

February 22, 2019

## **Addendum #03**

# **Furniture Standards Planning, Procurement, and Installation Services**

To All Proposers,

Please carefully review the information provided below and incorporate as directed into your Supplemental Proposals due to the Project Development Unit on **March 8, 2019**. Submittals that do not reflect the information provided below may be considered non-responsive and the submittals may be rejected.

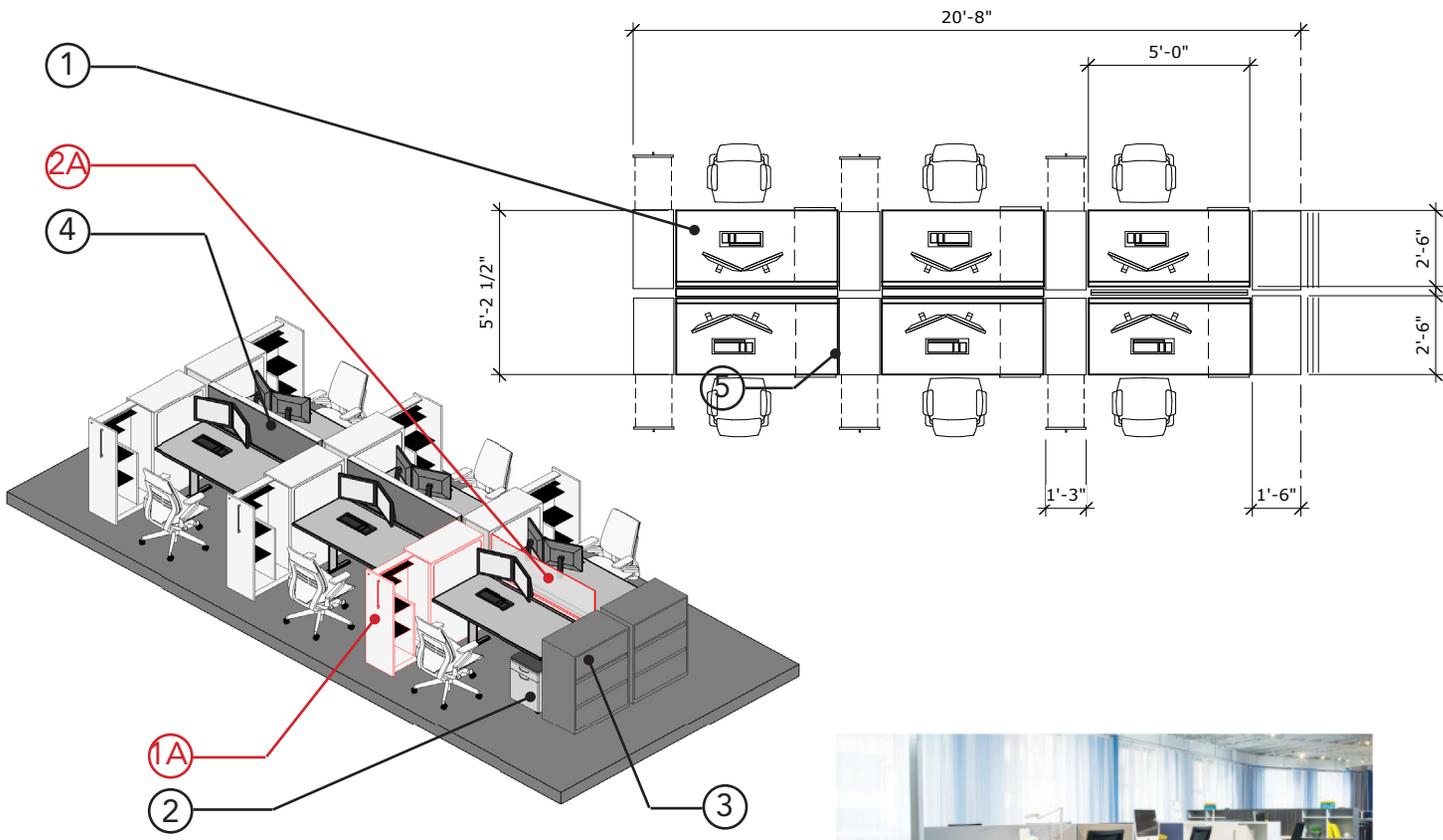
1. The RFP Schedule is revised as below (*County Reserves the right to modify this schedule at any time at its sole discretion*):

