

BID ADDENDUM
SP-18 Rev. 11/17/16
Prev. Rev. 3/13/14

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STATE OF CONNECTICUT
DEPARTMENT OF ADMINISTRATIVE SERVICES
PROCUREMENT DIVISION
450 Columbus Boulevard, Hartford, CT 06103

BID NO.: 19PSX0241
Bid Due Date: 7 November 2019
Date Addendum Issued: 28 October 2019

PLEASE NOTE:

This document has been marked as "Returnable". Electronic submittal of this document indicates that your company has read and accepted any modifications to the bid that are contained in this Addendum.

BID ADDENDUM #1

Please see important Questions and Answers Below

DESCRIPTION: Design Services for Furniture Reconfigures for All State Using Agencies

FOR: All Using State Agencies, Political Subdivisions, and Not-for-Profit Organizations

BIDDERS NOTE:

- 1) Question - I notice Exhibit A, Section 9. Design Services Approval, The State CT Space Standards has been removed. It was in the previous bid and contract. Do those no longer exist?

Answer - they do exist and that language should not have been removed the contract. The space standard is as defined in the State Facilities Plan which can be found on the OPM website under the Bureau of Assets Management link. Please see over for Exhibit A and the changes in Section 9. Design Services Approval

- 2) We are in the process of filling out the Statement of Qualification form. Should we list State agencies we consult to, or only non state agencies?

Answer - You can list both.

EXHIBIT A

DESCRIPTION OF GOODS & SERVICES AND ADDITIONAL TERMS & CONDITIONS

1. DESCRIPTION OF GOODS AND SERVICES:

Scope:

Contractor shall provide design services (the "Services") primarily consisting of specifying existing furniture product and any additional product that may be required to complete a Client Agency initiated project.

The Contactor shall complete the design phase of a project in a time frame set forth by the Client Agency, which could include timeframes dictated by the construction or renovation of leased space. The Contractor shall provide appropriate skill type and number of designers required for a particular project to ensure timely delivery of all aspects of design services. Any parking expenses and any travel related costs associated with the performance of Services are the sole responsibility of the Contractor.

Services hourly rates must be based on normal working hours Monday - Friday from 8 a.m. to 5 p.m. to be provided to the requesting Client Agency. No furniture installation service is required.

Design Services Requirements:

Contractor shall provide Services in accordance with the following requirements:

1) Building Measurements:

The Contractor shall take field measurements prior to designing any project. If the Client Agency provides measurements, the Contractor shall confirm the measurements are correct.

2) Project Management:

The Client Agency shall assign a Project Coordinator for each project (the "Client Agency Project Coordinator") if necessary. The Client Agency Project Coordinator shall approve each step of the design process prior to progression of the project to the installation phase.

3) Pre-Design Review Meeting:

The Client Agency Project Coordinator shall schedule a pre-design review meeting with the Contractor to discuss the scope of design requirements. The Contractor shall assign a design coordinator to the project (the "Design Coordinator"). The Design Coordinator will be the primary contact for the Client Agency. The Client Agency shall provide the Design Coordinator an inventory of any special equipment specifications and discuss space utilization, the number and general types of workstations to be designed, any other relevant information for the design process, including, but not limited to, special considerations for public contact, locations of any special groups or large areas, security areas, ADA requirements and Client Agency space standards. The Contractor shall work with the Client Agency or the landlord or both of the State leased space to identify specific requirements such as elevator capacity, loading dock regulations and restrictions for the facility in which the work is being performed. For projects that include the re-utilization of some existing furniture, the Contractor shall do an inventory of all existing furniture for the pre-design review meeting.

4) Preliminary Design Plan:

Following the pre-design review meeting, the Contractor shall prepare a preliminary design plan showing in detail the position of all existing furniture products, as well as specifying in generic terms

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other furniture including, but not limited to, file cabinets, tables, chairs and floor to ceiling partitions, which may need to be purchased from other State of Connecticut contracts. The Client Agency shall approve any and all Contractor design plans in writing prior to proceeding.

After development of the preliminary design plan, the Client Agency Project Coordinator may make one to four (1 to 4) sets of changes, including, but not limited to, program changes, prior to the finalization of the preliminary design plan. If more than 4 sets of changes are necessary the Contractor may charge for Services per the rate listed in Exhibit B Price Schedule.

5) Installation Design Plan:

Upon completion of the preliminary design plan, the Contractor shall prepare an installation design plan (the "Installation Design Plan"), showing in detail all new office furniture required for the project, wall heights, colors, types of panels (solid, glass, acoustical), electrical outlets, telephone outlets, word processing/computer outlets, as well as, in generic terms, other new furniture required, including, but not limited to, file cabinets, tables, chairs, and floor to ceiling partitions.

