



MORIN BUILDING
8570 EXECUTIVE PARK AVENUE
FAIRFAX, VIRGINIA 22031

October 21, 2022

To: All Prospective Offerors

Issued by: Elizabeth B. Dooley, CPPO, CPPB, Procurement Lead Buyer

Subject: Addendum 1, RFP 22-044, Furniture, Fixtures & Equipment – Central Maintenance Facility

The purpose of this addendum is to adjust the schedule to the subject RFP.

Section I: Questions & Answers

#	QUESTION	ANSWER
1)	Is there an AUTO CAD file you can share?	<i>Refer to the RFP 22-004 Addendum 1 – Admin CAD File and RFP 22-004 Addendum 1 – Warehouse CAD File for reference</i>
2)	Will our project manager be able to perform a site visit prior to bid submission? This is to get a better understanding of any delivery constraints with the parking lot, loading dock, elevator, etc.	<i>No, a site visit will not be permitted. Refer to the RFP 22-004 Addendum 1 – Site Plan included in this addendum for reference.</i>
3)	The RFP Insurance Checklist does not require Professional liability insurance, but it is listed in the sample contract #43d. Please verify E&O insurance does not apply to this project.	<i>Professional Liability Insurance will not be required for this project.</i>
4)	The sample contract states \$5,000,000 cyber security liability insurance coverage is required, but it is not on the RFP insurance checklist. Please confirm no cyber liability coverage is required, or reduce to \$2,000,000 or less.	<i>Cyber Security Liability Insurance will not be required for this project.</i>
5)	Please confirm no bond is required for this project.	<i>Bonds will not be required for this project.</i>

6)	C03 – Please confirm desired finish color as Cosm can be a single finish without the “dipped-in-color” feature.	<i>Acceptable</i>
7)	M03 – Are umbrella bases needed?	<i>Yes</i>
8)	M03 – Is the desired graphic available for pricing?	<i>Yes</i>
9)	D01, D02 and D04 - Is it acceptable to utilize cord gaps behind and/or below the work surface in lieu of surface grommets?	<i>This is acceptable if the wires are managed and hidden from view with troughs, covers, or other manufacturer’s standard method for concealing wires.</i>
10)	D04 – Calls for a 4-door panel-hung overhead. Can this be single, hinged flipper door units with metal door instead? If doors are required to open cabinet style, is a laminate case with doors acceptable?	<i>Metal case single hinged flipper door units with a metal door is acceptable. Laminate case storage is not acceptable.</i>
11)	Private Offices - Please specify grade level for fabric. (Grade 3, Grade 4, etc ?).	<i>Price Categories Grade Level 4 or less.</i>
12)	Private Offices - Confirm all storage is lockable.	<i>All storage to be lockable and keyed alike.</i>

Section II: Revisions to the RFP

#	REFERENCE	REVISION
1)	Attachment C – Part 1 – Pricing and Attachment E – Schematic Design, Item M09	Revise quantity of M09 Task Light from 12 to 15 to be included in Offices 216, 217 and 218.
2)	Attachment D – Basis of Design, Item D03	Remove under-overhead cabinet lighting listed in Item D03 performance criteria #1 and #15.
3)	Attachment C – Part 1 – Pricing and Attachment D – Basis of Design, Item D04	Revise Item D04 performance criteria #4 and #5 from tackable acoustic fabric to wood-look plastic laminate finish.
4)	Attachment D – Basis of Design	Revise specifications for Items D01, D02, D03 and D04 for storage to be lockable and keyed alike.

Section III: Attachments

The following attachment has been added to the RFP via Addendum 1.

Attachment I: Site Plan

No other changes have been made to the RFP.

RFP 22-044 – Furniture, Fixtures & Equipment – Central Maintenance Facility

Acknowledgement of Receipt of Addendum # 1

I certify that the information contained in the proposal submitted on behalf of the below named firm incorporates any and all changes to the original specification. I further certify by my signature below, that I am fully authorized to acknowledge receipt of the above addendum and also bind the below named firm to the terms, conditions and specifications of the RFP and any changes thereto made by this addendum.

ACKNOWLEDGED BY:

FOR:

Company Name

Date

Signature of Authorized Agent

Printed/typed name

Title