


ISSUING AGENCY – BOISE CENTRE	
	<b>FORMAL REQUEST FOR PROPOSAL</b> <b>BANQUET CHAIRS</b> <b>RFP #031726</b>

## ADDENDUM #1

A. The Proposal Submittal Due Date for this RFP solicitation shall remain the same:  
**Monday, April 6, 2026, 1:00 PM MST**

B. The following is a list of questions that have been submitted for this RFP along with responses from Boise Centre:

Q1. Can you let me know if you have a certain style of chair needed for this project? We have numerous chair designs that all meet the criteria, but I don't see anywhere besides the words "*Square Chair frame*" where it describes the style of chair...

A1. Chair style refers to a commercial grade banquet chair designed for high volume, multi-use event environments. The chair should have a clean, neutral, professional appearance that works across a wide range of events—from conferences and banquets to public assemblies—while prioritizing durability, stackability, ease of handling, and compatibility with standard event layouts.

Key Elements:

- Banquet style chair profile (not café, folding, or auditorium seating)
- Square or straight frame appearance for a clean, modern look
- Upholstered seat and back suitable for extended seating durations
- Neutral, versatile design that does not compete with event branding or décor
- Non chrome, professional finish appropriate for formal and civic events

Q2. Will you be needing chair carts to move stacks of chairs? The bid states "*Chairs must be compatible with a racking system designed for efficient storage and transport*" - do you have an existing chair cart, or racking system that you use, so we can get the specs on that, to determine the compatibility of using that with our chairs?

A2. Yes, Boise Centre does have existing chair carts and racking systems in use. However, this RFP is not requesting the purchase of new chair carts or racks.

The intent of this specification is to ensure that the proposed chairs are compatible with commercially available racking systems designed for efficient storage and transport. Offerors shall confirm that they have, or can provide, chair carts and racking solutions designed to work with the chairs they are proposing.

While Boise Centre does have a current racking system, specifications for that system will not be provided. Compatibility shall be based on chair design and standard industry racking solutions. Proposed chairs must be capable of being stacked a minimum of three (3) stacks high, with or without modification to the offeror's proposed racking system, and configured to fit within a warehouse storage. Specific footprint where chairs will be stored are in Exhibit A.

Q3. With regards to freight, is it the vendor's requirement to ship the chairs to your dock, and then your staff will unload, or do you need an inside delivery (and/or setup and/or removal of all packaging material and debris...)

A3. Vendors shall be responsible for the delivery of the chairs to Boise Centre. The vendor shall provide on-site personnel at the time of delivery to assist with chair inspection, confirm quantities, and identify any damage resulting from transit.

Boise Centre will have staff available to assist with unloading the chairs and moving them into the building. Chair setup or assembly is not required unless specifically proposed by the vendor.

Vendors shall also provide an estimate of the amount of packaging materials associated with the delivery so Boise Centre can plan for orderly disposal. Removal of packaging materials may be proposed by the vendor but is not required unless included in the proposal.

Q4. Does the new chair we are bidding on need to be compatible with your current chair carts and storage solutions?

A4. The intent of this specification is to ensure that the proposed chairs are compatible with commercially available racking systems designed for efficient storage and transport. Offerors shall confirm that they have, or can provide, chair carts and racking solutions designed to work with the chairs they are proposing.

While Boise Centre does have a current racking system, specifications for that system will not be provided. Compatibility shall be based on chair design and standard industry racking solutions. Proposed chairs must be capable of being stacked a minimum of three (3) stacks high, with or without modification to the offeror's proposed racking system, and configured to fit within a warehouse storage. Specific footprint where chairs will be stored are in Exhibit A.

Q5. Are there any special shipping requirements? (ex. Dunnage removal, inside installation, labor to unload)

A5. Vendors shall be responsible for the delivery of the chairs to Boise Centre. The vendor shall provide on-site personnel at the time of delivery to assist with chair inspection, confirm quantities, and identify any damage resulting from transit.

Boise Centre will have staff available to assist with unloading the chairs and moving them into the building. Chair setup or assembly is not required unless specifically proposed by the vendor.

Vendors shall also provide an estimate of the amount of packaging materials associated with the delivery so Boise Centre can plan for orderly disposal. Removal of packaging materials may be proposed by the vendor but is not required unless included in the proposal.

Q6. Is there a dock at the receiving location?

A6. Yes, there are (4) bays to unload into Boise Centre and can accommodate (1) 53' semi at a time. There is a loading lane that can be utilized to stage truck/semis. Picture of loading dock is attached as Exhibit B.

- C. Section 5 - Submittal Requirements, sub-section A. Technical Compliance with Specifications and Scope of Services, page 15 of 21, shall be **changed** to the following:

**Technical Compliance with Specifications and Scope of Services:** Bidder shall provide a detailed, comprehensive list of all the items included and services to be performed. This shall be a complete list of everything included in the unit cost quoted herein for this service.

Bidder shall provide detailed specifications for the item(s) they are bidding. Bidder shall also indicate if they are taking any exceptions to the specifications provided in this RFP. If no exceptions are taken, Boise Centre will expect the unit(s) to be in complete compliance with all specifications noted in the RFP.

In addition, Boise Centre reserves the right to request chair samples and evaluate the samples based on criteria such as comfort, appearance, durability, stackability, and ease of storage.