

**Office of Procurement Services**

P.O. Box 7800 • 315 W. Main St., Suite 416 • Tavares, FL 32778

**SOLICTATION:** Furniture for Emergency Operations Center 04/03/2023

Vendors are responsible for the receipt and acknowledgement of all addenda to a solicitation. Confirm acknowledgement by including an electronically completed copy of this addendum with submittal. Failure to acknowledge each addendum may prevent the submittal from being considered for award.

THIS ADDENDUM DOES NOT CHANGE THE DATE FOR RECEIPT OF PROPOSALS.

**QUESTIONS/RESPONSES**

Q1. Should the ports be on the bottom, or do they have to be up on the work surface also?

**R1.** **Prefer the power and the ports to be together. The ports are not to be clamped and should be on the bottom.**

Q2. Pop ups and fabrics will have to be bid both ways. Can we include that on the pricing sheet?

**R2. Bid pricing that is not on the pricing sheet shall be added as an attachment.**

Q3. Are chairs included in this bid?

**R3. Chairs are not included in this bid.**

Q4. When would you like the project to be completed?

**R4. Hurricane season starts on June 1st. We would like the project to be completed before then.**

Q5. That’s the base of getting it attached to something that is not a soft wall. You are using a specific arm, correct?

**R5. There is an arm with no brand name.**

Q6. But you want to get away from this?

**R6. Yes, the new workstations will have big screen monitors and they don’t have a mount at all.**

Q7. Is this mount one of the newer ones?

**R7. Yes. The mounts we’re currently using has MB 1-1 but there are no names on them.**

Q8. Did you still want a pencil drawer?

**R8. Yes.**

Q9. What’s going to happen with the tables down here? The black workstations?

**R9. There are currently fourteen workstations, and the bid is for sixteen (16) workstations. The additional two workstations and will replace them.**

Q10. Do you still need the existing cabinets?

**R10. Yes. We will still use the existing cabinets.**

Q11. Will we be accommodating the exact cart?

**R11. Yes. We anticipate the cart and the two filing cabinets to be consolidated into one.**

Q12. But you don’t want us to do anything with that?

**R12. Yes. The space is needed to communicate with the white board.**

Q13. Can you elaborate on the three-year plan with the option to renew?

**R13. The three-year maintenance plan will for needed maintenance that is above the manufacturer’s warranty. A technician would fix any issues. For example, if someone bumped into the side panel and it became lose, a technician would come to repair it.**

Q14. Would it include someone to come and refresh the fabric and clean?

**R14. Only maintenance and the replacement of parts that does not include cleaning.**

Q15. This room is used 24/7?

**R14. This room is active on a 24/7 basis during hurricane season.**

Q15. Do you want the desk standard sitting height?

**R15. Yes.**

Q16. Do you want the podium elevated?

**R16. Yes. It should be counter height or 36”.**

**ADDITIONAL INFORMATION**

N/A

**ACKNOWLEDGEMENT**

Firm Name: Click or tap here to enter text.

I hereby certify that my electronic signature has the same legal effect as if made under oath; that I am an authorized representative of this vendor and/or empowered to execute this submittal on behalf of the vendor.

Signature of Legal Representative Submitting this Bid: Click or tap here to enter text.

Date: Click or tap to enter a date.

Print Name: Click or tap here to enter text.

Title: Click or tap here to enter text.

Primary E-mail Address: Click or tap here to enter text.

Secondary E-mail Address: Click or tap here to enter text.