



8570 EXECUTIVE PARK AVE. FAIRFAX, VIRGINIA 22031

Date Issued: 9/26/2024

To: All Prospective Offerors

Issued by: Paula Martinez, Sr. Procurement Specialist

Addendum # 1: Q&A, to RFP 24-192 Furniture, Fixtures & Equipment for Willard Site

The purpose of Addendum #1 is to answer questions received by offerors interested in the mentioned RFP.

RFP-24-192 Willard's Furniture & Fixtures.		
#	Questions	FW's answer
<u>Product Questions</u>		
1	General Specification Notes, D: If an existing outlet is going to be covered, will it be moved to accommodate the position of the modesty panel?	The outlets will not be moved. Final furniture selection/design should accommodate the outlet locations.
2	General Specification Notes, I: Will wall blocking be provided?	All rooms with item M13 are CMU walls with the exception of room 203 which has one wall that is drywall. If the Owner determines M13 to be mounted to drywall, installer to provide appropriate anchors. Installer to provide all attachment hardware.
3	General Office spec: "Provide (2) 2" round plastic grommets per desk. Location to be determined in field." This will require the gromet to be cut in the field. If a pre-cut grommet can be provided, is this acceptable?	Yes, however the locations of pre-cut grommets shall be approved by Owner prior to fabrication.
4	Laminate storage: "1/2" thick. Handle detail to be full length of the front of drawer." Is a bar (or similar) pull acceptable?	Yes
5	Will an AutoCAD plan be provided?	Yes, it is part of Addendum #1. TO have a copy of AutoCAD file, please email pmartinez@fairfaxwater.org
6	If there is a discrepancy between the quantity of an item on the pricing spread sheet and the item shown on the plan, which one will be consider valid for the proposal?	Refer to plans for quantities.
<u>Building/Delivery/Installation Questions:</u>		
7	Will the project be delivered and installed in 1 phase?	All furniture is expected to be installed in one (1) phase. The archival shelving will need to be coordinated with the building contractor to install the flooring between the tracks prior to mounting the shelving on the tracks.

8	LOADING DOCK LENGTH: What is the permitted length for trucks at the loading dock?	There are two (2) loading docks. To the left of the ramp is a 65-foot-long loading dock that is 46-inches high. The loading dock to the right of the ramp is 55-foot long and 24-inches high.
9	LOADING DOCK to ELEVATOR DISTANCE: What the distance from the loading dock to the freight elevator?	The approximate distance from the loading dock to the passenger elevator is around 300-feet when going through the Warehouse.
10	LOADING DOCK HOURS: What are the loading dock hours?	The hours should be coordinated with the Owner but are expected to be 6:30 am to 3:00 pm.
11	LOADING DOCK USAGE: Will there be other projects ongoing that will require shared-use of the loading dock?	No other projects will need the loading dock.
12	DIRECT SHIPMENTS: What is the Maximum truck size allowed to be received at the building?	A WB-50 tractor trailer can be accommodated at the loading dock.
13	ELEVATOR to INSTALLATION SITE DISTANCE: What is the greatest distance from the elevator to the project installation location within the building?	The area of the second floor is minimal compared to the first floor. From the elevator at the 2nd floor to the corner of the Crew Chief's office is about 100-feet.
14	FREIGHT ELEVATOR RESERVATION: Can the freight elevator be reserved?	There is no freight elevator in the building.
15	FREIGHT ELEVATOR DIMENSIONS: What are the dimensions of the freight elevator?	N/A
16	FREIGHT ELEVATOR WEIGHT CAPACITY: What is the weight capacity of the freight elevator?	N/A
17	ELEVATOR USAGE: If a freight elevator is not available, can the passenger elevator be reserved?	The only elevator in the building is a passenger elevator. The dimensions of the passenger elevator are 5' - 9 1/2" wide X 4' - 4 1/8" deep, and 7' - 8" clear inside height.
18	CORRIDOR DIMENSIONS: What are the dimensions of the smallest corridor the installation teams will be accessing?	The narrowest corridor is to access the Fleet offices and Conf Room. That corridor is 5'-2" wide.
19	STAGING AREA: Will a staging area be available?	A staging area can be provided. The actual location will be finalized once a confirmed installation date is finalized.
20	BADGING: Please provide requirements for onsite access	The Owner's on-site contact will arrange access to the site.

21	REQUIRED MEETINGS: Please provide the expected number of project meetings our team is required to attend	The number of project meetings required will be determined by Owner as needed. At a minimum, the awarded bidder will organize and attend: an in-person onsite construction meeting to tour the facility prior to fabrication, an in-person furniture finishes selection meeting with the Owner, and an in-person final walk-through with the Owner and Architect after the furniture has been installed.
22	OFF-SITE INSPECTION: Is there any requirement for the trucks that will be delivering the items to go to an off-site facility for x-ray/screening?	No
23	Is any other construction work scheduled to take place in the building at the same time as the furniture installation?	No
24	Can we assume the area will be free and clear for us to deliver and install?	Yes
25	Union labor required?	No
26	Is there any Davis Bacon Wage scale/certified payroll requirement	No
27	Should we provide storage costs by month in case delivery and installation delays?	At the end of Attachment G- Pricing sheet, FW requires for you to provide the cost of extra 30 days of storage and in another line the additional storage fee at 15-day increments. (rows 69 and 69 of excel file): Attachment G)
28	Can we assume we'll have exclusive access to the loading dock and elevator during install?	Yes
<u>Procurement/Misc. Questions:</u>		
29	Is it your intention is to award this project to multiple vendors?	No
30	Please clarify which permits, if necessary, will be required.	FW does not anticipate any permits to be needed. If any offeror shall coordinate permit requirements with Owner.
31	TAXES: Please confirm if quoters are required to include taxes If the project is tax-exempt, please confirm a tax-exempt certificate will be provided upon award.	No need to quote taxes, Fairfax Water is Tax exempt. If awarded contractor will be provided with a copy of our certificate.

End of questions.

