

Office Furniture RFP Questions & Answers

1. Currently, some vendors are restricted to providing services only to clients that meet the Essential Business classification. In the event that the current Covid-19 restrictions remain, or tighten, does BCCA – Meydenbauer Center qualify as such an entity? If so, is construction still happening and what is your current anticipated ready date?

Answer: We are not classified as an essential business, so if the restrictions remain in place well into May/June our timeline is likely to change. If we need to push beyond September for this work, the next slot in our event calendar will be in December. The other work besides new furniture that we are doing is fairly limited – new carpet, painting and a modification to the shared office structure – so we are not anticipating that work to take long prior the furniture coming in.

2. Is the furniture installation work to be done during regular business hours, Monday-Friday (7am – 4pm), or does this need to happen during non-standard hours?

Answer: Based on our current timeline, it's likely much of the work can be conducted during standard business hours. The one caveat to that is that work will need to be done around our event schedule. This will most specifically impact access to our passenger elevators. Once we select a vendor, we will work with them to establish a specific schedule that will allow them the highest level of access possible.

3. It states under "Electrical Requirement" that you want 2 ea. 8-outlet surge suppressors with room for three transformer plugs". Does this mean that you want each Desk to have a total of 16 outlets to plug into?

Answer: Please provide reasonable accommodation for transformer plugs, either through power strips that have appropriately spaced outlets, or multiple power strips with closely spaced outlets that may be covered by large transformer plugs.

4. Is the power coming off the walls or is there floor access? Could you please provide those specs?

Answer: We anticipate the need to relocate existing electrical circuits to support new workstation configurations. We anticipate new circuits to be installed on the South (window) wall, aligned with workstation placement and routing straight north as needed to serve workstations.

There are no existing electrical diagrams available. Existing electrical service supports 26 workstations, routed down from the ceiling through pillars. Proposer plans should indicate the total number of 20A. circuits to support the provided number of workstations.

5. Do you have a DWG that you can send out so we can draw in the spaces?

Answer: We have uploaded a DWG file to Dropbox. You can find that file here:

<https://www.dropbox.com/s/moq9msjio52pwl5/MB%20Office%20Floor%20Plan%20L3.dwg?dl=0>

6. For the Privacy Panels are these to be attached the work surfaces or do these run to the floor like a traditional panel system? Need clarification on this please? Assuming that these are all attached to the work surfaces based on what I am reading but just want to clarify.

Answer: Attached to the work surface.

7. Is there just one Work Surface per user? No return work surface beyond the main work surface.

Answer: Just one work surface per user.

8. In terms of the Ergonomic Office Chairs – Are there any specific requirements for features on the chairs.

Answer: These chairs should have arms, should have adjustable seat height, provide lumbar support and be made out of comfortable, breathable material.

9. In terms of the Office Side Chairs – Are there any requirements for these – i.e. Arms vs. No Arms, Casters vs. Glides, etc.?

Answer: Please propose a solution with arms and glides.

10. In terms of the Conference Room Chairs – Are there any requirements for these – i.e. – Arms? Casters? Adjustable Height vs. Fixed Height? Stacking or Nesting?

Answer: Please provide a solution with arms, casters and adjustable height.

11. Can you indicate where the third conference room is?

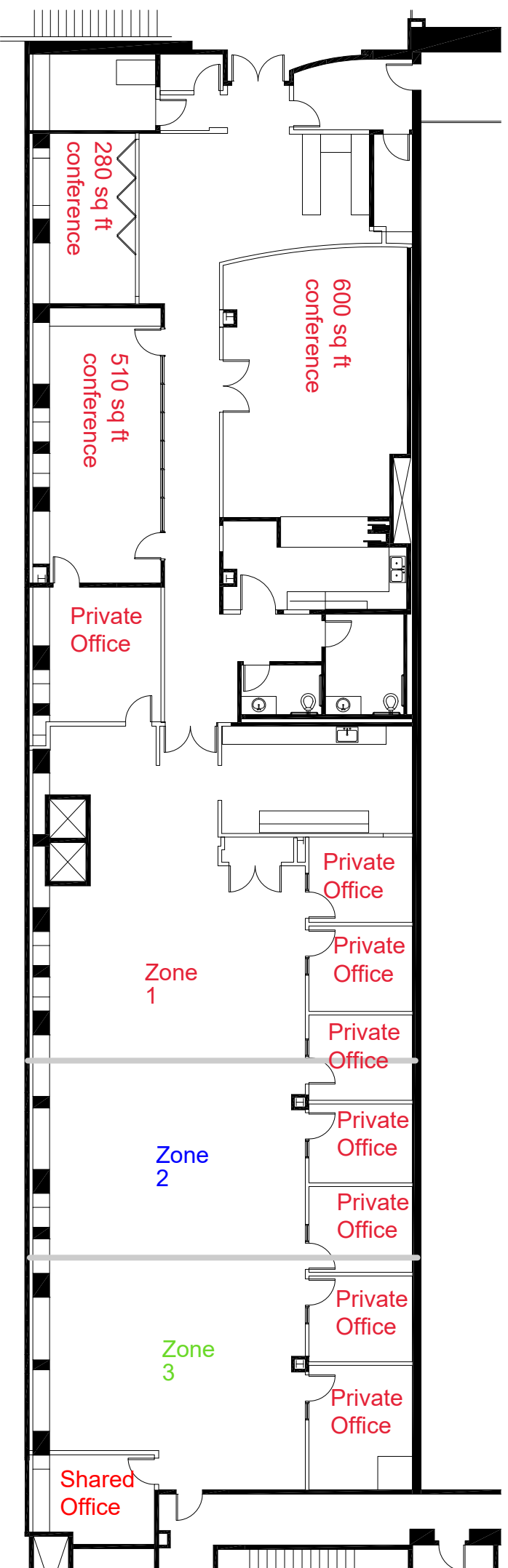
Answer: The locations are marked in the second page of this document.

12. Can you indicate where the shared office space is?

Answer: The location is marked on the second page of this document. We are going to expand the space. We have one additional private office that is much larger that falls outside the diagram, but the furniture can match what is in the smaller offices on the diagram.

13. Are height-adjustable desks needed/required for the private offices?

Answer: We do require height-adjustable desks for the offices.



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MEYDENBAUER OFFICES - LEVEL 3

1/16" = 1'-0"