



OFFICE OF COUNTY MAYOR GLENN JACOBS

Procurement Division, 1000 N. Central Street, Suite 100, Knoxville, TN 37917

Knox County Procurement Division Addendum II to Invitation for Bid No. 2785 Office Furniture

Addendum Date: February 27, 2019

Buyer: Heather Whitehead

Closing Date: March 7, 2019 @ 2:00 PM

Total Page(s): Six (6) Pages

The following is to be amended:

Delete: Attachment A- Sample Pricing

Add: Attachment A- Sample Pricing (Revised)

The following is for clarification:

- Q1: Section 1.16 states the County will consider multiple bids. If we were to offer discounts for multiple manufacturer lines, how should we submit this? Should we duplicate the information requested in 5.12 for each manufacturer/catalog proposed?
- A1: The discount offered must be the same on all items offered in a particular catalog. If multiple manufacturer lines can be offered, you should submit a bid for each applicable catalog and corresponding discount.
- Q2: Section 1.5 says the County reserves the right to award to one vendor or by line item. How does the County intend to award (i.e., is your preference an all-or-none award)?
- A2: Unknown. Knox County will award in whichever manner is deemed to be in its best interest.
- Q3: Section 3.1 allows us to submit volume discount information. Utilizing the template provided, how do we respond if discount rates vary by product type or category within a manufacturer's offering? In addition, and in light of cooperative purchasing considerations, a pricing matrix by order volume, may offer substantial value to our priced offer. How do we reflect these schedules and will they be reviewed and considered in your evaluation?
- A3: Bidders are welcome to attach additional documentation to fully address any required responses. Please clearly reference any attachments to the appropriate subsection. In relation to volume discounts, bidders should reference Section 3.61 on their attachment.
- Q4: Per 3.41.1, we understand that the County has the option to purchase from National Cooperative contracts and 5.11 asks us to identify national cooperatives that we are authorized to use. Given this, are we in essence promoting and offering use of the cooperative contracts we are authorized to use? Does the listing reflect those cooperative agreements that were directly awarded or agreements that are held by manufacturers direct that we support as a servicing dealer?
- A4: Any awarded contract resulting from this solicitation will be independent of any cooperative agreement(s) to which the awarded vendor(s) belong. Details regarding cooperative contracts are being requested for information purposes only.



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- Q5: How can we accurately reflect customer incentive programs attached to our dealer awarded cooperative agreements in our response?
- A5: See Question and Answer #3.
- Q6: Please clarify the following specifications from Section 4.1:
- (a) 4.1.1 Work Surfaces must be height adjustable – does this apply to panel hung surfaces only?
 - (b) 4.1.1 Flipper door finishes are listed to be laminate and fabric – but mesh front flipper doors are specified in the Wood U Station description
 - (c) 4.1.2 Does Wood refer to Veneer or Laminate? Laminate is called out in the descriptions but there is no mention of wood veneer in the overview?
- A6: See responses below.
- (a) Yes
 - (b) See Revised Attachment A.
 - (c) Laminate case goods are preferred, but wood or wood veneer must also be available from the same manufacturer for wood/wood modular case goods. Items included on the Pricing Sheet (Attachment A) are to be priced as specified.
- Q7: Can you clarify the following specifications for the General Office Furniture per Attachment A:
- (a) Wood reception station
 - ¾ or full modesty panel?
 - It specifies a box/file under the return; do you want a box/file under desk as well. If not, what pedestal configuration do you need?
 - Is it preferred that the pedestals be attached or free-standing mobile?
 - Should pedestals be full depth of the accompanying worktop?
 - Q7 (b) Metal U Workstation
 - ¾ or full modesty panel?
 - Pedestal configuration – what set of drawers do you want under the desk and credenza?
 - What finish application is desired for the flipper doors?
 - Should flipper doors tuck inside or over top?
 - Edge band treatment on the worktops?
 - Are metal stiffeners (metal hat channels) required on work surfaces exceeding 60" in length?
 - (c) Wood U Workstation
 - ¾ or full modesty panel?
 - It specifies a box/file under the credenza, do you want a box/file under desk. If not, what pedestal configuration do you need?
 - 4.1.2 specifies the overheads for wood casegoods should be laminate or fabric. The specifications under wood u workstation is asking for wire mesh doors. Please confirm preference.
 - Is the "wood" veneer or laminate?
 - Edge treatment on worktops
 - Wire Mesh doors per an earlier question was not a specified requirement for desking. Please confirm if a wire mesh door application is required.
 - Is task lighting desired?



