COLLEGE OF WESTERN IDAHO

ADDENDUM NO. 1

RFP 01-2027 Micron Academic Center Furniture, Fixtures, and Equipment (FF&E)

Levels 1, 2 and 3 | Whitewater Park Blvd & W. Main Street, Boise, Idaho

Item	Detail
Addendum Issue Date	October 27, 2026
Revised Proposal Due Date	Friday, November 13, 2026 at 5:00 PM MT
Procurement Manager	Thayne Pearson | 208-562-2206 | thaynepearson@cwi.edu
Attachments to this Addendum	Exhibit A, Room-by-Room Furniture Inventory, Levels 1-3 (Excel workbook); Attachment 1, Offerors Questions Answered

This Addendum modifies RFP 01-2027 as stated below. Where this Addendum conflicts with the RFP, this Addendum governs. All other terms of the RFP remain unchanged. Proposers shall acknowledge receipt of Addendum No. 1 in the cover letter and on Appendix A, Signature Block. Failure to acknowledge this Addendum may cause the proposal to be found non-responsive.

1. Revised Schedule of Events (Section 2.2)

Section 2.2 is deleted and replaced with the following. All dates remain subject to change by written addendum.

Event	Date / Time (MT)
Request for Proposal Issued and Advertised	October 16 and October 23, 2026
Addendum No. 1 Issued	October 26, 2026
Question Period Ends	October 30, 2026 at 5:00 PM
Questions Answered and Posted	November 4, 2026 by 5:00 PM
Proposals Due	November 13, 2026 at 5:00 PM
Proposal Opening (names of Proposers only)	November 16, 2026 at 9:00 AM
Evaluation Period	November 16 to November 20, 2026
Tentative Interviews for Selected Proposers	November 23 to November 25, 2026
Intent to Award	December 1, 2026

Section 2.1.1: Delete "on or before October 30, 2026, at 5:00 PM MT" and replace with "on or before the Proposals Due date and time in Section 2.2."

Section 2.4: Delete "November 2, 2026, at 9:00 AM MT" and replace with "the Proposal Opening date and time in Section 2.2."

2. Submission Method (Cover Page and Section 2.1)

The cover page and Section 2.1 are revised so both read the same. Proposals may be submitted by either of the following methods. Both are acceptable.

- Physical delivery: one sealed package delivered by FedEx, UPS, U.S. Mail, courier or hand delivery, with a tracking number where applicable, to the address in Section 2.1.4. The package shall contain one hard copy and one USB flash drive.

- Email: PDF attachments emailed to thaynepearson@cwi.edu with a copy to contract@cwi.edu, using the subject line "RFP 01-2027 Micron Academic Center FF&E Proposal." Proposers should request confirmation of receipt.

Under either method, the price proposal (Appendix E and the priced Exhibit A) shall be submitted separately from the technical proposal: in a separately sealed envelope inside the package, or as a separate email attachment. The priced Exhibit A shall be included in native Excel format. No pricing shall appear in the technical proposal. The heading of Section 2.1, "FED EX or UPS ONLY," is deleted.

3. Scope of This RFP (Sections 1, 1.1, 6.1, 7.1 and 9)

This RFP is for a dealer to furnish, deliver, warehouse, install and close out loose FF&E for Levels 1, 2 and 3 of the Micron Academic Center. It is not a solicitation for furniture planning or design consulting services. The following changes apply:

- Section 1, first paragraph: Delete "professional furniture planning and design services for CWI facilities" and the sentence that follows it. Replace with: "to furnish, deliver, warehouse, install, and close out loose furniture, fixtures, and equipment (FF&E) for Levels 1, 2 and 3 of the Micron Academic Center."
- Section 1, third paragraph, and Section 4.8: Revised as stated in Item 9 of this Addendum.
- Section 1.1: Delete "Exhibit A - Room Quantity" and "Attachment 3 - Scope of Service and Requirements." Replace with "Exhibit A, Room-by-Room Furniture Inventory, and Section 9, Scope of Services, as revised by Addendum No. 1."
- Section 6.1: Delete and replace with: "Describe the offeror's experience furnishing, delivering, and installing commercial FF&E for higher education or comparable institutional projects. Respondents with less than five (5) years of such experience will be considered nonresponsive."
- Section 6.3: Delete.
- Section 7.1: Delete and replace with: "Identify the offeror's dedicated project manager and design and coordination lead for this project."
- Section 9, Scope of Services (9.1 through 9.9): Delete in its entirety and replace with the revised Section 9 at the end of this Addendum.