Supplemental Proposal Due at 2:30pm	3/08/2019
Mockup Completion	3/15/2019
Interviews with selected Respondents*	TBC – week of 4/01/2019
Evaluation committee provides final selection	4/04/2019
Board of Supervisors approval	4/23/2019

\* Interview details will be provided at a later time after the mock-up review

2. Supplemental Proposal – submit by email to both Sam Lin at [slin@smcgov.org](mailto:slin@smcgov.org) and Catherine Chan at [cchan3@smcgov.org](mailto:cchan3@smcgov.org) by the above due date/time:
  - i. Please review carefully additional Standard Furniture Types as shown on attached Enclosure B AND fill out your All-Inclusive Pricing on attached Enclosure C.
  - ii. Please provide pricing breakdown to explain your All-Inclusive Pricing strategy as provided on attached Enclosure D.
  - iii. Please review the San Mateo County Ergonomic Office Standards and acknowledge compliance/acceptance as provided on attached Enclosure D.





**Benching Workstation - 6 Pack (Revised)**

**Total Area: Approx. 20'-8"x5'-2.5"**

**Design Characteristics**

Approximately 60"Wx30"D benching workstations placed in group of (6) to allow for collaborative workspace. Mobile storage boxes and storage pantry located at each workstation with shared lateral file storage located at end of benching system. Approximately 48"H fabric panel will be located in between workstations to allow separation and privacy between workstations. Benching workstation aesthetic is to be open, sleek, and modern in design.

**Features**

1. Approx. 60"Wx30"D motorized adjustable height work surface
2. Approx. 12"Wx24"D lockable mobile storage pedestal
3. (2) Approx. 30"Wx18"Dx40"H lockable lateral file storage
4. (3) Approx. 60"Wx48"H fabric panels (Base bid- See below for add alternate)
5. Upholstered task chair with adjustable arms, tilt lock adjustable back, and adjustable height seat pan-300 LB capacity

**Finishes - Mid Grade:**

- Laminate work surfaces with plastic bases
- Painted metal mobile pedestal storage
- Painted metal lateral storage/bookcase with laminate top
- Floor mounted fabric panels with painted frames
- Upholstered task chair with plastic arms and 5-star plastic base on hard caster wheels

**Finishes - High-End:**

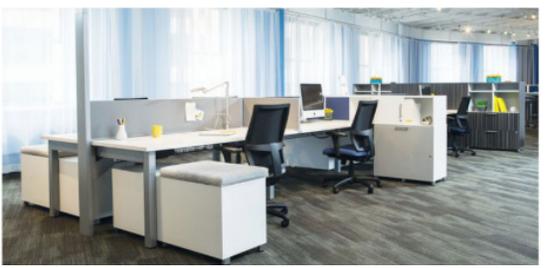
- High Pressure laminate work surfaces with metal bases
- Painted metal mobile pedestal storage with high pressure laminate top
- Painted metal lateral storage/bookcase with high pressure laminate top
- Floor mounted fabric panels with painted frames
- Upholstered task chair with plastic arms and 5-star metal base on hard caster wheels

**Accessories**

- Monitor arm: double arm with capacity for 24" or 34" monitor

**Power/Data**

- Power located at base
- Portable power and USB desktop unit
- 2 outlets total per station, 2 USB ports per station
- Integrated cord management



