ADDENDUM VIII

SUBJECT: Invitation for Bid (IFB) Formal Annual Contract for Office Furniture Citywide, (6100019689), Scheduled to Close: October 23, 2026; Date of Issue: August 21, 2026

FROM: Regina Leal-Vandervort
Procurement Manager

DATE: October 20, 2026

THIS NOTICE SHALL SERVE AS ADDENDUM NO. VIII - TO THE ABOVE REFERENCED INVITATION FOR BID

Respondents and bidders shall be responsible for reading the entire addendum. All addenda issued for this solicitation shall be attached to and become part of the solicitation and resulting contract documents for this project. By submitting a response to a City solicitation, respondent/bidder is acknowledging the receipt of this addendum.

By virtue of this addendum, the specifications, requirements and amendments stated below become a permanent addition to the solicitation referenced above.

THE ABOVE MENTIONED INVITATION FOR BID IS HEREBY AMENDED AS FOLLOWS:

1. **The submission deadline has been extended to October 30, 2026; 2:00 PM CT**
2. **Attachment A – Price Schedule is revised to Attachment A – Price Schedule Rev. 1, Dated 10/06/2026**
3. **004 – Specification / Scope of Services, 4.2.1 is revised to; Awarded contractor must have a Registered Interior Designer (RID) on staff to provide layouts that meet American Disabilities Act (ADA) and Fire Codes. RIDs must be registered with the Texas Board of Architectural Examiners (TBAE).**

QUESTIONS SUBMITTED IN ACCORDANCE WITH SECTION 003, RESTRICTIONS OF COMMUNICATION:

Question 1: Line 76 - Double Seat SOFIE Bench 8102: This product does not exist anymore. There is a three seat bench (8103) or a two seat bench with a table in between (8104) but it is 3 seats wide because of the table).

Response: This chair is still being manufactured. No change to the price schedule Line 76.

Question 2: Line 77 - Acclaim Chair - It looks like they are asking for a Grade A fabric so no problem there. They do not say armless (like they do on the Dash Stool below) but they do not give any details (fixed height, height adjustable only, height and width). My other question is what type of floor is it going on so we can get them the correct caster for the chairs.
Response: The floor for the chairs is a commercial-grade, low-medium pile, office carpet

Question 3: Line 78 - Agent Chair Exact same comments and questions as the Acclaim chair above.
Response: The floor for the chairs is a commercial-grade, low-medium pile, office carpet

Question 4: Line 79 - Bristol Chair - Exact same comments and questions as the Acclaim chair above.
Response: The floor for the chairs is a commercial-grade, low-medium pile, office carpet

Question 5: Line 80 - Dash Stool What type of floor are these chairs going on so we can get the correct glide for the chair.
Response: The floor for the chairs is a commercial-grade, low-medium pile, office carpet

Question 6: Does the city expect vendors to provide exact make/model or can vendor use something similar? The reason for using something would either be cost savings and/or item is out of stock.
Response: The items on the price schedule are currently being utilized by the City. Vendor may provide an alternate for City review and approval.

Question 7: What is the projected volume by each vendor or category.
Response: There is no projected volume of purchase per category as quantities vary per year and per department. Refer to Section 003 – Instructions for Bidders; Estimated Quantities for Annual Contracts; Designation as an “annual” contract is found in the contract’s title on the Cover Page of this document. The quantities stated are estimates only and are in no way binding upon City. Estimated quantities are used for the purpose of evaluation. City may increase or decrease quantities as needed. Where a contract is awarded on a unit price basis, payment shall be based on the actual quantities supplied.

Question 8: Can we add additional vendors to Section A?
Response: See Section 4.1.10 Only MANUFACTURER catalogs are to be provided to the City with Contractor’s bid response. No general office furniture catalogs will be accepted.

Question 9: Do you have a local showroom and warehouse within Bexar County to participate in the bid?.
Response: Yes. Section 4.1.28 states: Awarded Contractor(s) Service Representative: Bidder shall submit, with its bid submittal, the name, address, and phone number of the person(s) to be contacted for the placement of an order and the coordination of service. Awarded contractor must have a showroom located in Bexar County, Texas at all times to service the City’s needs on a daily basis to allow City staff to view items from catalog or similar samples prior to purchasing items. A contact person for both regular workhours and after-hours, weekends, and holidays must be identified in the submittal.

Question 10: Will the City accept tariff surcharges and how do you submit that as part of Section A?

Response: No. See Section 4.1.5 Fixed Discount: Bids will be considered on the basis of a single fixed discount from the most current manufacturer's catalog in order to calculate the net unit cost for the City. Bidders must bid a flat percentage discount that will be applied to items in the awarded contractor(s) current manufacturer's furniture catalog.

Question 11: Is there an opportunity to clean up the Section A categories by vendor because it is showing a lot of discontinued product names in the categories?
Response: Price Schedule has been amended to Attachment A – Price Schedule Rev. 1, Dated 10/06/2026 and is posted as a separate document.

Question 12: How would you like us to address categories like desking where there are multiple discounts for products within that category?
Response: In Section A – Catalog Discounts, vendor may provide discount by Category and must be reflected in Section B – Specified Items

Question 13: Why is National and Kimball separate when they are the same company? They should be condensed into one vendor.
Response: National is an ancillary furniture brand under Kimball International.

Question 14: Is labor built into the discount off list in Section A, or can labor be quoted separately?
Response: See Section 4.15. Fixed Discount: Bids will be considered on the basis of a single fixed discount from the most current manufacturer's catalog in order to calculate the net unit cost for the City. Bidders must bid a flat percentage discount that will be applied to items in the awarded contractor(s) current manufacturer's furniture catalog. City will not pay a separate labor charge for items purchased.

