Addendum #03

Furniture Standards Planning, Procurement, and Installation Services

To All Proposers,

Please carefully review the information provided below and incorporate as directed into your Supplemental Proposals due to the Project Development Unit on March 8, 2019. Submittals that do not reflect the information provided below may be considered non-responsive and the submittals may be rejected.

1. The RFP Schedule is revised as below *(County Reserves the right to modify this schedule at any time at its sole discretion)*:
   - Supplemental Proposal Due at 2:30pm: 3/08/2019
   - Mockup Completion: 3/15/2019
   - Interviews with selected Respondents*: TBC – week of 4/01/2019
   - Evaluation committee provides final selection: 4/04/2019
   - Board of Supervisors approval: 4/23/2019
   * Interview details will be provided at a later time after the mock-up review

2. Supplemental Proposal – submit by email to both Sam Lin at slin@smcgov.org and Catherine Chan at c_cchan3@smcgov.org by the above due date/time:
   - i. Please review carefully additional Standard Furniture Types as shown on attached Enclosure B AND fill out your All-Inclusive Pricing on attached Enclosure C.
   - ii. Please provide pricing breakdown to explain your All-Inclusive Pricing strategy as provided on attached Enclosure D.
   - iii. Please review the San Mateo County Ergonomic Office Standards and acknowledge compliance/acceptance as provided on attached Enclosure D.
NOTE:
Due to add alternate items some of the desk and panel dimensions may have changed from previous enclosure B package provided to vendors. Please review revised package and make necessary adjustments to desk and panel sizes.

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Dimensions shown are for reference only. Refer to project requirements and manufacturer product specifications for actual size.

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**ADD ALTERNATE ITEMS:**

1A. Approx. 15"Wx30"Dx48"H storage pantry (if storage panel is not included in workstation footprint please replace with upholstered end panel approx. 30"Wx48"H)

2A. (3) Approx. 60"Wx48"H fabric panels with frosted glass top.

**Benching Workstation - 6 Pack (Revised)**

Total Area: Approx. 20’-8”x5’-2.5”

**Design Characteristics**
Approximately 60"Wx30"D benching workstations placed in group of 6 to allow for collaborative workspace. Mobile storage boxes and storage pantry located at each workstation with shared lateral file storage located at end of benching system. Approximately 48"H fabric panel will be located in between workstations to allow separation and privacy between workstations. Benching workstation aesthetic is to be open, sleek, and modern in design.

**Features**
1. Approx. 60"Wx30"D motorized adjustable height work surface
2. Approx. 12"Wx24"D lockable mobile storage pedestal
3. (2) Approx. 30"Wx18"Dx40"H lockable lateral file storage
4. (3) Approx. 60"Wx48"H fabric panels (Base bid-See below for add alternate)
5. Upholstered task chair with adjustable arms, tilt lock adjustable back, and adjustable height seat pan-300 LB capacity

**Finishes - Mid Grade:**
- Laminate work surfaces with plastic bases
- Painted metal mobile pedestal storage
- Painted metal lateral storage/bookcase with laminate top
- Floor mounted fabric panels with painted frames
- Upholstered task chair with plastic arms and 5-star plastic base on hard caster wheels

**Finishes - High-End:**
- High Pressure laminate work surfaces with metal bases
- Painted metal mobile pedestal storage with high pressure laminate top
- Painted metal lateral storage/bookcase with high pressure laminate top
- Floor mounted fabric panels with painted frames
- Upholstered task chair with plastic arms and 5-star metal base on hard caster wheels

**Accessories**
- Monitor arm: double arm with capacity for 24” or 34” monitor
- Power located at base
- Portable power and USB desktop unit
- 2 outlets total per station, 2 USB ports per station
- Integrated cord management
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Workstation Type 1A (Base Bid)
Total Area:  Approx. 48 Sq. Ft.

Design Characteristics
Approximately 7'-3"x6'-9" standard workstation will include motorized adjustable height work surface with, fixed height return work surface and approximately 48"H upholstered/metal panels. Adjustable height task chair will also be included. Standard workstation aesthetic is to be open, sleek, and modern in design.

