

Questions – 11/20/24:

1. Who is responsible for disassembling the row of (3) cubicles on the 3rd floor and reinstalling them on one of the floors below? Is this something we can add as a line item within our bid?
  - a. If yes, there should be an electrical whip that is connected to the cubicles (hardwired to wall). Should we also place a line item for the disconnect/reconnect electrical service?

**Answer:** The cubicles will be relocated by others. Please include price for assembly of 2 cubicles only.

2. Would you like us to add a line item for the disassembly, removal, and delivery of any existing furniture to your warehouse nearby? (I was told it's approximately 2 miles away)

**Answer:** No, moving services will not be part of this scope.

3. Besides certain notated items on the furniture list as ZIRA or OTG, which product line are the remaining items, or are they all ZIRA?

**Answer:** The manufacturer is Global Industries, Inc with ZIRA and OTG product lines.

4. Is there a floorplan and CAD file available of what the final layout is to be for the offices within scope? If so, may we have this?

**Answer:** CAD file will be provided. Floor plan attached.

5. Is there a breakdown of how many of the offices within the scope of work are on each floor?

**Answer:**

**1<sup>st</sup> floor:** 3 offices will get new furniture, 2 cubicles (existing) to be assembled

**2<sup>nd</sup> floor:** 5 offices will get new furniture

**3<sup>rd</sup> floor:** 6 offices will get new furniture

6. I was told that there is not yet a final count of left and right-handed desks. I am not seeing L-shaped desks within the scope, so this may not apply. If it does, could we please be provided with how many lefts and how many rights will be needed?

**Answer:** One left return desk is to be provided. Most desks will be height-adjustable table with side tables that are not designated as right or left return.

7. I learned that your office will be fully operational during the install, although the QR states that unboxing and installation on site is preferred. Would you be open to allowing

some items to be built at our warehouse (i.e. Sit-stand desks) and then protected for delivery? This would cut down on installation 'noise,' unboxing debris, as well as time spent in your office.

**Answer:** Yes, that will be allowed. Final inspection will require any damaged items to be replaced.

8. Is it confirmed that there will only be one phase moving forward rather than being split up into phases?

**Answer:** Yes, only one phase. We would like furniture to be delivered/installed the week of February 3, 2025.

9. Can the furniture installation be performed during regular hours?

**Answer:** Yes

10. Is there a designated area for truck parking during the installation process?

**Answer:** The truck will be allowed to park in the employee parking lot for easy access to the service elevator.

11. In Section II. Scope of Services there is no mention of furniture move/removal. Is removal of any existing product needed? If so, can you provide the offices/ photos of the furniture needed to be removed. Where will the product be moved to? Is the labor for move services to be included in quote O-2625?

**Answer:** No furniture move/removal will be included in this scope of work.

12. Section II. Scope of Services A. iv. mentioned installing the furniture in two phases. What is the estimated timeline for the two phases?

**Answer:** There will only be one phase. We would like furniture to be delivered/installed the week of February 3, 2025.

13. Will the furniture be purchased all at once? Or will it be purchased separately in two phases? Will storage of the product at our warehouse be needed?

**Answer:** Furniture will be purchased all at once. No storage will be needed.

14. Offices 212 & 213 specify a Vion Side Chair- what is the chosen seat finish for this product?

**Answer:** Chrome

15. This item was cut off on the spreadsheet. Can you please provide the full description? And confirm that it should be quoted out in Global Zira and not OTG.

- a. OTG Height Adjustable Base Only, 2 Leg, Dual Stage, 23.62"d and 29.53"d Adjustable Depth, 47.24"w –

**Answer:** GLOBAL OTG Height Adjustable Base Only, 2 Leg, Dual Stage, 23.62"d and 29.53"d Adjustable Depth, 47.24"w -70.87"w Widths, 4 Programmable Positions, Digital Display, OTG HEIGHT ADJUSTABLE

16. Can you please confirm that all the furniture will be delivered in one install and not multiple phases.

**Answer:** Confirmed- one install

17. Office 134A - Remove Exist. Desk and Hutch from Exist. Office 115 and relocate to Office 134A.  
From List of New Furniture remove the (3) items for the Standup Desk.

**Answer:** Please see the updated furniture list.

18. Office 134B - Remove Exist. Desk and Hutch from Exist. Office 329 and relocate to Office 134B. From List of New Furniture remove the (3) items for the Standup Desk

**Answer:** Please see the updated furniture list.

19. Office 115 - Remove existing Desk & Hutch and Relocate to Office 134A. In reference to the New Furniture List – REMOVE: Small Table 30" x 29" H Round Top, 4-Leg Base (already existing in the Office ADD: Small Side Table 24" x 48" x 29.5"H Freestanding Table w/ 2 Full End Panels

**Answer:** Please see the updated furniture list.

20. Office 225 Frederick - Question – Sm Side Desk 24" x 48" Freestanding Table is noted twice, is this needed?

**Answer:** No, only one is needed.

21. Office 224 Emma in reference to New Furniture List – Quantity for 19.3"d x 36"w x 28.5"h Storage Shell should be 2 in lieu of 1. OR specify Z2072SCSC – Two Storage Cabinet Credenza and remove from New Furniture List the 19.3"d x 36"w x 28.5"h Storage Shell and the 20"d x 72"w x 29.5" Storage Shell Top & Back.

**Answer:** Please see the updated furniture list.

22. Office 218 Gary - Existing Furniture to be Removed – Who is responsible? And if Dealer is responsible where is furniture going – to storage or disposed of?

**Answer:** Existing furniture will be removed by others.

23. Office 219 Tiana - Existing Furniture to be Removed – Who is responsible? And if Dealer is responsible where is furniture going – to storage or disposed of?

**Answer:** Existing furniture will be removed by others.

24. Office 213 Director - Existing Furniture to be Removed – Who is responsible? And if Dealer is responsible where is furniture going – to storage or disposed of?

**Answer:** Existing furniture will be removed by others.

25. Office 327 Julie - In reference to New Furniture List – Verify if Lg. 2-Drawer 24”d x 72”w x 29.5”h Credenza Twp 2-Drawer Lateral File is needed. Believe in the Office there is an existing (1) 2-Drawer Lateral File, needed this to be verified.

**Answer:** Lg. 2-Drawer 24”d x 72”w x 29.5”h Credenza Two 2-Drawer Lateral File is needed

26. Office 329 Lisa - Remove existing Desk & Hutch and Relocate to Office 134B In reference to the New Furniture List – REMOVE: Small Table 30” x 29” H Round Top, 4-Leg Base (already existing in the Office ADD: Small Side Table 24” x 48” x 29.5”H Freestanding Table w/ 2 Full End Panels ADD: Hutch 15”d x 48” x 41.9” Closed Hutch w/ Doors

**Answer:** Please see the updated furniture list.

27. Office 330-CFO - Is there existing furniture to be removed in this Office? If there is existing furniture who is responsible? And if Dealer is responsible where is furniture going – to storage or disposed of?

**Answer:** Existing furniture will be removed by others.

28. Existing Cubicles - The existing cubicles will need to be removed in order to construct Offices 336 & 337. Who is responsible for this? And from my understanding they will need to be relocated to the First Floor. As a note only 2 Cubicles will fit on the First Floor in lieu of the total Existing 3 Cubicles. Who is responsible for building the 2 cubicles on the First Floor? This will be a separate issue from the New Furniture and will have to be done prior to delivery and installation of the new furniture.

**Answer:** These will be disassembled and moved by others but they will need to be assembled (2) as part of this scope.