

## **Addendum No. 1**

Date: **January 4<sup>th</sup>, 2024**

Re: **Office, Music & Arts, and K-12 Furniture**

FPB No.: **124-57-1-11**

The following information becomes part and parcel of Fixed Price Bid (FPB) #124-57-1-11 effective this date. Firms must acknowledge receipt of this addendum in their solicitation response.

The listed items add to, modify, or otherwise alter the specifications and become part of the solicitation documents. Where a portion of the original specifications are added to, modified, or also altered, the portion not so affected shall remain. Firms may have the right to protest this addendum.

### **Inquiries/ District Responses**

Before the solicitation inquiry deadline of January 4<sup>th</sup>, 2024, the District received inquiries regarding this solicitation. The District's response to each question follows in **bold** font.

1. The bid allows for pricing to be either a discount or mark up, but then excludes discounts less than 5%. Several manufacturer lines don't account for freight in their standard list pricing and discount structure, so when freight is included, it could result in mark up (% added to MSRP) or a small discount (possibly less than 5%). Will you please clarify the restriction on discounts less than 5%? For example, say we have a manufacturer could offer a 10% discount off list price (for product only without freight), but when freight is built into the discount, the resulting math would account for a customer discount of 2%. Are you saying that they could offer a "discount" of 5% OR a "mark up" of 1%, BUT not a "discount" of 2% (since it is less than 5%). Another option would be to exclude freight and price that out separately. Please clarify on the best way to respond with lines that may fall in the scenario.  
**Freight will be priced out separately from the discounted items to avoid confusion. Bidders can provide a set list of freight pricing based on truck loads/weight/etc.**
2. Is it possible to list install services as a percentage of the product price?  
**Install services should not be a part of the product price. Bidders can itemize installation pricing separately if there are standard rates.**
3. Instead of discounting the items by category, are we able to provide discounts based on manufacturer?  
**Yes, you can provide a discount by manufacturer.**

4. Can we provide shipping as a percentage of the product price?  
**Freight will be priced out separately from the discounted items to avoid confusion per order. Bidders can provide a set list of freight pricing based on truck loads/weight/etc.**
5. Can a bidder call for an exception to: A percent mark-up pricing shall be FOB Destination with all freight charges prepaid. Instead offer a fixed discount per product and request for quote for freight based on overall quantity of individual request.  
**Freight will be priced out separately from the discounted items to avoid confusion per order. Bidders can provide a set list of freight pricing based on truck loads/weight/etc.**
6. Can a bidder call for an exception to: Service based costs should be the standard service installation rate at a fixed cost per trip or hourly labor rate to be included per product. Instead offer a fixed discount per product and request for quote for installation and freight based on overall quantity of individual request.  
**Install services should not be a part of the product price. Bidders can itemize installation pricing separately if there are standard rates.**
7. If we elect to bid a discount off list vs. a percent markup as allowed in the RFP, how should we plan on formatting the bid form?
  - a. Should we highlight discount and write over the percent markup verbiage on the form?  
**Bidders may circle or highlight either mark-up or Discount on the bid form, whichever is being provided in the lines below it.**
8. Not all manufacturers have the same discounting structure in each category. Can we bid by listing the manufacturers and their discounts under each category instead of bidding on the category as a whole with the same discount?  
**Yes, bids can be separated by Manufacturer and category.**
9. I see 4 categories do we have to bid on each category?  
**No, the extra lines are for bidders to provide any additional category description.**
10. Since there are no line item are you just looking for discount percentage off the category we choose to bid on, correct? If this is not correct, can you explain?  
**It can be discount percentage off the category that you choose to bid, however, you would need to provide a price catalog of items being discounted with the new price if you choose the discount option.**
11. Most contracts that we enter into are a percentage discount off of list price, not a “cost plus markup” which is proprietary information. Discount off list price is the standard pricing structure for commercial furniture. Would Greenville County Schools consider replacing “markup” with “discount off of list”?  
**The bid is for either a percent mark-up or fixed percent discount. If the bidder provides a fixed percent discount, then they must submit the pricing catalog.**
12. If the contract is extended beyond the first term period of one year will there be any opportunities to make price adjustments based on current market conditions?  
**Yes, the price adjustment section is available to view in the solicitation document that can occur once per year of the contract.**

13. Will you accept discounts off individual manufacturers price lists and off a distributor's catalog list price that is an accumulation of many manufacturers?

**Yes, the bid can be a mix of individual manufacturers and distributors if the bidder decides to do so.**

14. Will you allow deviations if they are noted on our response? For example, our percentage discount would be off the current list prices that are listed on our website. List prices could change throughout the year. We can provide a digital catalog, but the list prices could change periodically.

**The pricing catalog provided would be locked into the first year of the contract and price adjustments would be eligible each year thereafter.**

15. Can we do the discount percentage by manufactures that include the different categories listed in the FPB?

**Yes**

### **End of Section – Inquiries/District Responses**

All other terms and conditions remain unchanged and in force.

Thank you for your interest in the District.

Matt Pettit  
Director of Procurement