

1. Are there CAD files available for our use for the basement, first floor, second floor, and third floor at 825 Tech Center Drive? **No. As stated in the RFP the PDFs given in the RFP are the only type of drawings that are given during this process. After the RFP is awarded the drawings will be given to whomever wins the contract.**
2. What purchasing contract(s) does the City of Gahanna use or prefer to use? **GSA, STS, Sourcewell, any other public procurement contracts.**
3. Is there an opportunity for *(the Distributor)* to negotiate deeper discounting directly through the manufacturer partner(s) without using a purchasing contract to get the most competitive price? **Yes. Whatever achieves the best price.**
4. If there are contracts the City has not used before, is there an opportunity for *(the Distributor)* to propose one or multiple if it means getting the most competitive price? This might mean that the client needs to apply, depending on the contract. **We would consider applying as long as it did not delay our process procurement process**
5. The worksheet doesn't ask for the list price, but the instructions do; please advise. **Net price only is acceptable.**
6. Do we need to quote prevailing wage rate labor? **No**
7. Please confirm if we are to quote delivery and installation during normal business hours (8a-5p). **Yes.**
8. Dependent upon the scope of work for certain manufacturers, in the best interest of the client and process, we are suggesting that we redirect manufacturers of smaller scopes to our Distribution Center first (vs. direct shipping). Please confirm. Manufacturers of larger scopes will be direct-to-site delivery. **Absolutely nothing should be directly shipped to the job site. Everything should be inspected by "The Distributor" prior to arrival on site and installation.**
9. Will there be a dock available for our truck for direct-to-site delivery items? **No.**
10. Do we need to provide furniture finish samples with our RFP response, or do we provide samples after awarded? **Samples for any accepted alternates should be submitted. All other samples to be submitted after it is awarded.**
11. Do we need a physical paper cut / warranty sheet for every item to submit with our paper RFP response, or can those documents be provided electronically only? **The RFP in its entirety needs to be submitted.**
12. To confirm proper stability and concealed power routing, can you provide an isometric drawing of each workstation typical? **This will be provided after the project is awarded.**
13. Do the hard copy proposals need to be submitted by the April 17th Noon deadline, or can we submit our electronic version then drop off our hard copy later in the day? **No, everything needs to be submitted by noon both physically and digitally**

14. Will a bid form be provided? **This is available to download.**
15. Are all items shown in blue on the plan supposed to be existing? Some are tagged with an “x”, some are tagged with a tag from the bid specs, and some are not tagged at all. Please confirm. **All items in blue are not in scope.**
16. CH-07: Per Stylex, the Designtex Rise fabric is denied for use on the Brooks series. Please provide reselected fabric or confirm if Grade C should be quoted and fabric selected after award. **Please use Mayer Matka – this will be updated in the documents.**
17. T-09: Please confirm for the alternate that you mean the table is to include power units as the Stout table does not come as a powered height adjustable option and only comes as manual/pin-height adjustable. **Please use The Maker Project by Versteel as the basis of design**
18. Room 105: Confirming only a qty. of (2) ACC-01 are needed as it looks like there are more based on the layout on the plan. **Only 2 as called out.**
19. Room 102F: Tag CH-05 has “qty. 4” noted on plan but only a qty. of 3 are shown. Please confirm qty. **only 3 are needed drawings will be updated.**
20. Room 101C: Tag CH-05 has “qty. 4” noted on plan but only a qty. of 3 are shown. Please confirm qty. **only 3 are needed drawings will be updated.**
21. Rooms 101C, 102F, 200A, 220C, 250B, 300A, 340C, and 360B: Desk is highlighted in blue but is tagged as “DK-02.” Please confirm if this is part of the scope as the DK-02 alternate pricing or if the desks are supposed to be marked as existing. Qty. of DK-02 in spec is (1) but we are counting a total of (8). Please also confirm qty. **All items in blue are not in scope.**
22. Room 103: Tables are tagged as T-09 but should these be tagged as T-08? Please confirm. **Yes, these should be tagged as T-08 this will be updated.**
23. Room 120: Item PM-02A is not shown or tagged in this room. Please confirm item is needed. **PM-02 on the plan is PM-02A this will be updated as well**
24. Room 193C: Tag T-24 has “qty. 2” noted on plan but qty. of 3 are shown on plan. Please confirm qty. **3 are needed drawings will be updated.**
25. Room 124: Qty. (6) chairs highlighted in green are not tagged. Please confirm tag. **These are the CH-05. The drawings will be updated.**
26. Room 140G: Chair at desk is not tagged. Please confirm tag should be CH-02. **Correct this is CH-02**
27. Room 220C: Tag CH-05 has “qty. 4” noted on plan but only a qty. of 3 are shown. Please confirm qty. **only 3 are needed drawings will be updated**
28. Rooms 240E, 240F and 240D: Desk is highlighted in blue but is tagged as “DK-03.” Please confirm if these are part of the scope or if the desks are supposed to be marked as existing. **All items in blue are not in scope.**

