



October 10, 2016

Re: 16RFQ100316-DRR, Modular Furniture and Free Standing Furniture

Dear Respondent(s):

Attached is one (1) copy of Addendum 1, hereby made a part of the above referenced 16RFQ100316-DRR, Modular Furniture and Free Standing Furniture.

Except as provided herein, all terms and conditions in the 16RFQ100316-DRR referenced above remain unchanged and in full force and effect.

Sincerely,

Donald R. Riley

**Donald R. Riley, CPPB
Purchasing Specialist**

**16RFQ100316-DRR, Modular Furniture and Free Standing Furniture
Addendum No. 1
Page Two**

This Addendum forms a part of the contract documents and **modifies** the original RFP documents as noted below:

The submittal deadline for the proposal listed above has been extended from Tuesday, October 11, 2016 at 3:00 P.M. to the date listed below. The new quote opening date is as follows:

Thursday, October 13, 2016 at 3:00 P.M. E.S.T.

Attached hereto are responses to questions submitted in reference to the above quotation document.

Except as provided herein, all terms and conditions in the bid referenced above remain unchanged and in full force and effect.

Failure to return a signed copy of this addendum could render your bid non-responsive.

ACKNOWLEDGEMENT OF ADDENDUM NO. 1

The undersigned proposer acknowledges receipt of this addendum by returning one (1) copy of this form with the proposal package to the Finance Department - Purchasing Division, City of Stockbridge, 4640 Henry Boulevard, Stockbridge, Georgia 30281 by the RFP due date and time **October 13, 2016 before 3:00 P.M. E.S.T.**

This is to acknowledge receipt of Addendum No. 1, _____ day of _____, 2016.

Legal Name of Bidder

Signature of Authorized Representative

Title

Questions regarding 16RFQ10032016-DRR, Modular Furniture and Free Standing Furniture.

- 1) If I quote state Contract or other purchasing contracts will the City of Stockbridge submit separate PO'S to manufacturers instead of the dealer?

Response: No. The City will pay only the awarded Contractor.

- 2) On your discount page should I quote through State Office Furniture or discounts from State Contract of other purchasing contracts such as GSA

Response: The City does not have a preference; Contractors are encourage to give their best discounts and pricing available.

- 3) On the work surfaces do you accept thermofuse laminate? Or would you prefer high pressure laminate?

Response: The City does not have a preference; however, Contractors must submit warranty information and manufacturing product information when supplying an alternate to the quoted specifications.

- 4) Will you accept 90 degree edge on the work surface?

Response: Yes, the City will accept work surfaces with a 90° work surface.

- 5) Will you accept standard non easy door closure on overheads?

Response: Yes, the City will accept standard non easy door closure on overhead bins.

- 6) How many workstations do you plan to purchase?

Response: The City is currently expecting to purchase two (2) to four (4) four modular workstations at this time; however, no quantities are guarantee.

- 7) How many workstations do you plan to purchase over the next 6 months?

Response: The City does not have an exact number of workstations to be purchased; however, the City does tend to extend the terms of this agreement to one (1) year from the issuance of the Notice to Proceed.

- 8) In reviewing your quotation I noticed that on page 12 of 17 there are two lines for products NOT manufactured by the named manufacturing companies.

5.2.5 for "Similar equal quality systems" & 5.2.10 "Approved equal"

I represent two manufacturers that are on Georgia State contract, The Marvel Group & a local Georgia manufacturing company, Hyer Office Furniture Inc. Both manufacture high quality products that meet or exceed your specifications. Is there a process available that can be competed prior to October 6 that will result in these products being considered as " Approved Equal"?

Response: No. There will not be a competitive process for Contractors to pre-qualify for submittal. Contractors are highly encourage to submit all required information prior to the closing of the quote on October 13, 2016 at 3:00 PM EST. All submittals will be considered and all Contractors must submit pricing on the "Typical A" for consideration.