

ADDENDUM NO. 1
TO THE REQUEST FOR PROPOSAL
CHAIRS FOR THE HOMER PUBLIC LIBRARY
CITY OF HOMER, ALASKA

Addendum Issue Date: Friday, December 8, 2023

RFP/ITB/RFQ Submittal Date: Thursday, January 11, 2024 @ 4:30 p.m.

Previous Addenda Issued: None

Issued By: **Dave Berry**
Library Director
City of Homer

Notice to RFP/ITB/RFQ Submitters:

Submitters must **acknowledge receipt of this addendum** by one of the following methods:

- (1) By acknowledging receipt of this addendum in the RFP/ITB/RFQ cover letter when Proposal/Bid/Qualifications is submitted.
- (2) By email or facsimile which includes a reference to the project and addendum number.
- (3) By including the Addenda Acknowledgement Form with the proposal/bid.

The RFP/ITB/RFQ submittals require acknowledgment individually of all addenda to the RFP/ITB/RFQ. Any RFP's/ITB's/RFQ's received without acknowledgment of receipt of addenda may be rejected prior to evaluation

The documents for the above project are amended as follows (all other terms and condition remain unchanged):

ITEM 1 –

Question: How many chairs are covered by this Request for Proposals?

Answer: The library needs a grand total of 65 chairs. That includes:

- 15 soft lounge chairs
- 25 office chairs with adjustable armrests
- 25 office chairs with no armrests

Proposers are welcome to bid on either type of chair or both, at their discretion. For reference, our existing lounge chairs are Whidbey chairs from Coriander Designs, and the office chairs are Herman Miller Aeron chairs. We are not necessarily committed to those specific models, but they have served us well, so we are looking for something similar.

Question: Should the proposal include a cost for installation of the furniture?

Answer: The proposal should definitely include shipping, but we can handle getting them out of the truck and into the library ourselves. If the chairs require professional assembly, include that in the price. You are also free to provide multiple options, both with an assembly crew and without.

ITEM 2 – Addenda Acknowledgement

All Proposers must include the Addenda Acknowledgement Form with their proposal.

All proposals received that do not contain the Addenda Acknowledgement form will not be considered.

ADDENDA ACKNOWLEDGMENT

Project Name: _____

I hereby acknowledge addenda numbers:

_____	_____
_____	_____
_____	_____

Name of Firm: _____

Signature of Bidder: _____

Date: _____

This Acknowledgement must be included in the Proposal for this project or the Proposal could be considered non-responsive.