29. Room 211: There is a table in this room that is not labeled. Please confirm tag should be T-04. **Yes.**
30. Room 100D: Should there be a T-04 in this room to match other lactation rooms? **No.**
31. Room 212:
- a. Tag CH-04 has “qty. 26” noted on plan but only a qty. of 22 are shown. Please confirm qty. (note that we are counting a total of 34 per the specs). **Yes, the qty 22 is correct. Plans will be updated**
 - b. Tag T-26 has “qty. 11” noted on plan but only a qty. of 7 are shown on the plan and a qty. of 9 is listed in the spec. Please confirm qty. **Yes, the qty 7 is correct. Plans will be updated**
 - c. Table with the (8) BS-02 chairs is not tagged. Please confirm this is T-19. **Yes, this is T-19**
32. Room 250: Item COMM-1 is not shown or tagged in this room. Please confirm item is needed. **Yes Comm-1 is needed. Plans are within the RFP documents.**
33. Room 291A: Confirming that the (6) CH-05 shown are to be “add alternates” since they are highlighted in pink? **All items highlighted in pink are add alternates.**
34. Rooms 260H and 260G: Tag CH-02 has “qty. 4” noted on plan but only a qty. of 3 are shown in each room. Please confirm qty. **3 are needed drawings will be updated.**
35. Room 260D: Please confirm chair tag in this room. **This is CH-01**
36. Room 260B: Items highlighted in orange – are these part of the scope? **These are not part of the scope.**
37. Room 320: Chairs at T-16a table are not tagged. Please confirm tag. **These should be CH-05**
38. Room 303: Tables at LG-09 are not tagged. Are these T-04? **Yes, these are T-04**
39. Room 340: Chairs at T-16a table are not tagged. Please confirm tag. **These should be CH-05**
40. Room 310A: Items highlighted orange – are these part of the scope? **These are not part of the scope.**
41. Will spec sheets be updated with corrected quantities based off of answers previously provided? **Yes. PDF has been uploaded with this Q&A**
42. Have updated floorplans been uploaded to reflect questions previously answered? As we are going through the Q&A, it does not appear that the plans reflect all the updates. **Yes. PDF has been uploaded with this Q&A**
43. Award – will this be a sole source award? **Sole source for the FF&E. The moving and logistics is a separate RFP/Award**
44. Installation - can we have a total cost for installation at the bottom of the proposal form? This will allow us to quote labor much more accurately, as opposed to labor

per item which would not accurately account for number of trucks and trips. **No. Please fill out the excel sheet as a unit install price as we have it set up.**

45. Freight – can we have a total cost for freight at the bottom of the proposal form? If we calculate freight on a per item basis, your freight charge will be incredibly high and not an accurate number. **No. Please fill out the excel sheet as we have it set up currently.**

46. SF-01 / SF-02A / SF-02B / SF-02C / SF-02D / SF-02E / SF-02F / SF-04 / SF-05

- a. Are there to be any panels with vertical fabrics or should all panels be wood grain laminate? **Panels should be laminate – no fabric to be used.**
- b. Accessory rail & accessories – should this be externally mounted or integrated into the panel system? **Integrated within the panel system**
- c. Whiteboard – where should this be located within the typical? Should this be magnetic or non magnetic? **This should be integrated within the panel and should be magnetic**
- d. Spec calls for grommet in corner of surface – our surfaces come standard with notches. The 72” surface would have two notches, the 54” would have one notch. Are these notches acceptable? Or should we remove them and field install grommets? **Notches are acceptable**
- e. Box Box File – should the entire unit be laminate? Or should the drawer fronts be laminate with a metal case? **Door/drawer front to be laminate with a metal case.**
- f. Wardrobe (only applies to some of the above tags) – should the entire unit be laminate? Or should the door front be laminate with a metal case? **Door front to be laminate with a metal case.**

47. SF-02A / SF-02B / SF-02C / SF-02D / SF-02E / SF-02F / SF-06A / SF-06B / SF-06C

- a. Gallery panel max height is 50” – the above tags call for taller heights – can these gallery panels be replaced with standard panels and use laminate tiles? Or fabric tiles? **No fabric should be used. Please price this with the max height available and if glass is available at 15” to create 65”/66” total height as an alternate with the 12” glass as the basis of design.**

48. SF-02E

- a. Do you want glass along the wall? **please price this and it may be modified prior to ordering.**
- b. Transaction top can not mount on top of gallery panel – please confirm the front panel can be a standard panel. **A standard panel with laminate on it is acceptable.**
- c. Should there be glass on either side of the transaction counter? **please price this and it may be modified prior to ordering.**

