



## INVITATION FOR BID NO. GSA-035-16

### CUBICLE WORKSTATIONS March 10, 2016

#### Questions submitted by M80 Systems Inc., dated March 2, 2016

#### QUESTION 1:

##### Inquiry 1: Item 1.1

1. Description and size:
  - a. Pedestals: 1<sup>st</sup> requirement calls for under counter mounted pedestal; immediately after the requirement calls that each "cabinet" must have a removable 2 drawer pedestal.
    - i. Should "cabinet read as cubicle?"  
**Response:** See Amendment No. 3
    - ii. You can't have a mounted pedestal and still have it removable? Does this mean the cubicle calls for 1 ea. Mounted and 1 ea. Mobile pedestal?  
**Response:** Yes, each 6x6 ft cubicle workstation should have 1 mounted pedestal and 1 removable 2 drawer pedestal locking file cabinet.
2. Height:
  - a. Will the variance in height of up to 6" higher can be acceptable? Not all panels from all manufacturers are the same height.  
**Response:** Yes, the variance in height of up to 6' HIGHER is acceptable. It is unacceptable for cubicle heights to be LOWER than the initial specifications.
3. Workspace and countertop option:
  - a. Are you referring to the work surface (desk space) on the interior of the cubicle? A countertop or transaction counter usually sits on the panel or an elevated foot. Panels heights requested on this cubicle does not allow for a traditional countertop or transaction counter. Please clarify if the countertop or work surface is needed.  
**Response:** Yes, we are referring to the work surface on the interior of the cubicle.
4. Outlet & Wiring:
  - a. Rather than vinyl outlets covers, will you allow for metal knockout covers?  
**Response:** Metal knockout covers are acceptable.
5. Layout:
  - a. Is there a scheduled site visit for interested bidders to measure office space?  
**Response:** See Amendment No. 3

6. Provided sample drawing/layout:
- a. Item 1.1: Reflects 13 cubicles and one paneled off copier room.  
**Response:** Minimum requirement is 12 cubicles for Administration, with 2 additional as optional. Our intent is to use one of the 12 cubicles to house our copiers; therefore, work surface is not necessary as the sketch reflects. Metal knockout covers are acceptable, as electrical outlets and data ports are necessary in the "copier cubicle". See Amendment No. 3.

**Inquiry 2: Item 2.1**

1. Description and size:
- a. Pedestals:
- i. Should "cabinet" read as cubicle?  
**Response:** The specifications does states, "Each cubicle must be equipped with ..."
- ii. Is the requirement for 1 ea fixed pedestal and 1 ea mobile pedestal? Please clarify.  
**Response:** Yes, each 6x6 ft. cubicle workstation should have 1 mounted pedestal and 1 removable 2 drawer pedestal locking file cabinet.
2. Height:
- a. Will the variance in height of up to 7" lower or 8" higher be acceptable? Not all panels from all manufacturers are the same height.  
**Response:** Yes, the variance in height of up to 7' LOWER is acceptable. It is unacceptable for cubicle heights to be HIGHER than the initial specifications.
3. Workspace and countertop option:
- a. Are you referring to the work surface (desk space) on the interior of the cubicle? A countertop or transaction counter usually sits on the panel or an elevated foot. Panels heights requested on this cubicle does not allow for a traditional countertop or transaction counter. Please clarify if the countertop or work surface is needed.  
**Response:** Yes, we are referring to the work surface on the interior of the cubicle.
4. Outlet & Wiring:
- a. Rather than vinyl outlets covers, will you allow for metal knockout covers?  
**Response:** Metal knockout covers are acceptable.
5. Layout:
- a. Is there a scheduled site visit for interested bidders to measure office space?  
**Response:** See Amendment No. 3
6. Provided sample drawing/layout:
- a. Item 1.1: Reflects 4 cubicles and one paneled off copier room. Is this the requirement or should we only quote 12 cubicles?  
**Response:** The sketch reflects 4 cubicles; however, the minimum quantity is 3. No copier room is reflected in this sketch. The vendor should quote 3 cubicles, with a 4<sup>th</sup> additional, and not 12 as 12 cubicles as the question reads.

