

ITB 01 – 2026 White Water Campus Furniture, Fixtures, and Equipment (FF&E)

	ITB Section	ITB Page	Question	Response
1	Attachment 2	8	The Bid Schedule requests a single cost for "Needs Assessment and Space Planning." Please clarify whether this cost is intended to include all services outlined in Attachment 3, including product specification, procurement coordination, delivery, installation, project management, and closeout requirements, or only the assessment and planning phase.	The Fee structure has been amended to better fit the needs of this ITB. Please review the amended Fee Structure before submitting a bid
2	Section 9 Award / Attachment 2	4, 8	Since award is based on the lowest Total Cost submitted, please clarify how CWI intends to evaluate services beyond the Needs Assessment and Space Planning fee if the awarded vendor is also expected to provide FF&E procurement, delivery, and installation services.	The Fee structure has been amended to better fit the needs of this ITB. Please review the amended Fee Structure before submitting a bid
3	Section 5 Quantity / Attachment 2	1, 8	Are you able to provide the FF&E budget range for this project or an estimated value of furnishings to be procured so bidders may accurately assess project management, procurement, and installation requirements.	The budget will be given to the awarded vendor and the parties will work together to ensure all FF&E does not exceed CWI Budget
4	Attachment 3	9-13	Is the awarded vendor expected to furnish and sell all FF&E products to CWI, or is the awarded vendor acting as a consultant to develop	The awarded contractor will consult with CWI and develop the needs of each area of the White Water Building. After the parties agree to the FF&E, Contractor will be required to purchase, store, assembly, and installation of all agreed upon

			specifications that may subsequently be competitively bid?	products after completion of the building. Contractors are able to subcontract for this aspect, but subcontractor must be approved for
5	Attachment 3 Section 5	12	Please clarify whether delivery, installation, warehousing, and freight costs are expected to be included within the submitted bid cost, or if these services will be quoted separately following product selection.	Vendors submitted cost should be fully burdened to cover all aspects of the scope of work outlined in Attachment 3. Cost for FF&E products must be fully burdened and include FOB destination.
6	Attachment 3 Section 2	10-11	Are there any existing furniture standards or preferred manufacturers bidders should consider when developing recommendations?	Not at this time. We are looking for quality products at a competitive price
7	Attachment 3 Section 5	12	What is the anticipated installation completion date for the White Water Campus?	Anticipated installation date of furniture is April 2027
8	General		Are you able to share the CAD Drawing of this scope of work?	The drawing of the campus can be found at the CWI purchasing website https://cwi.edu/about/administration/procurement-contracts-purchasing
9	General		Are you able to provide the finish schedule for this building?	The finished schedule will be provided to the awarded contractor
10	Bid Schedule		Are you only expecting the cost it will be to complete a needs assessment and space planning, or are you asking for design packages in the submission requirements list manufacturers quotes and pricing, however, it states quantities wont be final until after the project is awarded.	The Fee structure has been amended to better fit the needs of this ITB. Please review the amended Fee Structure before submitting a bid.
11			Since addendum was sent on 6/26/26 can question period be	The Questions period has been extended to 7/15/2026.

			extended to allow for complete review?	
12			Provided PDF administrative document is not editable, can an editable version be provided?	Offerors may email ITB lead for any documents that are inaccessible and they will best assist you with this issue.
13			MARKUP PERCENTAGE Bidder's total markup on FF&E items must be fully burdened and must not exceed 2% of verifiable manufacturer or distributor invoice cost. 7.1 Cost is defined as the actual net price paid to the manufacturer or authorized distributor, excluding rebates, credits, or incentives. 7.2 CWI reserves the right to audit supporting documentation. As written, a 2% fully burdened cap on invoice cost cannot be met by any qualified dealer without bidding at a loss. In our industry the product margin is the sole source of funds for dealership overhead costs such as finance and accounting, real estate costs and other non-billable expenses. Margin is what allows us to continue to stay in business.	Markup Percentage has been removed from this ITB.

			For Context, GSA furniture contracts allow for an average 10% product margin in addition to separate charges for installation, Project Management and Design and negotiated charges for misc. fees such as storage. NASPO allows for 15% margin on ITB 01 – 2026 White Water Campus Furniture, Fixtures, and Equipment (FF&E) Page 7 product for this size of project and allows for separate charges for installation, Project Management and Design and negotiated charges for misc. fees such as storage. A 2% cap forces one of two outcomes: no compliant bids, or bids that inflate the stated invoice cost to clear the cap, which works directly against the audit rights in 7.2. We'd ask that Section 7 be amended to a market-based structure, product margin plus separately priced services, so you receive valid, comparable, and auditable pricing.	
14			Award criteria is unclear. Will all	This ITB is not a multiple award solicitation, so only a single vendor will be awarded.