Features
1. Approx. 84"Wx30"D motorized adjustable height work surface
2. Approx. 42"Wx18"D fixed height return work surface
3. (1) Approx. 36"Wx48"H upholstered/metal panels
4. (3) Approx. 42"Wx48"H upholstered/metal panels
5. (2) Approx. 45"Wx48"H upholstered/metal panels
6. (1) Approx. 30"Wx48"H upholstered/metal panel
7. Upholstered task chair with adjustable arms, tilt lock adjustable back, and adjustable height seat pan-300 LB capacity

Finishes - Mid-Grade:
- Laminate work surfaces with plastic base
- Metal panels facing outward with tackable fabric panels on the inside and painted frames
- Upholstered task chair with plastic arms and 5-star plastic base on hard caster wheels

Finishes - High-End:
- High pressure laminate work surfaces with metal base
- Metal panels facing outward with tackable fabric panels on the inside and painted frames
- Upholstered task chair with plastic arms and 5-star with metal base on hard caster wheels

Accessories
- Monitor arm: double arm with capacity for 24" or 34" monitor

Power/Data
- Power located at base
- Portable power and USB desktop unit
- 2 outlets total per station, 2 USB ports per station
- Integrated cord management
Workstation Type 1A (Add. Alt.)
Total Area: Approx. 48 Sq. Ft.

Design Characteristics
Approximately 7'-3"x6'-9" standard workstation will include motorized adjustable height work surface with, fixed height return work surface and approximately 48"H upholstered/metal panels. Adjustable height task chair will also be included. Standard workstation aesthetic is to be open, sleek, and modern in design.

Features
1. Approx. 72"Wx30"D motorized adjustable height work surface
2. Approx. 42"Wx18"D fixed height return work surface
3. (1) Approx. 36"Wx48"H upholstered/metal panels
4. (3) Approx. 42"Wx48"H upholstered/metal panels
5. (2) Approx. 45"Wx48"H upholstered/metal panels
6. Upholstered task chair with adjustable arms, tilt lock adjustable back, and adjustable height seat pan-300 LB capacity
7. (1) Approx. 15"Wx30"Dx48"H storage pantry

Finishes - Mid-Grade:
- Laminate work surfaces with plastic base
- Metal panels facing outward with tackable fabric panels on the inside and painted frames
- Upholstered task chair with plastic arms and 5-star plastic base on hard caster wheels

Finishes - High-End:
- High pressure laminate work surfaces with metal base
- Metal panels facing outward with tackable fabric panels on the inside and painted frames
- Upholstered task chair with plastic arms and 5-star with metal base on hard caster wheels

Accessories
- Monitor arm: double arm with capacity for 24" or 34" monitor
- Power located at base
- Portable power and USB desktop unit
- 2 outlets total per station, 2 USB ports per station
- Integrated cord management

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Workstation Type 1B (Base Bid)
Total Area: Approx. 64 Sq. Ft.

Design Characteristics
Approximately 8’-3”x7’-9” standard workstation will include motorized adjustable height work surface with, fixed height return work surface and approximately 48”H upholstered/metal panels. Adjustable height task chair will also be included. Standard workstation aesthetic is to be open, sleek, and modern in design.

Features
1. Approx. 96”Wx30”D motorized adjustable height work surface
2. Approx. 60”Wx18”D fixed height return work surface
3. (4) Approx. 45”Wx48”H upholstered/metal panels
4. (2) Approx. 51”Wx48”H upholstered/metal panels
5. (1 ) Approx. 30”Wx48”H upholstered/metal panel
6. Upholstered task chair with adjustable arms, tilt lock adjustable back, and adjustable height seat pan-300 LB capacity

Finishes - Mid-Grade:
- Laminate work surfaces with plastic base
- Metal panels facing outward with tackable fabric panels on the inside and painted frames
- Upholstered task chair with plastic arms and 5-star plastic base on hard caster wheels

Finishes - High-End:
- High pressure laminate work surfaces with metal base
- Metal panels facing outward with tackable fabric panels on the inside and painted frames
- Upholstered task chair with plastic arms and 5-star with metal base on hard caster wheels

Accessories
- Monitor arm: double arm with capacity for 24” or 34” monitor

Power/Data
- Power located at base
- Portable power and USB desktop unit
- 2 outlets total per station, 2 USB ports per station
- Integrated cord management

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Workstation Type 1B (Add. Alt.)
Total Area: Approx. 64 Sq. Ft.

