

Question #1:

Can the Lead Agency confirm that no minimum or estimated quantities will be provided, and pricing should be structured as **catalog-based**, volume-agnostic, and accessible to all participating agencies?

Answer #1:

Yes. No minimum or estimated quantities are provided or implied under this solicitation. This is a nationwide cooperative contract with an unknown and variable number of Participating Agencies. Pricing shall therefore be structured as catalog-based and discount-driven, not quantity-dependent. All purchases are made at the sole discretion of Participating Agencies.

Question #2:

Should vendors price **FOB Destination (delivered)** or **FOB Origin**? If FOB Destinations will the SUNNY provide us the quantities?

Answer #2:

Pricing shall be FOB Destination (Delivered) unless otherwise expressly stated in the Respondent's proposal and accepted by the Lead Agency. No quantities will be provided. Participating Agencies will place orders independently, and delivery obligations apply regardless of order size.

Question #3:

Does SUNY Orange expect:

- a **single flat discount** off our standard commercial price list,
- **category-based discounts** (chairs, desks, panels, etc.),
- **volume-tier discounts**, or
- a custom **CoreTrust-specific catalog**?

If we submit a standardized catalog, can Participating Agencies request **non-catalog items** if they fall within the furniture category?

Answer #3:

Respondents shall submit pricing in accordance with the requirements of this bid, including **Section O – Cost Proposal [REVISED]** and catalog discount pricing.

Within that framework, Respondents may propose a commercially reasonable catalog-based pricing structure, including but not limited to:

- a single flat discount off a standard commercial price list,
- category-based discounts,
- tiered discounts, or
- a CoreTrust-specific catalog.

Pricing will be evaluated based on transparency, competitiveness, and usability for Participating Agencies. Non-catalog items may be offered only if they fall within the awarded scope of Products & Services and are priced in accordance with the awarded pricing methodology disclosed in the Cost Proposal.

Question #4:

Please confirm which of the following are considered in scope:

- Office seating
- Workstations & cubicles
- Desks & tables
- Storage (pedestals, cabinets)
- Accessories (monitor arms, keyboard trays)
- File Cabinets etc.

Are installation and decommissioning services allowed under this contract?

Answer #4:

Please note that based on the price list - this solicitation will be primarily scored on traditional office supplies not furniture. You may include furniture in your catalog submissions.

All listed items are considered in scope, provided they fall within the awarded Product & Service categories:

- Office seating
- Workstations and cubicles
- Desks and tables
- Storage (pedestals, cabinets, file cabinets)
- Accessories (monitor arms, keyboard trays, etc.)

Installation, delivery, assembly, decommissioning, and related services may be offered where required by a Participating Agency and permitted under applicable law. Any such services must comply with all local, state, and federal labor requirements, including prevailing wage laws where applicable.

Question #5:

Should pricing be based on the Lead Agency (SUNY Orange) region only, with adjustments applied later when Participating Agencies place orders? This is important because labor rates (install, delivery, PW requirements) vary by jurisdiction.

Answer #5:

No. Pricing shall not be limited to the Lead Agency's geographic region.

This is a national cooperative contract, and pricing must be structured to support purchases by Participating Agencies nationwide. Vendors may clearly disclose regional pricing variables (e.g., labor or installation), but pricing assumptions shall not be restricted to SUNY Orange's location.

Question #6:

Should service pricing be submitted as:

- hourly rates,
- menu-based rates, or
- project-based estimates?

Answer #6:

Respondents may submit service pricing using one or more of the following methods:

- hourly rates,
- menu-based pricing, and/or
- project-based estimates.

All service pricing must be clearly disclosed and capable of being evaluated and applied by Participating Agencies at the time of purchase.

Question #7:

Are there minimum warranty standards expected for furniture (e.g., 5-year, 10-year)? Should warranty variations be clarified in the catalog?

Answer #7:

This is primarily an office supplies contract and will be scored as such, While furniture is a component it is not the primary purpose of the solicitation.

No specific minimum warranty term is mandated. Respondents shall clearly disclose applicable warranties within their catalog or proposal materials. Warranty terms may be considered as part of the Best Value evaluation.

Question #8:

Does the College prefer a “Good / Better / Best” tiered catalog approach, or a single-line catalog?

Answer #8:

There is no required or preferred catalog format. Respondents may submit either a single-line catalog or a tiered (“Good / Better / Best”) catalog approach, provided that pricing is submitted in accordance with Section O – Cost Proposal and is clear, transparent, and consistently applicable to Participating Agencies.

Question #9:

What is the permitted frequency for price adjustments (annually, semi-annually)? What documentation is required to justify price increases?

Answer #9:

Price adjustments, if permitted, shall be governed by the Master Agreement and any applicable escalation provisions therein. Any request for price increases must be supported by objective documentation and is subject to review and approval in accordance with the contract terms.

Question #10:

What is the official cutoff date for submitting RFIs for this solicitation?

Answer #10:

The official cutoff date for submitting questions is stated in the Schedule of Events.

Question #11:

Are we bidding on any items, or is this a discounted pricing Bid? Do you know if there is any particular group of supplies you want us to bid on?

Answer #11:

The pricing matrix for this solicitation requires market basket pricing of specific items and quantities and discount of catalog and discount of web pricing. Please see Answer #3 for additional information.