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- Grommets for wire access – void in all typical descriptions. Please advise if grommets are desired, how many and if power domes are needed to bring power and USB access to work surface height.
- (d) Metal File Cabinet
 - Any preference for rails for hanging folders? Is side to side or front to back filing desired
 - Are locks to be core removable?
- A7: See Revised Attachment A.
- Q8: Can you please clarify the following specifications for the Quick Ship Furniture in Attachment A:
 - (a) High Back Chair
 - Please confirm that chairs are to be pneumatic height adjustable
 - Should the back be fixed height or height adjustable
 - What posture control adjustments should be featured: Seat Angle Tilt, Seat Depth Control, Synchro Tilt
 - Are arms desired?
 - (b) 72" Heavy Duty Storage Cabinet
 - Can you define what you are looking for in the description of a raised base?
- A8: See Revised Attachment A.

**ATTACHMENT A - REVISED
KNOX COUNTY PROCUREMENT DIVISION
SAMPLE PRICING
INVITATION FOR BID NUMBER 2785**

Vendor Name: _____

GENERAL OFFICE FURNITURE

L-Workstation

**MAHOGANY(Laminate): 78"W x 66"D x 29"H
HON Model Number: HBLLPP6678 or equal**

Overall Depth: 78.0"/ Overall Height: 29.0"/Overall Width: 66.0"
Conference Overhang: Yes
Conference Overhang Depth: 5.0"
Edge Style: Square
Kneespace Height: 27.0"/Kneespace Width: 64.0"
Top/Worksurface Edge Thickness: 1.0"
Top/Worksurface Grommet: Standard
Drawer Configuration: Box/Box/File
Drawer Extension Percentage - Box: 100.00%
Drawer Extension Percentage - File: 100.00%
Drawer Quantity Available: 5

Drawer Suspension: (Box and File) Ball-Bearing
Modesty Panel: Particleboard Material/Standard Option (Full Modesty)
Pedestal Count: 2
Pedestal Drawer Accessories: Hang Rails
Pedestal Drawer Configuration: Box/Box/File
Pedestal Types: Full
Document Size Accommodation: Legal/Letter
Hangrail: Front-to-Back
Lock: Yes (2 per unit)

Brand: _____ Item Number: _____

Catalog Name: _____ Page Number: _____

List Price for one (1) unit: \$ _____ Percent off Catalog Discount: _____% Final Price to Knox County: \$ _____

Notes: _____

U WORKSTATION

**GRAY METAL: 72"W x 84"D x 29.5"H
HON Model Number: H38LL7284 or equal**

Overall Depth: 84.0"/Overall Height: 29.5"/Overall Width: 72.0"
Bundle Square Inches of Workspace: 3744 sq. in.
Conference Overhang: Yes
Conference Overhang Depth: 6.0"
Edge Style: Radius
Kneespace Height: 28.0"
Kneespace Width: 55.0"
Top / Worksurface Edge Thickness: 1.188"
Top / Worksurface Grommet: Standard
Drawer Configuration: Box/File
Drawer Extension Percentage - Box: 100.00%
Drawer Extension Percentage - File: 100.00%
Drawer Quantity Available: 4

