

**Question and Answers**  
RFQ for Office Furnishings

1. If the workstation system does not offer exact panel height of 5ft, do you prefer 4'-6" or 5'-6" tall panels?  
**We would prefer 4ft-6in. panels.**
2. What is the panel height you prefer for the telemarketing workstations?  
**We would prefer 3ft-6in. for the telemarketing workstations.**
3. Powered tables – Clamp on, in the surface or under the worksurface power module? **Typically, the electrical/data is located under the table and supported with cable management. The surface of the table has a hinged door with a power unit consisting of four (4) electrical inputs and two (2) data input (RJ45) per power unit.**
4. Do you have a preferred GPO?  
**No, we do not have a preferred group purchasing organization. Please submit your best price.**
5. Building Access:
  - a. Will we have access to a loading dock? **No, but there is an unloading zone by the generators that is used for unloading on the west side of the building.**
  - b. Is there a freight elevator? **No, one passenger elevator that is padded for deliveries. If no what are the dimensions of the elevator? W 6'9", D 4'6", H 10'7"**
  - c. Or will it be stair carry? **No, this does not apply.**
  - d. Will labor and install be during normal business hours? **On Page 7, under "Quote Response" RFQ states that delivery/installation costs for entire project should include after-hours/weekend rates as most likely the building will require these times for install.**
6. Executive Order 12549, 29CFR, Part 98 by submitting to the Board a signed Certification of Debarment - Do we return this with the bid? Or is that completed upon award? **The Certification of Debarment, Suspension, Ineligibility, & Voluntary Exclusion Lower Tier Covered Transactions is included in the **AUTHORIZED SIGNATURE** section of the RFQ that the bidder is certifying that they comply with and that will be signed by bidder's authorized personnel.**
7. For Line G, Do you know how many file cabinets they are looking? **No, we are looking to have one (1) file room and the room should be supplied with enough cabinets to fully stock it to its capacity while still meeting ADA requirements and adequate space for working. Be creative.**
8. Our team is working through this and to get the quantities requested for the workstations, the quantities requested at the current sizes will not fit. With the current sizes, we can only fit 20. How would y'all like to proceed? **On page 1, "Services Solicited" RFQ states quantities may change based on actual field/site measures. We provided our wish list of quantities and it's up to each vendor to be creative and work with their space planning department to meet our specs as closely as possible.**
9. For the standard Private Offices - do you want us to price a desk as outlined in the RFQ even though that size desk will not fit in the majority of the offices (I counted 3 it will fit into)? We could provide alternate layouts for the smaller layouts. **Think wish list and standard office typical. The furnishings MUST fit and meet all ADA requirements in every office.**
10. Guest Chairs - do you have a preference on: Arms/No Arms, Fabric/Mesh Back? **For the Guest Chairs, we prefer arms with a fabric back/seat.**
11. Task Chairs - do you have a preference on the style of arms? Height Adjustable only, Fully Adjustable? Do you want a seat slide function? **Most of these small items will be resolved upon final selection process. This RFQ is not final and subject to change based on actual meetings/site visit. Style of arms can be selected at a later date, but if it helps with pricing, please price seating with height adjustable arms.**

12. Ancillary areas - Break Room, Reception, Conference Room & Collaboration Areas - would you like us to price these areas or provide layouts? **Yes, be as creative as possible.**
13. Are there any typicals (2D or 3D plans) of what the furniture layouts should look like? **No.** Or is that left for the dealer to interpret and provide their best recommended solution? **We are asking for office typical be submitted in each response.**
14. The private office configuration being asked for will not work with the column in the offices, would you like us to plan for the space maximizing the area? or do you have a different layout in mind? **Be creative and maximize the space as we can't properly plan for columns or other challenges.**
15. B - 35 6X8 workstation will not fit - is the size what goal and we need to reduce the number of stations or is the quantity the goal? if the quantity is the goal these would need to be a 5X5. **This RFQ is not final and subject to change based on actual meetings/site visit. We can't utilize a size like 5 x 5.**
16. C - same question as above. **This RFQ is not final and subject to change based on actual meetings/site visit.**
17. D - 24 5x3 telemarketing stations - if these stay at this size they will spill into the reception area - options - reduce quantity or size? **This RFQ is not final and subject to change based on actual meetings/site visit. That being said, reduction in quantity is more likely the way to go. Be creative.**