

California Legislature

September 25, 2023

Re: Request for Qualifications (RFQ No. 2316156) for a Furniture Dealer for the New Capitol Annex Building

To the Proposers:

This notification relates to the Request for Qualifications (RFQ No. 2316156) for a Furniture Dealer for the New Capitol Annex Building issued by the Joint Rules Committee of the Legislature of the State of California ("JRC") on Thursday, September 7, 2023 ("RFQ"). Initially capitalized terms not otherwise defined herein shall have the meanings set forth in the RFQ.

Enclosed please find Q&A Matrix #1, which responds to questions relating the RFQ that JRC received on or before Monday, September 18, 2023.

Proposers shall acknowledge in the transmittal letters (Form A) to their SOQs that they had access to and received all relevant materials posted on the Website, including Q&A Matrix #1.

JRC looks forward to continuing to work with you throughout the procurement process.

**Request for Qualifications (RFQ No. 2316156)
for a Furniture Dealer for the New Capitol Annex Building (Issued September 7, 2023)**

**Q&A MATRIX #1
(Issued September 25, 2023)**

No.	Document	Section	Question/Comment	JRC Response
1.	RFQ, Part A	1.7	Can the SOQ submittal due date be extended to Friday, October 6, 2023?	No, JRC is not extending the deadline for submittal of SOQs. As set forth in Section 1.7 of Part A of the RFQ, the SOQ Submittal Deadline is Monday, October 2, 2023, at 5:00 p.m. (Pacific Time). Any SOQ received after that date and time will be rejected and returned unopened.
2.	RFQ, Part A	3.2	We do not normally carry Professional Liability Insurance- it is traditionally for Architectural firms and General Contractors. Is this necessary for the Furniture Dealer?	As set forth in Section 3.2 of Part A of the RFQ, JRC anticipates that the Contract will require the Furniture Dealer to obtain comprehensive general and automotive bodily injury and property damage liability insurance. The RFQ does not contain any requirements relating to professional liability insurance. JRC reserves the right to modify the requirements for the Work in the RFP and to negotiate a Contract to its satisfaction with a Preferred Proposer.
3.	RFQ, Part A	4.2	How will notifications for this procurement, i.e., addendums and additional information for the RFQ, be sent?	Questions, responses, addenda to the RFQ, and additional information, shall be posted to the internet website https://annex.assembly.ca.gov/bid-opportunities (the “Website”). As noted in Section 4.2 of Part A of the RFQ, Proposers shall monitor the Website for information and acknowledge in their Form A transmittal letters that they had access to all relevant materials posted on the Website.
4.	RFQ, Part A	4.2	When will we receive answers to the questions?	This Q&A Matrix #1, which is posted to the Website on Monday, September 25, 2023, contains answers to the questions received by JRC.
5.	RFQ, Part A	5.2	If the SOQ has to be bound with a wire or plastic binding, we are unable to mark “original” on the spine. Are three-	Yes, a three-ring binder is acceptable.

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			ring binders acceptable so we can mark “original” on the spine as per instructed in the RFQ?	
6.	RFQ, Part A RFQ, Part B	7.1 1.2	We have an existing account relationship and active orders with the Office of Legislative Counsel. Are we approved to still correspond with staff of the Legislative Counsel regarding these orders and also are we permitted to contact them for a reference in regards to the relevant experience requirement?	A proposer that currently has an existing account relationship and active orders with the Office of Legislative Counsel (OLC) may continue that relationship and may not discuss this procurement with the OLC except for the sole purpose of asking the OLC to serve as a reference for its SOQ.
7.	RFQ, Part C	Forms A through D	Request to provide Proposers with editable versions of Forms A through D to the RFQ in word format to assist the Proposers with preparing their SOQs.	Copies of Forms C and D to the RFQ were posted in an editable format on the Website on September 7, 2023. Copies of Forms A and B to the RFQ will be posted on the Website as of the date of this Q&A Matrix #1.