



## NOTICE OF PARTICIPATING ADDENDUM

RFP #KH24-003 Classroom Furniture, Office Furniture, & Furniture Systems

THE COOPERATIVE CONTRACTS LISTED BELOW ARE AVAILABLE FOR UTILIZATION BY ANY ENTITY THAT HOLDS PARTICIPATING MEMBERSHIP STATUS WITHIN THE UTAH STATE EDUCATION PURCHASING ADVISORY COMMITTEE (EDPAC).

Lead District: *Davis School District*

Entities Participating in the RFP Evaluation:

*Cache County School District  
Davis School District  
Nebo School District  
SESC Region*

*Canyons School District  
Granite School District  
NUES Region  
Weber School District*

*CUES Region  
Jordan School District  
Ogden School District*

The following products and services are included in these contracts as listed below:

<i>Contract</i>	<i>Vendor</i>	<i>Category</i>	<i>Contract</i>	<i>Vendor</i>	<i>Category</i>
C24-051	Meteor Education	A	C24-052	Desks Incorporated	A, C
C24-053	Workspace Elements	A, C	C24-054	CCG Howell LLC	A, C
C24-055	School Specialty LLC	A, C	C24-056	Interior Solutions	A, C
C24-057	Edutek Corporation	A	C24-058	Hertz Furniture Systems	A
C24-059	Lakeshore Learning	B	C24-060	Virco Inc	A

## SCOPE OF WORK

### **1. Category A: New Construction, Remodels, and Large-Project FF&E**

- Supply and install furnishings for entire facilities with student furniture, office furniture, makerspaces, cafeteria/dining, lounge, reception, and commons space furniture
- Assign a dedicated representative to each District for sales support and project management
- Customer Service Representative(s) shall be available by either phone or email from 8 AM to 5 PM, Monday through Friday, Mountain Standard Time (MST)
- Agree to virtual or in-person meetings with District/DISTRICT personnel to conduct needs assessment(s) and develop design concepts
- Provide design renderings in both 2D and 3D as requested to demonstrate proposed layouts
- Design and layout services are to be included in the project service and may not be billed separately
- Provide full white-glove installation service with furniture assembly and placement as per agreed upon layouts with on-site supervision of install crew, removal of dunnage, cleaning of space and punch list walk-through
- Provide detailed sheets for each classroom and/or space in a binder and taped to each classroom/space doorway with a listing of furniture pieces to be installed and their quantities to facilitate ease of receiving



- Shipping shall be FOB prepaid destination with all transportation and handling charges paid for by the Contractor
- Provide accurate shipping and install timelines and provide regular updates with delivery status reports
- Provide local storage options for purchased furniture until date of installation, if needed
- Agree to monthly in-person or virtual meetings with general contractors and other stakeholders on new construction/rebuild projects
- Offeror shall be responsible for ordering and installing missing, damaged, or incorrect items upon discovery by District personnel in a timely manner
- Properly clean and ready the site for occupation and use after installation
- Fully assemble installed products to be ready for use in the timeframe agreed upon by the District and/or DISTRICT
- The offeror shall be responsible for ordering errors resulting from orders based on the design work completed by the offeror. Approval of design work by the District/School does not constitute responsibility for the offeror's ordering process
- If the offeror is found to have designed and specified a new furniture installation which does not fit properly or is too large to fit through doorways, it shall be the offeror's responsibility (financially and logistically) to resolve the matter to the District's/School's satisfaction. No payment shall be made until the issue is fully resolved and approved by the District/School. It is the offeror's responsibility to ensure that floorplans are accurate by communicating with the Architectural Firm assigned to the project
- The offeror shall provide an installation plan showing in detail, the position of all new furniture products, wall heights, colors, types of panels, and voice/data outlets
- The offeror shall be responsible for all plans and their review for correct product application and stability
- The Offeror is responsible to notify the District/School immediately of any deviations or inconsistencies with product capabilities, including unusual assembly requirements
- The Offeror is responsible for accurately specifying all necessary products including parts, components, connectors, fillers, trim pieces, and other items in the plan and on the component list. If parts are missing at assembly time, the Offeror is responsible for quick shipment (within the agreed upon timeframe) of the missing parts

## **2. Category B: As Needed and Small Purchase Furniture for Office or School**

- Assign a dedicated representative to each District for sales support and project management
- Customer Service Representative(s) shall be available by either phone or email from 8 AM to 5 PM, Monday through Friday, Mountain Standard Time (MST)
- Shipping shall be FOB prepaid destination with all transportation and handling charges paid for by the offeror and included in price quotations
- Provide quotes that include shipping charges as requested by the District that give the option of inside delivery, lift-gate delivery, or dock delivery
- Provide accurate shipping updates and status reports with anticipated delivery times
- The offeror is responsible for ordering and installing missing, damaged, or incorrect items upon discovery by District personnel in a timely manner
- Properly prepare and ready the site for occupation and use after installation of furniture
- Fully assemble installed products to be ready for use in the timeframe agreed upon by the District