4. Quantity Basis and Exhibit A (Sections 3.2, 4.3.3, Appendix E and Exhibit A Acknowledgement)

Exhibit A, Room-by-Room Furniture Inventory, Levels 1-3, is issued with this Addendum. It lists the furniture required in each room, with quantities, based on the CWI requirements on Attachment 2 - CWI Floor Plans. Where Attachment 2 does not state a requirement for a room, Exhibit A uses the furniture shown on the Level 01, 02 and 03 TI Furniture Floor Plans (Sheets A8.31t, A8.32t and 3TI-A8.33t).

Section 3.2 is deleted and replaced with the following:

> 3.2 Quantities: Exhibit A Governs. Proposals shall be based on the items and quantities in Exhibit A, Room-by-Room Furniture Inventory. The Level 1-3 Furniture Floor Plans are provided for layout, room identification, and installation planning. Where Exhibit A differs from Attachment 2 or the Furniture Floor Plans, Exhibit A governs for quantities. Proposers who find a discrepancy or omission, or who believe an item is needed for a room to function, shall submit a written question. Proposers shall not add or delete quantities on their own. Items identified on the Furniture Floor Plans as Owner Furnished/Owner Installed (OFOI), including keynote 11.04 (floor scrubber) and keynote 12.02 (furniture partition), are excluded. CWI may adjust quantities before contract execution or by written change order, priced using the Exhibit A unit prices and the Appendix E, Part D rates.

All references in the RFP, Appendix E, and the Exhibit A Room Quantities Acknowledgement to "Attachment 2 - CWI Floor Plans" or "Attachment 2 - Room Quantities" as the quantity basis are changed to "Exhibit A, Room-by-Room Furniture Inventory." Attachment 2 remains in effect for product requirements, including the General Seating Guidelines.

Large Hyflex classrooms (Rooms 132, 209, 233 and 243): Attachment 2 calls for tiered seating in three levels. CWI to confirm the number of tables and seats at each level – See attachment 1 Offerors Questions. Instructor consoles are not required in any classroom.

Markerboards, tackboards and other wall-mounted items are not included in Exhibit A. If these items are part of this scope, CWI will add them by a separate addendum.

5. Product Level and Alternates (Section 3.3)

The sentence following Section 3.3.3, "Alternates are evaluated, and CWI is under no obligation to accept them," is deleted and replaced with:

> All base pricing and scoring is for the "Better" tier. Proposers may submit "Good" and "Best" alternates for any Exhibit A line on a separate, clearly labeled sheet. Alternates are not scored and are not included in the Total Fully Burdened Proposal Price. CWI may elect to purchase any alternate after award at the alternate unit price proposed.

6. Installation Duration (Sections 3.4.1.1 and 8.1)

The five (5) week requirement is the installation duration only. It does not include procurement, manufacturing, or shipping lead time.

- Section 3.4.1.1: Delete and replace with: "Fully install all FF&E for three (3) floors within five (5) weeks of the Installation Start date, with product received and staged in advance of Installation Start."
- Section 8.1, first sentence: Delete and replace with: "Provide a detailed project schedule showing procurement and manufacturer lead times, delivery, and completion of installation within five (5) weeks of the Installation Start date."

Anticipated Installation Start: April 15th 2027. Installation Start will be confirmed with the General Contractor after award based on site readiness.

