

November 21, 2018

## **Addendum #02 Responses to RFP Questions Furniture Standards Planning, Procurement, and Installation Service**

To All Respondents,

Please carefully review the responses below and incorporate the information as directed into your proposal that is due to the San Mateo County Project Development Unit on **December 5, 2018 at 2:30pm**. Respondents submitting proposals that do not reflect the information provided below may be deemed non-responsive and not accepted by the County.

### **ANSWERS TO RESPONDENTS' QUESTIONS**

**Question#01**– We see the “Fee Matrix” in Enclosure C and it lists (5) furniture elements to be priced with a “Unit Cost” However, we see approximately (23) areas shows in the “Furniture Typology” documents in Enclosure B. Are we to ONLY price the (5) items listed in the “Fee Matrix”?

**Response –** See revised Fee Matrix. The furniture items/systems listed in the Fee Matrix (Enclosure C) are the key furniture components that the County is requesting for all-inclusive unit pricing in this RFP for the purpose of cost comparison among Respondents for similar products. Exact furniture selection and purchase quantity will be determined on a project by project basis. The Furniture Typology Document (Enclosure B) was provided with typical layouts & styles of furniture systems for Respondents' reference to better understand the project application. Other furniture items/systems may be purchased for various projects based on a similar all-inclusive pricing strategy provided in the Proposal.

**Question#02**– For power and data on typical 1. Would you like 2 duplexes at the base and then for the desktop power units to include 2 outlets and 2 USB ports?

**Response –** The power/data provision noted in Enclosure B is the minimum requirement for a typical workstation. Respondents can propose different power/data setup where appropriate.

**Question#03**– Is a mesh back acceptable for the task chair?

**Response –** Yes, Respondents can propose mesh back or other fabric options for consideration.

**Question#04**– Is a mesh back acceptable for the conference chair?

**Response –** No



**Question#05**– Just to confirm, we are only to price the 6'3" x 6'3" Workstation Type 1 (p.1 of Enclosure B - Furniture Typology Document); Medium Conference Room (p.10 of Enclosure B - Furniture Typology Document; Executive Conference Room (p. 13 of Enclosure B - Furniture Typology Document); and Workstation Task Chair from Workstation 1 - p. 1 of Enclosure B - Furniture Typology Document); and not any of the other furniture typicals provided in Enclosure B

**Response – See Response #1 above.**

**Question#06**– How long is the duration of this contract between County of San Mateo (CSM)and the awarded vendor(s)? For pricing purposes, we need to understand how long to negotiate contract pricing with our manufacturing partners.

**Response – The anticipated duration of the agreement will be for three (3) years with possible extension. The pricing provided in the Proposal will be applied through the agreement period.**

**Question#07**– Will this be a single source award or will multiple vendors be awarded products/services? Higher volume = lower cost per unit for furniture/services. It would advantageous for CSM to make this RFP a single source award if they are looking for the lowest price for product and services, from a dealer/manufacturer.

**Response – The County intends to select one (1) Vendor that provides the best value to award the Furniture Contract. However, the County reserves the right to select multiple Vendors or reject all at its sole discretion.**

**Question#08**– We do not handle the power and data for projects. Most furniture dealers do not handle this scope of work. Is CSM asking us to find a sub-contractor to perform this work, and include their scope/cost in our per workstation cost on the fee matrix?

**Response – The requested scope for Furniture Installation is to install the power and data from the points of connection provided by Electrical/Telecom Subs for feeding into the furniture system.**

**Question#09**– On the enclosure C sheet, it only lists workstation type 1, workstation type 1 task chair, medium conference room and executive conference room on the fee matrix. Are we to only price these items, or are we to use this as a template of how they want to see the pricing and we add in line items for the other items?

**Response – See Response #1 above.**

**Question#10**– For our pricing proposal, do you want us to include the fee matrix sheet only?

**Response – See RFP Section 5.05 Compensation:**  
**1. All-inclusive Unit Costs as listed on the Fee Matrix (Enclosure C)**  
**2. Attach additional sheet to this Fee Matrix explaining your All-inclusive Pricing strategy to apply on other products not listed**  
**3. Hourly Billing Rates for all personnel providing the required Services**

**Question#11**– Do we include tax on products and labor/services on the fee matrix sheet?

**Response – Yes, applicable taxes shall be included on all products on the Fee Matrix.**

**Question#12**– Test Talk Room - Images and drawing show height adjustable desk. Description calls for fixed height. Do we spec and price a fixed or adjustable height desk?