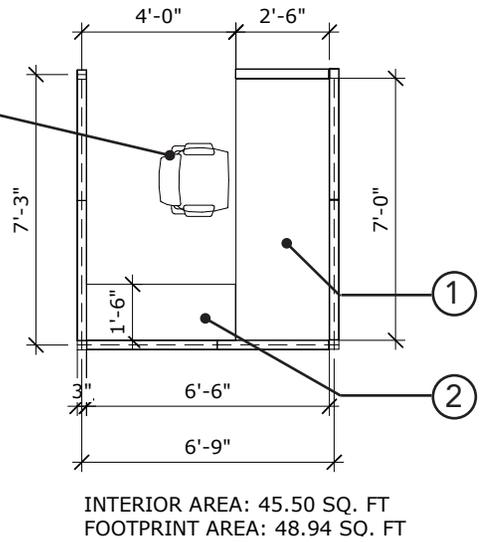
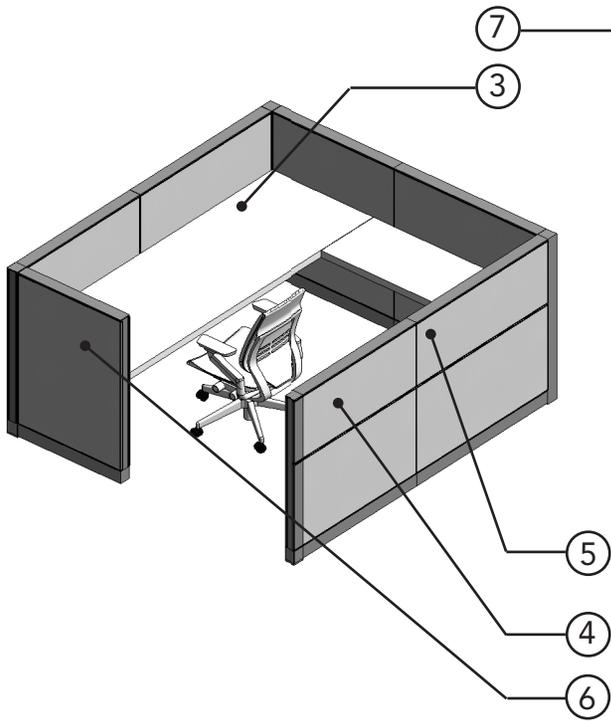
**NOTE:**  
Due to add alternate items some of the desk and panel dimensions may have chaged from previous enclourse B package provided to vendors. Please review revised package and make necessary adjustments to desk and panel sizes.

**DISCLAIMER:**

Architectural elements shown are for *reference only*. Refer to individual project Contract Documents for exact project information and requirements.  
Dimensions shown are for *reference only*. Refer to project requirements and manufacturer product specifications for actual size.  
All images and visuals used in this document are for *reference only*. Final finish selections and specific products will be determined by project teams and their individual project requirements.

**ADD ALTERNATE ITEMS:**

- 1A. Approx. 15"Wx30"Dx48"H storage pantry (If storage panel is not included in workstation footprint please replace with upholstered end panel approx. 30"Wx48"H)
- 2A. (3) Approx. 60"Wx48"H fabric panels with frosted glass top.



**Workstation Type 1A (Base Bid)**  
**Total Area: Approx. 48 Sq. Ft.**

**Design Characteristics**

Approximately 7'-3"x6'-9" standard workstation will include motorized adjustable height work surface with, fixed height return work surface and approximately 48"H upholstered/metal panels. Adjustable height task chair will also be included. Standard workstation aesthetic is to be open, sleek, and modern in design.