7. Pricing, Markup and Appendix E (Sections 4.3.2, 4.3.3 and Appendix E)

Section 4.3.2 is deleted and replaced with the following:

> 4.3.2 Product pricing shall be entered on the priced Exhibit A as a unit price and extended price for each line, for the "Better" tier product. Freight, receiving, warehousing, installation, design coordination, project management, submittals, debris removal and closeout shall be priced only as lump sums in Appendix E, Part B, and shall not be carried in Exhibit A unit prices. Pricing shall include all taxes, fees and escalation through final acceptance.

Section 4.3.3, first sentence: Revised to read "The Total Fully Burdened Proposal Price on Appendix E equals the Exhibit A product total (Part A) plus the Appendix E, Part B lump sums."

The 2% product markup cap is removed. There is no markup cap. The following changes are made to Appendix E:

- Appendix E introduction: Delete "Product markup must not exceed 2% of verifiable manufacturer or distributor invoice cost." Delete "Envelope 2" and replace with "the price proposal."
- Part A: Replace the "Net Product Cost" and "Markup (≤2%)" columns with a single "Product Subtotal from Exhibit A" column for each floor. Delete "Proposed markup percentage."
- Part D: Revise the last line to read "Markup on added FF&E product not listed on Exhibit A (% over net cost)." This rate is binding for changes during the contract.

Proposers are not required to submit manufacturer or distributor invoice cost or discount schedules with the proposal. CWI keeps its audit rights under the contract for the awarded proposer.

Section 5, Mandatory Submittal Items: Add "Priced Exhibit A, Room-by-Room Furniture Inventory, in native Excel format, submitted with Appendix E."

8. Evaluation Points (Sections 4.1, 4.2.3 and 4.3.4)

Technical points total 70 and cost points total 30, for a total of 100 points before interviews.

- Section 4.2.3: Delete "60 points" and replace with "70 points."
- Section 4.3.4: Delete "40 points" and replace with "30 points."
- Section 4.1: Evaluation criteria are numbered 1 through 5 in order. If interviews are held under Section 4.4, total possible points are 120.

9. Contract Term (Sections 1 and 4.8)

Section 4.8 is deleted and replaced with the following, and the third paragraph of Section 1 is revised to match:

> 4.8 Contract Period. This RFP is for the one-time purchase, delivery, and installation of FF&E for Levels 1, 2 and 3 of the Micron Academic Center. The contract term begins at execution and continues through final acceptance and the warranty period. This is not a multi-year volume or mandatory-use agreement, and no order volume beyond this project is anticipated or guaranteed.

10. Insurance (Appendix C)

Appendix C is revised to add the following, in addition to Workers' Compensation at statutory limits. CWI to provide limits.

- Commercial General Liability: $1,000,000.00 per occurrence and $2,000,000.00 general aggregate, naming the College of Western Idaho as additional insured.
- Automobile Liability: $1,000,000.00 combined single limit, covering owned, hired and non-owned vehicles.
- Property or inland marine coverage for FF&E in the Contractor's care, custody or control during packing, handling, transportation, warehousing and delivery, at full replacement value.

11. Appendix B, Sample Contract

- Title: Delete "PROFESSIONAL SERVICES CONTRACT" and replace with "CONTRACT."
- Recitals: Delete "for providing to College for Student Recruitment Services" and replace with "for furnishing, delivering, warehousing, and installing furniture, fixtures, and equipment for Levels 1, 2 and 3 of the Micron Academic Center."
- Terms and Conditions of Contract, first paragraph: Delete "Request for Proposals 01-2024" and replace with "Request for Proposals 01-2027."

12. Site Access and Work Hours (Sections 3.4.2 and 8.2.6)

The building does not have a loading dock. Deliveries, staging and site access will be coordinated with the General Contractor. Elevator use is anticipated to be available and will be scheduled with the General Contractor after award. There is no limitation on evening or weekend work.

13. CAD Files

CWI will request the Level 1, 2 and 3 floor plan .dwg files from the Architect. Proposers who want the files should request access from the Procurement Manager.

