



Municipality of Anchorage

Dave Bronson, Mayor
Purchasing Department

September 21, 2022

REQUEST FOR PROPOSAL

RFP 2022P038

ARL Furniture

ADDENDUM NO. 1

Please make the following changes to the subject project.

- 1. Questions and Answers**
- 2. CHANGE: Due 5:00 P.M. Local Time, September 29, 2022**

Where any requirements of the Request for Proposal conflict with an item in an Addendum, the Addendum shall govern.

All other terms and conditions of the Request for Proposal shall remain unchanged and in full force and effect.

This addendum and other documents related to this project are available by visiting the Purchasing office website at:

<http://www.muni.org/Departments/purchasing/Pages/bidding.aspx>

If you have previously submitted a response to this project and wish to have it returned, please email that request to wwwpur@muni.org

All other terms and conditions remain unchanged.

Sincerely,

Chris Hunter

Chris Hunter
Deputy Purchasing Director

ANCHORAGE REGIONAL LANDFILL Provide and Install New Office Systems Furniture for the Anchorage Regional Landfill Maintenance and Administration Building

TO: PLANHOLDERS

**The contract documents for the referenced project are clarified and amended as follows:
Where any requirements of the contract documents conflict with an item in the Addendum, the Addendum shall govern. All other terms and conditions of the contract documents shall remain in effect.**

MODIFICATIONS/CLARIFICATIONS:

Item No. 1: Edit Specification section 1.2 Background as follows:

Replace paragraph 1 with the following:

The MAB is a completely new building, still under construction as of the date of this RFP. Construction is scheduled to be complete at the end of **December 2022**.

Replace paragraph 3 with the following:

SWS requires new furniture to be installed in the building and ready for use by no later than **December 31st 2022**. Proposer will coordinate installation of the furniture sequencing with existing construction schedule (attached for reference).

Responses to Bidders' Questions

Additional questions received formally from Bidders which do not require formal addendum modification or have been included in the addendum items above follow. Responses to each question are offered for clarification, and do not constitute a change in contract requirements.

Question 1: Please provide a CAD file of the building layout.

Response 1: Architectural CAD backgrounds for the building are available and can be provided to the selected proposer after the Contract has been awarded.

Question 2: In the Furniture Schedule and Minimum Requirement document provided, Room 120 – Parts requests one (1) workstation and task chair. However, the provided schematics do not include Room 120 nor any details for size, layout, etc. of the needed workstation for this area. Please clarify details for workstation and task chair in this area.

Response 2: The parts room 120 is shown on A-001. Written description for the workstation, high-back ergonomic task chair, and shelving requirements are listed in Attachment 2 – Furniture Schedule and Minimum Requirements. Specific furniture layout schematics were not provided, but direction was provided in Attachment 2 to configure shelving to maximize storage space in the room without conflict to any doors, ceilings, structure, utilities, or other features requiring access.

Question 3: Please verify the location of requested metal storage pedestals (2-drawer configuration) for Rooms 103, 104, 108, & 109. Schematic does not seem to show this item.

Response 3: One Metal Storage Pedestal (Two Drawer) is to be located in each of the offices as listed above per attachment 2. These Storage Pedestals are on casters and will most likely be located next to one of the office walls, but they should be mobile enough for reconfiguration of the office layout.

Question 4: Please verify which surface should be height adjustable for Rooms 106 & 107. In the furniture schematic, the monitor arms are on the side surface, while the task chair is at the main guest facing surface. If the desire is to have the side surface with monitor arms shown as the height adjustable surface, please verify the overhead bins should be removed so as to not cause interference with the desk when it is in the raised position.

Response 4: Per attachment 2 the main work surface of each station (where seat is indicated in schematic) shall have electric operable sit-to-stand function. The Furniture Schematic specific to rooms 106 and 107 does not currently show overhead bins above the adjustable height workstation.

Question 5: Please verify the desired height of the divider panels for workstations in Room 123.

Response 5: Approximately a 6 feet divider height or whatever is typical for office divider cubicles.

Question 6: Can a copy of the finishes page from floor plans be provided?

Response 6: On the Muni Purchasing Website see closed bids 2021C008 Anchorage Regional Landfill Maintenance & Administration Construction ITB documents. Finish Schedules are contained on Sheet A-602 of the 126 Page drawing set dated 2/18/22.

Question 7: Do the salient characteristics (verbiage) supersede the drawings?

Response 7: Attachment 2 – Furniture Schedule and Minimum Requirements are the furniture specifications, and the quantities listed directly correspond with Attachment 5 Cost Proposal Worksheet. Please quote based off these two documents. The furniture layout schematics provide guidance for how SWS intends to layout the furniture in the specific rooms. If there is conflicting information across the drawings and Attachment 2. Attachment 2 shall supersede the drawings. Please quote per Attachment 5 Cost proposal quantities.

Question 8: Can the deadline be extended?

Response 8: In effort to select a proposer and have furniture arrive and be installed this year (2022), the recommendation is to hold to the existing deadlines for RFP Submission. The furniture installation deadline has been extended in the above referenced Modifications Clarifications item No 1 above.

Question 9: Room 120- If this is not a regular occupied desk, do you need height adjustable?

Response 10: Per Attachment 2 Room 120, the workstation shall have electric operable sit to stand function, it will be a regular occupied desk.

Question 11: Wiring discrepancy- not included in salient characteristics in any of the room specifications – Will the power/voice/data be coming from the walls or do you need an additional c clamp unit?

Response 11: On the Muni Purchasing Website see closed bids 2021C008 Anchorage Regional Landfill Maintenance & Administration Construction ITB documents electrical sheets E-102 and E-103 show the power outlet locations in the walls. Addendum No3 Drawings (20pages) shown on sheet T-102 and T-103 the in-wall Telephone and Data Outlets. Proposer will make reasonable accommodations to hide and secure wiring, the means and methods for accomplishing this shall be at the proposer's discretion, clamps, integral raceways within the desks, power poles as required are acceptable. All workstations shall have integral power and data outlets for connection of user devices. Wiring for integral outlets shall be contained within the workstation components. Surface mounted wiring is not acceptable.

Question 12: Room 103, 104, 108, 109- 16 side chairs- can they have perforated back vs. mesh back? Conference/Meeting Room as well, can the chairs have a perforated back and not mesh?

Response 12: Per Attachment 2 -Furniture Schedule and Minimum Requirements The sixteen (16) side chairs in rooms 103, 104, 108, & 109 shall have upholstered seat and mesh back, please quote as such. Meeting Room 117 shall have 12 Conference chairs with upholstered seat and mesh back, please quote as such.

Question 13: Room 120- Please clarify on shelving and give overall height

Response 13: Per Attachment 2 -Furniture Schedule and Minimum Requirements Room 120, the proposer is instructed to Maximize shelving within available area, without conflict to any doors, ceilings, structure, utilities or other features requiring access. The overall height for the shelving is not to exceed 6 Feet, all furniture (including shelving) shall comply with fire performance required by IBC Chapter 8- Interior finishes.

Question 14: What is the ceiling height on the project?

Response 14: On the Muni Purchasing Website see closed bids 2021C008 Anchorage Regional Landfill Maintenance & Administration Construction ITB documents. Ceiling heights are shown on Sheet A-105 Reflected Ceiling Plans.

END OF ADDENDUM No. 1