49. DK-04

- a. Box Box File is called out as fixed, but the table is height adjustable – should this be a freestanding ped or a mobile ped? **The BBF will need to be under the stationary top then and be a fixed ped.**
50. T-11
- a. 96”w is not able to flip – should this be a stationary top? **Tables need to be able to be flipped and stored. If alternates need to be submitted to achieve this please submit accordingly.**
51. T-11 / T-13 / T-20 / T-16 / T-16A / T-29
- a. Wilsonart Walnut Heights is requested, but we are not able to get matching edgeband – should we proceed with a standard walnut laminate and matching edgeband? **Matching edgeband is preferred, final finishes can be selected upon award.**
52. For install purposes, should a single phase be assumed? **Installation and processes involved are the furniture vendor/partner’s expertise and responsibility and this information should be dictated by bidder.**
53. DK-02 & DK-03: The specs for the return surface call out rounded corners, however this would look odd with the BBF mounted at the end as the BBF corner would stick out beyond the rounded surface corner. Are rounded corners necessary or can the return surfaces be square corners to match the ht. adj. surface? **this is fine**
54. PM-01: Per JSI, they need additional information regarding the logo such as a .jpeg of the photo along with the size needed in order to quote. **See answer below regarding this.**
55. Item Tag BH-01 is shown on the Add Alternate Form, but this item is not provided in the specifications. Can you please provide the specifications for this item **BH-01 should be ignored. This was an error**
56. DK-04 is shown as a straight and called out as a straight height adjustable. When answering the question (#49) you stated that the ped should be under the stationary surface. Should this not be a height adjustable? Or should there be a stationary return? **This should be height adjustable with a mobile ped.**
57. T-11 – in your response to question #50 you note that the tables need to flip and store, but you are requesting glides. Do you want these on casters for easy movement? **No. this should have glides per the client.**
58. We have a question about your response to #47 – Do you want us to also drop the standard 3” panel down to 50” since that is the max height of the gallery panel? **yes.**
59. SF-06A- They don’t call for a monitor arm so this option should work. I just wanted to document that it wouldn’t be functional to add on in the future with this configuration. **Client asked for monitor arms to be removed. Price as shown and confirm after award prior to ordering.**

60. SF-06B - 30”H panel specified, cannot have markerboard/ accessory tile. **Noted.**
61. SF-06C - No panels specified to carry power or have markerboard/ accessory tile.
Not standard to have gallery panel as support or mounted to the wall. (reaching out to onetouch for clarification) **power will come from the wall**
62. SF-06D - No panels specified to carry power or have markerboard/ accessory tile.
power will come from the wall
63. Will the Qty. Discrepancies between specs/plans sent on 3/17 be addressed? It doesn't look like the qtys. in the revised Specs or Bid Form have been updated with corrected qtys. for some items, and some add alternates have not been added to the Add Alternate Form (CH-05, T-04, and T-20 have some qtys. that are highlighted pink on the plan but add alternates are not referenced in the specs for these items). The attached Excel shows our counts if it helps for reference (see Totals by Tag tab). The “Checked” column on the total line shows the discrepancy between the plans and the specs. An “x” means qtys. match. **The quantities are your responsibility to check. All information within the specification document has been updated correctly and reflects any changes that have needed to be made.**
64. #41 of the Q&A states that the revised PDF was uploaded with the Q&A but looks like the specs/qtys are the same and have not been updated (CH-07 fabric has not been revised to Mayer, T-09 is still the KI spec even though item was changed to Versteel to name a couple). Can you please confirm the correct file was uploaded to Gahanna's site? **Confirmed as of 4/2**
65. Regarding the RFP Form: We assume that we do not need to include a lump sum installation cost per the bottom of the spreadsheet since installation costs are being included and calculated into the subtotal cost at the bottom of the spreadsheet? If we include a lump sum cost for installation at the bottom of the spreadsheet like it shows, then install costs will be doubled since they are also being calculated into the subtotal. Should the unit/total installation costs (would need to add a column for total installation) be calculated into the installation line at the bottom of the spreadsheet and not be calculated into the subtotals?
Installation should be per item. Please ignore this portion of the spreadsheet.
66. Product Tag: PM-01. - Per JSI Engineering we cannot apply a logo to laminate items. They did recommend contacting a local company that can create a vinyl sticker logo that can be applied to the front of the lectern over the laminate. Or we can offer our Native in veneer attached for an example of what the Native would look like. **This should be the JSI LOK, not the Native. The logo on the front can be a vinyl applied to the front.**
67. Product Tag; CH-05- Mesh code in part number is for black, mesh color called out is for onyx – please confirm correct mesh code and color. **finish legend is correct.**
68. Product Tag; CH-05A - Mesh code in part number is for black, mesh color called out is for onyx – please confirm correct mesh code and color. Part number is for a chair with glides, but carpet casters are requested – if casters are needed, the part

number would be 5642B1. Please confirm casters or glides and part number. **finish legend is correct and casters are required.**

