firms should price the custom specifications in Attachment 4 as written.
9. For accurately and economically estimating transportation costs, is there an estimated quantity for Floor Lounge pieces, by item? Firms should provide pricing for one lounge with freight/inside delivery listed as a percentage.

10. Please provide specifications for the Desk Chair, including functions (arms up/down, tilt, swivel, height adjustable, etc.), and seat back material (plastic, mesh, etc.), or upholstery material, including either fabrication of material (Sherpa-Shire, Vinyl, etc.), or cost range per yard for fabric (mid-range, etc.) — Firms should propose/recommend an example or two from standard line.

11. In section “B. Scope of Goods and Services” (page-4), furniture listing for each of the years identified includes “Desk Carrels” while the specifications and floor plans do NOT list Desk Carrels. Are Desk Carrels a requirement of this RFP? If so, please provide specifications for Carrels including number of shelves, estimated dimensions, if to be affixed to desk top, back construction (open, oak veneer, cork), and if a task light is required. Firms should provide pricing as outlined in section D numbers 5, 6, 8, 9, 10 & 11. We are not asking for firms to provide pricing for the anticipated work outlined on page 4. This information was included to demonstrate to firms proposing that furniture purchases are planned during the life of the contract award.

12. The Floor Plan references (2) two-drawer dressers on casters. Specifications reference a three-drawer dressers with floor glides. Please clarify which dresser should be quoted and if casters are required. Firms should propose and price items from standard lines for Attachment 3: resident double room. Firms should price the custom specifications in Attachment 4 as written. Firms are free to propose suggestions and substitutions on the custom specifications as an alternate with pricing.

13. For items specified with casters, are height dimensions with or without casters? Attachment 3 (resident double room) does not specify height dimensions. Firms are to propose from standard lines. Attachment 4 specifications should be priced as written; casters are not included.

14. Is there a specific caster specified or minimum requirement for the casters? ~ There is no caster specified at this time.

15. Are five-shelves a requirement for the Wardrobe? Given the height dimension specified, a total of five-shelves would offer only a limited amount of storage/spacing between shelves. Firms should price the custom specifications in Attachment 4 as written. Firms are free to propose suggestions and substitutions on the custom specifications as an alternate with pricing.

16. What clearance is required under the bed, 36” or 30”? The three-drawer dresser specified has a height dimension of 30” (most commonly accommodated under the bed). The bed height is specified at 38”. Is the bed height specified for the height of the bed posts or sleep surface? Or is the intention to accommodate approximately 6” between the top of the dresser and underside of bed sleep surface? Firms should price the custom specifications in Attachment 4 as written. Firms are free to propose suggestions and substitutions on the custom specifications as an alternate with pricing. The bed height is specified for the top of the sleep surface. At the bed’s highest setting the clearance from the bottom edge of the sleep surface to the ground should allow for 36” of clearance.

17. The anticipated schedule states the requirement for a Junior Loft. Specifications refer to the bed as a Bunkable/Adjustable Height Bed. Please clarify the requirement. The anticipated schedule on page 4 of the RFP is for information purposes only. Firms should propose based upon what is asked for in section D numbers 5, 6, 8, 9, 10 and 11.

18. Are there specifications available for the apartment furniture requirements?
The anticipated schedule on page 4 is for information purposes only. Firms are not being asked to propose pieces for the apartments. 

19. Please note: The University has specified what has worked well in the past. Firms responding to this RFP may quote as they see fit on the requested pricing structure. If a firm decides to alter the custom specifications in any way, the firm must clearly state what the alteration is and justification for the change in its response.

If you have any questions concerning this Addendum or the RFP, please contact me at LP3S@virginia.edu or (434) 924-4216. Thank you for your participation in this RFP Process. I look forward to receiving your proposal.

Sincerely,

Lori Ponton, ASID
Senior Buyer

Please sign below, acknowledging receipt of this Addendum and return this document with your response to the RFP.

__________________________________________  ______________________________________________
Signature                                               Name of Firm

__________________________________________
Please Print Name of Person Signing Above                 Date