



January 23, 2023

ADDENDUM #1

**Request for Proposals #UN22-226
Classroom and Dormitory Furniture**

The following are answers to questions submitted before the January 17, 2023 deadline:

Office Furniture Written Q&A

- 1. Q: Please clarify how hourly rates for services will be accounted for over the course of the contract. Are hourly rates anticipated to be firm for the first three years of the contract? How are additional fees, such as prevailing wage rates, expected to be accounted for? If extenuating circumstances apply, such as stair carry, may additional charges be quoted to the customer?**

A: Include any fees for services in the RFP response. Price increases can be requested annually. The request must be submitted sixty (60) days prior to the anniversary date in writing and will be reviewed by the IUC-PG to determine if acceptable, if based on an industry-wide situation and only requested once per year. The discounts will remain firm throughout the contract term.

- 2. Q: Please provide a sample copy of the quarterly admin fee report so we may validate our ability to accurately meet this reporting requirement.**

A: The reporting is done online on our website. The following are the instructions which can be used as a learning tool, but we cannot give access unless you are contracted vendor.

The following is the information regarding the IUC-PG Contract Administrative Fee (CAF): Supplier will provide to the Inter-University Council Purchasing Group (IUC-PG), a Contract Administrative Fee (CAF), to be calculated quarterly, which is equivalent to one-half of one percent (.50%) of the total invoice amounts of all orders shipped pursuant to this Agreement during the previous quarter. These fees are to offset the expenses of the IUC-PG in administering this Agreement and are disclosed to and approved by its Members. The selected vendor is required to submit quarterly usage reports via the IUC-PG online report process. The Administrative Fee due shall be made payable upon receipt of invoice to The Inter-University Council Purchasing Group paid by ACH, online or sent to the following address within 30 days: The Ohio State University, Accounts receivable, PO Box 182905, Columbus, Ohio 43218-2905.

Note that reporting follows our fiscal year, which is broken down as follows:

*Q1: July 1 - Sept. 30
Report Due: Oct. 31*

*Q2: Oct. 1 - Dec. 31
Report Due: Jan. 31*

Q3: Jan. 1 - March 31
Report Due: Apr. 30

Q4: Apr. 1 - June 30
Report Due: July 31

Registering An Account

If you have not already registered for an account on our website, follow the instructions below.

- 1) Go to www.iucpg.com
- 2) Register an account at the top right hand corner of the home page.
- 3) Once you submit your account, it will be sent to us for activation. You will be notified via email when your account is active.

Reporting Instructions

- 1) Login at the top right hand corner of the home page.
- 2) You will be taken to your Vendor Dashboard.
- 3) Click on the Report by Contract and Report by School tabs.
- 4) Click on the 2023 Fiscal Year time period and scroll to the column representing the current fiscal quarter.
- 5) Enter your usage data in the appropriate cells – double check that you are in the correct row and column.
- 6) TO SAVE DATA: Hit ENTER after entering data into each cell OR click on another blank cell. You will notice that the cell you entered data into will un-highlight. Once you are done entering all data for the quarter, click the SAVE button at the bottom of the reporting page.
- 7) **NOTE:** You must submit BOTH a Report by Contract and Report by School for each fiscal quarter. The exception to this is if you have no usage to report, in which case you only need to log in and enter \$0.00 in the Report by Contract.
- 8) After the close of the reporting period, you will receive an invoice for contract administrative fees due.

3. Q: If the bidder already holds an E&I contract, would IUC consider adopting the E&I agreement directly.

A: The IUC-PG contract is separate of the E&I contract. Our standard RFP language includes information regarding E&I to provide an opportunity for E&I to adopt IUC-PG contracts. If you already have a contract with E&I that is a separate contract. This RFP and any subsequent agreements will be directly with IUC-PG. A response must be submitted to be considered for an award with IUC-PG.

4. “Pricing shall remain firm” reflects both firm process OR discounts for the initial term. Please confirm that discounts will remain firm, and commercial price list updates will be considered and approved during the initial term.

A: Price increases can be requested annually. The request must be submitted sixty (60) days prior to the anniversary date in writing and will be reviewed by the IUC-PG if based on an industry-wide situation and only once per year. The discounts will remain firm throughout the contract term.

5. Q: Please confirm that pending/submitted purchase orders issued would still be fulfilled and completed. Based upon our commercial terms and conditions, we cannot accept cancellation of

orders once production begins, as our products are customized and manufactured to the specifications requested by our customers.

A: Any orders submitted prior to the cancellation will be fulfilled and completed if production has begun.

- 6. Q: Please clarify the purpose for providing Professional Liability and Crime coverage to IUC and State of Ohio. Is primary and Non-Contributory coverage mandatory? Please clarify why we need to add IUC and State of OH as an Additional Insured on our Auto.**

A: This is a requirement of the schools because you would be sending people to the campuses. If you would like to take exception, please note in your response and we can discuss further.

- 7. Q: Please confirm that manufacturer's warranty will provide an opportunity to correct and replace any manufacturer defect product.**

A: Yes, we would expect the manufacturers warranty would rectify and product defects.

- 8. Q: We have a partnership with E&I. Do we need to also submit our information to be included in this RFP? Or, by already being on contract with E&I are we included in this purchasing group.**

A: See question #3.

- 9. Q: We are a table manufacturer and trying to locate a list of table needs somewhere in the documents but can't find them anywhere on the link provided. Please advise.**

A: There is not a list of specific tables. We are asking for discounts on categories of furniture. Specific furniture items will be determined by our members on an as needed basis throughout the contract term.

Please note that all terms and conditions appearing in the original Request for Proposals remain unchanged.