



# California State University, Chico

## ADDENDUM #1 RFP 2009-07MM

SUTTER HALL FURNITURE – Student Bedrooms

**PROPOSAL DUE DATE/TIME:**  
**November 5, 2009, 4:00 p.m. PST**

This Addendum #1 amends RFP 2009-07MM and includes revisions to furniture and responses to questions.

### Revisions

The RFP for Sutter Hall bedroom furniture has been revised to remove the chairs from the product scope.

The Desk Chair as specified in Exhibit E5 has been removed from the list of furniture items included in this RFP. The Desk Chair will be solicited through separate bid. Because of this revision, any references to chairs within this RFP have been removed. These references are listed in, but not limited to, the following areas:

- RFP cover page: Remove “Exhibit E5: Desk Chair”
- Section 1.0: Remove “two-position task chair” from Paragraph 2
- Section 3.1 Remove “Exhibit E5 Armless two-position sled-based desk chair with upholstered seat and back rest”
- Exhibit E5 Remove entire Exhibit E5
- Proposal Form 2 Replace original Proposal Form 2 with the revised Proposal Form 2 (attached to this addendum)

### Responses to Questions

<b>1</b>	<b>Question:</b>	Is this an “All Or Nothing Bid”? Do we have an option to bid only the desks, chair, and hutches? Will you accept partial bids for this package or does the successful vendor have to supply everything in the RFP?
	<b>Response:</b>	Yes, this can be considered an “All or Nothing Bid”. The intent is to select one vendor to design, supply, deliver and install the furniture referenced in this RFP. Note the desk chair has been removed from the RFP. The remaining items are unchanged. The Cost proposal (Proposal Form 2) has been revised to reflect the change. No partial bids will be accepted.
<b>2</b>	<b>Question:</b>	Are you requiring CAD drawings of all products being quoted?
	<b>Response:</b>	No. CAD drawings are not required for the individual products. CAD drawings are only required for the bedroom layout design as specified in the RFP Section 3.0.2. The design should include layout fitment of specified furniture in the bedrooms. The design is only required in the contract with awarded vendor.
<b>3</b>	<b>Question:</b>	Are CAD drawings required in the Bid packet?
	<b>Response:</b>	No, drawings are not required in the Bid packet.
<b>4</b>	<b>Question:</b>	Will we receive DWG files if awarded the Bid?
	<b>Response:</b>	Yes, DWG format drawings can be provided to the awarded vendor.
<b>5</b>	<b>Question:</b>	Are you going to disqualify vendors who do not have references that include Institutions of Higher Education?
	<b>Response:</b>	No, vendors will not be disqualified if they have do not have references to institutions of higher education. But vendor experience at an institution of higher education is preferred.
<b>6</b>	<b>Question:</b>	In places, the RFP infers a single award, in others it refers to multiple awards. Will the award be split?
	<b>Response:</b>	The intent of the RFP is to select one vendor to design, supply, deliver and install the furniture referenced in this RFP. Any reference to multiple awards should be taken to mean a single award.

(Continued )

7	<b>Question:</b>	Exhibit B, Section 4. Cancellation. "CSU reserves the right to cancel this Contract at any time upon thirty (30) days written notice to the Contractor." Does this mean that CSU Chico reserves the right to cancel a contract even after a Purchase Order is submitted to the winning vendor?
	<b>Response:</b>	Yes, the CSU still reserves the right to cancel with 30 days notice. This is part of the CSU General Provisions that will be attached to the final contract between the CSU and the awarded vendor.
8	<b>Question:</b>	Do you have existing dorm rooms that have these pieces installed that I could look at?
	<b>Response:</b>	CSU Chico has existing dorm rooms with different furniture layouts. However, the existing rooms do not have exact furniture as specified in the RFP. Also, Sutter Hall is still in construction. The new dorm rooms, where this new furniture will be installed, are not complete and are not available to observe.
9	<b>Question:</b>	Wardrobe (p.2), says it needs to be "tailored". What is the breakdown of how many variations for the "tailored" wardrobe? In other words, is it 222 of the same "tailored" wardrobe, or might it be 100 of one size, 100 of another size, and 22 of another size?
	<b>Response:</b>	This wardrobe will only be one size. It is one specification with one size that will "fit" all places and spaces.
10	<b>Question:</b>	You are looking for a wardrobe as well as a bed w/ loft kit. Are you interested in viewing a solution in which the wardrobe doubles as a bed lofting system, whereby the 2 bed ends are stacked one on top of each other and the wardrobe, on its back side, has its own metal pin channel to receive the opposite end of the spring deck?
	<b>Response:</b>	No, we are not interested in considering the type of system described in this question. We want a separate wardrobe, not a bed system that is dependent on its connection(s) to the wardrobe.
11	<b>Question:</b>	What size mattresses will be needed and what is the exact quantity of each size?
	<b>Response:</b>	See Exhibit E2 in the RFP. The mattress size is 36" x 80". Quantity is 222.
12	<b>Question:</b>	What are the spec requirements for the mattresses needed?
	<b>Response:</b>	See Exhibit E2 for detailed mattress specifications.
13	<b>Question:</b>	How will the delivery process work? Will the mattresses need to be unloaded into each individual room?
	<b>Response:</b>	The successful vendor is responsible for delivery and installation of all furniture into the final location – the individual rooms. The delivery can be executed by the awarded vendor or a subcontractor to the vendor.
14	<b>Question:</b>	Will there be an identified university representative to complete floor-by-floor inspection/sign-off prior to and upon completion of delivery?
	<b>Response:</b>	Yes.
15	<b>Question:</b>	What is the distance from where point trailers are unloaded to entrance?
	<b>Response:</b>	Approximately 200 yards.
16	<b>Question:</b>	What are the measurements of the elevators including door height?
	<b>Response:</b>	The smallest elevator has the following dimensions: Door: 7 ft. high x 3 ½ ft. wide Interior: 6 ft 3 in. long x 4 ft.1 in. wide x 8 ft. high
17	<b>Question:</b>	Where are the elevator access points and what are the elevator specifications?
	<b>Response:</b>	(See also Exhibit F for building floor plans and elevator locations) The Sutter Hall dorm rooms are separated into a north building and a south building. There is an elevator from the ground floor to the 2 <sup>nd</sup> floor platform and then elevators for each building section (north building and south building). There is also one elevator in the north building that runs from the ground floor up to the 5 <sup>th</sup> floor.
18	<b>Question:</b>	Is a breakdown available for the number of rooms/beds per floor?
	<b>Response:</b>	(See also Exhibit F for building floor plan details.) 2 <sup>nd</sup> Floor: 33 bedrooms (22 north, 11 south); 3 <sup>rd</sup> Floor: 37 bedrooms (26 north, 11 south); 4 <sup>th</sup> Floor: 23 bedrooms (all north); 5 <sup>th</sup> Floor: 23 bedrooms (all north). Total of 116 student bedrooms. There are 10 single occupancy rooms scattered throughout the floors, the rest are double occupancy.
19	<b>Question:</b>	Will accurate room layouts be posted on each door by delivery start time?
	<b>Response:</b>	Yes, the room layouts will be part of the successful vendor's final approved design. The design layouts can be posted in designated building areas, including each door, if that is part of the approved delivery plan.