14. Questions and Answers

Attachment 1, Offerors Questions Answered, is issued with this Addendum and is incorporated into the RFP. Where an answer and this Addendum both address a topic, this Addendum governs.

Revised Section 9: Scope of Services

9.1 Overview

- The Contractor shall provide full-service FF&E delivery for Levels 1, 2 and 3 of the Micron Academic Center, from product validation and submittals through procurement, warehousing, delivery, installation, closeout and warranty, for all items in Exhibit A, so that each space is fully functional at project completion.

9.2 Pre-Installation Coordination and Submittals

- Verify Exhibit A quantities and layouts against the Level 1-3 Furniture Floor Plans and field conditions, and report discrepancies in writing before orders are released.
- Coordinate with CWI, the Owner's Representative, the Architect and the General Contractor on power, data and floor box locations as they relate to FF&E placement.
- Confirm ADA clearances and code requirements relevant to furniture placement.
- Provide product data, cut sheets, finish samples and catalog references for all items for CWI approval before ordering. Finishes, colors and materials are selected with and approved by CWI.
- Prepare purchase order documentation and itemized, room-by-room product lists for CWI review and approval.

9.3 Procurement

- Furnish all FF&E in Exhibit A at the "Better" tier.
- Identify lead times and supply chain risks at submittal, track order status, and give proactive updates on lead times, shipping delays and backorders.
- Submit any substitution, backorder or product change in writing for CWI approval before proceeding. Substitutions shall be of equal or better quality, function and warranty at no added cost.
- Maintain project records, including submittals, order confirmations and delivery receipts.

9.4 Warehousing and Logistics

- Provide receiving, inspection, warehousing and inventory control for all FF&E until delivery to site.
- Deliver in coordinated phases aligned with the approved installation sequence and site access requirements.
- Manage freight, staging and storage in line with site access and safety requirements.

9.5 Delivery and Installation

- Coordinate delivery schedules in advance with CWI's project manager, the Owner's Representative and the General Contractor.
- Maintain a floor-by-floor delivery and installation schedule and daily manpower plan aligned with the construction and occupancy schedule.
- Provide qualified field supervision on site whenever installation is in progress.
- Stage, assemble and install all FF&E in its designated location per Exhibit A, the Furniture Floor Plans and direction from the CWI project team.
- Install all items level, plumb, square and in working order before closeout.
- Remove packaging and debris from the site promptly after each delivery.
- Protect installed items and building finishes, and repair any damage caused by the Contractor at no cost to CWI.
- Coordinate with other trades to avoid conflicts and minimize disruption.
- The Contractor is responsible for all FF&E from the point of origin until final delivery and acceptance by CWI, and shall repair or replace at no cost any item lost, damaged or destroyed while in the Contractor's care.

9.6 Product Standards and Warranty

- Products shall comply with applicable codes, including fire safety and ADA requirements, and meet or exceed applicable ANSI/BIFMA performance and durability standards.
- Materials shall be free of restricted substances and meet applicable low-emission standards.
- Products shall be commercial grade, suited to high-traffic higher education use, and meet the "Better" tier definition in Section 3.3.
- Provide a warranty of ten (10) years from final acceptance covering defects in materials, workmanship and performance, including repair or replacement at no cost. Identify any exceptions to the ten (10) year warranty in writing in the proposal. CWI may accept or reject exceptions.

9.7 Project Coordination

- Designate a single point of contact for CWI for all FF&E matters.
- Attend coordination meetings as required, provide updated delivery and installation schedules at least weekly during delivery and installation, and respond to CWI inquiries within one (1) business day.

9.8 Closeout

- Final itemized inventory of all FF&E delivered and installed, organized by room and reconciled to Exhibit A.
- As-installed FF&E plans showing final locations.
- Product warranties, manufacturer contacts, and care and maintenance instructions.
- Documentation of any approved substitutions.
- Completion of all punch list items from the final walkthrough.

Issued by:

Thayne Pearson, Procurement Manager
College of Western Idaho