**Inquiry 3: Item 3.1**

1. Height:
- a. Will the variance in height of up to 7" lower or 8" higher be acceptable? Not all panels from all manufacturers are the same height.  
**Response:** Yes, the variance in height of up to 7' LOWER is acceptable. It is unacceptable for cubicle heights to be HIGHER than the initial specifications.

2. Workspace and countertop option:
  - a. Are you referring to the work surface (desk space) on the interior of the cubicle? A countertop or transaction counter usually sits on the panel or an elevated foot. Panels heights requested on this cubicle does not allow for a traditional countertop or transaction counter. Please clarify if the countertop or work surface is needed.

**Response: Yes, we are referring to the work surface on the interior of the cubicle.**

3. Outlet & Wiring:
  - a. Rather than vinyl outlets covers, will you allow for metal knockout covers?

**Response: Metal knockout covers are acceptable.**

4. Layout:
  - a. Is there a scheduled site visit for interested bidders to measure office space?

**Response: See Amendment No. 3.**

#### **Inquiry 4: Item 4.1**

1. Height:
  - a. Will the variance in height of up to 7" lower or 8" higher be acceptable? Not all panels from all manufacturers are the same height.

**Response: Yes, the variance in height of up to 7' LOWER is acceptable. It is unacceptable for cubicle heights to be HIGHER than the initial specifications.**

2. Workspace and countertop option:
  - a. Are you referring to the work surface (desk space) on the interior of the cubicle? A countertop or transaction counter usually sits on the panel or an elevated foot. Panels heights requested on this cubicle does not allow for a traditional countertop or transaction counter. Please clarify if the countertop or work surface is needed.

**Response: Yes, we are referring to the work surface on the interior of the cubicle.**

3. Outlet & Wiring:
  - a. Rather than vinyl outlets covers, will you allow for metal knockout covers?

**Response: Metal knockout covers are acceptable.**

4. Layout:
  - a. Is there a scheduled site visit for interested bidders to measure office space?

**Response: See Amendment No. 3.**

5. Provided sample drawing/layout:
  - a. Reflects 10 cubicles. Is this the requirement or should we only quote 2 ea cubicles?

**Response: The sketch reflects 10 cubicles; however, the minimum quantity is 2. Please provide a quotation for both quantities. See Amendment No. 3.**

#### **Inquiry 5: Item 5.1(a), 5.1 (b)**

1. Height:
  - a. Will the variance in height of up to 7" lower or 8" higher be acceptable? Not all panels from all manufacturers are the same height.

**Response: Yes, the variance in height of up to 7' LOWER is acceptable. It is unacceptable for cubicle heights to be HIGHER than the initial specifications.**

2. Workspace and countertop option:

- a. Are you referring to the work surface (desk space) on the interior of the cubicle? A countertop or transaction counter usually sits on the panel or an elevated foot. Panels heights requested on this cubicle does not allow for a traditional countertop or transaction counter. Please clarify if the countertop or work surface is needed.

**Response:** Yes, we are referring to the work surface on the interior of the cubicle.

3. Outlet & Wiring:

- a. Rather than vinyl outlets covers, will you allow for metal knockout covers?

**Response:** Metal knockout covers are acceptable.

4. Layout:

- a. Is there a scheduled site visit for interested bidders to measure office space?

**Response:** See Amendment No. 3.

5. Provided sample drawing/layout:

- a. Reflects an additional 1 ea 8'x8.5' cubicle station and 6 ea additional 6'x6' workstations whithout ADA compliant countertop? Do these need to be quoted or only what is reflected on the Bid Qty next to the Item No.?

**Response:** Please provide a quote for the minimum quantities of: one (1) 6'X6', one (1) 8'x8', and one (1) 9'X8' cubicle, as per bid specifications.

**QUESTION 2:**

1. I would like to request an extension to the submittal date as a site visit still need to be scheduled and allow more time since this is fairly large bid. Request to extend by one additional week after the site visit has been completed.

**Response:** See Amendment No. 3.

  
**CLAUDIA S. ACFALLE**  
Chief Procurement Officer

**ACKNOWLEDGMENT COPY**  
**(Please Print)**

Received by: \_\_\_\_\_  
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