

Office Furniture New Material, Refurbish and Install

RFP FY23-SCPW-05

Addendum #1

Issued April 24, 2023

1. Section C.22A of General Requirements: New Mexico Employees Health Coverage
“If the Offeror has, or grows to, six (6) or more employees who work, or who are expected to work, an average of at least 20 hours per week over a six (6) month period during the term of the contract, Offeror must agree to have in place, and agree to maintain for the term of the contract, health insurance for those employees if the expected annual value in the aggregate of any and all contracts between Contractor and the State exceed \$250,000 dollars.”

Question: Will this be mandatory for this RFP or is this optional?

This will not be mandatory for this RFP.

2. Section C.24.5 of General Requirements: Letter of Transmittal:
“Sub-contractor will not be authorized for this procurement.”

Question: Will this requirement exclude sub-contracting refurbishment from a third party? Or subcontracting for any other services outside of this RFP?

Subcontracting will be allowed for services requested in this RFP so long as the awarded vendor is a furniture service or sales related company.

3. Section Appendix C, Item #5: Letter of Transmittal Form:
“Use of Sub-Contractors (Select one) No sub-contractors will be used in the performance of any resultant contract OR The following sub-contractors will be used in the performance of any resultant contract: (Attach extra sheets, as needed)”

Question: Again, will this requirement exclude sub-contracting refurbishment from a third party? Or subcontracting for any other services outside of this RFP?

No, subcontracted services should be listed and identified as sub contract services.

4. Section IV Specifications, Detailed Scope of Work #A.5:
“Have the ability to refurbish previously used office furniture from the County in an effort to recycle into use within the County when possible.”

Question: Please clarify to what extent or ability is the Country requiring for refurbishment besides used office furniture? Does this relate to modular office furniture as well? Does the vendor need to provide the ability to refurbish within their own facilities?

The County does intend to have modular furniture refurbished up to a reasonable extent, which may include cutting/resizing, refinishing, and painting; the vendor does not need to provide refurbishment services in-house but must describe its method for providing these services.

5. Section III Response Format & Organization #3 Proposal Format, Technical Proposal, item #D & E: "D. Response to Contract Terms and Conditions & E. Offeror's Additional Terms and Conditions"

Question: Is our response to the Terms and Conditions have a separate form to fill out for an agreement? We did not see one in the RFP appendix. Please clarify how we respond to the terms and conditions.

There is not a form to fill out for terms and conditions. Please include in your proposal two lists under the headings "D. Response to Contract Terms and Conditions" and "E. Offeror's Additional Terms and Conditions". There you can address any issues you may have, or conversely, if you have nothing to add, you can state that.