

**ADDENDUM NUMBER THREE  
TO THE REQUEST FOR PROPOSALS FOR OFFICE SYSTEMS FURNITURE DESIGN,  
PROCUREMENT, AND INSTALLATION  
LAKE COUNTY BOARD OF COMMISSIONERS AND LAKE COUNTY SHERIFF'S OFFICE  
ISSUED SEPTEMBER 13, 2024**

The County hereby amends the Request for Qualifications as follows:

1. The County received the following requests for information and responds to each below:

**RFI No. 1:** Please advise of office hours to hand deliver hard copy of proposal.?

**Response:** The RFP is clear that we shall receive the hard copy sealed submission no later than 3:00 p.m. on October 11, 2024. The Commissioner's Office is open at 8:00 a.m.

**RFI No. 2:** CH01 is a task chair yet you want a conference version for conference rooms. I would also assume the breakout room chairs should be different chair than office /workstation task chair. Can you add tags to excel sheet to differentiate? CH01B – conference chair / CH01C – breakout / huddle chair.

**Response:** The need is to have limited versions of chairs. The client team anticipates 'sit testing' chairs to determine the best selection of the options offered from the selected vendor.

**RFI No. 3:** Bid opening is 10/11 at 3PM – is that a public opening that we may attend?

**Response:** Yes, you can attend. The location will be at the Lake County Administration Building at 105 Main Street, Painesville, OH 44077. Lake Erie Conference Room, 5<sup>th</sup> Floor. Please note: **Per this Addendum, the deadline has moved to October 17th at 3:00 p.m.**

**RFI No. 4:** An installation amount is listed on item B on proposal form. Do you also want each tag item to have installation included as noted, as this may skew the numbers? If yes, please confirm you want added into loose furniture tags as well.

**Response:** We want a single installation quote to install the entire scope.

**RFI No. 5:** Install fee is to be prevailing wage. How do you want us to account for unknown increases in wages in the next 2 years? We can estimate using today's rate.

**Response:** You can quote using current published prevailing wage rates. Should there be an increase at the state level at the time of installation, an adjustment can be made.

**RFI No. 6:** TB20 and TB21 tables have chairs around that are not tagged. Should we use CH02 chairs.

**Responses:** This is acceptable. The need is to have limited versions of chairs. The client team anticipates 'sit testing' chairs to determine the best selection of the options offered from the selected vendor. Please propose on recommended chair for recommended table.

**RFI No. 7:** Addendum 1 states all offices are to be height adjustable yet on PO1 spec sheet is states NO height adjustable needed. The sheriff U desk also does not show as height adjustable. Please confirm.

**Response:** Sheriff U desk is not to height adjustable desk. Intent is to have limited versions PO1 can be adjustable height.

**RFI No. 8:** WS5 – says 87 x87 on plans yet they are a single row – confirm should be 42 x 42 height adjustable bench stations or fixed height.

**Response:** WS-05 are in central control rooms for the jail. These need to be able to house multiple monitors, provide ergonomic adjustments, power and cord management and storage needs. It does not

**have to be Innovant brand specifically but what is proposed will need to be reviewed with the client and criteria team for acceptance.**

**RFI No. 9:** Assume TB-12 will be removed from bid sheet per addendum 2. Will new sheet be sent with RFI answers?

**Response: TB-12 Detention table is not included in scope. A new sheet will not be sent.**

**RFI No. 10:** The RFP states to submit proposals via email to Jason and copy Ellis with a hard copy delivered. Further down it says we should not send pricing via email. Confirm our RFP response that we email should have pricing proposal left off and only include in hard copy supplied.

**Response: We would like hard copies and electronic copies. In fact, we want your excel files of the bid forms along with a PDF copy of the same. That will make it easier for PMC to compare proposals.**

**RFI No. 11:** Per addendum 1 you want to see pricing for quad monitor arm - will you be adding that line to end of sheet under accessory pricing? If not, how do you want us to show alternate price?

**Response: These occur at central control and at officer stations on jail floors. Please provide an additional unit price for Quad Arms to the excel file provided. No need for us to send you a new one.**

**RFI No. 12:** Confirming no filing was to be quoted under loose furniture as I see blocks on the plan. IE: Level 0 dispatch, IT workstation area, and HC admin area.

