



To: All Prospective Bidders
From: Purchasing Department
Date: December 10, 2012
Subject: FFE Inquiries and Responses and Modifications

Questions and Answers:

DBE

1. Pg 17 of 30 – V.D. - Is a veteran owned business given additional consideration over small, minority and women owned businesses? Do different combinations get weighed differently? **No... veteran owned businesses are not given any additional consideration over small, they will qualify for the same incentive as a small business. As a minority and women owned businesses you can be listed on the PNP documents. No... different combinations are not given any different weight.**

General Questions:

1. If on a particular item we are unable to provide a price for the “Basis of Design” selection, but are providing a price for one of the suggested “Alternates” for that item, where do we put the total for at the bottom of the page? Would it go under “Total Base Bid” or under “Alternate Base Bid”? **Alternate Base Bid**
2. Please confirm that we do not need to provide finish samples with our bid submission. Per the notation on the specification sheets, we would provide such information upon award and prior to order approval and entry. Please let us know if we have misunderstood this clarification. **Finishes should be provided after award**
3. Are we required to provide pricing for all alternates requested, if those are available to us? For example, if there are (3) suggested alternates listed on the specification sheets on the RFP, do we need to provide pricing options for all (3) of those alternates, or should we just provide pricing on the alternates that are most cost efficient for the client/end user? **We would like pricing on all alternates available to you**
4. If we choose to “No Bid” individual specifications due to the fact that we do not have access to those products, will it affect our ability to be awarded a contract? In other words, will awards go to each individual specification, or will it be a total bid award? **Awards should be given based on bid package**

5. Each specification has its own total sheet but there is no overall total sheet. Do we need to provide an overall total for the entire bid or will you be totaling it yourself? **We will total ourselves.**
6. When submitting substitution requests, should we send those to the mccpurchasing@nashville.gov email address? **Yes.**
7. It is not clear if the CCA will accept substitutions. Can we submit a substitution? If so, what is the process for the submission, strike offs and samples? **Yes. You can submit alternatives provided the specifications are met.**
8. Is there a standard form to be used on substitution requests? **The standard bid form should be used**

Public Space

1. It seems EX-202, Teak Table is missing a Bid page as well as quantities. **Please see revised RFP located at http://www.nashville.gov/bob/docs/rfp/rfp_ffe-ps2012.pdf for bid sheet.**
2. Clarification is requested for the item EX-103. Overall width is indicated as 240" wide. The specifications call out 5 planters with 3 seat inserts for a total of 8 (48" wide) units. 8 units will not fit within the 240" overall width. Please clarify the number of planters and number of seat inserts to be priced. **Each section should be 48" wide-5 sections total (5x48=240) to create the overall 240" bench. We need 8 of these benches – not 8 sections (40 sections total).**
3. EX-100.1 Alt 1 – need spec & qty on throw pillows, since they are not included in the sectional spec. **Throw pillow fabric is to be EX100B-we are specifying 6 yards of fabric for pillows. Pillows should be 12x20. The number of pillows required is based on the number that could be created from 6 yards of fabric**
4. EX-100.2 Alt 1 - need spec & qty on throw pillows, since they are not included in the chair spec. **Throw pillow fabric is to be EX100B-each chair is to receive 1 12x20 pillow**
5. I want to confirm that the bidders should be contracting the attached portable desk tagged PS-210 through a local millwork company and the shop drawings attached are the basis of design. **That is correct. It's custom millwork and what's shown is the basis of design.**
6. This item appears to be millwork, since there is not a manufacturer on the spec. Should the furniture dealers include this in their bid pricing? Please confirm. **PS-210 is a custom millwork piece and should be priced accordingly.**

Office Space

1. There are blank pages, missing Bid Forms, as well as Specified information which does not correspond with the following pages (i.e. Steelcase spec - Knoll product). When turning in

substitutions, what do we base it upon? Spec, Picture or the Line Items? **These will be addressed on an individual basis**