The Installation Design Plan must be to 1/8" or 1/4" scale and due five (5) business days after the approval of the preliminary design plan by the Client Agency unless otherwise specified by the Client Agency. The Installation Design Plan must be submitted to the Client Agency for approval upon its completion and must be approved in writing by the Client Agency prior to implementation. No changes in the approved Installation Design Plan will be allowed prior to occupancy except for changes required by safety code regulations authorized by the Client Agency Project Coordinator in writing or changes necessitated due to lessor requested changes and approved by the Client Agency Project Coordinator in writing.

6) Itemized Parts List (bill of materials):

The Contractor shall make an inventory list of existing furniture for projects that re-utilize existing furniture products. The Contractor shall provide the inventory list to the Client Agency Project Coordinator.

7) Prior to Installation:

Prior to installation, the Contractor shall identify the location of electric receptacles, voice and data jacks and mark those locations clearly on the Installation Design Plan.

8) Installation Availability:

During the installation process, the Contractor shall be available to answer questions and provide consultation, including installation inspections and furniture installation punch lists, if required in order to verify that the installation of the furniture is being completed in accordance with the Installation Design Plan.

9) Design Services Approval:

Each step of the project must be approved, in writing, by the Client Agency Project Coordinator prior to proceeding to the next step. All plans are to be submitted in accordance with the Client Agency established time frames at time of project initiation. All plans are to be submitted in compliance with the State of Connecticut Space Standards which can be found on the OPM website under the Bureau of Assets Management. The Client Agency reserves the right to require all plans to be submitted in

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multiples of three, at no additional cost to the Client Agency. The State reserves the right to require all plans for a particular project to be submitted in an electronic format including, but not be limited to, CD format and e-mail, at no additional cost to the Client Agency. When requested, all plans drawings must be submitted in a format that is compatible with the Auto CAD computer aided planning system in an acceptable electronic format including CD format and e-mail. All work products are the property of the State of Connecticut. The State reserves the right to make additional copies of any Contractor work product.

2. ADDITIONAL TERMS AND CONDITIONS:

(a) Contract Separately/Additional Savings Opportunities

DAS reserves the right to either seek additional discounts from the Contractor or to contract separately for a single purchase, if in the judgment of DAS, the quantity required is sufficiently large, to enable the State to realize a cost savings, over and above the prices set forth in Exhibit B, whether or not such a savings actually occurs.

(b) Mandatory Extension to State Entities

Contractor shall offer and extend the Contract (including pricing, terms and conditions) to political subdivisions of the State (which includes towns and municipalities), schools, and not-for-profit organizations.

(c) P-Card (Purchasing MasterCard Credit Card)

Notwithstanding the provisions of Section 4(b)(2) of the Contract, purchases may be made using the State of Connecticut Purchasing Card (MasterCard) in accordance with Memorandum No. 2011-11 issued by the Office of the State Comptroller.

Contractor shall be equipped to receive orders issued by the Client Agency using the MasterCard. The Contractor shall be responsible for the credit card user-handling fee associated with MasterCard purchases. The Contractor shall charge to the MasterCard only upon acceptance of Goods delivered to the Client Agency or the rendering of Services.

The Contractor shall capture and provide to its merchant bank, Level 3 reporting at the line item level for all orders placed by MasterCard.

Questions regarding the state of Connecticut MasterCard Program may be directed to Ms. Kerry DiMatteo, Procurement Card Program Administrator at 860-713-5072.

(d) Subcontractors

DAS must approve any and all subcontractors utilized by the Contractor in writing prior to any such subcontractor commencing any work. Contractor acknowledges that any work provided under the Contract to any state entity is work conducted on behalf of the State and that the Commissioner of DAS or his/her designee may communicate directly with any subcontractor as the State deems to be

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necessary or appropriate. Contractor shall be responsible for all payment or fees charged by the subcontractor(s). A performance evaluation of any subcontractor shall be provided promptly by the Contractor to DAS upon request.

Contractor must provide the majority of services described in the specifications.

(e) Security and/or Property Entrance Policies and Procedures

Contractor shall adhere to established security or property entrance policies and procedures or both for each requesting Client Agency. It is the responsibility of each Contractor to understand and adhere to those policies and procedures prior to any attempt to enter any Client Agency premises for the purpose of carrying out the scope of work described in this Contract.