**Features**

1. Approx. 84"Wx30"D motorized adjustable height work surface
2. Approx. 42"Wx18"D fixed height return work surface
3. (1) Approx. 36"Wx48"H upholstered/metal panels
4. (3) Approx. 42"Wx48"H upholstered/metal panels
5. (2) Approx. 45"Wx48"H upholstered/metal panels
6. (1) Approx. 30"Wx48"H upholstered/metal panel
7. Upholstered task chair with adjustable arms, tilt lock adjustable back, and adjustable height seat pan-300 LB capacity

**Finishes - Mid-Grade:**

- Laminate work surfaces with plastic base
- Metal panels facing outward with tackable fabric panels on the inside and painted frames
- Upholstered task chair with plastic arms and 5-star plastic base on hard caster wheels

**Finishes - High-End:**

- High pressure laminate work surfaces with metal base
- Metal panels facing outward with tackable fabric panels on the inside and painted frames
- Upholstered task chair with plastic arms and 5-star with metal base on hard caster wheels

**Accessories**

- Monitor arm: double arm with capacity for 24" or 34" monitor

**Power/Data**

- Power located at base
- Portable power and USB desktop unit
- 2 outlets total per station, 2 USB ports per station
- Integrated cord management

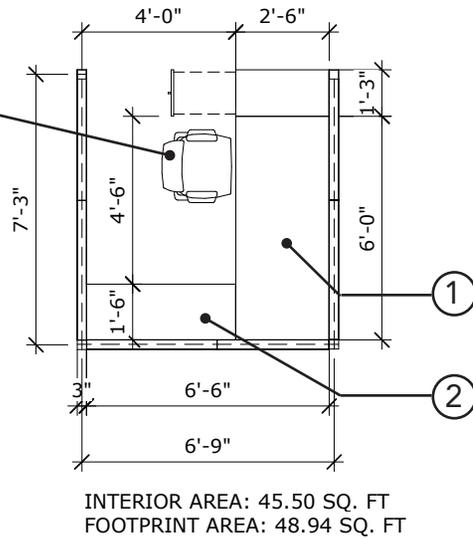
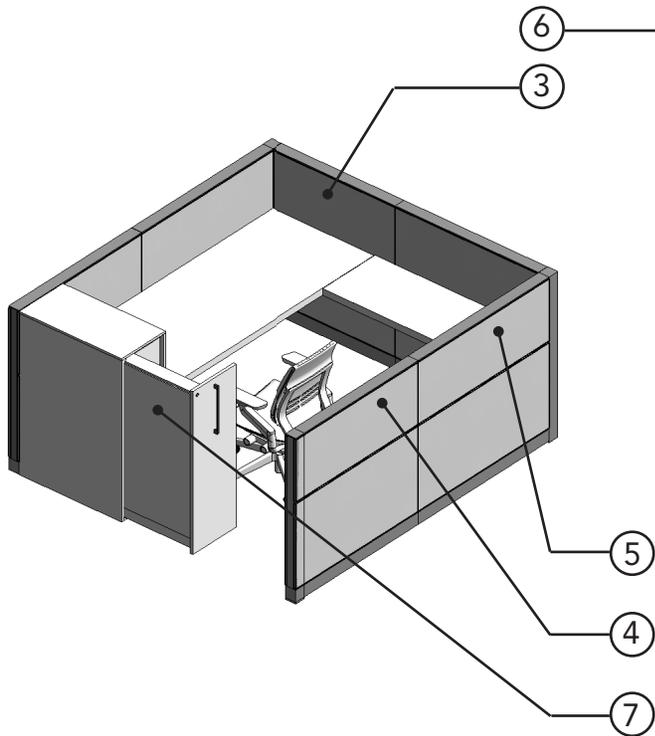


**DISCLAIMER:**

Architectural elements shown are for *reference only*. Refer to individual project Contract Documents for exact project information and requirements.

Dimensions shown are for *reference only*. Refer to project requirements and manufacturer product specifications for actual size.

All images and visuals used in this document are for *reference only*. Final finish selections and specific products will be determined by project teams and their individual project requirements.



### Workstation Type 1A (Add. Alt.) Total Area: Approx. 48 Sq. Ft.

#### Design Characteristics

Approximately 7'-3"x6'-9" standard workstation will include motorized adjustable height work surface with fixed height return work surface and approximately 48"H upholstered/metal panels. Adjustable height task chair will also be included. Standard workstation aesthetic is to be open, sleek, and modern in design.

