

24COR-061 / 2025-091 – OFFICE FURNITURE – QUESTIONS/ Responses

1) Question: Can we add additional manufacturers to Catalog Discounts tab in the spread sheet?

Response: Yes. Offerors may add additional manufacturer lines to the “Catalog Discounts” tab as needed, provided the tab structure/columns remain unchanged. For any added manufacturer lines, include the catalog/version and the proposed contract discount(s).

2) Question: In the Section N technical Proposal Supplier Questionnaire, the manufacturer authorization letters are to be provided post award (on the first page). However, they are being called out under the required documents checklist (on the last page). Please confirm manufacturer authorization letters can be provided post award?

Response: Confirmed. Manufacturer authorization letters may be submitted post-award, as stated on the first page of the Supplier Questionnaire, and will be required prior to contract execution and/or prior to offering those manufacturer lines under the resulting cooperative contract.

3) Question: In the Section N technical Proposal Supplier Questionnaire, when we need to choose yes for the "Choose an item" questions it does not populate yes. Can you please send an updated Word Document?

Response: We will issue an updated Supplier Questionnaire form with corrected dropdown/“Choose an item” fields via addendum. Until the revised form is posted, offerors may indicate “Yes/No” by typing directly in the field or by adding a brief note in the response area where applicable.

4) Question: Can you please advise whether multiple vendors will be considered and potentially awarded, or if the intent is to select a single vendor? If the plan is to award to only one vendor, could you share the rationale behind that decision? If the answer is no and the intent is to move forward with a single vendor, I would appreciate any insight into the thought process or objectives driving that approach.

Response: A single award is anticipated; however, we reserve the right to multi-award if it is beneficial to ensure adequate coverage, geographic support, and service capabilities. Single award is the most widely adopted award methodology nationally, and the Lead agency has determined it to be its preferred methodology.

5) Question: On page 35, Section 4 references the Davis-Bacon Act regarding federal prevailing wage requirements. Does this indicate that federal agencies may also be eligible to purchase off this contract?

Response: The Davis-Bacon reference is included to address situations in which Participating Entities may use federal funding or be subject to federal prevailing wage requirements for installation or related labor. Eligible participants are those identified in the RFP; federal agencies may purchase only if they are authorized to use the cooperative contract under applicable federal rules and their own procurement authority.

6) Question: Does Broome County have an estimated or projected annual spend for the commodities being requested?

Response: Broome County does not guarantee any minimum purchase quantity or dollar value under this contract. Any estimates, projections, or sample quantities referenced in the solicitation are provided solely for evaluation purposes and shall not be construed as a representation of actual or future purchasing volume.

7) Question: Is there any historical usage or past spend data available related to furniture purchases?

Response: Historical usage and past expenditure data are not available or are not being provided as part of this solicitation. Offerors shall base their proposals on the requirements and pricing structure set forth in the RFP.

8) Question: Are there any MWBE or HUB vendor participation goals or requirements associated with this solicitation?

Response: There are no mandatory Minority- and Women-Owned Business Enterprise (MWBE) or HUB participation goals associated with this solicitation. However, the County encourages participation from all qualified vendors, including certified MWBE and small businesses, in accordance with applicable New York State and local procurement policies.

When issued, this Addendum #1 shall automatically become a part of the solicitation documents and shall supersede any previous specification(s) and/or provision(s) in conflict with the Addendum. By submitting a proposal to this solicitation, respondents shall be deemed to have received all Addenda and to have incorporated them into their proposals.

Signature: _____

Printed Name: _____

Date: _____

Company/Firm: _____

Title: _____