

**August 10, 2022**

## NOTICE OF ADDENDUM # 1

**5111 – K12 Classroom Furniture, Installation and Related Products and Services**

**Please acknowledge receipt of this addendum in your proposal response.**

In reference to RFP #5111, as stated above, please include the following clarification of information with the original Request for Proposal:

1. **Responses:** There are no restrictions on who can respond to the RFP, both manufacturers and dealers are welcome to respond.
2. **SCC Registration:** Virginia State law requires that any corporation entering into a contract with a public body in Virginia be registered with the Virginia State Corporation Commission.  If you are currently registered, it would be good to include verification of the registration with your proposal.  If you are not currently registered and want to wait to see if you get an award, that is acceptable also. Virginia does not have a requirement like New Jersey for a Certificate of Employee Information Report or a completed AA302.
3. **Dealers:** If you are a manufacturer, the contract would be with you and you may submit a list of dealers if you desire and also add and remove dealers throughout the contract period.
4. **Bid Categories:** It is not required that you bid on all categories to offer a response.
5. **Evaluation Section 6.6:** If your response is only for a local contract, your scores will be evaluated against only entities in that same category.
6. **Pricing:** Pricing must be based on a standard like a MSRP. The pricing can change during the contract term. The discount percentage will be the same. Pricing percentage off list should be included in the Excel document.
7. **Freight:** It is acceptable to submit supplemental pricing options for freight.
8. **Zones:** They are not set; they are open to you to define.
9. **Needs, 3. Regulatory Requirements and Standards, Page 9:** The sample projects mentioned in the Statement of needs were removed from the RFP.
10. **6.5 Price Escalation for Renewable Terms, Page 11:** It’s common practice for manufacturers to have annual list price adjustments. In today’s marketplace, it’s understood that it could happen more often. In this case Manufacturers are welcome to adjust list prices on an as-needed basis subject to the Lead Agency approval. If an adjustment is warranted, the awarded supplier must provide adequate reasoning and subsequent data to warrant such request.
11. **5.1 Administrative Fees, Exhibit C, Page 48:** The fee for this contract will be 1% from contract award through the entire term. Administrative fees include all products and services offered under the contract.
12. **Exhibit D, Master Intergovernmental Cooperative Purchasing Agreement, Page 56 and Exhibit A, Lead Public Agency Certification, Page 58:** Exhibit A & D are included for reference only and no action is needed by the supplier.
13. **Attachment A, Sample Contract 35. Invoices, P.8:** Orders can be placed with the Manufacturer or the Authorized dealer.
14. **New Product Series & Product Models**: This contract is intended to be an awarded suppliers entire offering in the marketplace. When new product lines and model numbers are introduced, they would be covered under the scope of the contract. However, the Lead Agency must be made aware.
15. **Non-Contract Items:** Non-contract items can be placed on the same purchase order as contract items as long as they are clearly identified as not on contract.
16. **Award Date**: Our hope is to have it awarded within sixty days of the closing/opening date. Implementation with GovMVMT will be 4-6 weeks after contract award.
17. **Dealer Updates:** Dealer changes can be made without approval but must be communicated to VBCPS and GovMVMT, so that it can be made visible online.
18. **Local Response Only**: You must fill out all documents.  We will first be evaluating for a national award (3.1.6 – Supplier Response), but if you omit Exhibit B you will be deemed non-responsive as it relates to the National award and subsequently be considered for local award.
19. **Scoring:** There is only one scoring template, so the scoring will be the same.
20. **Converting from Local to National:** If you can adequately satisfy the national qualifications, I would encourage you to provide a national response at time of solicitation. If VBCPS chooses to award locally, that contract will remain local for the term negotiated.

If you have any questions relative to this clarification, you may contact Carla Smith at (757)263-1136 or [Carla.Smith@vbschools.com](mailto:Carla.Smith@vbschools.com) .