



Nerahoo Hemraj
Controller

GENESEE COUNTY PURCHASING
A Division of the Genesee County Controller's Office
COUNTY ADMINISTRATION BLDG
1101 BEACH STREET, ROOM 361,
FLINT, MICHIGAN 48502
Phone: (810) 257-3030
www.gc4me.com

June 1, 2018

ADDENDUM #1

REQUEST FOR INFORMATION (RFI) #18-140 OFFICE FURNITURE & RELATED SERVICES

Please include the following questions and answers, as part of the above mentioned RFI:

- Q1. For the 74 cubicles (CB-1), how many duplex receptacles, per station?**
A1. If by duplex receptacles we are referring to data and electrical outlets, we want data and at least four electrical outlets for every cubicle.
- Q2. For the 74 cubicles (CB-1), what power "interface" is required to connect the systems furniture power to building power – top feed or base feed, hardwire connection of plug?**
A2. No answer at this time
- Q3. For the conference rooms (CF-1, CF-2 and CF-3) are there any requirements for data and/or power in the table top? If so, what are they?**
A3. Please see our response to Question 41.
- Q4. Can you confirm the conference room counts.**
a. Preliminary Furniture Count indicates
i. 1 CF-3 12 seat conference room
ii. 3 CF-2 8 seat conference rooms
iii. 3 CF-1 4 seat conference rooms
b. Drawing depicts
i. 2 10-seat conference rooms
ii. 1 8 seat conference room
iii. 4 4 seat conference rooms
- A4. When bidding the furniture please follow the Preliminary Furniture Count provided by the Architect.
- Q5. For the conference rooms (CF-1, CF-2 and CF-3) what are the requirements for the seating?**
a. Casters – yes or no?
b. Upholstered – yes or no?
- A5. Please bid upholstered chairs with casters for the CF1, CF2 and CF3 conference rooms. If appropriate, all conference rooms chairs could be similar to the task chairs being quoted.
- Q6. For the Computer room (CP-1), what are the requirements for the training tables?**

- a. **Casters – yes or no?**
 - b. **Flip top – yes or no?**
 - c. **Any requirements for power and / or data in table top?**
 - d. **Any requirement for a modesty panel – yes or no?**
- A6. We would not need casters or flip top tables for the computer room. We would want power and data accessible either on the floor or included with the tables. Modesty panels on the tables would be preferred.
- Q7. For the Training Room (TR-1) what are the requirements for the seating?**
- a. **Ganging – yes or no?**
 - b. **Stackable – yes or no?**
 - c. **Arms – yes or no?**
 - d. **Upholstered – yes or no?**
- A7. We would not request gang seating be quoted. We would want the chairs upholstered with a fabric or covering that could easily be cleaned and training room chairs should have arms and be stackable.
- Q8. Cafeteria (CA-1)**
- a. **Is the long booth, furniture or built-in? If “furniture” what are the requirements for the seating?**
 - b. **For the 2’x11’ “bar” where the 5 stools are located, is that built-in or “furniture”? If furniture, what are the requirements?**
 - i. **Just to confirm are stools to be at counter height (36”) or bar height (40”)?**
 - c. **Confirm quantity of stools needed. 4 are on drawing but 5 noted on spreadsheet**
- A8. The cafeteria booth and 2’X11’ bar should be built-in. The quote should include tables and chairs for the cafeteria long booth consistent with the spreadsheet provided by the architect.
- Q9. Preliminary Furniture Count spreadsheet – questions**
- a. **For pedestal drawers you call out a box, box file and a box, box – is that correct or is the box, box supposed to be a file / file?**
 - b. **Why don’t some of the totals add up correctly?**
 - i. **Example: down the task chair column, it has a total of 96. If each private office and cubicle are to receive 1-task chair each + the 13 computer room + the 16 Collaborative 1 + the 12 Collaborative 2, you would be at 170 task chairs. Please clarify / correct number of task chairs required.**
- A9. No answer at this time
- Q10. Deputy Director (DD-2)**
- a. **Has tag for CF-1 but shows no furniture in drawing. Please clarify whether it should have conference furniture included.**
- A10. Furniture for the Deputy Director should be consistent with furniture for the supervisor/manager/referee offices.
- Q11. Room 2081 & 2082 (OF-2)**
- a. **Do we specify, as drawn, with no back work surface or rotate furniture in office to provide a complete set of OF-2 furniture?**
- A11. We are requesting the bid include a complete set of OF-2 furniture for offices 2081 and 2082.
- Q12. Room 2103 (OF-2)**
- a. **Has the tag of OF-2 but layout looks like it matches OF-1. Please clarify if tag is correct or if it should change**
- A12. Rooms 2097 and 2103 should have OF-1 furniture