#### Features

1. Approx. 72"Wx30"D motorized adjustable height work surface
2. Approx. 42"Wx18"D fixed height return work surface
3. (1) Approx. 36"Wx48"H upholstered/metal panels
4. (3) Approx. 42"Wx48"H upholstered/metal panels
5. (2) Approx. 45"Wx48"H upholstered/metal panels
6. Upholstered task chair with adjustable arms, tilt lock adjustable back, and adjustable height seat pan-300 LB capacity
7. (1) Approx. 15"Wx30"Dx48"H storage pantry

#### Finishes - Mid-Grade:

- Laminate work surfaces with plastic base
- Metal panels facing outward with tackable fabric panels on the inside and painted frames
- Upholstered task chair with plastic arms and 5-star plastic base on hard caster wheels

#### Finishes - High-End:

- High pressure laminate work surfaces with metal base
- Metal panels facing outward with tackable fabric panels on the inside and painted frames
- Upholstered task chair with plastic arms and 5-star with metal base on hard caster wheels

#### Accessories

- Monitor arm: double arm with capacity for 24" or 34" monitor

#### Power/Data

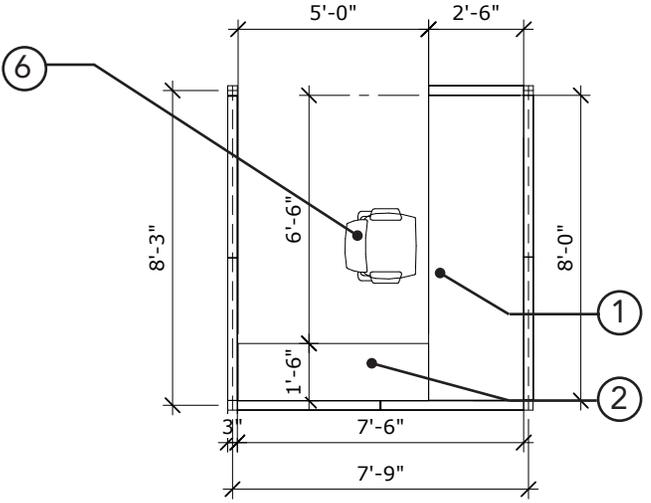
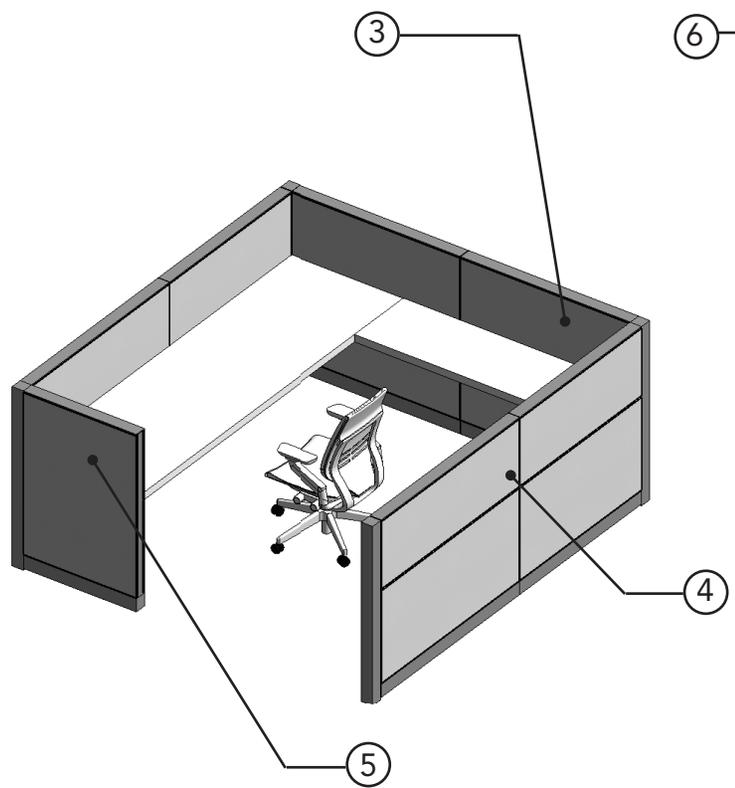
- Power located at base
- Portable power and USB desktop unit
- 2 outlets total per station, 2 USB ports per station
- Integrated cord management

