



Department of Purchasing & Contract Compliance

Cecil S. Moore, CPPO, CPPB, CPSM, C.P.M., A.P.P
Director

Fulton County, GA

January 20, 2012

RE: 12RFP112311K-NH Medical and Office Furniture, Fixtures & Equipment Design and Installation for the Adamsville Regional Health Center

Dear Proposers:

Attached is one (1) copy of Addendum 5, hereby made a part of the above referenced RFP.

The Proposal due date has been changed to February 6, 2012 at 11:00 am

The following information is offered in response to questions and requests for clarification. All of the responses are based on the information contained in the drawings, which displays floor dimensions and millwork and are posted on the County's web-site. **The deadline for questions and requests for information has been extended to January 27, 2012 at 9:00 am.**

Note: Attached to this file are furniture plans with the millwork highlighted and, the latest electrical plans, showing outlet locations, and a photo of the finish board. Please note that **a recent plan change has resulted in a furniture layout change on the second floor.** This area is highlighted. Also attached is a sketch of the plan change with dimensions.

Attached are: Revised Cost Proposal Forms (see Attachment 1) an Itemized Cost form labeled "Misc" (see Attachment 2) and a list of items required for Resource Room 244 (see Attachment 3). The "Misc" form should be copied and used to address those areas of the building requiring furniture not listed on the cost forms. The form should be properly labeled per room and a form should be submitted for each option; (Option 1 and Option 2).

Except as provided herein, all terms and conditions in the RFP number **12RFP112311K-NH Medical and Office Furniture, Fixtures & Equipment Design and Installation for the Adamsville Regional Health Center** referenced above remain unchanged and in full force and effect.

Sincerely,

Nancy Harrison

Nancy Harrison, CPPB
Assistant Purchasing Agent

Winner 2000 - 2009 Achievement of Excellence in
Procurement Award • National Purchasing Institute



**12RFP112311K-NH Medical and Office Furniture, Fixtures & Equipment Design
and Installation for the Adamsville Regional Health Center
Addendum No. 5
Page Two**

This Addendum forms a part of the contract documents and **modifies** the original RFP documents as noted above

ACKNOWLEDGEMENT OF ADDENDUM NO. 5

The undersigned proposer acknowledges receipt of this addendum by returning one (1) copy of this form with the bid package to the Purchasing Department, Fulton County Public Safety Building, 130 Peachtree Street, Suite 1168, Atlanta, Georgia 30303 by the RFP due date and time as stated in this addendum.

This is to acknowledge receipt of Addendum No. 5, _____ day of
_____, 2012.

Legal Name of Bidder

Signature of Authorized Representative

Title

1. **Question:** Were furniture symbols left off of the plans intentionally, or is there a typical furniture plan available?

Answer: The furniture plan is to be submitted by the vendor; design and space planning are a part of the Scope of Work for this project.

2. **Question:** Are furniture finish selections required as part of the bid response? Or, will finishes be selected once dealer is awarded the project?

Answer: See the Finish Schedule (included in Addendum 3)

3. **Question:** Please confirm if Fulton County will sign a non-disclosure prior to our submittal of Financial Statements.

Answer: No.

4. **Question:** Please confirm if elevations are available. The detail can be utilized to determine options on items including but not limited to lockers.

Answer: See the Finish Schedule (included in Addendum 3)

5. **Question:** Do we specify product only per specification sheets included in the RFP, or is furniture needed in all areas, unless otherwise noted on the Plan?

Answer: Furniture is needed in all areas unless otherwise noted on the plans. The furniture information contained on the plans is conceptual.

6. **Question:** For Millwork that has now changed to 2 Workstations in WIC Lab 107, what size do the workstation need to be or there a typical?

Answer: See the files posted on the County web site (included in Addendum 3)

7. **Question:** Office 245, there are (10) Computer Stations and Chairs on the drawings the Spec on the RFP shows (12) of each. Which should we quote?

Answer: The number of stations should be based on your design; the floor dimensions are available in the drawings.