**Response: These locations show opportunities for storage either loose or built in. Complete storage needs are to be reviewed in coordination with the selected vendor.**

**RFI No. 13:** There is a WS6 reception desk shown – can we price the circular station, and do you have a specification sheet for that item? What filing did you want included?

**Response: This is shown as criteria, vendor should propose best solution. Complete storage needs are to be reviewed in coordination with the selected vendor.**

**RFI No. 14:** Level O – Where the booking stations are I see a CH1 tag. Do you want a CH1 for each booking station

**Response: Yes CH1 for each booking station**

**RFI No. 15:** Level O Intoxalyzer room – chair symbol shown but not tagged. Do you need a CH1 quoted here?

**Response: Yes, include one chair.**

**RFI No. 16:** Within the contract agreement we are to review it shows daily liquidation damages per day – do you know what amount would be used on the agreement?

**Response: That has yet to be determined and will be resolved during contract negotiations with the selected vendor.**

**RFI No. 17:** TB-08 and TB-07 are listed as both being 36” x 36”. TB-07 in the item key appears larger. Please confirm top size.

**Response: TB-07 should be 36”x56”**

**RFI No. 18:** How do we account for vendor price increase that will occur over the 2-year period? Prices cannot be held normally more than 1 year?

**Response: The intent is to try and lock in prices as early as feasible. We understand there could be vendor cost escalation. Please provide any clarifications within your proposal as to what you have assumed in your pricing.**

**RFI No. 19:** Will RFP be awarded to a single vendor?

**Response: That is the intent.**

**RFI No. 20:** Conference tables stated to have power and data, yet you also ask for the tables to be separate that can be pulled together. Do you want clamp on power unit for each training style table?

**Response: This is one option it is open to the vendors selection to meet the criteria.**

**RFI No. 21:** Confirm TB14 is to be one powered conference table – not individuals. Is this the sheriff conference table.

**Response: Correct this is one powered conference table. This would be used by Sheriff and his staff.**

**RFI No. 22:** TB15 and TB13 - confirm these are the probation and detective conference rooms that you want separate tables. No tags on the conceptual information.

**Response: Correct table should be flexible to become one large table or break out for training tables.**

**RFI No. 23:** Confirm sheriff concept is PO5 – is this to be height adjustable? Are overheads to be quoted as shown in conceptual and floor plans. Previous addendum stated all office to be height adjustable with lateral, mobile bbf and wardrobe. Please clarify expectations of what is to be part of typical price. .

**Response: PO5 is the sheriff's desk and is NOT to be height adjustable. Yes, overheads and storage as shown in conceptual should be quoted, coordination and final selection of items will be reviewed with the client.**

**RFI No. 24:** Addendum stated client is unsure if storage will be laminate or metal. Please confirm as laminate will cost more and we will then price metal to be competitive.

**Response: Laminate. At table edges and workstation wall nosings we will want rubber edges to minimize potential damage by office belts and chair arms.**

**RFI No. 25:** Chief Deputy not tagged in conceptual info – confirm this is PO 4.

**Response: Correct Chief Deputy desk is PO4 as tagged on sheet 022.1**

**RFI No. 26:** Private office PO1 is wrong conceptual image – please confirm this is PO3. Is it to be fixed or sit to stand. States Fixed

**Response: PO1 shown in the furniture concepts is a representation of PO3 on the floor plans. PO1 on floor plans are to resemble WS 1 6x6 size needs. Client intent is to have limit versions.**

**RFI No. 27:** PO1 does not have a conceptual page shown. Assuming freestanding desk and return with metal BBF and FF. Please confirm - wardrobe needed.

**Response: PO1 on floor plans are to resemble WS 1 6x6 size needs. Client intent is to have limit versions.**

**RFI No. 28:** PO2 the BOM sheets show bbf, ff, flipper overhead and shelf. RFI says every office to get lateral, mobile file and wardrobe. Need to confirm what is expected to be quoted for the typical. Drawing and conceptual show overheads – is that to be quoted?

**Response: PO2 is to have overhead shelves. Final solution to be coordinated with client with selected vendor.**

General Private Office (L-shaped)

- HR/Finance / Management Offices / Probation
- L shape
- Sit to Stand

All typical to have: dual monitors, monitor arms, convenience power on desk top, min one file cabinet



**RFI No. 29:** Workstation conceptual idea will not work. We cannot have desk raise where there is an overhead on top of the 42" panel. Was the entire L to be height adjustable or just the area in front of screens? We can make work if only the screen part of station is height adjustable.