#### DISCLAIMER:

Architectural elements shown are for *reference only*. Refer to individual project Contract Documents for exact project information and requirements.

Dimensions shown are for *reference only*. Refer to project requirements and manufacturer product specifications for actual size.

All images and visuals used in this document are for *reference only*. Final finish selections and specific products will be determined by project teams and their individual project requirements.



INTERIOR AREA: 60 SQ. FT  
FOOTPRINT AREA: 63.93 SQ. FT



### Workstation Type 1B (Base Bid) Total Area: Approx. 64 Sq. Ft.

#### Design Characteristics

Approximately 8'-3"x7'-9" standard workstation will include motorized adjustable height work surface with fixed height return work surface and approximately 48"H upholstered/metal panels. Adjustable height task chair will also be included. Standard workstation aesthetic is to be open, sleek, and modern in design.

#### Features

1. Approx. 96"Wx30"D motorized adjustable height work surface
2. Approx. 60"Wx18"D fixed height return work surface
3. (4) Approx. 45"Wx48"H upholstered/metal panels
4. (2) Approx. 51"Wx48"H upholstered/metal panels
5. (1) Approx. 30"Wx48"H upholstered/metal panel
6. Upholstered task chair with adjustable arms, tilt lock adjustable back, and adjustable height seat pan-300 LB capacity

#### Finishes - Mid-Grade:

- Laminate work surfaces with plastic base
- Metal panels facing outward with tackable fabric panels on the inside and painted frames
- Upholstered task chair with plastic arms and 5-star plastic base on hard caster wheels

#### Finishes - High-End:

- High pressure laminate work surfaces with metal base
- Metal panels facing outward with tackable fabric panels on the inside and painted frames
- Upholstered task chair with plastic arms and 5-star with metal base on hard caster wheels