8. **Question:** There is a spec on the RFP for Housing and Community Development room 246, but on the drawing it is shown as Room 248. On the spec it shows (4) computer desk but also (4) L-Shaped Cubicles and wall w/Upper Storage. The drawing only shows the (4) computer desk. Should the cubicles be specified? If so what size or is there a typical?

Answer: The Housing Office is Room 248. Yes, the cubicles should be specified. The furniture recommended by the designer should accommodate the available space. There should be 4 work stations in the office and 2 should be cubicles with upper cabinets. The cubicles should be at least 6 by 6.

9. **Question:** In the event that the building is not ready for the furniture installation to begin in May how should we list the warehousing cost (per month, square feet) and for how long?

Answer: If warehousing is necessary it will be provided by the County at no additional cost to the successful vendor.

10. **Question:** The RFP asks for design services however there is not a line item in the cost proposal for design fees. How should the fee be listed?

Answer: Please see the Revised Cost Proposal Forms (Attachment 1).

11. **Question:** What is the approval and payment process for invoices and how long will it take to receive payment?

Answer: The vendor will be paid in accordance with State law.

12. **Question:** The cost proposal asks for color & finish. Is this required since we have not designed the FF&E or reviewed the architects finish selections?

Answer: Yes, however the final selections will be subject to the approval of the County. The Finish Schedule is contained on the County web site.

13. **Question:** Some of the room numbers listed on the cost proposal forms do not match the plans, will this be corrected.

Answer: No, use the room numbers on the drawings to serve as your guide in completing your cost proposal form, additional forms may be used if necessary.

14. **Question:** The following rooms are not listed in the cost proposal are they to be included?

Answer: Additional blank forms are included in this addendum (see Attachment 2); vendors are required to include all furniture outlined in the drawings with the exception of the following: Dental chairs #269 & 270. Specify as alternate any additional items that are to be included in your design. Design the areas according to medical office standards giving prices for Option 1 and Option 2.

FIRST FLOOR

Lobby #100

WIC Waiting #101

Intake #102
Reception #102A
Nutrition Education #103
Nutritionist #105
Nutritionist #106
WIC Lab #107
Nutritionist #109
Nutritionist #111
Greeter/Security #113
Nurse Station #132
Waiting #131
Reception #130A
Offices #140, 142, 144, 151, 152,
Group Therapy/ Conference Room #153
Main Lab #154 – microscopes fluorescent , incinerator, Chemical Storage
Cabinet; 3ft Bio-Safety Cabinet with stand
Office # 155, 156
Patient Assistance #157
Weight-in Vitals #158
Pharmacy Supply #159- Cabinets
Waiting #171
Nurse Station #172
Exam rooms #173, 174, 175, 176, 177, 178 –
at least one Power Exam Table (1)
Office #181, 182, 183
Receiving #191

SECOND FLOOR

Lobby #200
Lobby #200A
Greeter #201
Child care Waiting #203
Kitchenette #204
Office #205
Play Care Room #206 - State of GA Childcare Standards, if required
Shared Workspace #231 - Cubicles
Gardner/Coop #233- Cubicles
Center Manager #235
Waiting #234
Reception #240A
Conference #241
Classroom #242
Chair Dolly Storage #243
Community Partners Workroom #249 - Cubicles
Reception #261
Waiting #262

Financial Counselor #264
Dental Assistants #265
Dentist #267
~~Dental Chairs #269 & 270~~
Staff Break Room #282

15. **Question:** There are requirements listed for the file cabinets, however the number of drawers are not listed. Are lateral or conventional file cabinets required?

Answer: Room 231 requires 4, 4 drawer vertical file cabinets with locks.

16. **Question:** Please provide more details for the multi-purpose cabinet with locks in room #144.

Answer: 2 standard 4 drawer vertical files with locks and 1 standard 2 drawer vertical file with lock.

17. **Question:** On the cost proposal form for Resource Room 244, the items listed are very specific; can you provide the manufacturer and model number?

Answer: See attached list, DEMCO or equal

18. **Question:** The cost proposal for room 245 requires computer stations, should these have power and panels or screens that divide each station.

Answer: Yes to both there should be panels or screens and power.