**Response – The "Test Taking Room" included in Enclosure B is for reference only and does not need to be priced in the fee proposal.**

- Question#13-** Pricing Matrix Clarification – Unit cost (6 pack) versus “all-in” cost
- the “Fee Matrix” in Enclosure C and it lists (5) furniture elements to be priced with a “Unit Cost” However, we see approximately (23) areas shows in the “Furniture Typology” documents in Enclosure B. Are we to ONLY price the five (5) items listed in the “Fee Matrix” correct?
  - Please confirm none of the other areas outlined in Enclosure B (i.e. Private Offices, Hoteling Workstations, Classroom, Training Room, Phone Room, Break Area, Outdoor Area) need to be priced out as part of Enclosure C.

**Response –** See Response #1 above.

- Question#14-** Can you provide a Floor plan in AutoCAD?

**Response –** CAD furniture plans for individual projects will be provided to awarded Vendor when products/services are required. Project Teams will work with Vendor on design and planning.

- Question#15-** Section 3.02. A Scope of Service / Furniture Standards development & documentation. Please provide clarification for the following.

- Will you be providing the Name of General Contractor and contacts?
- What is the expected Timeframe on Production Schedule meeting?
- Labor: Will this be a Union or Non-Union project (furniture installation)
- Will installation be done on Regular Business hours or Over Time?
- Will installers be required to attend site safety training?
- Who will provide Building guidelines?
- Are there plans available for site locations?
- Are we to include “Post-install education & guidance to end-users” 3.02 – 8, within Fee Matrix?
- Are we to include “Reconfiguration Services” 3.02 – 9 with in Fee Matrix?
- Will the project(s) installation be done in phases? If so how many phases are expected and do, we include in Fee Matrix?
- Storage - If product needs to be stored, do we included pricing in the Fee Matrix or indicate monthly storage rate?

**Response –**

- General Contractor information will be provided on a project-by-project basis when products/services are required.
- Meetings to kickoff furniture standards effort and evaluate products will happen within the upcoming weeks after contract award in early 2019. Project specific production meetings will be arranged based on individual projects' schedules.
- Union labor is not required for furniture installation.
- For the purpose of pricing for this Proposal, assume regular business hours for installation and provide OT surcharge rate where needed.
- Installers shall coordinate with General Contractors for each individual project and comply with all site safety requirements to perform work on site.
- Building guidelines to be coordinated with General Contractors and PDU.
- See PDU website for project addresses - <https://cmo.smcgov.org/projects>
- Yes, all-inclusive price to include post-installation services.
- No, reconfiguration requests after final completion will be priced separately to be approved by Project Managers.
- Projects may be phased and should be considered in all-inclusive pricing.
- Yes, storage of products to be included in all-inclusive pricing for just-in-time delivery of products. For the purpose of pricing, assume a 3-4 months lead time.

**Question# 16-** General question – Do any of the projects require Demountable Wall systems.

**Response – Not at this time.**

**Question# 17-** Enclosure B: general question – What is the preferred panel width – 2' or 3" .

**Response – 3' modules are preferred.**

**Question# 18-** Enclosure B: Packs on page 2 & 4 are described and RFP has 6 pack drawn. Please clarify if this a 6 pack or 4 pack.

**Response – Benching workstation on P.2 of Enclosure B should be 6-pack with three (3) workstations on each side of benching system.**

**Question# 19-** Enclosure B: Please confirm number of stackable chairs if required to be priced out. Is 190 a typo or the actual number.

**Response – See revision for Section 5.05 Compensation and revised Fee Matrix.**

**Question# 20-** Enclosure B: general question - are we specifying based on the written description, inspiration image or the rendering? Some areas present a conflict when looking at all three items in comparison.

**Response – Specify and base all pricing on the written features provided on each page of Enclosure B.**

**Question# 21-** Enclosure B: Workstation Type 2 – Feature #2 calls out 30" work surface which is unusual. Typically, we see a standard 24" deep, which also saves costs. Confirm which depth is preferred.

**Response – Follow depth as specified in Enclosure B.**

**Question# 22-** Enclosure B: Classroom/Training Room: will the power be routed through floor cores to connect the adjustable height tables too? Or would they prefer a manual height adjustable table, that does not require power?

**Response – Yes, the power will be routed through floor cores, height adjustable tables to be powered, typical.**

**Question# 23-** Enclosure B: Classroom/Training Room: are all adjustable height tables to be on casters?

**Response – Yes, tables to be on casters.**

**Question# 24-** Enclosure B: Classroom/Training Room: confirm a preference for seated height stacking chairs or barstool height task seating (non-stacking) in this area, or a combination of the two.

**Response – Chairs to be seated-height stacking chairs.**

**Question# 25-** Enclosure B: general question on seating – Will you consider two (2) types of seating solutions? One (1) for task seating and One (1) for conference seating?

**Response – Yes, see revised Fee Matrix.**

**Question# 26-** Enclosure B: general question on monitor arms – Will you consider two (2) single monitor arms as an option to a double arm?