2. How will ergonomic needs and accessories be determined and procured? **Accessories to be selected after bid**
3. OF-101 (Alternate 1)
 - a. Should we provide carpet or hard-floor casters for these chairs? **Carpet**
 - b. Would you like the arm pad finish to be black or brownstone. **Black**
4. OF-103 (Alternate 1)
 - a. Are the arms to be fixed or adjustable? **Could be either**
 - b. Should we provide carpet or hard-floor casters for these chairs? **Carpet**
 - c. Would you like the back support finish to be black or silver? **Either**
5. OF-103 Alt 2 – seat cushion spec is not known by KI. Could you please give more information on the fabric to be used on the seat – **Fabric should simply be an in grade standard fabric**
6. OF-201
 - a. Please confirm model number for the base for this table. I believe this base may need to be model #: H-Z92-XX-6-XXX. **See notes below**
7. OF-201 (Alternate 1)
 - a. Please confirm the model number given for the top for this table. The model number given on the specification sheet denotes a laminate top on this table, but the notation on the finish for this item denotes wood veneer. Please confirm whether this top is to be wood or laminate. **This should have a wood top**
 - b. Please confirm the model number given for the base of this table. The model number given on the specification sheet is for a standard fixed-height 4-star base, but a mobile adjustable height base is noted on the specification. Please advise. **This should be a standard fixed height 4 star base**
8. OF-300, OF-300.1, OF-300.2
 - a. In the interest of cost-savings, could acrylic or glass doors be substituted for the back-painted glass doors? **Acrylic doors are not acceptable**
 - b. Please confirm that we are to include slat-rail in the pricing. It isn't called out in the item description on the specification sheets, but it is noted on the itemized parts list that was provided. **Slat rail should be included in pricing**
 - c. Please confirm that we are to include center drawer in the pricing. It isn't called out in the item description on the specification sheets, but it is noted on the itemized parts list that was provided. **Include center drawer in pricing**
9. OF-302, OF-3021
 - a. Our solution for these workstations does not allow for a 60" panel height. Is a nominal 57" panel height acceptable. **This is not acceptable**
 - b. Our solution for these workstations does not allow for a 18"H window tile. Is a 24" window acceptable? Additionally, there is a frameless glass option available that is 15"H if that is more desirable. Please advise. **Frameless is not acceptable. 24" is not acceptable.**

- c. Instead of a polished chrome leg, is an anodized aluminum or metallic silver leg acceptable? Our systems furniture open leg does not have a polished chrome option. **We would accept a metallic silver leg**
 - d. In the interest of cost-savings, could acrylic or glass doors be substituted for the back-painted glass doors? **Acrylic doors are not acceptable**
10. OF-305
- a. One the desk, does the end support have to be a closed end panel as shown, or could it be an open support leg (similar to what is requested in the workstations above)? **Open is acceptable**
 - b. Is this item to have a bar-style pull, or could this have an integral, recessed pull for cost savings? **We prefer a bar-style pull – submit alternate as well**
11. OF-306
- a. Is this item to have a bar-style pull, or could this have an integral, recessed pull for cost savings? **We prefer a bar-style pull – submit alternate as well**
12. Can pages 75-84 of the office furniture RFP be re-downloaded to the site? These pages are blank and seem to be missing critical information for bidding. **Please see revised RFP located at http://www.nashville.gov/bob/rfp/rfp_ffe-of2012.asp.**
13. Will Kimball Office furniture be considered as an alternate manufacturer to the specified Steelcase and Alternate 1 – Knoll Ref as long as the quality and procedural requirements as set forth in tvsdesign FFE general requirements are met? **Yes. You can submit alternatives provided the specifications are met.**
14. Will Kimball Office furniture be considered as an alternate manufacturer to the specified Steelcase back of house desk as long as the quality and procedural requirements as set forth in tvsdesign FFE general requirements are met? **Yes. You can submit alternatives provided the specifications are met.**
15. I wanted to inquire if there was any opportunity for side seating, Task Lights, Monitor Arms, CPU Holders, or Keyboard Trays for this project? **The task lighting, monitor arms and etc. are to be supplied by the furniture manufacturer. We'll not know who this is until the project is awarded. But, those are not individual items with individual specs. and cannot be purchased/bid independently.**
13. Do we need to field measure before submitting the bid or before receiving the purchase order? **Please see furniture plans located at http://www.nashville.gov/bob/rfp/rfp_ffe-of2012.asp for bid sheet.**
14. on page 20 of the RFP VI Evaluation Criteria D) Scoring – Cover Letter and Letter (s) from Manufacturer (s) we are to Provide Letter (s) from manufacturer (s) that are bidding, noting you have a direct Purchasing Agreement with the said Manufacturer. Please confirm that you are requesting for us to provide a letter from all manufacturers we provide pricing stating that we are authorized to bid their respective products? **Yes. Please provide letters from all manufacturers you are providing pricing.**

Queuing Control Systems

1. Throughout the entire RFP there are references to set-up of products, disposal of cartons and installation. Are you expecting these services for the 55 posts and 4 sign frames?
 - a. If yes on installation, can you please provide an overview of where the posts will be placed throughout the facility? **In one location specified by MCC staff upon delivery.**
2. Are the products inside delivery or do you have a lift gate? **We have docks, drive in ramps, and dock levelers.**
3. Stanchions/sign frames - Is wrinkle black acceptable as opposed to "satin black"? **Yes**
4. On the price sheet you have listed only the 55 posts and not the 4 sign frames. Are we to include the 4 sign frames cost into the same line? **Separate line.**