- Q13. On column line E, there is a CB-1 that is partially overlapped onto the next CB-1, so you can't fit 13 equal size CB-1 along window wall. Is 1-CB-1 to be smaller?**
A13. No answer at this time
- 14Q. Are there 74 or 76 CB-1 cubicles? 76 are on the drawing. 74 are noted on Preliminary Furniture Count?**
A14. Quotes should include furniture based on the Preliminary Furniture Count.
- Q15. Deputy Director (DD-1)**
a. Are the 3 bookcases all incorporated into the back credenza?
b. Is there a furniture piece on the opposite side of the conference table?
A15. Quotes should include furniture bases on the Preliminary Furniture Count.
- Q16. Info (2012)/Cashier (2013)**
a. Are chairs needed?
i. Chairs or stools?
A16. Work stools are required and should be included in the quote.
- Q17. Storage (Room 2095)**
a. Any furniture requirements?
A17. There are no furniture requirements for room 2095.
- Q18. Job Skills (Room 2002)**
a. Any furniture requirements?
A18. 10 task chairs should be quoted for the Job Skills area.
- Q19. Self-Serve (Room 2005)**
a. Any furniture requirements?
A19. There are no furniture requirements for the Self-Serve area.
- Q20. Referee Office (Rooms 2023 & 2025)**
a. Any furniture requirements?
A20. Quotes should include furniture bases on the Preliminary Furniture Count.
- Q21. Referee Hearing (HR-1)**
a. Spreadsheet calls out table & chairs; drawing shows nothing. Please confirm furniture requirements
A21. Quotes should include furniture bases on the Preliminary Furniture Count.
- Q22. Supervisor OF-1 (Room 2052)**
a. Does not call out for a conference table. Are the table and chairs required?
A22. Quotes should include furniture bases on the Preliminary Furniture Count.
- Q23. Computer Room (CP-1)**
a. What are the requirements for the teacher's station?
i. Casters – yes or no?
ii. Technology – yes or no?
iii. Table, podium, or media cart?
A23. The instructors desk should have power and data hook-up available. No casters on the work station are requested.
- Q24. Storage (Room 2066)**
a. Any furniture requirements?
A24. There is no furniture quote requested for Room 2066.
- Q25. There are inconsistencies in the layouts for OF-1 and OF-2. Please review layouts.**
a. Are there 12 or 13 OF-1? Can only find 12 on drawings
A25. Quotes should include furniture bases on the Preliminary Furniture Count.

Q26. Interview IN-1 (Room 2070)

a. Should this room differ from the typical layout?

A26. Yes. Furniture should be appropriate for the size of the office.

Q27. Storage (Room 2034)

a. Any furniture requirements?

A27. No quote for furniture is requested for this area.

Q28. Unit Pricing Form

a. Can you please clarify how this form is to be filled out. Should there be a page filled out for each unit designator?

A28. Separate pages should be used for the Unit Pricing for each manufacture of equipment quoted.