**Response – Double monitor arms to be used at all typical workstations.**

**Question# 27-** Enclosure B: general question on power & data – Will you consider another option for the 2 outlets per station and 2 USB ports per station?

**Response – See Response #2 above.**

**Question#28-** What is a typical installation, in terms of quantities?

**Response –** See Response #19 above.

**Question#29-** You have added renderings for multiple areas (touchdown, hoteling, test room etc.), confirming that the pricing sheet (Enclosure C with 5 products listed) are the only products you want to receive pricing for?

**Response –** See Response #1 above.

**Question#30-** May we give alternate task chair options?

**Response –** Yes, Respondents can propose other task chair options that fit within the descriptions provided in Enclosure B.

**Question#31-** Do you have scheduled dates for these installations? If yes, may we know the dates?

**Response –** Tentative schedules for the 3 projects presented at the Pre-Proposal Conference on 11/19/18 for reference:

- San Mateo Medical Center - Target completion Phase 1 ~ Q2/2020 | Phase 2 ~ Q4/2021
- County Office Building 3 - Target Completion ~ Q2/2021
- South San Francisco Health Campus - Target Completion ~ Q3/2021

**Question#32-** In order for us to give you best pricing, can you tell us the quantities of the conference tables for Enclosure B - laminate conference table, and Enclosure B - Solid Wood conference table?

**Response –** See revised Fee Matrix.

**Question#33-** Furniture deliveries: during normal business hours or after hours (OT)?

**Response –** For the purpose of pricing for this Proposal, assume regular business hours for deliveries and provide OT surcharge rate where needed.

**Question#34-** Furniture installations: during normal business hours or after hours (OT)?

**Response –** See Response #15.d above

**Question#35-** Do all locations have freight elevators/loading docks?

**Response –** Yes, elevators and loading areas will be available.

**Question#36-** Can locations accommodate a 53' trailer for furniture deliveries?

**Response –** Site access to be coordinated on a project-by-project basis.

**Question#37-** Include electrical permits for workstations?

**Response –** No, see also Response #8 above.

**Question#38-** Workstation Pack-2 typical says 33"W, 45"W for the upholstered panels. Can we adjust that size according to our standard manufacturing sizes?

**Response –** Yes, Respondents can propose reasonable dimensional adjustments to meet standard manufacturing sizes where appropriate for consideration. Custom sizing not necessary.

**Question#39-** What size height-adjustable desk should we specify for the Hoteling Workstation?

**Response –** The Hoteling Workstation included in Enclosure B is for reference only and does not need to be priced in the fee proposal.

**Question#40**– What size fixed desk should we specify for the Test Taking Room?

**Response –** See Response #12 above.

**Question#41**– Reception workstation has no information regarding the height of the panel. What should we assume as the dimension?

**Response –** See similar Response #12 above.

**Question#42**– For section 5.02A, does “% availability” mean the available percentage each role will partake in the project, (Designer 30%, etc)? Please elaborate.

**Response –** The % availability is referring to how much of an individual team member's time is available to work on PDU projects.

**Question#43**– Can we source multiple manufacturers?

**Response –** Yes

**Question#44**– For section 5.05A, the unit cost volume discount is described to include approximately 500-1,000 units per typical. Can you please elaborate on how this can be divided by project over an amount of time? When pulling project information from the county website, the completion dates for different phases vary over years and may affect pricing.

**Response –** See Response #31 above.

**Question#45**– Enclosure C does not include all items in Enclosure B. Should we include pricing in Enclosure B for items not included in Enclosure C Fee Schedule?

**Response –** See Response #1 above.

**See RFP modifications on the following pages.**

The RFP is hereby modified as **noted in red text** below. The rest of the RFP remains the same as issued.

## 1. PART 5 – PROPOSAL SUBMISSION REQUIREMENTS

### 5.05 Compensation

- A. Propose your fee by completing the attached Fee Schedule (Enclosure C). Fee schedule will be evaluated by PDU as a point of cost comparison among Respondents for similar products. Refer to Furniture Typology Document (Enclosure B) for furniture requirements to be used to generate costs.

