



# Municipality of Anchorage

Dave Bronson, Mayor  
Purchasing Department

January 9, 2023

## REQUEST FOR PROPOSAL

**RFP 2022P058**

Provide and Install New Office Systems Furniture for the ANC Central Transfer Station Campus

### ADDENDUM NO. 3

Please make the following changes to the subject project.

1. **Questions and Answers**
2. **CHANGE: Proposals Due 5:00 P.M. Local Time, January 17, 2023**
3. **ADD: Excel version of Attachment 4 – Cost Proposal**
4. **ADD: Addendum 3 – Attachment 6 – Terms of Electronic File Transfer**

**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](mailto:wwwpur@muni.org)

All other terms and conditions remain unchanged.

Sincerely,

*Chris Hunter*

Chris Hunter  
Deputy Purchasing Director

**REQUEST FOR PROPOSAL NO. 2022P058**  
**MUNICIPALITY OF ANCHORAGE**  
**OFFICE SYSTEMS FURNITURE FOR CTS**

**ADDENDUM #3**  
**1/06/2022**

**TO: PLANHOLDERS**

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

### **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 (DWG) file of the new building layouts?**

**Response 1: CAD (DWG) files of the building floor plans will be provided for reference only. The contractor will be required to field verify all dimensions. Included is a "Terms of Electronic File Transfer" form that must be filled out, signed, and returned to Dylan Baffrey ([dylan.baffrey@tetrattech.com](mailto:dylan.baffrey@tetrattech.com)) at which time she will share the CAD drawing files with the proposer.**

**Question 2: Can Attachment 5 – Cost Proposal be provided in an Excel format?**

**Response 2: Excel files for the cost proposal will be provided.**

**Question 3: Please confirm that there will be an operating elevator that bidder will have permission/access to use for loading/removal/delivery of furniture and packaging in both the existing buildings and new buildings designed in the scope of work for this RFP.**

**Response 3: Existing building furniture is to be manually moved downstairs. The selected proposer can use the elevator at the new facility but will have to coordinate with the General Contractor.**

**Question 4: Please provide exact sizes and configurations of surfaces for new workstations specified for Admin Building Rooms B106, B107, B108, B116, B124, & B125 / Vehicle Maintenance Building Rooms D101 & D110 / HHW & RPB Rooms C101 & C102 / Commercial Scale House & Residential Exit Booth Rooms 103 & 104. In the Furniture Schedule and Minimum Requirements document provided, it indicates that there are schematics and renderings for each requested workstation. There were no renderings included in the RFP documents and only the Admin Building provides schematics showing workstation layouts.**

**Response 4: Building furniture layouts are similar to what was shown for the Admin Building. The intent is to provide maximum functionality and ergonomic configuration to utilize the space effectively. We do not have schematics/renderings or exact dimensions for all new furniture and leave that up to the proposer.**

**Question 5: Please provide schematics showing workstation layout for Vehicle Maintenance Building Rooms D101 & D110 / HHW & RPB Rooms C101 & C102 / Commercial Scale House & Residential Exit Booth Rooms 103 & 104. As per the request in the Furniture Schedule and Minimum Requirements document provided, main work surfaces where electric sit-to-stand function is required are to be identified by the seat indicated in the schematics.**

**Response 5: See Question #4 Response. Open office D101 does not require sit-to stand functionality at workstations. All other desks to be provided with sit-to stand functionality.**

**Question 6: In the Furniture Schedule and Minimum requirements document provided, new workstations specified for Admin Building Rooms B106, B107, B108, B116, B124, & B125 and Vehicle Maintenance Building Rooms D101 & D110 / HHW & RPB Rooms C101 & C102 / Commercial Scale House & Residential Exit Booth Rooms 103 & 104 requests laminate worksurfaces integrated with metal storage units as indicated in renderings; however, there are no renderings provided. Please confirm the only storage requested are the storage pieces specifically itemized on the cost proposal for each room.**

**Response 6: The intent is for office storage to be integrated and thematically similar to other components in the work area. The storage requested is itemized on the cost proposal for each room.**

**Question 7: Please verify size and details (single tier, qty. of shelves, qty. of hooks, etc.) of metal storage lockers for Admin Bldg. Room B117.**

**Response 7: Each Storage locker is to be 36" X 18" X 72" with five shelves or similar.**

**END OF ADDENDUM No. 3**