#### Accessories

- Monitor arm: double arm with capacity for 24" or 34" monitor

#### Power/Data

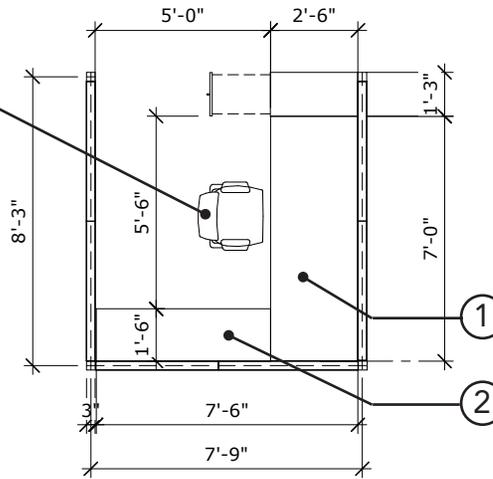
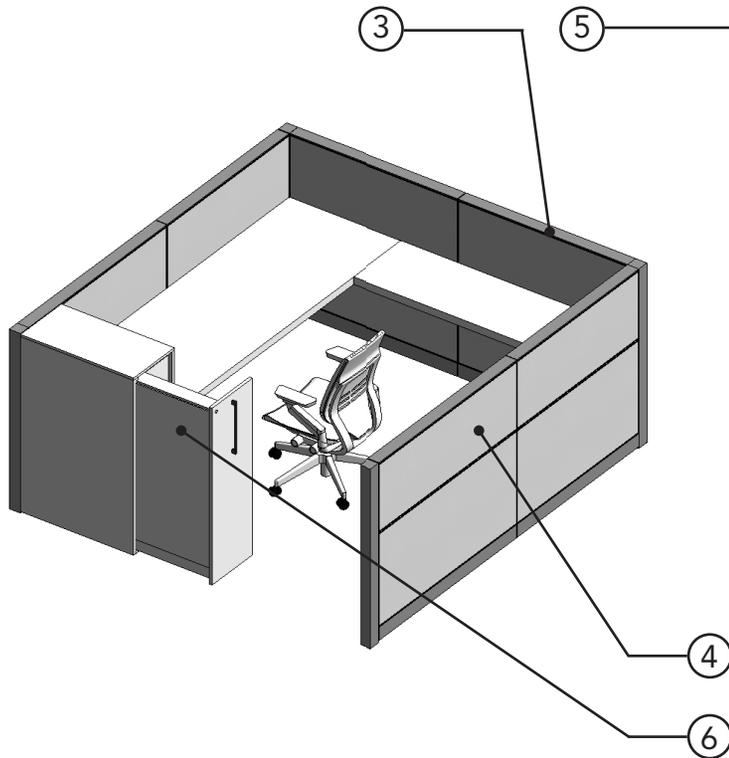
- Power located at base
- Portable power and USB desktop unit
- 2 outlets total per station, 2 USB ports per station
- Integrated cord management

#### DISCLAIMER:

Architectural elements shown are for *reference only*. Refer to individual project Contract Documents for exact project information and requirements.

Dimensions shown are for *reference only*. Refer to project requirements and manufacturer product specifications for actual size.

All images and visuals used in this document are for *reference only*. Final finish selections and specific products will be determined by project teams and their individual project requirements.



INTERIOR AREA: 60 SQ. FT  
 FOOTPRINT AREA: 63.93 SQ. FT



**Workstation Type 1B (Add. Alt.)**  
**Total Area: Approx. 64 Sq. Ft.**

**Design Characteristics**

Approximately 8'-3"x7'-9" standard workstation will include motorized adjustable height work surface with fixed height return work surface and approximately 48"H upholstered/metal panels. Adjustable height task chair will also be included. Standard workstation aesthetic is to be open, sleek, and modern in design.

**Features**

1. Approx. 84"Wx30"D motorized adjustable height work surface
2. Approx. 60"Wx18"D fixed height return work surface
3. (4) Approx. 45"Wx48"H upholstered/metal panels
4. (2) Approx. 51"Wx48"H upholstered/metal panels
5. Upholstered task chair with adjustable arms, tilt lock adjustable back, and adjustable height seat pan-300 LB capacity
6. (1) Approx. 15"Wx30"Dx48"H storage pantry

**Finishes - Mid-Grade:**

- Laminate work surfaces with plastic base
- Metal panels facing outward with tackable fabric panels on the inside and painted frames
- Upholstered task chair with plastic arms and 5-star plastic base on hard caster wheels

**Finishes - High-End:**

- High pressure laminate work surfaces with metal base
- Metal panels facing outward with tackable fabric panels on the inside and painted frames
- Upholstered task chair with plastic arms and 5-star with metal base on hard caster wheels

**Accessories**

- Monitor arm: double arm with capacity for 24" or 34" monitor

**Power/Data**

- Power located at base
- Portable power and USB desktop unit
- 2 outlets total per station, 2 USB ports per station
- Integrated cord management

**DISCLAIMER:**

Architectural elements shown are for *reference only*. Refer to individual project Contract Documents for exact project information and requirements.

Dimensions shown are for *reference only*. Refer to project requirements and manufacturer product specifications for actual size.

All images and visuals used in this document are for *reference only*. Final finish selections and specific products will be determined by project teams and their individual project requirements.

