

**ADDENDUM #1**  
**RFP #1718-09, Furniture, Fixtures & Equipment (FF&E)**  
**Consultant Services for Districtwide Projects**

This Addendum forms a part of the Contract Documents and modifies the original Contract Documents. Acknowledge receipt of this Addendum in space provided on the Bid Proposal Form. Failure to acknowledge may subject Bidder to disqualification.

**I. REQUEST FOR INFORMATION:**

1. In the RFP it is not clear whether or not the District would accept a proposal or qualifications from entities other than a Professional Services organization. For example, will the District allow firms who make revenue from the sale of FF&E products (e.g., a dealer or distributor of products), or who receives any compensation from an entity other than the District relative to projects, be allowed to submit qualifications, or will this be limited to only those firms that have no financial stake in the possible specifications?
  - A. The District is looking for an independent FF&E consultant who has no affiliation with any of the FF&E manufacturers or make revenue from the sale of FF&E products.**
2. The RFP requests financial records as part of the response. Given that our firm is a privately held corporation, we would require legal assurance of confidentiality of any financial documentation that is provided to the District. Please detail the procedure that the District will take to protect such information.
  - A. The proposer must identify and specifically mark "CONFIDENTIAL" on the pages that the materials should be held confidential. The District will protect the confidentiality of those materials.**
3. The scope of complete FF&E coordination requires a comprehensive engagement and expertise to assure the college of a successful outcome for this component of a project. Please confirm that the scope of this is to include all FF&E, including Fixtures (non-GC provided white boards and tack boards, shelving units, etc.) and Equipment (all Group II or non-building related equipment such as projectors, science equipment, etc.), as defined by the State Chancellor's office.
  - A. Yes, the scope of this RFP is to include fixtures (non-GC provided white boards and tack boards, shelving units, etc.) and Equipment (all Group II or non-building related equipment such as projectors, science equipment, etc.), as defined by the State Chancellor's office.**
4. Would the District like to receive copies of Certificates of Insurance from potential submitters, to confirm appropriate insurance criteria has been met prior to consideration?

- A. Yes, proposer must submit a copy of Certificate of Insurance. Minimum limits of insurance required by the District for consultant and sub-consultants are as follows:**
- a. Commercial General Liability Insurance (CGL) with a combined single limit of not less than One Million Dollars (\$1,000,000) each occurrence / Three Million Dollars (\$3,000,000) in the annual aggregate. Umbrella policies will not be accepted to substitute for the insurance requirement;**
  - b. Business Automobile Liability Insurance with a combined single limit of not less than One Million Dollars (\$1,000,000) each accident and Three Million Dollars (\$3,000,000) aggregate. Umbrella policies will not be accepted to substitute for the insurance requirement;**
  - c. Professional Liability (Errors & Omissions) Insurance with a limit not less than One Million Dollars (\$1,000,000) each occurrence / Three Million Dollars (\$3,000,000) in the annual aggregate. Umbrella policies will not be accepted to substitute for the insurance requirement;**
  - d. Workers' Compensation Insurance as required by the state of CA with a minimum of One Million Dollars (\$1,000,000).**
5. Please clarify whether the physical inventory of existing FF&E will be on a project-by-project basis, or if the District is seeking a firm to create a new functional inventory of all current FF&E assets.
- A. It will be on a project-by-project basis.**
6. Per the website publication below, there are two Publication Dates listed, 11/10 and 11/17. We were only able to download one document. Can you please render clarification as to what was issued on 11/17 and where can we download the information?
- A. It was the same "Notice to Vendors" published two times on 11/10 & 11/17.**
7. Under Section 1.5 EVALUATION CRITERIA, line f indicates fees and costs for services to be provided. What are we basing the fees and costs of services on? Will the District be issuing project specific information?
- A. Present your firm's methodology for establishing cost proposals include labor hour rates for each position within the company that may perform services to fulfill Scope of Work. The District will issue project specific information to the selected firm.**
8. Page 15 in the RFP stated "TO BE INCLUDED IN FUTURE ADDENDUM TO RFP" – Please render clarification.
- A. Please ignore Page 15.**

**END OF ADDENDUM #1**