18. **Question:** Please confirm that Cisco Phones, Network Printer and Desktop Computers are not part of this RFP.

Answer: IT products are not to be furnished in this RFP; however they are to be addressed as a part of your design.

19. **Question:** Does the package include Durable Medical Equipment – ie IV poles, carts, Mobile Workstaions?

Answer: Yes

20. **Question:** Can you send electrical drawing and the drawing which indicate millwork versus furniture?

Answer: See posting on the County web-site.

21. **Question:** Does the package include lockers?

Answer: No

22. **Question:** Does the package include waste receptacles?

Answer: Yes

23. **Question:** I notice that all rooms/offices were not included. Therefore are we to submit pricing on only the sheets provided and for these items only? Are the sheets marked option 1 and option 2 (lump-sum pricing) only required as well or would you prefer itemized price sheets per room as well?

Answer: No, include pricing on all rooms. Both itemized and lump sum prices are required. See question 13 and Attachment 3.

24. **Question:** Room 106 do you want a desk or cubicles?

Answer: Office furniture is required.

ATTACHMENT 1

Adamsville Regional Health Center Cost Proposal Option 1 (Revised)

Option 1 Total Cost _____

Design Fee: _____

FF&E Delivery &
Installation Total: _____

Company Name: _____

Company Address: _____

Company Contact: _____

Company Contact
E-mail address: _____

Adamsville Regional Health Center Cost Proposal Option 2 (Revised)

Option 2 Total Cost _____

Design Fee: _____

FF&E Delivery &
Installation Total: _____

Company Name: _____

Company Address: _____

Company Contact: _____

Company Contact
E-mail address: _____

Section :

Room No. / Name:

Option:

ITEM No.	QUAN.	ITEM DESCRIPTION - Manuf., Style, Model No., Color, Finish	CATALOG#	UNIT COST	TOTAL COST
1					
2					
3					
4					
5					
6					
7					
8					
9					
10					
11					
12					
13					
14					
15					
16					
17					

2nd Flr - #2842m

ADAMSVILLE HEALTHCARE FACILITY

Section : LIBRARY

Room No. / Name: Resource Room

Contact Person:

Phone:

ITEM No.	GENERIC NAME	QUAN.	ITEM DESCRIPTION - Manuf., Style, Model No., Color, Finish	CATALOG#	UNIT COST	VENDOR - Attach contact information
1	Shelving	1	Liberation wood shelving 48"H DF Starter Laminate Top	WF12132 040		Demco PO Box 7488 Madison WI
2	Shelving	3	Liberation wood shelving 48"H DF Starter Laminate Top	WF12132 050		Demco www.demco.com
3	Shelving	1	Liberation wood shelving 72"H SF Starter Laminate Top	WF12172 650		Demco www.demco.com
4	Shelving	3	Liberation wood shelving 72"H SF Add-on Laminate Top	WF12172 670		Demco www.demco.com
5	Table	1	Table and Chair Sets	WF14652 470		Demco www.demco.com

6	Carpet	1	Eric Carle Very Hungry Caterpillar Carpets	WF12129 100	Demco www.dem co.com
7	Chairs	2	Kidovation Reading Furniture Chair 16" Height	WF14600 640	Demco www.dem co.com
8	Display	1	Octagon Bookstore Tables and Riser Shelf	WF14992 40	Demco www.dem co.com
9	Shelf	4	Plastic slatwall slanted shelf	WF14871 020	Demco www.dem co.com
10	Rack	5	Plastic slatwall J Rack Display	WF14871 070	Demco www.dem co.com
11	Holder	4	Plastic slatwall large book holder	WF14871 100	Demco www.dem co.com
12	Holder	4	Plastic slatwall small book holder	WF14871 090	Demco www.dem co.com
13	Holder	2	Plastic slatwall pamphlet holder	WF14871 010	Demco www.dem co.com
14	Holder	2	Plastic slatwall double pocket literature holder	WF14871 50	Demco www.dem co.com
15	Holder	2	Plastic sign holder horizontal 8 1/2"HX1 1"W	WF13900 320	Demco www.dem co.com
16					
17					