



Oregon State University

OSU Furniture and Office Equipment - Supply, Deliver and Install: Campus Wide

RFP #2026-020401

ADDENDUM NO. 3

ISSUE DATE: January 16, 2026

CONTRACT ADMINISTRATOR:

Ben Baggett, Contract Officer

Construction Contracts Administration

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This Addendum is hereby issued to inform you of the following revisions and or clarifications to the above-referenced RFP and/or the Contract Documents for the Project, to the extent they have been modified herein. Any conflict or inconsistency between this Addendum and the Solicitation Document or any previous addenda will be resolved in favor of this Addendum. Proposals shall conform to this Addendum. Unless specifically changed by this Addendum, all other requirements, terms and conditions of the Solicitation Document and or Contract Documents, and any previous addenda, remain unchanged and can be modified only in writing by OSU. The following changes are hereby made:

MODIFICATIONS:

Item 1

The Question Deadline is extended from 'by January 14, 2026, 10AM' to 'by January 21, 2026, 10AM.'

Item 2

Exhibit 1 – 'Sample Contract,' Section B 'Administrative Fee,' first sentence is deleted and replaced with the following: Contractor shall pay OSU Procurement, Contracts, and Materials Management an administrative fee of _2% of the total gross revenues in excess of \$25,000 from the Contract during the calendar year from January 1 to December 31. Administrative fee does not apply to annual total gross revenues during the period of the calendar year below \$25,000.

Item 3

Section 7.11.2 'Reference Checks' is modified to include the following sentence: Two of the four references included must be customers having completed similar orders in the last three years, to those orders as described in this RFP.

Item 4

Section 7.9.1 is modified to revise the following sentence (deletion in strikethrough, addition in underline) : Include

references for customers ~~requesting having completed~~ similar orders in the last three years, as those described in this solicitation

Item 5

Section 1.5.3 'Installation,' is revised to remove the following sentence: Proposers are to include installation rates for orders where prevailing wage rates do not apply.

QUESTIONS:

Item 6

Q1: What is the length of the Contract award term (number of years)?

A1: It is expected that the term of contract will begin with a one year term with up to three additional one year extensions, totaling not more than four total years. Any additional extensions are subject to agreement between vendor and OSU.

Q2: Will there be a single or multiple awards made under this solicitation?

A2: Multiple awards are expected to cover a broad range of categories and manufacturers.

Q3: Item 7.7.1 - Minimum Qualifications requests written proof for items d, e, and f. Does OSU wish for this information to be included within a specific section of responses (e.g. 7.9.1)?

A3: Proof of items d., e., and f., should be provided such that they are easily located by the proposal reviewer (i.e. separately appended to the proposal).

Q4: Item 7.9.3 requests an organizational chart. Does OSU wish for proposers to include the entire firm within the chart, or just the individuals (project team) who will be involved with this contract?

A4: Only those to be involved in assisting OSU departmental purchasing needs.

Q5: Shall proposers include the references information outlined in Exhibit 4, within section 7.9.1 where "references for customers requesting similar orders" are requested?

A5: Two of the four references as required in Section 7.11.2 'Reference Checks' must be customers having completed similar orders to those described in this RFP. Section 7.11.2 is revised to reflect this clarification.

Q6: Item 7.11.2 requests that all offerors submit a completed References form (Exhibit 4). Should proposers include this information with their submissions?

A6: Yes, the completed References form should be included in the Proposal submission.

Q7: Can you please confirm the OSU admin fee?

A7: The Administrative Fee is 2% of total annual "on-contract" sales over \$25,000. For the purposes of administering this fee, the period of one year is calendar year January 1 to December 31st. Exhibit 1 – Sample Contract is revised to reflect this modification.

Q8: Exhibit 2 - Are we able to add additional categories to this RFP? Below are categories proposed.

- o Architectural & prefab walls / pods & phone booths
- o Technology / AV, sound masking

A8: No, These categories are beyond the scope of this RFP and will not be added.