**Response:** Correct only portion with screens should be height adjustable. Vendor to propose furniture system that best matches the criteria, coordination, review, and selection to be completed with selected vendor.

**RFI No. 30:** Can you share the anticipated availability of the site for furniture installation?

**Response:** We anticipate that we will have permission to install furniture around February 2027.

**RFI No. 31:** Level 1 - Office 1.SO-2 and 1.SO-3 are labeled as WS-01 typical - Do you want these to have panels within the private offices or should these be freestanding? Or should it have a private office tag such as PO-01 (WS-01 and PO-01 appear same layout)?

**Response:** The offices in question require a sit stand desk capability noted in the WS-01. These can be freestanding furniture so long as it meets needs and is most economical.



**RFI No. 32:** Level 0 - 0.FS-14 & Level 1 1.CS-10 - same question as above, WS-03 is shown inside a private office, are panels desired/needed or can desk be freestanding?

**Response:** The offices in question require a sit stand desk capability noted in the WS-03. These can be freestanding furniture so long as it meets needs and is most economical.

**RFI No. 33:** Workstations - throughout - On Page 6 of the Furniture Concepts they state that stacked transparent screens at 64" seated height preferred- Our question is do you want these stations to have panels at 42" high with a glass

stacker on top - which tallest stacker height is 15", that will bring it to 57" overall height- If you need it to get to 64" we can change the panel height to 50" with a 15" glass stacker to bring it to 65" high?

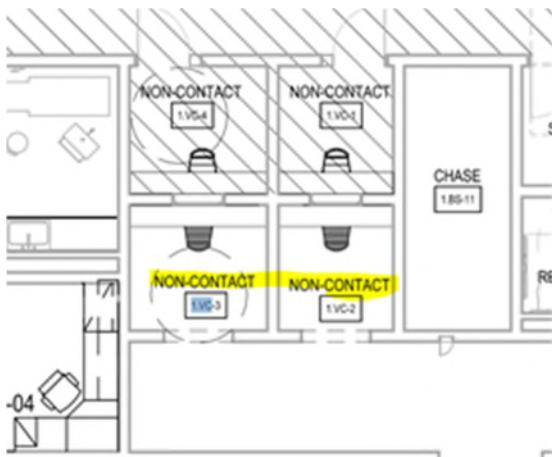
**Response: The client will need to review the proposed arrangement. Please propose what is most economical with the furniture you provide.**

**RFI No. 34:** Level 0 - 0.VS-4 does it need to have CH-01 chair tagged and quoted?

**Response: Yes, add one CH-01**

**RFI No. 35:** Level 1 - 1.VC-3 and VC-2 show dark grey chairs no tag - are these DE-08? I saw in Addendum No. 2 RFI No 6. you say these chairs are in the scope of work, but they are not tagged. In RFI No 5. it says dark gray furniture is not in the scope.

**Response: These should be in scope and tagged CH-02 Side Chair.**



**RFI No. 36:** Shelving - what type of shelving are they looking at for STR-01 thru STR-06

**Response: File storage is the primary form of storage but the client needs to see the latest systems offered. These documents are taken to a Design Development Level and detailed review of each piece of furniture and equipment needs to be reviewed and confirmed for sizing by the client.**

**RFI No. 37:** Storage- STR-30 and STR-31 Is storage to be lateral filing or closed cabinets?

**Response: File storage is the primary form of storage but the client needs to see the latest systems offered.**

**RFI No. 38:** On levels 2 & 3 - Supervisor office and Clinician workstations show some type of storage along wall by door swing, no tags - is this in our scope?

**Response: Yes, should have been tagged STR-31.  
File storage is the primary form of storage but the client needs to see the latest systems offered.**

**RFI No. 39:** Patio 1.SS-2 - does outdoor furniture need to be bolted to the ground or otherwise weighted?

**Response: No bolted, weighted options are acceptable for client review but not required.**

**RFI No. 40:** We kindly ask for a deadline extension to submit our proposal of October 16, 2024.

**Response: We have agreed to allow for this extension. 3:00 p.m. October 17, 2024.**

**Please Note: Per Section III of the RFP the Owner has the right to shortlist any or all of the submitting firms and conduct interviews. Should interviews be desired, they will be conducted at each shortlisted vendor's showroom so you can show us the actual products proposed in your bid.**