<b>20</b>	<b>Question:</b>	Will vendor have full access to the building for a minimum of 10 hours per day?
	<b>Response:</b>	If the "multi-phased" delivery/installation process is used, then only those areas (floors) released to the University by the contractor will be available; if the "single-phase" delivery/installation process is used, then the entire building will be available as needed.
<b>21</b>	<b>Question:</b>	Are nighttime delivery hours permitted if needed?
	<b>Response:</b>	Yes.
<b>22</b>	<b>Question:</b>	Will the building/floors be free of other contractors during the furniture installation?
	<b>Response:</b>	See question #20 above.
<b>23</b>	<b>Question:</b>	Is there an off-site staging area available that is large enough to park trailers for the duration of the delivery?
	<b>Response:</b>	The area around Sutter Hall is a very compact site with little additional space. There are two access roads on the sides of the building and a city street that may be used for temporary, short-term delivery. For longer term, the University would make this option available (such as in a designated parking area).
<b>24</b>	<b>Question:</b>	Is vendor responsible to provide necessary hallway and elevator protection?
	<b>Response:</b>	Yes, door frames, doors and walls should be protected from incidental damage.

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All other terms, conditions, and provisions of the original Request for Proposal #2009-07MM shall remain the same.

DATE: October 30, 2009

University File Copy Signed  
Michael McNair  
Contracts Coordinator  
Procurement and Contract Services

(Attachment)



**REVISED**

**Proposal Form 2**

RFP2009-07MM

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**PROPOSAL OFFERING - PROPOSAL COSTS**  
**Student Bedroom Furniture**

Bidder Name: \_\_\_\_\_

Refer to Exhibits E1 through E7 for detailed specifications and Exhibit D for Delivery/Installation schedule

Line Item	Name of Component/Part	Part #	Qty	Bid Unit Price	Extended Cost	Taxable (yes/no)
01	Bed Loft System (Exhibit E1)		222			
02	Bed Loft Mattress Platform (Exhibit E1)		222			
03	Bed Mattress (Exhibit E2)		222			
04	Pedestal Desk w/ 3 Side Drawers and Keyboard drawer (Exhibit E3)		222			
05	Pedestal Desktop Book Hutch (Exhibit E4)		222			
06	<del>Armless Two Position Sled-Base Desk Chair (Exhibit E5)</del>		222	<i>(Removed Desk Chair from RFP)</i>		
07	Three-Drawer Chest (Exhibit E6)		222			
08	Wardrobe Closet (Exhibit E7)		222			
Total Extended Cost of Furniture Items:						1
Total Lump Sum Cost for Design/Planning:						2

Option A: Multi-Phased Delivery/Installation	Cost	Taxable (yes/no)
Estimated Delivery/Freight/Handling:		
Total Lump Sum Cost for Installation:		

**A1**  
**A2**

	Cost
Subtotal for Furniture, Design/Planning and Option A items (1+2+A1+A2)	
Applicable Sales Tax at 8.25%	
<b>Total Lump Sum for Furniture and Cost for Design/Planning (Option A):</b>	<b>\$</b>

**A**

Option B: Single-Phase Delivery/Installation	Cost	Taxable (yes/no)
Estimated Delivery/Freight/Handling:		
Total Lump Sum Cost for Installation:		

**B1**  
**B2**

	Cost
Subtotal for Furniture, Design/Planning and Option A items (1+2+B1+B2)	
Applicable Sales Tax at 8.25%	
<b>Total Lump Sum for Furniture and Cost for Design/Planning (Option B):</b>	<b>\$</b>

**B**

<b>Average Cost of A &amp; B</b> [Sum of A + B divided by 2] <i>(Final cost for evaluating purposes)</i>	<b>\$</b>
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It is agreed, in the event additional services are required based on added scope for extra services beyond that described in this RFP, our company will commit to an hourly rates no greater than that listed above.

Signed: \_\_\_\_\_

Title: \_\_\_\_\_