Garment Rack, Flag Sets, and/or Tripod Easels

1. Gold Finish, Weighted, Metal Floor Stand:
 - a. Is a Gold finish, Weighted, ABS floor stand and acceptable substitute? **Yes**
2. United States flag set:
 - a. Is gold fringe required? **No**
 - b. Is a pole sleeve required? **Yes**
 - c.
3. Tennessee State flag set:
 - a. Is an "industry standard" digital printed flag acceptable? **No**
 - b. Is gold fringe required? **No**
 - c. Is a pole sleeve required? **Yes**
4. Metro flag set:
 - a. Will electronic artwork files be provided to create this flag? **Yes**
 - b. Is a digital printed flag acceptable? **Yes for this flag**
 - c. Is gold fringe required? **No**
 - d. Is a pole sleeve required? **Yes**
5. Shipping / Freight:
 - a. Is there an allowance for shipping or must this be included in the overall RFP response **Should be included in response**

Folding Table/ Cocktail Tables

1. You state a need for 66" rounds. Will 60" rounds work? I am finding it difficult to locate 66" round tables. **No**
2. Do you need Table Trucks for the 60" or 66"? If so, how many? **66" on a separate spec.**
3. You stated you needed 96" rounds. Was this supposed to be 30"x96" banquet style tables? **96" should be 66" rounds**

4. You stated you needed crescent tables. Do you mean the 30"x30"x30" serpentine? **They are the same shape and type. See item #13.**
5. Do you want me to include the table trucks for the 1/2 rounds, 1/4 rounds and serpentine? **Yes**
6. Starter Blocks. Are you referring to High Capacity Storage for 2 table trucks? See picture. **No. Starter Blocks are for stack hairs. These may be eliminated per our high density racking system**



7. On the bid for the tables it specifies a 96" round. We do not make this I do not believe any of the manufacturers listed make that size. I want to make sure that is correct on the bid. Also, I do not see any carts for the chairs or tables, outside of the bid for the 66" round table carts. Should we be expecting another bid for table and chair carts? **96" should be 66" rounds**
8. Under FF&E Specification Number 200, 96" Round Tables in a Quantity of 250 is an Item Type. Typically 96" Round Tables are made by putting together two half round tables, in this case, there would be a total Quantity of 500 half round tables. Will this be a comparable product? **No**
9. If this solution is considered comparable but ABS half round tables are not available for this size, are plywood half round tables for this size considered comparable? **No**
10. Under FF&E Specification Number 200, Crescent Tables in a Quantity of 10 is an Item Type. Typically, Crescent Tables and Serpentine Tables are used interchangeably. **Yes**
11. Since Serpentine tables have already been listed as an Item Type with a size of 30/60/30 in a Quantity of 10, can you provide additional descriptive information for the Crescent Tables that you are requesting? Also, this is to confirm that these are not duplicate requested tables. **They are one in the same.**
12. Under FF&E Specification Number 200.2, Starter Blocks for Stacking in a Quantity of 1 set (per 2 trucks). **These are to remain**
13. Starter Blocks for stacking are typically for forklift stackable carts. **These should remain for now and can be removed later if not compatible with high density storage.**
14. Forklift stackable carts are not the carts that will be included in this bid as far as we can tell. Therefore, these would typically be supplied by the cart manufacturer and not the table manufacturer. This is to confirm that the starter blocks for stacking fit properly with the forklift stackable carts provided. **Please provide pricing for starter blocks. Storage system will be determined at a later date.**

15. Will these Starter Blocks for Stacking be removed from this bid package? **These should remain for now and can be removed later if not compatible with high density storage.**
16. Will a steel construction table truck for 66" Round Folding Tables be considered a comparable product to the aluminum construction table truck or is this not considered an acceptable comparable product? **No.**
17. Must we bid for the exact MityLite etc.. brand, or you would accept alternatives? **Yes. You can submit alternatives provided the specifications are met.**
18. I see that there is also listed the name and contact info for the basis-of-design source. What is that for? **The contact information is to give credit for the use of the image.**

MODIFICATIONS

Modified Section III. INSTRUCTIONS FOR PROPOSALS B) Projected Timetable. Additional Provision. See additional wording below.

Please note that though the projected Desired Delivery Date is for the first of April, 2013, the Level 2 and Level 3 offices will be available by the end of January 2013, and office furniture may need to be installed as soon as these offices become available. Installation of furniture, electrical and data connections will need to be coordinated with MCC and Bell/Clark.