

NYS Division of Parole
IFB 2009-11 Modular Workstation Installation – Albany

RESPONSE TO QUESTIONS

Question: Will a moving services vendor be responsible relocating the surplus product directly to the floor where the installation will take place?

Answer: Yes, moving services will be scheduled according to construction phase and the product will be delivered directly to the installation space.

Question: How will delivery of the new product be handled?

Answer: The new product will be ordered during renovation, by phase, as well; the selected vendor will be responsible for receipt of the product at the site and will be required to assure that the product is stationed in the install area as appropriate. A majority of the new product will be installed on the ground floor of the space; a small portion of new product will be required on the lower level and floor 2.

Question: Has the anticipated phasing been determined with how many workstations and on what floor per phase?

Answer: A construction schedule has not been established to date. While phasing of the project cannot be guaranteed at this time vendors must keep in mind that the installation may include the following, broad-based phasing requirements:

- Phase 1: Lower-Level Units – Transcription and Polygraph (11 units total) to be installed, simultaneously.
- Phase 2: Floor 2 – Albany Area Office (53 units total).
- Phase 2B:* Floor 2 – Re-Entry Unit (2 units total) to be installed.
- Phase 3: Floor 1 – Northeast Area Office (36 units total) to be installed.
- Phase 3B:* Floor 1 – Northeast 2 (4 units total) to be installed.

* Alternatively, these phases may be done simultaneously in the base phase construction for these areas.

Question: Can a vendor submit more than one bid?

Answer: Yes. More than one bid can be submitted.

Question: Will all of the surplus be delivered to the selected vendor at once or will a “pull list” be generated per phase?

Answer: Surplus delivery of product will be delivered directly to the area of installation at the site, and will be scheduled in accordance with the proposed phasing of the project.

NYS Division of Parole
IFB 2009-11 Modular Workstation Installation – Albany

RESPONSE TO QUESTIONS

Question: Page 4, item 9 states that fabric panels will be cleaned, is that to be done by an outside party or is this to be included in the installation price?

Answer: Cleaning of the fabric panels should be included in the installation price.

Question: When is the bid opening? Page 9, shows 5/25, which is Memorial Day, and the bid is due on 5/28.

Answer: The Cover Sheet of the IFB and Page 7 of the packet indicate the correct date – **5/28/09**. The vendor should disregard the Page 9 reference, which is incorrect.

Question: Is the entire project utilizing the Steelcase product?

Answer: Yes.

Question: Do “prevailing wage rates” apply for this project?

Answer: Prevailing rates do not apply for this project.

Question: When surplus furniture is delivered by the moving services vendor, will there be requirements for reporting of damages by the installation team?

Answer: In the event damaged components are delivered to the work site, the selected vendor should notify the agency coordinator as soon as possible; this will allow replacement of the damaged component from remaining stock held in storage.

Question: Will proposed spaces for furniture installation be cleared?

Answer: The space will be carpet/tile ready for installation.

Question: Not being aware of the number of 30” deep work surfaces requiring “cut to fit”, can we provide a unit price/cut as a separate line item?

Answer: The cost for this requirement should be included in the “Per Station Installation Cost” on the Cost Sheet provided (Attachment F of the IFB packet). As indicated in an Addendum previously published, each of the workstations shown with 42” wide surfaces require “cuts”. [60 units]

Question: Can we do a site visit prior to the IFB due date?

Answer: A site visit will not be provided.

Question: If not, is there a loading dock?

Answer: No. The location has multiple levels; details of the building entry access details are provided below.

The **Lower Level** is accessible from the street via an outside open entrance. The approach to that entrance is comprised of 3 stairs descending into an open vestibule (7' x 7'10") area which leads to a double door entrance.

The **Ground Floor** is street level access via a double door; then through a 36" door to a shared open area, measuring 16' x 20'3".

Floor 2 is accessible from the front of the building using the double door entrance to the elevator and stairway area. At the ground level there are 8 stairs leading to a 38-1/2" deep x 89-1/2" wide landing; a second set of 9 stairs ascend to a 2nd floor landing measuring 51" across.

Question: What is the push length from point of building entry to installation space?

Answer: Lower Level/Polygraph Unit: From double door building entrance to Unit entry door – approximately 7'; the overall footprint of the space measures 34'6" x 26'6" at the widest points;

Lower Level/Transcription: From the double door building entrance to the access corridor – approximately 39'; corridor length is approx. 27'; the overall footprint of the space measures 51' x 22';

Floor 1, Area 1-A: In the area denoted Floor 1-A (wherein the install space measures 19'6" x 20'9") access is achievable through a dedicated 36" wide entry door. In the area denoted as Att. B, Floor 1-B the same street level access means is available; this installation area measures 51' x 74'.

Floor 2, Area 2-A: Space can be accessed by either the stairway or elevator to the main entry door; refer also to the layout provided in your packet. The area of installation measures approximately 84' x 65'6".

Question: What is the elevator size?

Answer: The elevator measures 5'9" wide x 4'3-1/2" deep; the door opening is 36" wide.

Question: Do we need to use floor/wall protection?

Answer: Yes.

Question: Will there be any stairs to navigate?

Answer: Yes. Please see question above.

Question: Who is responsible for creating the product pull list for the Movers to load surplus product?

Answer: The pull list will be created by the agency coordinator and the manufacturer's authorized dealer for the product being utilized.

Question: For electrical feeds, will there be power poles or base feeds used?

Answer: Base feeds are planned for this installation.

Question: Will there be a requirement to relocate powerways from one panel size to another; and, retrofit new powerways into surplus panels? If so, how many?

Answer: Please refer to the Addendum issued on 5/7/2009.

Question: Does DOP wish to have the installing dealer provide a price for services, including the inventory counts, and pull list?

Answer: Please refer to question above.