Drawer Suspension - Box: Ball-Bearing
Drawer Suspension - File: Ball-Bearing
Modesty Panel Material: Steel
Modesty Panel Option: Standard
Pedestal Count: 2
Pedestal Drawer Accessories: Divider/Follower Block/Pencil Tray
Pedestal Drawer Configuration: Box/File
Pedestal Types: Three-Quarter
Document Size Accommodation: Letter
Hangrail Options: Front-to-Back
Lock: Yes (2 per unit)

Brand: _____ Item Number: _____

Catalog Name: _____ Page Number: _____

List Price for one (1) unit: \$ _____ Percent off Catalog Discount: _____% Final Price to Knox County: \$ _____

Notes: _____

ATTACHMENT A - REVISED (Continued)
KNOX COUNTY PROCUREMENT DIVISION
SAMPLE PRICING
INVITATION FOR BID NUMBER 2785

Vendor Name: _____

4-DRAWER LATERAL FILE

LIGHT GRAY METAL, LOCKING: 30"W x 19.25"D x 53.25"H

HON Model Number: H574 or equal

Caster or Glide: Glide

Counterweight: Yes

Overall Depth: 19.25"

Overall Height: 53.25"

Overall Width: 30.0"

Ability to Key-Alike: Yes

Document Size Accommodation: A4/Legal/Letter

Drawer Configuration: Lateral/Lateral/Lateral/Lateral

Drawer Depth - Lateral File: 16.0"

Drawer Extension Percentage - Lateral File: 100.00%

Drawer Quantity Available: 4

Drawer Suspension - Lateral File: Ball-Bearing

Hangrail Options: Side-to-Side

Lock: Yes

Handle Style: Recessed

Brand: _____ Item Number: _____

Catalog Name: _____ Page Number: _____

List Price for one (1) unit: \$_____ Percent off Catalog Discount: _____% Final Price to Knox County: \$_____

Notes: _____

QUICK SHIP FURNITURE

MESH HIGH BACK CHAIR

26.5"D x 26.5"W x 44"H

HON Model Number: HVL525 or equal

Arm Options: Fixed Loop Arms

Gross Weight: 33.0 lbs.

Overall Depth: 26.5"

Overall Height: 44.0"

Overall Width: 26.5"

Stacking Function: No

User Weight Capacity: 250.0 lbs.

Back Type: High

Back Width: 18.0"

Lumbar Support: Yes

Seat Depth: Useable- 19.0"

Seat Overall Depth: 19.0"

Seat Width: 20.0"

Base Finish: Black Plastic

Base Material: Plastic

Caster Configuration: Dual-Wheeled

Caster or Glide: Caster

Caster Quantity: 5

Brand: _____ Item Number: _____

Catalog Name: _____ Page Number: _____

List Price for one (1) unit: \$_____ Percent off Catalog Discount: _____% Final Price to Knox County: \$_____

Notes: _____

ATTACHMENT A – REVISED (Continued)
KNOX COUNTY PROCUREMENT DIVISION
SAMPLE PRICING
INVITATION FOR BID NUMBER 2785

Vendor Name: _____

72" HEAVY DUTY STORAGE CABINET

LIGHT GRAY METAL, LOCKING: 18.13"D x 36"W x 72"H

HON Model Number: HSC1872 or equal

Counterweight: No
Overall Depth: 18.13"
Overall Height: 72.0"
Overall Width: 36.0"
Ability to Key-Alike: Yes

Lock: Yes
Handle Style: Radius
Shelf Count: 6
Shelf Type: Adjustable/Fixed
Shelves Adjustable: Yes

Brand: _____ Item Number: _____

Catalog Name: _____ Page Number: _____

List Price for one (1) unit: \$_____ Percent off Catalog Discount: _____% Final Price to Knox County: \$_____

Notes: _____

Note: Bidders must clearly note any alternates bid or deviations from measurements for every item.

End of Addendum II.

Addendum must be acknowledged in your response.



Heather Whitehead
Knox County Procurement