**FEE MATRIX - ADDENDUM No. 3**

**ENCLOSURE C**

STANDARD FURNITURE TYPES	FINISH GRADE	UNIT COST*	PRODUCT MODEL #:
<b>BENCHING WORKSTATION 6 PACK</b> See page 2 of Enclosure B: Furniture Typology Document Addendum 03	MID-GRADE FINISHES		
	HIGH-END FINISHES		
	ADD ALT 1A		
	ADD ALT 2A		
<b>WORKSTATION 48 SF (BASE BID)</b> See page 25 of Enclosure B: Furniture Typology Document Addendum 03	MID-GRADE FINISHES		
	HIGH-END FINISHES		
<b>WORKSTATION 48 SF (ADD ALT)</b> See page 26 of Enclosure B: Furniture Typology Document Addendum 03	MID-GRADE FINISHES		
	HIGH-END FINISHES		
<b>WORKSTATION 64 SF (BASE BID)</b> See page 27 of Enclosure B: Furniture Typology Document Addendum 03	MID-GRADE FINISHES		
	HIGH-END FINISHES		
<b>WORKSTATION 64 SF (ADD ALT)</b> See page 28 of Enclosure B: Furniture Typology Document Addendum 03	MID-GRADE FINISHES		
	HIGH-END FINISHES		
<b>TOTAL:</b>		\$ -	

Note\*

- 1) The Unit Cost shall be an all-inclusive price that also incorporates the fee for design/planning services, installation services (including routing of power and data), post-installation support, project management services and delivery services (incl. short-term temporary storage where needed), and applicable taxes.
- 2) The Unit Cost shall reflect and incorporate volume discounts, assuming aggregate quantities across all projects for workstations to be approx. 500-1,000 per type; conference room sets approx. 50+ and stackable chairs approx. 400+. Exact purchase quantity may vary with each individual project.
- 3) All-inclusive Pricing shall be applied to all products, listed and not listed in this Fee Matrix, to be purchased under this Contract.
- 4) Attach additional sheet to this Fee Matrix explaining your All-inclusive Pricing strategy to apply on other products not listed by providing fee breakdown (% of product price) noted in #1 above. Include also product list price to indicate discount offered for this Contract.

**Addendum No. 3**  
**RFP for Furniture Standards Planning, Procurement, and Installation Services**  
**County of San Mateo Project Development Unit**

**ENCLOSURE D**



**Clarification and Acknowledgement**

*PDU requests all Proposers to complete information below to satisfy requirements of this RFP:*

**All-inclusive Pricing Strategy**

	<i>Work-stations</i>	<i>Conf Room Furniture</i>	<i>Lounge/Café Furniture</i>	<i>Outdoor Furniture</i>	<i>Storage</i>	<i>Others</i>
<b>Discount off List Price (%)</b>						
<b>All-inclusive Price Breakdown (% of All-Inclusive Price):</b>						
Design/planning services						
Installation services (incl. routing of power and data)						
Post-installation support						
Project management services						
Delivery services (incl. short-term temporary storage where needed)						
Applicable taxes						
<b>Total</b>	<b>0%</b>	<b>0%</b>	<b>0%</b>	<b>0%</b>	<b>0%</b>	<b>0%</b>

The undersigned acknowledges the All-inclusive Pricing Strategy noted above shall be applied to all products/systems, listed and not listed in the Fee Matrix, to be purchased under this Contract:

\_\_\_\_\_ date \_\_\_\_\_

Please review the San Mateo County Ergonomic Office Standards at this link and acknowledge compliance/acceptance:  
[https://hr.smcgov.org/sites/hr.smcgov.org/files/ErgonomicOfficeStandards\\_2014.pdf](https://hr.smcgov.org/sites/hr.smcgov.org/files/ErgonomicOfficeStandards_2014.pdf)

The undersigned acknowledges and accepts the terms and conditions of this RFP:

\_\_\_\_\_ date \_\_\_\_\_

**END OF DOCUMENT**