69. Product Tag; CH-03 - Base code is for a black base, but finish legend calls out polished aluminum on the base – please confirm the base finish. **finish legend is correct.**
70. BN-05: The Elara does not have the ability to have contrasting fabric as shown in the specification due to being a slipcover design. The fabric would need to be applied as shown here (or vice versa with the solid blue on the seat/back/sides and pattern on the back). Please confirm which fabric should be on the seat/inside back/sides and which should be on the outside back. **The patterned fabric should be on the back and the outside sides.**
71. PM-01: In order to get a quote for a custom vinyl logo from a local fabricator we need to know the approx. size of the logo needed. Is there an image of the custom logo as well? Per our branding team, we can also provide a “dimensional” logo on the front that would be a step up from the vinyl. Would you like this option as an add alternate? **The logo will be provided to the winner of the bid. Logo will be approx. 22” x 22” vinyl is what is desired.**
72. T-15, T-17, T-18, and T-21: Per JSI, the model number provided in the specs is for a boat shape top. The drawings show these tables at rectangle. Please confirm which top shape is wanted. **This should be a boat shape**
73. T-25: Per JSI, the model number provided in the specs is for an X-base, but the picture shows disc base. Please confirm which base style is wanted. **The disc base is correct**
74. Regarding answer #63 in the FFE Questions document dated 4/7, if we are counting a higher qty. on the plans than what is listed in the specs then are we to change the qty. on the pricing form to match what we are counting? Same goes for lower qty. counted than what is in specs? Since dealers are responsible for the quantities then they most likely will differ as we are still finding qty. discrepancies between plans and specs/bid form. We just want to make sure if we are counting and bidding a higher qty. than what is in the specs or than what another dealer has bid that we are given fair consideration. An example of this is CH-01 – there are 159 shown on the floor plan, but only 141 in the specs and on the bid form. **The correct number of CH-01 is shown within the specs and the bid form. This will be the final time this question will be answered. There are existing furniture pieces that match what is being bid out and may be utilized in different spaces.**
75. Rm 121F – please confirm if chairs in this room are CH-05 as they are not tagged. **These are CH-05**

76. Rm 123 – please confirm if chairs in this room are CH-05 as they are not tagged.

These are CH-05

77. Rm 135 – please confirm if chairs in this room are CH-05 as they are not tagged.

These are CH-05

78. Tag T-09 – will a new spec page for the Versteel Maker Table be provided? We just want to make sure we are quoting the correct table needed – we assume pin ht. adjustable for the base bid and power ht. adjustable for the alternate, and no power receptacle provided for either option. **The Versteel Maker Table should only be priced as the add alternate for the power sheight adjustable. No power receptacle should be provided.**

79. Bid Form Questions Base Bid Tab – will an updated bid form be issued or should we make changes ourselves? **This is all now updated to be correct.**

- a. Item tag CH-07 lists a qty. of 90 but there are 98 in the spec.
- b. Item tag CH-08C listed as stacking cart for CH-08 chairs but the CH-08 chair is a conference room chair that doesn't stack. Is this line supposed to be for CH-11 qty. 16 carts? There isn't a line item on the bid form for the CH-11 carts.
- c. Item tag T-05 – still has a qty. of 25 but specs were updated to qty. of 24.
- d. Item tag T-13 – has qty. of 41 but should be 48 per spec.
- e. Item tag T-26 – still has a qty. of 9 but was updated to qty. of 7 in the FFE Questions #31b.
- f. Item tag COMM-1 is not listed on bid form for Base Bid or Add Alternate.

80. Bid Form Questions Add Alternate Form Tab

- a. Item tag CH-05 – there are (6) shown on the plan highlighted in pink indicating these are an alternate. Will these be added to spreadsheet? **This is all now updated to be correct.**
- b. Item tags SF-02A/B/C/D/E/F, SF-04, SF-05, and SF-06A/B/C/D specs call for the accessory rail and accessories (whiteboard, pencil cup, shelf) to be priced as a separate line item. Will these line items be added to this tab or do we need to add these lines to the Base Bid tab? **This is all now updated to be reflected.**
- c. Item tag LG-08 is listed with a qty. of 1. Just confirming that this shouldn't be a qty. of 3 (same as base bid qty)? **This is all now updated to be correct.**
- d. Item tag T-04 – there are a qty. of (5) shown on the plan highlighted in pink indicating these are an alternate. Will these be added to spreadsheet? **This is all now updated to be correct.**

