



ADDENDUM #1

To: All Companies Interested in Submitting a Bid
From: Rebecca Johnson, CPPB, Purchasing Agent
Bid: Conference Room Tables & Chairs (RFB #PUR1216-124); Dated: December 22, 2016
Subject: Addendum #1 (1 page)
Date: January 3, 2017

The following questions and/or clarifications were asked relative to the above-listed Request for Bid. This memo is sent for clarification to all companies to whom the bid was sent.

Question: What is the access to the building for installers? (i.e. Front Door, Stairs, Elevator, Freight Elevator?)

Answer: The conference rooms where assembled furniture will be set up are accessible from the lower level parking lot behind the building. Doors open directly to the parking lot at ground level.

Question: For the chairs, is it necessary to have a hard shell on the back or can it be mesh or fabric?

Answer: Yes, the hard back is required. The front of the chair back shall be fabric with a hard back. Mesh backs will not be acceptable.

Question: When awarding the project, will you award multiple vendors or will the chairs and tables be awarded to the same vendor?

Answer: The City would prefer to have one vendor for all furniture; however, the City reserves the right to award to multiple vendors if determined to be in the best interest of the City.

All addenda that you receive shall become a part of the contract documents and shall be acknowledged and dated on the bottom of the Signature Page (Attachment A). The deadline for bid submittal is Tuesday, January 10, 2017 before 3:00 p.m. CST.