Design Characteristics
Approximately 8’-3”x7’-9” standard workstation will include motorized adjustable height work surface with, fixed height return work surface and approximately 48”H upholstered/metal panels. Adjustable height task chair will also be included. Standard workstation aesthetic is to be open, sleek, and modern in design.

Features
1. Approx. 84”Wx30”D motorized adjustable height work surface
2. Approx. 60”Wx18”D fixed height return work surface
3. (4) Approx. 45”Wx48”H upholstered/metal panels
4. (2) Approx. 51”Wx48”H upholstered/metal panels
5. Upholstered task chair with adjustable arms, tilt lock adjustable back, and adjustable height seat pan-300 LB capacity
6. (1) Approx. 15”Wx30”Dx48”H storage pantry

Finishes - Mid-Grade:
- Laminate work surfaces with plastic base
- Metal panels facing outward with tackable fabric panels on the inside and painted frames
- Upholstered task chair with plastic arms and 5-star plastic base on hard caster wheels

Finishes - High-End:
- High pressure laminate work surfaces with metal base
- Metal panels facing outward with tackable fabric panels on the inside and painted frames
- Upholstered task chair with plastic arms and 5-star with metal base on hard caster wheels

Accessories
- Monitor arm: double arm with capacity for 24” or 34” monitor

Power/Data
- Power located at base
- Portable power and USB desktop unit
- 2 outlets total per station, 2 USB ports per station
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## FEE MATRIX - ADDENDUM No. 3

<table>
<thead>
<tr>
<th>STANDARD FURNITURE TYPES</th>
<th>FINISH GRADE</th>
<th>UNIT COST*</th>
<th>PRODUCT MODEL #:</th>
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<tbody>
<tr>
<td></td>
<td>MID-GRADE FINISHES</td>
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<tr>
<td>BENCHING WORKSTATION 6 PACK</td>
<td>HIGH-END FINISHES</td>
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<td>ADD ALT 1A</td>
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<td>ADD ALT 2A</td>
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<tr>
<td>WORKSTATION 48 SF (BASE BID)</td>
<td>MID-GRADE FINISHES</td>
<td></td>
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</tr>
<tr>
<td>See page 25 of Enclosure B: Furniture Typology Document Addendum 03</td>
<td>HIGH-END FINISHES</td>
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<td>See page 28 of Enclosure B: Furniture Typology Document Addendum 03</td>
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<td><strong>TOTAL:</strong></td>
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**Note**

1) The Unit Cost shall be an all-inclusive price that also incorporates the fee for design/planning services, installation services (including routing of power and data), post-installation support, project management services and delivery services (incl. short-term temporary storage where needed), and applicable taxes.

2) The Unit Cost shall reflect and incorporate volume discounts, assuming aggregate quantities across all projects for workstations to be approx. 500-1,000 per type; conference room sets approx. 50+ and stackable chairs approx. 400+. Exact purchase quantity may vary with each individual project.

3) All-inclusive Pricing shall be applied to all products, listed and not listed in this Fee Matrix, to be purchased under this Contract.

4) Attach additional sheet to this Fee Matrix explaining your All-inclusive Pricing strategy to apply on other products not listed by providing fee breakdown (% of product price) noted in #1 above. Include also product list price to indicate discount offered for this Contract.
Clarification and Acknowledgement

PDU requests all Proposers to complete information below to satisfy requirements of this RFP:

### All-inclusive Pricing Strategy

<table>
<thead>
<tr>
<th>All-inclusive Price Breakdown (% of All-Inclusive Price)</th>
<th>Work-stations</th>
<th>Conf Room Furniture</th>
<th>Lounge/ Café Furniture</th>
<th>Outdoor Furniture</th>
<th>Storage</th>
<th>Others</th>
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<tr>
<td>Discount off List Price (%)</td>
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</tr>
</tbody>
</table>

The undersigned acknowledges the All-inclusive Pricing Strategy noted above shall be applied to all products/systems, listed and not listed in the Fee Matrix, to be purchased under this Contract:

__________________________________

date

Please review the San Mateo County Ergonomic Office Standards at this link and acknowledge compliance/acceptance:

The undersigned acknowledges and accepts the terms and conditions of this RFP:

__________________________________

date

END OF DOCUMENT