



## **ADDENDUM #2**

**To:** All Companies Interested in Submitting a Bid  
**From:** Rebecca Johnson, CPPB, Purchasing Agent  
**Bid:** Reception & Office Furniture (RFB #PUR1018-084); Dated: November 1, 2018  
**Subject:** Addendum #2 (1 page)  
**Date:** November 8, 2018

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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 RFB was sent.

**Question:** Does the reception station have to be Allsteel Stride or can we substitute another product?

**Answer:** As stated in the RFB on page 10:

“the name of a certain brand, make or manufacturer does not restrict bidders to the specific brand, make or manufacturer named. It conveys the general style, type, character and quality of the article desired, and any article which the City in its sole discretion determines to be the equal of that specified, considering quality, workmanship, economy of operation and suitability for the purpose intended shall be accepted. Any brand name or manufacturer's reference used in this RFB is descriptive NOT restrictive. It is used to indicate type and quality desired.”

**Question:** Does the tile on the panel have to be 2 tile or can it be 1 tile tall to get you to the 37 ½” tall?

**Answer:** The panel can be either 2 tile or 1 tile as long as the total specified height requirement is met.

### **Clarifications from pre-bid meeting held November 6, 2018:**

- City staff shall be responsible for any required electrical work
- All existing furniture will be cleared from each area by City staff prior to installation of new furniture
- The fire alarm light behind the new reception desk location can be moved up if needed to accommodate the hutch
- The wall behind the reception desk is concrete, so storage/hutch must be freestanding
- Fabrics and finishes shall be equivalent to what is specified in Attachment D
- Exact colors/finishes will be determined with the selected vendor following award

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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 C). The deadline for bid submittal is Thursday, November 15, 2018 before 3:00 p.m. CST.

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