For Attachment A – Price Schedule Rev. 1, Dated 10/06/2026, Section A, Item 21, the hourly labor rates are for reconfigurations of existing furniture only, if requested by City.

Question 15: Can we charge freight if a vendor on Section A charges freight?
Response: No

Question 16: Will the City pay deposits or progress payments on a project?
Response: The City will process payments once the items have been delivered and approved by the City of San Antonio.

Question 17: There is a requirement to have a licensed interior designer on staff, but there is no place to charge for design services. On large projects, there is often quite a few hours. Can that be added or should our discounts reflect design built into the project?
Response: Discounts should reflect design services built into the project.

Question 18: Can we respectfully request an extension on the due date since we will not receive answers to our questions until a week the response is due. There are a lot of moving factors to assemble this RFQ and not much time to pull everything together.

Response: The submission deadline has been extended to October 30, 2026; 2:00 PM CT

Question 19: Previously the contracts were between the dealers and the City, but it sounds like some are wondering if they can use a purchasing co-op like Omnia, TIPS, etc. Can that be the basis of our bid or must we submit something independent?
Response: City is not accepting bids based on cooperative contracts or utilizing cooperative pricing for this IFB.

Question 20: The IFB states that the catalog discount represents a minimum discount and that greater discounts can be offered for project specific, volume purchases, promos, etc. If deeper discounts are offered, does it require a contract amendment?
Response: The vendor discounts submitted with their bid response shall remain fixed, however the vendor may offer greater discounts at any time during the contract period.

Question 21: If the manufacturer does not maintain a separate Quick Ship Catalog, should we indicate the same discount applies to quick ship items?
Response: Depending on the manufacturer, if there's a Quick Ship Catalog, please indicate the discount if applicable. However, if there's not a quick ship catalog, then enter N/A.

Question 22: Please confirm that manufacturer price increases may be incorporated during the contract terms while the awarded percentage discount remains fixed.
Response: Yes, manufacturer price increases may be incorporated during the contract terms, the awarded percentage discount will remain fixed. Refer to 004 Specifications / Scope of Services 4.1.5 Fixed Discount and 4.4 Revision of Manufacturer's Price List or Unit Prices.

Question 23: Will new product introductions be allowed during the contract term, using the awarded discount?
Response: No, new product introductions will not be allowed unless the originally awarded item is discontinued by the manufacturer. Refer to 4.1.13.

Question 24: If an awarded manufacturer acquires or introduces a new brand/manufacturer, will those new brands/manufacturers be available under the parent manufacturer?
Response No, new product introductions will not be allowed unless the originally awarded item is discontinued by the manufacturer. Refer to 4.1.13.

Question 25: Attachment G states to upload each document individually. Could you confirm if we can omit Attachment E?

Response: Attachment E SBEDA Subcontract/Supplier Utilization Plan is required for each bidders submission.

Question 26: Section 4.2.1 awarded contractor must have a State of Texas Certified Interior Designers on staff. Is certification outside of Texas acceptable?

Response: Awarded contractor must have a Registered Interior Designer (RID) on staff to provide layouts that meet American Disabilities Act (ADA) and Fire Codes. RIDs must be registered with the Texas Board of Architectural Examiners (TBAE).

Question 27: Additional specifications are needed for item 117. The part number listed is not valid for the Haworth Fern chair.

Response: The part number has been updated to item 117. Bidders may propose products that are comparable items to the products that have been discontinued. Bidders must provide the proposed Manufacturer they are offering, Model number, Catalog Name, and the Catalog Page Number, as requested in.

Question 28: Does labor pricing need to be included in the unit cost per item or can we submit separate pricing for hourly labor rates?

Response: See Section 4.15. Fixed Discount: Bids will be considered on the basis of a single fixed discount from the most current manufacturer's catalog in order to calculate the net unit cost for the City. Bidders must bid a flat percentage discount that will be applied to items in the awarded contractor(s) current manufacturer's furniture catalog. City will not pay a separate labor charge for items purchased.

For Attachment A – Price Schedule Rev. 1, Dated 10/06/2026, Section A, Item 21, the hourly labor rates are for reconfigurations of existing furniture only, if requested by City.

Question 29: Additional specifications are needed for items 118-120. The part number listed is not a valid Haworth part number.

Response: The part number has been updated for items 118-120. Bidders may propose products that are comparable items to the products that have been discontinued. Bidders must provide the proposed Manufacturer they are offering, Model number, Catalog Name, and the Catalog Page Number, as requested in.

Question 30: Does the City's prohibition on utilizing cooperative pricing also prohibit a bidder from using OMNIA, TIPS, or another cooperative contract as the underlying dealer purchasing/pricing program used to fulfill orders awarded under IFB 6100019689? If this is not permitted, would the City please clarify this requirement to all bidders prior to the submission deadline so that all respondents are developing their pricing on the same basis?

Response: No, The City will not accept cooperative pricing for this solicitation.

Question 31: We would like to submit a discount with 2 decimal points - Is that something that can be changed and sent back out?
Response: Yes, please refer to revised Attachment A – Price Schedule Rev. 1 date 10/6/2026.

_____ Original Signature of Person Authorized to Sign Bid/Contract (Please Sign) _____ Signer's Name (Please Print) _____ Vendor Name _____ Vendor Address _____ City _____ State, Zip code	Regina Leal-Vanderwort _____ Procurement Manager Finance Department, Procurement Division