

**Request for Proposals for Furniture and Shelving Dealer Services**  
**RFP 0120-1**  
**Questions and Answers**

**January 31, 2020**

Q1. Can a vendor under Item VII "Scope of Work" offer selected services without offering them all. As an example for Scope "A" can a vendor select Item 3,4 & 5 without selecting Item 1 and in Scope "B" can the vendor select Item 3,4 & 5 without selecting Item 1.

A1. Yes, proposers can propose for any scope of service, and some, or all of a scope of service. Proposers are reminded of RFP section VI. THRESHOLD CRITERIA, which states:

Only Proposals submitted from proposers who meet the following minimum threshold requirements, will be considered by the Library. Please provide a response to the items below in your proposal as requested in section VII:

- a. Proposer must have provided furniture or shelving to a library, school or government entity within the last three (3) years.
- b. Proposer must have successfully provided furniture or shelving under a New York State Office of General Services contract or a City of New York contract within the last three years.

Q2. I am contacting you on behalf of my moving firm. We are a certified MBE and are interested in participating in the above reference contact as a potential subcontractor. Is there a bidder list where other contractors could find use our services? We offer moving services, deliveries, assembly/disassembly of furniture, and labor/staff solutions. Thanks for your insight.

A2. The Library will not be publishing a list of firms.

Q3. Has this Bid been published /Awarded in the past? If so, what was the award number and how much volume did the bid do on a yearly breakdown?

A3. This solicitation is not a bid. The Library has issued a Request for Proposal ("RFP".) The question seeks information that is not required to submit a responsive proposal.

Q4. Section B: Cost Proposal – Can you confirm that the fee schedule should be separated down by the specific manufacturer. Different end user discounts can be extended pending on the manufacturer. Instead of provided one Discount for Minimum Percentage

A4. The RFP requires proposers to provide the following information, not by specific manufacturer:

- Installation Fee – as a maximum percentage mark-up of the product being installed (subject to prevailing wage).
- Non-Government Contract Purchases – minimum percentage discount from manufacturer suggested retail price.
- Maximum hourly rates for professional services.

Proposers are instructed to complete the cost forms as provided. Do not provide different forms for different manufacturers.

As stated in the RFP, failure to provide the fee schedule as requested will result in a submission being deemed non-responsive.

Q5. Is the firm required to have a designer dedicated to this after award? Or is that at the discretion of the dealership?

A5. No. As per RFP section V. Scope of Services, proposers are to provide some or all of the scope of services. As per RFP section VII Proposal Requirements, subsection A. Management Qualifications, General Information, item 3, proposers are to indicate the services that it is able to perform.

Q6. Does QPL have an internal team that will be making initial requests and recommendations for procurement needs, or will the dealer be responsible for selecting and specifying furniture

A6. Yes, QPL has an internal team for this part of the process. However, the Library may request awarded proposers to make recommendation for the selection and specifying furniture.