



COMMONWEALTH OF VIRGINIA
County of Henrico

DEPARTMENT OF FINANCE
Oscar Knott, CPP, CPPO, VCO
Purchasing Director

Addendum No. 1

Date: September 7, 2022
Invitation for Bid: Furniture, Furnishings and Equipment
Receipt Date/Time: September 13, 2022 at 2:00 PM
Opening Date/Time: September 13, 2022 at 2:00 PM
Subject: IFB No. 22-2406-8JEC - Furniture, Furnishings & Equipment - Contract
Renewal Language/Questions and Answers

Ladies/Gentlemen,

Please make the following corrections, deletions and/or additions to the above referenced IFB:

1. Section II, Item J (2) shall be changed to read:

The contract may be renewed for four additional one-year periods at a higher discount rate or the same discount rate from the previous year off manufacturer's current list price. If the discount is less than the previous year's discount, written approval will be required by the purchasing director.

Questions and Answers

2. Are decreases to the discount percentage at each renewal capped at 3%?

Answer: See item 1 above. The discount percentage shall remain firm for each one-year contract term. At each renewal period, the purchasing director may allow for a decrease in discount percentage based on data provided by Successful Bidder(s) (i.e. - material surcharges, increased shipping costs, etc).

3. Can we add additional manufacturers not listed on the Bid Form?

Answer: No, bidders may not include additional manufacturers at this time.

4. How do bidders need to handle increased costs and surcharges in their discount pricing? If surcharges drop off in the future, would it be possible to increase Henrico's discount percentage off list price?

Answer: Bidders should provide Henrico with a discount percentage off list that accounts for potential surcharges they may incur during the course of a contract term. If surcharges cease in a future contract term, Success Bidder(s) may increase their discount percentage off list price. The Successful Bidder will not be allowed to charge any surcharges. All pricing shall be inclusive of any surcharges.

5. Is installation to be included for all manufacturers, or just for the four that are called out (Haworth, Herman Miller, Open Plan Systems, Trendway)?

Answer: Installation shall be included in the bid price of ALL furniture lines (including Haworth, Herman Miller, Open Plan and Trendway). The labor charges requested for Haworth, Herman Miller, Open Plan Systems, and Trendway are for breakdown and removal of existing furniture only.

6. Is there a limit to how many times the manufacturer can raise their list price?

Answer: No. There are no restrictions to how many times a manufacturer can adjust their list price.

7. Will the County adhere to the contract for larger orders or projects?

Answer: Section II, Item HH states:

Nothing in this Invitation for Bid constitutes an offer or promise to purchase any goods or services exclusively from the Successful Bidder. The County reserves the right to purchase goods and services similar to, or the same as, the goods and services that are subject of this Invitation for Bid from other sources.

8. Would the County consider a sliding scale option to allow for higher discounts for larger orders?

Answer: At this time the County has no plans to include a sliding scale option for tiered pricing.

9. Since manufacturers are moving away from delivered pricing due to increased freight costs, would the County consider allowing freight as a separate line item?

Answer: At this time the County has no plans to include a separate line item for freight. Bidders shall adjust their discount percentage to compensate for increased freight costs.

All other specifications and General Terms and Conditions shall remain the same.

Bidders must take due notice and be governed accordingly. Acknowledgement of the receipt of this addendum shall be made on your Bid Form. If your bid has already been delivered, return this addendum under a separate cover, referencing the IFB number, due date, and time on the outside of the envelope.

Failure to acknowledge this addendum may result in your bid being declared non-responsive.

Sincerely,

Jon Creger, VCA, VCO
Procurement Analyst II

Cre057@henrico.us

ACKNOWLEDGEMENT:

Signature: _____

Print Name: _____

Company: _____

Date: _____