Respondents shall take into consideration the following when you provide the “Unit Cost” in this Proposal for each of the requested items/system:

- 1) The Unit Cost shall be an all-inclusive price that also incorporates the fee for design/planning services, installation services (including routing of power and data), **post-installation support**, project management services and delivery services (**incl. short-term temporary storage where needed**), and **applicable taxes**.
- 2) The Unit Cost shall reflect and incorporate volume discounts, assuming **aggregate quantities across all projects for workstations to be approx. 500-1,000 per type; conference room sets approx. 50+ and stackable chairs approx. 400+**. Exact purchase quantity may vary with each individual project.
- ~~3) Respondents shall attach your quantity pricing tier structure to the Fee Schedule (Enclosure C), elaborating on the unit cost for different levels of purchases.~~  
**All-inclusive Pricing shall be applied to all products, listed and not listed in this Fee Matrix, to be purchased under this Contract.**
- 4) **Attach additional sheet to this Fee Matrix explaining your All-inclusive Pricing strategy to apply on other products not listed by providing fee breakdown (% of product price) noted in #1 above. Include also product list price to indicate discount offered for this Contract.**

2. **Enclosure B** page 2 – Title should read “Benching Workstation - **6** Pack”

3. See **Revised Fee Matrix (Enclosure C)** on the following pages. An Excel version is also provided for your use – download at <https://bit.ly/2AaVo2e>

**FEE MATRIX**

ENCLOSURE C

STANDARD FURNITURE TYPES

UNIT COST\*

PRODUCT MODEL #:

WORKSTATION - MID GRADE FINISHES

See page 1 of Enclosure B:  
Furniture Typology Document\$ 

WORKSTATION - HIGH GRADE FINISHES

See page 1 of Enclosure B:  
Furniture Typology Document\$ CONFERENCE ROOM FURNITURE –  
LAMINATESee page 10 of Enclosure B:  
Furniture Typology Document\$ CONFERENCE ROOM FURNITURE –  
SOLID WOODSee page 13 of Enclosure B:  
Furniture Typology Document\$ 

TASK CHAIR

See page 1, note 6 of Enclosure B:  
Furniture Typology Document\$ 

CONFERENCE CHAIR

See page 9, note 2 of Enclosure B:  
Furniture Typology Document\$ 

STACKABLE CHAIR

See page 16, note 2 of Enclosure B:  
Furniture Typology Document\$ 

LOUNGE CHAIR

See page 18, note 3 of Enclosure B:  
Furniture Typology Document\$ 

LOUNGE SOFA

See page 18, note 1 of Enclosure B:  
Furniture Typology Document\$ 

SIDE TABLE

See page 18, note 5 of Enclosure B:  
Furniture Typology Document\$ 

BARSTOOL

See page 21, note 2 of Enclosure B:  
Furniture Typology Document\$ 

BAR HEIGHT TABLES

See page 21, note 1 of Enclosure B:  
Furniture Typology Document\$ 

(CONTINUED)



**FEE MATRIX - CONTINUED**

ENCLOSURE C

STANDARD FURNITURE TYPES

UNIT COST\*

PRODUCT MODEL #:

CAFE TABLES

See page 21, note 4 of Enclosure B:  
Furniture Typology Document

\$

CAFE CHAIRS

See page 21, note 5 of Enclosure B:  
Furniture Typology Document

\$

OUTDOOR FURNITURE - ROUND TABLE  
WITH UMBRELLA

See page 23, note 1 of Enclosure B:  
Furniture Typology Document

\$

OUTDOOR FURNITURE - STACKABLE  
CHAIR

See page 23, note 2 of Enclosure B:  
Furniture Typology Document

\$

OUTDOOR FURNITURE - SQUARE

See page 23, note 3 of Enclosure B:  
Furniture Typology Document

\$

OUTDOOR FURNITURE - BARSTOOL

See page 23, note 5 of Enclosure B:  
Furniture Typology Document

\$

STORAGE - TOWER

See page 24, note 3 of Enclosure B:  
Furniture Typology Document

\$

STORAGE - BOOKSHELF

See page 24, note 4 of Enclosure B:  
Furniture Typology Document

\$

STORAGE - WARDROBE

See page 25, note 5 of Enclosure B:  
Furniture Typology Document

\$

STORAGE - MOBILE PEDESTAL

See page 24, note 6 of Enclosure B:  
Furniture Typology Document

\$

TOTAL:

\$

- \* 1. The Unit Cost shall be All-inclusive Price that also incorporates the fee for design/planning services, installation services (incl. routing of power and data), post-installation support, project management services and delivery services (incl. short-term temporary storage where needed), and applicable taxes.
- 2. The Unit Cost shall reflect and incorporate volume discounts, assuming aggregate quantities across all projects for workstations to be approx. 500-1,000 per type; conference room sets approx. 50+ and stackable chairs approx. 400+. Exact purchase quantity may vary with each individual project.
- 3. All-inclusive Pricing shall be applied to all products, listed and not listed in this Fee Matrix, to be purchased under this Contract.
- 4. Attach additional sheet to this Fee Matrix explaining your All-inclusive Pricing strategy to apply on other products not listed by providing fee breakdown (% of product price) noted in #1 above. Include also product list price to indicate discount offered for this Contract.