**ADDENDUM NO. 1**

**FURNITURE RFQ-S #2018-05-01**

**Change due date to read: June 15, 2018 at 2:00 PM ET**

**Date for final questions to be: June 1, 2018 at 5:00 PM ET**

Attached is a list of attendees who were present at the Pre-bid Conference. It does not reflect persons who joined via telephone.

**The following is a list of the questions received with the corresponding answers.**

1. Will open lines be awarded to one dealer or multiple dealers?

A. Multiple

2. Will dealers be penalized if they offer less lines but have deeper discounts?  For instance:  Dealer A offers 5 lines, Dealer X offers 20 lines of which, 4 are the same lines as Dealer A has offered, yet Dealer A has better discounting on those lines than Dealer X. How does that get evaluated?

A. No. We are not formally evaluating costs in this bid.

3. The language on Page 6, item 20, seems to suggest that there will only be one award. Can you clarify what is accurate as there may be multiple awards?

**20. Award**: This solicitation does not commit the university to make an award or to procure or contract for the articles of goods or services described in this solicitation. The University will make an award that the University determines to be in its best interest; this might result in a situation where the University does not award to the respondent offering the lowest cost, or to a respondent other than the highest-scoring respondent. The University reserves the right to negotiate terms and alter the specifications with the with the highest scoring respondent, however, if they are unable to reach mutually agreeable terms and conditions, the University reserves the right to reject the proposal and negotiate terms of an agreement with the next highest scoring respondent. If the agreement with the successful respondent is terminated for any reason prior to the agreement termination date, the university may elect to substitute the next highest scoring respondent, if they are willing to honor the prices in their initial proposal.   The Purchasing Department of the University of Tennessee is the only office authorized to award a purchase order for the required services.

A. We anticipate multiple awards

4. As you know there are many “Open” lines offered by the competing suppliers. If two suppliers are awarded the contract and both have the same “Open” line, will both entities be able to offer these to the University at the University’s discretion? Or will a determination be made on which sole supplier may offer that “Open” line?

A. Yes, both suppliers may receive an award. We are not formally evaluating costs in this RFQ-S.

5. Will UT issues contracts to multiple dealers who represent the same manufacturers? Or will only one dealer be selected per manufacturer?

A. There may be awards to multiple dealers representing the same manufacturers

6. Is there a specific format that you would like us to present manufacturer discounting and information (warranty, etc.)?

A. No, you may present the discount and warranty information however you would like.

7. How should we price installation and project services and freight in our pricing response?  Should it be included in the discount or a separate line?

A. I think separate charges would be clearer.   If we need charges listed differently for the PO, we can always do that at the end.

8. When will the list of attendees at the pre-bid conference be distributed?

A. The list is attached.

9. Will the University share a summary of the verbal conversations with potential/qualified respondents and if so, how and when will that be communicated and distributed? Should there be addendums, when will those be distributed?

A. No, verbal conversations are informal and non-binding and will not be distributed.

10. Section 2 #18: How are the 1,000 points determined? Is there a criteria that can be distributed? If so, are the points weighted? How are the points weighted?

A. No, there isn’t criteria to be distributed - the committee has discretion in allocating the 1,000 points. No, the points are not weighted.

11. How is the highest scorer determined?

A. The score from the technical portion + cost score = total score

12. #2: Please define 3rd party; does that apply to installation or service provider, manufacturer, supplier of any goods and services that a potential/qualified bidder would purchase for resale to the University?

A. For example - a manufacturer could not submit a bid for a dealer.

13. Does the Contractor’s License need to be held in the name of the proposer or will a 3rd Party non-related Contractor qualify? Is the holder of the Contractor’s license the party required to perform the related work?

A. Yes, the license needs to be in the proposers’ name. The proposer is responsible for the work.

14. If a dealer was awarded a specific manufacturer, yet the end user desires to purchase that same product from another dealer using a GPO and the GPO can offer the same or better price, is that allowable?

A. Yes