

**RFQ 10-1718  
Multi-Campus Bldg. 500 Furniture Quotes**

**Amendment #1**

**June 20, 2018**

This document addresses items brought up for discussion and written questions submitted in regards to the RFQ 10-1718 for the Building 500 Furniture Quotes.

- Q:** In the Scope of services, the chart indicates 192 total 6 Ft. computer tables and 48 of the 5 Ft. rolling tables. On the list of items below the chart it says the revers 192 5 Ft. tables and 48 of the 6 Ft. tables. Would you please confirm which is accurate?
- A:** The chart has the correct information – 192 6 Ft. Tables/student workstations and 48 5 Ft. tables/student workstations.
- Q:** Would you be able to provide more specs on each item? (table heights, chair sizes, manufacturer's name and item number, etc.).
- A:** -6' tables: 72"w x 24"d x 29"h with central located (beneath table) CPU storage, cable mgmt. with wire channels through top of unit, legs and CPU bay for power and network, keyboard trays (2 each), minimum 16 GA steel frame, 3/4"with laminate tops – tables will be 'fixed' in floor plan due to power/network cabling, NO CASTERS/ROLLERS  
-Task chairs – mesh back, fabric seat, seat adjustable from 17" to 23" all black  
-5' tables – 'flip and store' design - 60"x24"x29" high, wheel casters all legs, 'modesty panels' on each
- Q:** You have listed 18 "Instruction Desks" on the one sheet, the other sheet shows inst. desk/podium, is this a standard desk?
- A:** The College would like a standard 60"x30" desk with wire channels for cable management and CPU storage underneath desk. This desk should match the student tables/workstations. During discussions we had lecture podiums and desks, but are asking just for instructor's desks.

- Q:** Is there a basis of design or minimum requirements for the products, such as warranty, BIFMA/ANSI tested, etc.?
- A:** **10-year warranty on all**
- Q:** What is the criteria for selecting the vendor? Is it low price or are there other factors?
- A:** **Since this is a formal RFQ (Request for Quote), Price is the first consideration. Quality and Lead time would be second and third, respectively.**
- Q:** When will purchase orders be issued? The lead time will impact the items we select to have it delivered and installed by August 1<sup>st</sup>.
- A:** **Purchase Orders will be issued as soon as quotes have been evaluated and the Board approves the purchase. See extended delivery date below.**
- Q:** Some manufacturers have summer lead times that extend past August 1. Can your required delivery date be extended?
- A:** **YES. THE DELIVERY DEADLINE WILL BE EXTENDED TO AUGUST 31, 2018.**
- Q:** Do you have a preference on arms? With or without, fixed or adjustable? What is the difference between Regular task chair and XL?
- A:** **The task chairs, both the regular and XL, are to be armless. As to 'XL' chairs – these are a larger seat with weight limits up to 500 lbs. also referred to as "Big and Tall"**
- Q:** Please advise whether each campus has a loading dock.
- A:** **All campuses are able to handle the 53' trucks. A lift-gate truck should be planned for all locations as well as inside delivery.**
- Q:** Are the installation locations at ground level? If not are elevators available? For install, does that include product placement in the classrooms and debris removal?
- A:** **All 500 Buildings are located at ground level on all campuses. Fo20installations, product placement in the classrooms and debris removal should be included.**
- Q:** Will a staging area be made available at each location or does the furniture need to be delivered already assembled?
- A:** **A staging area will be made available at each location should the delivery with assembly option be selected.**
- Q:** Is there an opportunity to present product as well as respond to the request?
- A:** **Unfortunately, with the tight timeline of getting the product for the Fall Semester, there will be no opportunity for vendors/distributors to present their products in person at the College.**

**Q:** Is electronic submission acceptable? If so, who may I submit our quotes and documents too?

**A:** Yes, you may send an electronic quote to [PurchasingModule@mohave.edu](mailto:PurchasingModule@mohave.edu)

**Q:** Is your price quote PDF needed to be filled out and signed for qualification? Or will a standard quote work?

**A:** You may submit a standard quote, however our form will still need to be signed by a person authorized to approve the pricing. Please write on form "See attached quote" and complete the bottom section.