Q29. Please confirm counts on conference room chairs. It appears some chairs may have been counted twice. Example. The Director (DD-1) as you read across the row (preliminary furniture count) notes 1 task chair, 2 guest chairs and 6 conference room chairs. That office also has the designator CF-2 and as you read across row calls out for 6 conference room chairs. Looks like they have been counted twice. Same appears true for DD-2 and OF-1

A29. No answer at this time

Q30. In regards to bookcases – there are 71 on the list but non on the floor plan – is every private office supposed to get 1 or more per the count on list per area? And if so, are they 2,3,4 or 5 high bookcases?

A30. 5 high bookcases for the offices and 2 high for any cubes that include a bookshelf.

Q31. The price sheet that is in the bid documents is broke down per piece (per say) When doing the systems quotes there are many parts and pieces it takes to build a cubical or workstation. Can we submit a sheet that has it broke down for private offices, chairs, guest chairs conference room etc... then work stations?

A31. Purchasing answer to this is: Yes, that is exactly what is requested. On page 12, FINANCIAL BID FORM is the pricing by workstation, conference room, office, etc., page 13 is the Unit Pricing.

CUBICAL QUESTIONS:

Q32. What height panels are needed for the cubical areas?

A32. The height of the panels to be 5'6" and include 12 inch glass similar to the ones we have on the first floor.

Q33. There are many places where panels are drawn up against a wall – is that due to power requirements? As it is more expensive to do panels against a wall and may times they are not needed. Are there windows along that one section that would require those panels to be at a lower height than others?

A33. Any panels drawn against a wall would be an oversight and was not intended. We would not want a separate panel against a wall and would not need additional power or data hook-ups. Also, I do not believe existing windows will be an issue with maintaining one height for all panels.

Q34. I am confused with the term “side board” for the cubical offices – what are they referring to when they say this term?

A34. There are different terms for this but basically, it's an L-shaped desk.

PRIVATE OFFICE QUESTIONS:

Q35. Are all private offices the wood look furniture?

A35. All cubical desks and private office furniture should have wood look tops with steel cabinetry.

- Q36. There are different layouts for some private offices – but there is not really a key to know who or what is going where to know what offices are what – for example – the list has Director, Deputy Director, Supervisor, manager, Referee and Office Attorney’s. Is there any drawing that indicate who is going where?**
- A36. Any office not otherwise identified will be used by caseworkers or attorneys and should be of consistent color and quality.

CHAIR QUESTIONS:

- Q37. Task chairs – what type of functions are needed on the task chairs – height adjustable arms, sliding seat pan, lumbar support etc. Mesh backs?**
- A37. Task chairs should be ergonomic with the ability to swivel, rock, raise and lower the arms and adjust the length of seating.
- Q38. Guest chairs – caster or no casters, arms or no arms?**
- A38. Guest chairs should have arms but not coasters or rollers.
- Q39. Training room – do you want the same chair that we quote for the side chairs?**
- A39. Training room chairs need to be comfortable and appropriate for a training environment but do not need to be the same as office guest chairs. I suggest these be stackable chairs for easy storage.
- Q40. The material that was in the bid form has been discontinued. Should we select an alternate material that can be selected if awarded the bid?**
- A40. Material for chairs should be bid with consideration of existing materials/patterns and should be durable and of sufficient quality for their intended purpose.

CONFERENCE TABLES:

- Q41. Is there any power needed for the conference tables?**
- A41. Conference room table should include power and data hookups. We may not have the power or data in the floor for these, but will check.
- Q42. Conference room chairs – with arms or without? Can we use the same chair for conference as we use for the task chair?**
- A42. Task chairs can be quoted as conference room chairs if they are of appropriate size to work with the conference tables.

Indicate on the Signature Page item #6 and on the exterior of the envelope containing your proposal:

**ADDENDUM #1 RECEIVED
ALL BIDS MUST BE RECEIVED AT:
GENESEE COUNTY PURCHASING DEPARTMENT
1101 BEACH STREET, ROOM 361
FLINT, MI 48502**

Cindy Carnes,
Purchasing Manager
G:/bid2/2018/18-140add1