Hurricane Florence Office Furniture Replacement

Request for Bids

Addendum #1 – Answers to Questions Received

4/2/2020

Questions received and answers in RED:

- What is the installation address? 316 Princess Street, Wilmington, NC 28401
- Does the facility have dock access or will street offload be required? Unloading will be done from our parking lot which has a ramp down to the same level as the offices being furnished
- Does the facility have elevator access if the installation is above or below ground floor? Elevators will not be needed for this unload and install
- What is your proposed installation date? As soon as possible
- Regarding furniture finish, do you require wood veneer or woodgrain laminate? Woodgrain laminate
- Regarding overhead storage, do you prefer wall-mounted or set-on-surface style (see attached drawing)? Set on surface style
- Section 1 of the RFB states the bids may be sent by mail OR email, whereas Section 2.8 states that bids are to be ‘submitted in a sealed envelope.’ Is submission via email acceptable? Yes email submission is acceptable
- we can bid this just the way it is requested. That said, we typically like to draw the furniture into the space that it’s going into in order to confirm for one and all that things will fit as intended. Is there a floor plan available for the offices that these desks & seating are going into? Yes I have attached a “snapshot” from the plans that has the dimensions to the rooms being furnished. A CAD file will be provided to the low bidder from the architect.
• The floor plan you sent over shows (5) offices, but the bid requests (7) desks. Are there other offices or are you doubling up some of the desks in these offices? Yes there are 2 desks in the office on the far left. There’s also a desk in the space to the right of the entry door.

• The space shown is labelled ‘suite 115.’ Is this first floor? Yes Any stairs to get into the building? No If not first floor, will there be access to an elevator? The elevator will not be needed to deliver furniture to this space.

• When it comes time to install the new furniture, will the rooms be empty or will the installer need to move existing product out? The rooms are empty

• Will we be able to do this installation during normal business hours or will it need to be after hours? During normal business hours

• Just wanted to clarify on substituting furniture brands for the Jasper Group items on the bid—will imported brands be accepted? If a substitution is provided it must be equivalent to the brand specified.

• Is there a drawing that can be supplied so we can input the furniture? A snapshot is provided here. Plans will be provided to the low bidder from the architect.

• Is there a dock or is this a street load? No dock. You will be able to unload from our parking lot which is on the same level as the offices that get the new furniture.

• What is the floor, hard surface or carpet? Carpet in the offices

• How soon do you want delivery? As soon as possible