



RFQ 920786_Q&A

1. Are you able to provide tagged floor Plans of the overall furniture layouts for review?

Answer: Due to the file's large size, it could not be transmitted via email. Instead, the complete document has been made available online at <https://upl.msu.edu/procurement/bid-opportunities/index.html>. This information was given in the invitation e-mail.

2. I do not see Task and Side seating on this quote—will that be sent out in a subsequent bid document? Or will that be purchased sole source?

Answer: Task and side seating will be purchased sole source.

3. W-3:

- **Can you advise as to the height of the Clear Frameless Glass required, either 6 or 12"High?**

Answer: Frameless glass is 12" high.

- **Is the overall height of the panel + frameless glass to be at 50"High or is the intent to have the fabric base panel at 50"H and then the frameless glass would be in addition to that height?**

Answer: The panels are 50"ht fabric with an add on of 12" for frameless glass for a total of 60" ht. This may slightly vary depending on manufacturer.

- **Do we need to quote panel skins to the floor as shown in the renderings? Or should all panels have access to the base/kick plate?**

Answer: The panels should have access to base for power/data as some are hard wired.

4. S-01 Shelving-should 6 starter units be priced out so they can all be freestanding/moved where necessary? Or should we be quoting 1 starter and 5 add-on's?

Answer: Shelving should be priced as freestanding units.

5. Pricing Sheet – "Subs Allowed" Questions:

- **P-04 and P-07 – Please confirm the desired width of desk. Bid calls out 60"W but assumption is that MSU would want the desk to match the tackboard and shelf width above which are 66".**

Answer: The worksurface is 60"W, Tackboard and shelf width to match at 60"w.



- ***P-03 – Please confirm whether the project will accept the manufacturer’s standard offering of 70” x 70” with either 23”D or 29”D on each side?***

Answer: Yes. That is acceptable.

6. Pricing sheets notes “Future order requirements”:

- ***Can you clarify “In accordance with LEED requirements, all items will be removed from packaging outdoors and packaging materials will be removed from site and properly disposed of by the Successful Bidder” what LEED credit is this related to?***

Answer: The intent of this statement is that all trash to be removed from site. Please disregard the LEED requirement.

- ***Can MSU clarify if that means NO packaging can be within the job site (including hardware packaging, etc.) or just large/ extra packaging removed.***

Answer: The intent of this statement is that all trash to be removed from site. Please disregard the LEED requirement.

- ***If no packaging is allowed – is there any space to stage product outside of the installation location or is the bidder responsible for bringing all product to site already broken down and on pallets/carts for installation?***

Answer: The intent of this statement is that all trash to be removed from site. Please disregard the LEED requirement. A staging area and installation details will be discussed after bid is awarded.

- ***Can MSU clarify how this would impact shipments going direct to site?***

Answer: The intent of this statement is that all trash to be removed from site. Please disregard the LEED requirement. A staging area and installation details will be discussed after bid is awarded.

This section has been updated in the RFQ document and is being republished for clarity.

- 7. *The pricing sheets provided seem to be “protected” documents that does not allow you to add your own pictures into the cells and alter the text formatting of the cells we are to fill in. Can an unprotected version be provided to bidders for adding in the reference and finish images?***

Answer: The columns designated for responses in the spreadsheet are not protected.



8. *“Request for Quote RFQ#920786” Document Questions:*

- *In regard to “Scope of work”, section 5 – Summary of Work. Can MSU clarify that the licensed electrician to hardwire workstations into the building would need to be provided by the awarded dealer instead of the construction scope?*

Answer: MSU contractor will be onsite to do the electrical connections. MSU IT will do the data. This is not part of the furniture installation.

- *Will a revised version of the excel be released to include “electrical” costs as a part of the pricing sheet?*

Answer: No need. Please see previous response.

- *Are there specific guidelines required from MSU for electrical contractor rates (i.e Prevailing Wage as required for the furniture).*

Answer: Supplier shall quote installation costs as prevailing wage. Information was given on the Scope of Quote, page 8.

This section has been updated in the RFQ document and is being republished for clarity.

9. *Under ‘Quote Instructions,’ Section 7 – Evaluation Process states that ‘The RFQ Response with the lowest overall cost to MSU will be chosen.’ Since the basis of design is Haworth, and recognizing that Steelcase, MillerKnoll, and Haworth are generally viewed as comparable in quality and warranty standards, could MSU clarify whether submissions from manufacturers outside of these three will also be considered acceptable equivalents for this project?*

Answer: Suppliers should use the two (2) Excel documents included in the bid package (“rfq-920786-PricingSheet-OpenLine” and “rfq-920786-PricingSheet-SubsAllowed”) as the basis for the quote. Categories: Open lines and office furniture bids. Please read carefully the instructions below:

- For open lines pricing sheet: Basis of design manufacturer was given for open lines, and **no substitutes will be accepted**. Products must match specifications. Suppliers shall bid on all lines; **partial bids are not accepted**.
- For office furniture pricing sheet: Basis of design manufacturer was given for office furniture. Vendors **may submit bids for an equal or similar product**. Suppliers shall bid on all lines; **partial bids are not accepted**.

This section has been updated in the RFQ document and is being republished for clarity.



- 10. W-01A, W-01B, and W-03 – Can you please confirm that the quantity shown in the quantity column reflects numbers of seats not number of 4-packs or 2 packs respectively? Please also confirm that the typical pricing you want reflects those individual seats? (ie. W-01A has 264 quantity making it 66 4-packs. However, bidder is assuming you do not want us to change the quantity to reflect the entire typical but price per seat).**

Answer: Please refer to tagged drawings for exact numbers of seats/4packs. Due to the file's large size, it could not be transmitted via email. Instead, the complete document has been made available online at <https://upl.msu.edu/procurement/bid-opportunities/index.html>. This information was given in the invitation e-mail.

We are also including in the response for Q & A.

- 11. The Watson finish Blond Echo is discontinued as of 1/1/26. This affects items T-05, T-06, and T-15 on the tables tab. Please advise what finish would be preferred.**

Answer: Bids should be based on grade of laminate per manufacturer offering. A final selection will be made once bids are awarded.

- 12. The Spec furniture table edge finish does not have a selection that matches the top Mission Maple as requested. This affects items T-12, T-13 and T-14 on the tables tab. Please advise what finish would be preferred.**

Answer: For the bidding purpose, we can use basic black.