



New York State Insurance Fund
Procurement Unit

June 14, 2019

The following (Q&A) will serve as Amendment #1 to NYSIF's Request for Quotes (RFQ) for Remanufactured Workstations for Syracuse, bid number 2019-38-RE. Material in this Amendment supersedes any contradictory material in the RFQ.

Please note that the due date for the submission of bids **remains unchanged**.

All bids are due 6/20/2019, by 2:00 p.m.(eastern).

Sincerely,

A handwritten signature in black ink, appearing to read "Megan McClune".

Megan McClune
Contract Management Specialist

Remanufactured Workstations for Syracuse

RFQ #2019-38-RE

Amendment 1

Question #	RFQ Page #	RFQ Section and Sub-Section Reference #/Heading	Question	NYSIF Response
1			Can you clarify what you mean by “remanufactured”, or point me in direction of description in bid documents that clarifies? I can’t seem to find the specs (other than the drawings).	NYSIF is seeking remanufactured or refurbished furniture. All furniture provided must be clean, free of any dirt, stains and debris, and in good working order.
2		N/A	What is the ceiling height	Approximately 8'-7".
3		Exhibit 2 Furniture detail drawing	Do you require a split corner worksurface	No, this is not required. It is an optional feature that may be priced separately under the fee schedule. Appendix Z has been amended so pricing for these optional features can be added as an Add/Alternate feature.
4		Exhibit 2 Furniture detail drawing	If you require a split corner worksurface does it need to move up and down	Per NYSIF's response to question 3, this is not required; however, if a keyboard tray or articulating tray within the worksurface is included, it must be functional and in proper working order.
5	6	NYSIF exhibit B	You state prevailing wage. Is this applicable for all workstations or does it just apply to the parts of the work stations that are attached to a hard wall (if any).	The clause under NYSIF Exhibit B, which discusses prevailing wage is only applicable if this is a public works contract covered by Article 8 or Article 9 of Labor Law. NYSIF sought guidance from the NYS Department of Labor, and they determined that a Prevailing Wage Rate Schedule is not required for this project.
6	6 of 9	Exhibit 2 furniture details	You specify an articulating tray. Do you want a tray that is part of the laminate work surface as it looks like in the drawing or do you want one that mounts under the work surface?	The corner articulating tray is not required. Its considered an optional feature. For this optional feature either an undermount keyboard tray or an articulating tray built into the worksurface is acceptable. Appendix Z has been amended so pricing for these optional features can be added as an Add/Alternate feature.

Remanufactured Workstations for Syracuse

RFQ #2019-38-RE

Amendment 1

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7	?	Exhibit 1 furniture floor plans	Do you want task seating. Shown on the layout but it is not called out in the specs. Did you want some recommendations.	No, NYSIF does not require task seating.
8	?	Delivery Details	Can you please provide any information regardin location of bldg. for delivery. Is there a dock, access into the bldg., parking location for the truck during offloads and such.	The building is located at 1045 7th North Street, Liverpool, NY 13088. This location does not have a loading dock. Smaller trucks will need to be used when delivering furniture.
9	?	Building Restrictions	Are there any building restrictions as to when we may bring furniture into the building. Can this be done during working hours or after hours.	Work under this solicitation can be completed during standard business hours.

**APPENDIX Z - REVISED
FEE SCHEDULE PROPOSAL**

RFQ #2019-38-RE

REMANUFACTURED SYSTEMS FURNITURE FOR SYRACUSE

Bidder	_____	Contact	_____
DBA, if any	_____	Title	_____
Federal ID #	_____	Email Address	_____
Type of Firm	_____	Telephone #	_____
Address	_____	Fax #	_____
	_____	Web Address	_____

Bid prices shall be "all inclusive". All prices shall include all direct and indirect costs, including, but not limited to, direct labor costs, shipping charges, overhead, fee or profit, clerical support, equipment, materials, supplies, managerial (administrative) support, system maintenance, system trouble shooting and modifications, all documents, reports, forms, reproduction and any other costs.

Bidders are not to change, delete, or make any additions to this form, and are to supply only the bid information that is required. If any changes, deletions, or additions are made by the bidder, or if all of the required bid information is not provided, then at NYSIF's discretion, the bid may be disqualified.

The use of the contingency fund is a NYSIF's sole discretion.

1. Lump Sum Bid	\$ _____
2. Contingency	\$ <u>5,000.00</u>
Grand Total Bid (Items 1+2)	\$ _____

OPTIONAL FEATURES: ADD/ALTERNATE PRICING

1. Articulating Keyboard Tray Integrated with Worksurface	\$ _____ /EACH
2. Keyboard Tray Mounted to Worksurface	\$ _____ /EACH

Signature: _____ Title: _____

Typed Name: _____ Date: _____