ADDENDUM ONE
March 25, 2016

To all Bidders on the Project Titled:

Bid Number CL16-GN-0061
Pulichino Tong- Lydon FF&E
University of Massachusetts – Lowell

UNIVERSITY OF MASSACHUSETTS – Lowell
Purchasing Department
Wannalancit Business Center
600 Suffolk Street, Suite 415
Lowell, MA 01854


The attention of bidders submitting proposals for the above subject project is called to the following addendum to the specifications and drawings. The items set forth herein, whether of omission, addition, substitution, or clarifications are all to be included in and form part of the proposal submitted.

Questions and Responses:

1. For the “New” items listed are we able to quote like product but a different Manufacturer. (ex. Genwood for tops and Gibraltar for bases)? Sure – as long as what they are suggesting as an alternative is stylistically similar to what was specified on our spreadsheet.

2. It is mentioned in the Bid that the excel response sheet is not to be modified in any way. Could you please let us know how would you like us to submit any alternatives we would like to provide for each product. ( do You want us to provide separate excel sheet just for Alternatives to each product that we would like to submit alternate? A separate tab in the Excel spreadsheet should be labeled as “Alternates” and used for this. Note on the original Excel sheet they have submitted an alternative for a particular product and list it on the “Alternates” tab.

3. How many alternatives are allowed for each product? We would like to submit multiple alternatives to some of the products that are similar to the original scope in the Bid. If they are on a separate Excel sheet – this would be easy to do. Multiple alternatives are fine, but keep in mind what we originally proposed is the basis of design and selections should not be stylistically too far from the original designs.
4. When submitting the pdf version via e-mail do you not want us to pdf the pricing sheet? It says Submit proposal in pdf format to purchasing@uml.edu with the exception of price proposals. Submit proposal in pdf format to purchasing@uml.edu with the exception of price proposals which must be submitted as Excel spreadsheets”.

5. The installation - is it Union or Non-Union and regular time or overtime? Union installation is not required; installation will occur during normal business hours.

6. We noticed in the Bid you are not asking for our additional information like the insurance information, references, cover letter etc. Do you want us to include it anyway? Insurance: The vendor shall purchase and maintain at its sole cost and expense throughout the term of this Agreement adequate insurance coverage necessary for the performance of the work under the contract. The following minimum insurance coverage is required and must be acknowledged in your bid.

   A. Workmen’s Compensation Insurance in compliance with applicable federal and state laws, including Employers Liability Insurance with limits of at least one million dollars ($1,000,000) per occurrence.

   B. Automobile Liability Insurance covering owned, non-owned, and hired vehicles with combines limits for bodily injury and property damage of at least one million ($1,000,000) per accident. The policy must be endorsed to include the University as an additional insured.

   C. Commercial General Liability Insurance including products and completed operations liability, and contractual liability coverage specifically covering this Agreement, written on an occurrence form, with combined limits for bodily injury, personal injury, and property damage of at least one million dollars ($1,000,000) per occurrence and three million($3,000,000) per aggregate. This policy must be endorsed to include the University as an additional insured.

   D. A certified copy of each policy or certificates of all insurance required herein shall be delivered to the University of Massachusetts Lowell, Director of Purchasing, with the execution of the Contract

   References: Vendor shall submit, as part of their proposal, a completed Business References Form, incorporated herein as Attachment P.

7. T10 Lydon Library description says 36 square 26 high table but item number used in your description 47232LB PC23 does not reflect this, the item number used is for a 30 dia. 26 high round table, please clarify the correct item to bid on? Go by description on bid sheet. 36”r and 26” h. The stock number is one digit off (round has one number, square has another).

8. A21.1 Mobile white board for Pulichino-Tong Building Allsteel quantity states 6 on bid yet in notes it says 2 on 2 and 3, 3 on 4 which would equal 7 in total. Please clarify correct quantity needed. 2 total on floors 2, 3 and 4, total of 6.

Addendum No. 1
9. Regarding the style of KI-OPT 4 chair. It comes in 2 base styles—4 leg, and sled base; confirm the leg type for the following item numbers. Sled base or 4 leg? And, if it is 4-leg, do you want casters?
   Item # 26, qty. of 175 - The model number for CH-3 is O4MSMB (Mesh seat/mesh back/high density stacker)
   Item #22, qty. of 96 - The model number for CH-1 is O4LMSMBC (Mesh seat/mesh back/4 leg/caster).

10. Lydon Library item BQ1 Banquette made by National Office Furniture, quantity on bid spreadsheet says 2 each, yet in the furniture specifications components list it says N92H2MX armless 2-seater, qty. 2 and N92H1MX armless 1-seater, qty. 4. Please clarify this. Also Please confirm the following information: BACK UPHOLSTERY GRADE, LUMBAR UPHOLSTERY GRADE, SEAT UPHOLSTERY GRADE and ACCENT UPHOLSTERY GRADE. The banquettes are National Office Furniture FRINGE made up of 4 each 48” sections each side, a total of 12’ per side. The upholstery on the back is ArcCom 61584 Apex color FEDERAL; and the seat is ArcCom 69969 Rodeo color INDIGO.

11. Do you have more information about the refurbished furniture? Is this furniture we are buying refurbished? Is this existing furniture that we are refurbishing for you. The furniture does not currently exist here at UMass Lowell. We’re sourcing refurbished/“like-new” furniture for some applications of this project, as denoted in the bid documents.

Attachments:

Business Reference Form is hereby incorporated into the Pulichino Tong – Lydon FF&E Request for Proposal as Attachment P.
Attachment F
Business References Form

Vendor Name: ____________________________________________________________

1. Reference Name: ___________________________  Contact Person: _______________
   Address: ________________________________  Tel Number: ______________________
   Description and Dates of Services Provided: ____________________________________
   __________________________________________________________________________
   __________________________________________________________________________
   __________________________________________________________________________

2. Reference Name: ___________________________  Contact Person: _______________
   Address: ________________________________  Tel Number: ______________________
   Description and Dates of Services Provided: ____________________________________
   __________________________________________________________________________
   __________________________________________________________________________
   __________________________________________________________________________

3. Reference Name: ___________________________  Contact Person: _______________
   Address: ________________________________  Tel Number: ______________________
   Description and Dates of Services Provided: ____________________________________
   __________________________________________________________________________
   __________________________________________________________________________
   __________________________________________________________________________

References will be contacted to confirm Bidder’s abilities, qualifications and
performance. The University may deem the Bidder’s response unresponsive if a reference is not
obtainable from listed reference after reasonable attempts.
All other of the portions of the RFP Documents remain \textit{unchanged}.

--End of Addendum No. 1--