

## RFP 26-35 On-Call Furniture, Furniture Maintenance, and Installation

Rowan University

Office of Contracting & Procurement

### Questions & Answers

1. Project Volume & Spend Can Rowan provide an estimated annual project volume, number of anticipated task orders, or historical spend range for furniture-related services to help vendors appropriately scale their proposed teams and resources? *Rowan has conducted approximately \$5 million in furniture installation over the past year. This number varies drastically from year to year, project to project, and is spread over multiple vendors.*
2. Minimum & Maximum Purchase Order Thresholds Is there a minimum dollar amount per purchase order or task order under this contract? Is there an anticipated maximum single-project value vendors should plan for? *This On-Call RFP pertains to projects valued at \$250,000 and under. Once over \$250,000, projects must be publicly bid through a separate RFP process.*
3. Project Mix – New vs. Reconfiguration Historically, what percentage of furniture projects involve new supply and installation versus reconfiguration, relocation, or repair of existing systems? This will help vendors staff and price accordingly. *Historically, 15% of projects involve reconfigurations, ect.*
4. Manufacturer Preferences & Product Specifications Does Rowan have preferred or approved furniture manufacturer relationships (e.g., Steelcase, Herman Miller, Haworth), or will the vendor be expected to recommend and source product based on project-specific specifications? Will equivalent substitutions be considered? *Every project varies, but in general, for projects valued at \$250,000 and lower, the vendor is expected to recommend and source products that fit the project budget while maintaining the aesthetics of the building/campus. As a state institution, substitutions are always considered.*
5. Design, Space Planning & FF&E Scope Will the selected vendor be expected to participate in space planning, furniture selection, and layout development as part of the on-call scope, or will Rowan provide complete specifications and drawings prior to each task order? *Every project varies, but in general, for projects valued at \$250,000 and lower, design services are not necessary. The awarded On-Call Vendor will meet with a University Representative and develop a furniture approach that fits the project scope, budget, and schedule. This may trigger the need for a furniture layout plan.*
6. Receiving, Warehousing & Logistics Once product is ordered, is the vendor responsible for receiving, warehousing, and staging furniture at their own facility prior to delivery to campus? Or will Rowan accept and sign the Bill of Lading (BOL) directly, with the vendor responsible only for final delivery and installation? Please clarify who bears responsibility for receiving, inspection, and BOL sign-off. *The University preference is the purchaser of the items is present for delivery to confirm receipt of all items ordered. In some instances, the University Representative may assume responsibility.*
7. On-Site Storage & Staging Will Rowan provide dedicated on-site staging or storage space during active installations, or should vendors include off-site logistics and warehousing as part of their service model and pricing? The University has no ability to storage. *The University has no dedicated on-site staging or storage space. It is assumed the On-Call Vendor will hold items for agreed upon delivery date, if necessary.*
8. Response Time Expectations for On-Call Requests What is the expected response and mobilization timeframes for on-call service requests — for example, emergency repairs versus planned installation projects? Will response time requirements vary by campus location? *The University carries multiple vendors for this reason. If there is a true emergency, the University will work with the first vendor that is available.*
9. Who will be responsible for power connections in the cubicles Will it be the Vendor or University who would arrange an electrician? (e.g., grommet routing, power access)? *The University will coordinate work with electrical vendors.*
10. Is the vendor expected to handle all debris removal, including packaging materials and disposition of old or displaced furniture? *On-Call Vendor is responsible for all debris and packing material removal. Disposal of old and displaced furniture is determined on a project-to-project basis with a University Representative.*

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11. Vendor Project Manager Requirements Will a dedicated Vendor Project Manager be required on-site for all projects, or only for projects above a certain size or complexity threshold? If required, what are the minimum qualifications or certifications expected of the PM? *Every project varies, but in general, for projects valued at \$250,000 and lower, the University does not require a dedicated project manager. The University does require a reliable point of contact.*
12. Project Overview, Letter E notes: “This is a guaranteed contract for year one with the possibility to renew for 2 successive years.” But in Section IV Term of Contract, Letter A notes “The anticipated contractual period will be for three (3) years with two (2) possible renewals of two years each.” Section IV, Letter C then notes “The proposed contract will begin on 7/1/2026 and end on 6/30/2027, with (2) possible one-year renewals until 6/30/2029”. But goes on to list “Year One-Three: July 1-2026-June 30, 2027, Year Four (Potential): July 1, 2027-June 30, 2027, Year Five (Potential): July 1, 2028-June 30, 2029” *The dates are correct but should read “Year Two (Potential) and Year Three (Potential). This has been updated on the document.*