- If the offeror is found to have delivered new furniture which does not fit properly or is too large to fit through doorways, it shall be the Offeror's responsibility (financially and logistically) to resolve the matter to the District's/School's satisfaction. No payment shall be made until the issue is fully resolved and approved by the District/School.
- The offeror is responsible to notify the District/School immediately of any deviations or inconsistencies with product capabilities, including unusual assembly requirements
- The Offeror is responsible for accurately specifying all necessary products including parts, components, connectors, fillers, trim pieces, and other items in the plan and on the component list. If parts are missing at assembly time, the Offeror is responsible for quick shipment (within the agreed upon timeframe) of the missing parts

### **3. Category C: Systems Furniture and Accessories**

- Assign a dedicated representative to each District for sales support and project management
- Design and layout services are to be included in the project service cost and may not be billed separately
- Offeror to provide deconstruction and removal of existing cubicle systems prior to installation of new system if requested; service fee shall be listed as a separate line item on quotation
- Provide accurate shipping and install timelines and provide regular updates in a timely manner
- The Contracted Supplier or Offeror is responsible for ordering any missing, damaged, or incorrect items upon discovery by DISTRICT or District personnel
- Provide the option of full assembly and installation of products to be ready for use in the timeframe agreed upon by the District and/or School
- The Offeror is responsible to notify the District/School immediately of any deviations or inconsistencies with product capabilities, including unusual assembly requirements
- The Offeror is responsible for accurately specifying all necessary products including parts, components, connectors, fillers, trim pieces, and other items in the plan and on the component list. If parts are missing at assembly time, the Offeror is responsible for quick shipment (within the agreed upon timeframe) of the missing parts
- Provide quotes that include shipping charges as requested by the DISTRICT that give the option of inside delivery, lift-gate delivery, or dock delivery

### **COMPLIANT TERMS PURSUANT TO UTAH PROCUREMENT CODE 63G**

*Effective Contract Period:* The contract shall be in effect from December 31, 2023, through December 30, 2028, with no provisions for contract renewals during this term. In the event of any modifications, the Davis School District will provide notification to participating entities.

*Ordering and Governance:* Orders placed by participating entities for products and/or services covered by the master contract will constitute a sale and shall be subject to the pricing and terms outlined in the master contract. Participating entities are responsible for issuing orders.



*Volume Discount Pricing:* Entities may pursue additional volume discount pricing for larger orders/projects. The supplier may offer large volume discount pricing to participating entities without requiring an amendment to these contracts.


*Applicability of Davis School District's Terms & Conditions:* The terms and conditions of Davis School District apply to this participating addendum.

*Individual Entity Responsibility:* Each entity procuring items and/or services from these contracts will be treated as individual customers. Suppliers acknowledge that each entity is responsible for its own charges, fees, and liabilities. The Davis School District bears no responsibility for any unpaid invoices.

*Changes in Scope of Services:* Any changes in the scope of services performed under these contracts must be documented through a written amendment. Both parties must mutually agree upon and sign the amendment, specifying any alterations, fee adjustments, changes in the time of performance, or other significant factors resulting from the modified scope of service.

Participating Entities Signatures

**IN WITNESS WHEREOF**, the Parties have caused this Participating Addendum to be signed by an authorized officer of their respective entities:

<i>Cache County School District</i>	
Karma Leatham	12/23/2023
DocuSigned by:  <small>7A8CE32D693C4AA...</small>	

<i>Canyons School District</i>	
Gary Hansen	12/20/2023
DocuSigned by:  <small>410BC8EEFCE843C...</small>	



<i>CUES Region</i>	
Jason Strate, Director	12/20/2023
DocuSigned by: <i>Jason Strate, Director</i> 6FF2B254ECD34AD...	

<i>Davis School District</i>	
Lori E Peterson	1/3/2024
DocuSigned by: <i>Lori E Peterson</i> 883571309EC647E...	

<i>Granite School District</i>	
Jared Gardner	12/20/2023
DocuSigned by: <i>Jared Gardner</i> 6EF25340447C4B1...	

<i>Nebo School District</i>	
CRyan Pitcher	12/20/2023
DocuSigned by: <i>CRyan Pitcher</i> 3AEE903FD90C4AA...	

Jordan School District

Kurt Prusse

12/20/2023

DocuSigned by:  
*Kurt Prusse*  
6E42A50411D0472...



<i>NUES Region</i>	
piper riddle	12/20/2023
DocuSigned by: <i>piper riddle</i> 17E8120CDCE845C...	

<i>Ogden School District</i>	
Ken Crawford	12/20/2023
DocuSigned by: <i>ken Crawford</i> 6BC35C9F1D924D6...	

<i>SESC Region</i>	
Shane Erickson	12/20/2023
DocuSigned by: <i>Shane Erickson</i> 5CADC6CB83944FD...	

<i>Weber School District</i>	
Dax Teuscher	12/20/2023
DocuSigned by: <i>Dax Teuscher</i> E5119CB9172E4B5...	