Q9: Exhibit 2 - Would you prefer that we structure our discounts based on a contract model like E&I or Sourcewell? From what I understand, the Buy Orange contract was aligned with E&I.

A9. For the purposes of evaluating the discount structure please refer to and follow the instruction in Exhibit 2 'Product Category Discounts,' when providing your discount information.

Q10. Exhibit 2 - Should proposers list all manufacturers they intend to sell to OSU? If we provide a list of manufacturers, are those the only ones we're allowed to sell, or is there flexibility to sell non-listed manufacturers off-contract?

A10. No – only include those manufacturers that you intend to sell through under the resultant contract awarded from this RFP. Other manufacturers may be sold to OSU but under separate contracts not related to contracts awarded under this RFP.

Q11. Can you clarify the part highlighted in red below? On the quote sheet exhibit, it lists prevailing wage but not sure what we are to do with the part about non-prevailing wage.

1.5.3 Installation: Contracted suppliers providing installation of furniture will also be responsible for unpacking, moving, and any setup efforts. Proposers are to include installation rates for orders where prevailing wage rates do not apply.

A11. Please disregard this sentence, it is now removed from the RFP.

Q12. Is OSU part of any buying contracts such as Omnia, Vizient, etc.. And if so, what are they?

A12. OSU does participate in and is member of numerous cooperative contracting entities for various goods and services.

Q13. Are we able to add an explanation on the price sheet, i.e.: standard design fee may be \$50/hr but in some cases no design fee would be charged (we wouldn't charge a design fee if space planning/design is required to see what fits in a space and to be able to quote it, for instance, but would if you needed a design plan to be pulled together).

A13. Vendor can determine whether to charge or not charge design fees outside of those in Exhibit 1 'Sample Contract,' Section B (b) 'Services Incidental to Goods' as those activities are to be delivered at no charge to OSU, they are: professional recommendations, area schematics, and layouts on products that will meet the project specifications.

Q14. Most of our manufacturers include freight in their pricing so it's easy to just provide a discount price off list. Some have minimum order size for free freight (usually about \$5000 minimum to achieve freight included). If freight is a separate line item, or is dependent upon the size of the order, how do we handle that discounting? Can we state that freight is additional or do we need to figure out a way to estimate freight into the cost?

A14. Yes, freight is additional. Per OSU contract (See Exhibit 1 – Sample Contract) delivery is FOB prepaid and allowed unless otherwise specified by OSU. Delivery will not be evaluated for purposes of making award selections under this RFP. Please refer to Section 7.4.3 of the RFP that states: "Any/all exceptions to the Terms and Conditions included in the Sample Contract shall be clearly identified and appended to the Proposal in order to be considered by OSU during the negotiation period." Exceptions would include any changes such additional freight and handling terms.

Q15. Is OSU looking for tiered/volume discounting or a flat discount?

A15. For the purposes of evaluation under this RFP, discounts should be presented as a flat rate per manufacturer category. Any other discounts may be addressed during negotiation of contract prior to execution.

Q16.1. Regarding Exhibit 2/Product Category Discounts:

Instead of using the provided pdf of this exhibit, can we submit an Excel worksheet that lists all products in our line that are applicable to this RFP? The worksheet would include model #s, product descriptions, list prices and discount(s).

A16.1. Yes, that is acceptable if the information required in the Exhibit is included and easily accessible and translatable for proposal evaluation purposes.

Q16.2 Many of our products we want to propose have a variety of options available per model # (upholstery grades, leg styles, etc.). The form provided for Exhibit 2 doesn't allow for showing pricing options. Are we allowed to show the pricing options and submit everything in a different format in order to do so?

A.16.2 Please propose the standard 'base' models of the products you intend to have evaluated in Exhibit 2. We encourage additional information related to options but ask that the 'options' information be presented in a manner that can be readily separated from the information required in Exhibit 2, for evaluation.

Q16.3 If we will be required to use the Exhibit 2 document as it is designed currently, can you please provide an electronic version of the tables so they can be completed easier?

A.16.3 See above response in 16.1.

END OF ADDENDUM NO. 3