			responsive responsible bidders with the fully burdened project total for the 3 areas on the attachment 2- BID SCHEDULE be awarded the project?	
15			Will drawings and or renderings be required for submittal? Beyond your line item bid schedule what will be criteria for award? Are product, options or finishes being considered? Multiple options are available for each product type and room style. How can we give appropriate suggestions which include price without direct customer communication which is part of the overall award under Needs Assessment and Space Planning?	Please review ITB 01-2026 Amended 2 for the changes made
16			Provided 2D PDF does not provide sufficient information to determine details such as height and purpose of various furniture pieces shown. A comparable, applicable layout cannot be created and priced with	Please review ITB 01-2026 Amended 2 for the changes made

			ITB 01 – 2026 White Water Campus Furniture, Fixtures, and Equipment (FF&E) Page 8 the limited information provided. Any layout or quote provided will require huge assumptions and interpretations which will impact price. If low bid is criteria for award more information must be provided for fair comparison	
17			If low bid is criteria we request the option to submit two bid options. Option 1 would be least expensive options available per the 2D layout interpretation and Option 2 would be anticipated College of Western Idaho preferences based on past awards	CWI will not allow multiple submitted bids. The fully burdened total cost of each location is for evaluation purposes only. The awarded contractor and CWI must agree on all FF&E prior to any purchase being made.
18			If we are to provide furniture plans, can we have the dwg files for each floor?	The only drawing that will be provided at this time is the one that is currently posted with the ITB.
19			Are reception desks shown on plan to be millwork or furniture? 2.4.1 suggest they are to be furniture. Please confirm.	We request submitting bidders use their expertise in deciding this
20			Can you explain what is meant by Power and Data access panels?	If able, CWI may be interested in furniture that allows student and staff to directly power their electronics. Otherwise, wall mounted is allowable in this ITB.

21			Help us understand how Professional Liability applies to the products we are providing.	CWI is amendable to this requirement being removed during the contract phase of award if both parties are in agreement.
22			Although, we often supply window coverings. This is typically spec'd by the architect and bid by the GC. Please confirm you want window coverings combined with the furniture pricing.	At this time, we do not
23			Are you only expecting the cost it will be to complete a needs assessment and space planning, or are you asking for design packages	CWI desires a sample room design submittal. Please see section 9.1.2 for requirements
24			If design packages are required, are bidders expected to identify specific products for every item in the sample rooms or provide only lump-sum pricing?	Manufactures are required per section 9.1.3.4 to submit manufacturers quotes/pricing. These must be itemized to demonstrate the product and cost for each one
25			Is this an open-line specification, or does CWI have preferred contract pricing, like NASPO, OMNIA, etc. that bidders should use for consistency with existing campus standards?	CWI is using the ITB process to award a vendor. Bidders are encouraged to use the best possible pathway to ensure cost efficiency. If they are able to use pricing on Cooperative Agreements, it is allowable but must be demonstrated.
26			The specifications are vague, if we are to provide pricing for areas listed on page 8 & 9, will CWI be sending out actual specifications or are bidders to come up with their own? Example: table height, seat types, storage needs, materiality, etc.	Please See ITB 01-2026 Amended 2

27			Please clarify how the maximum 2% markup relates to the fully burdened pricing. Can bidders separately price services while limiting only the furniture procurement markup to 2%?	The Price Markup has been removed from this ITB.
28			There is a request for manufacturer quotes. Is this only for the areas listed on page 8&9?	This will be for all FF&E product that is being used in bidders responses
29			What is the anticipated installation timeline for the White Water Campus project?	Substantial completion is currently scheduled for July 7 th . We are anticipating some furniture being installed prior to substantial. All furniture will need to be installed prior to August 16 th 2027
30			Will CWI provide finish standards, color palettes, and approved materials for the White Water Campus, or are bidders expected to develop these independently?	Submitted must be vendor recommended, but after award, the parties will agree upon all FF&E prior to purchase of items.
31			Please clarify whether award will be based solely on lowest responsive bid or whether qualifications, product quality, experience, and design approach will also be evaluated.	Please see ITB 01-2026 Amended 2 Section 10 for award requirements
32			Can you clarify on the procurement method and evaluation criteria.	This event is an Invitation to Bid and evaluation and award is based on Lowest Total Cost
33			Will CWI accept manufacturer standard warranties where they are less than ten years for certain product categories (e.g., fabrics, seating mechanisms, or	CWI may accept this change if clearly demonstrated that a 10 year warranty is not possible

			accessories), provided they are clearly disclosed?	
34			Will equivalent products from multiple manufacturers be accepted, provided they meet the performance requirements, or is CWI expecting a single specified manufacturer per furniture category?	Yes, this is allowable