



March 30, 2022

To: All Potential Bidders

From: Kelly Vu, Business Services Supervisor

Re: RFI #1, Q & A, IFB # FR-02-22

The purpose of this RFI (Request for Information) is to transmit "Questions and Answers" regarding the technical components of the IFB Office Furniture Rental. All terms and conditions of the original IFB notice remain unchanged.

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### Questions and Answers

#### Questions:

- 1) Will the cabinet shown below be acceptable for the 36"W x 72"H Half Locking Cabinet? This unit is total of 68" tall, and has a locking cabinet at bottom that is 18"D x 28.5"H with open shelf unit that is 13"D x 40"H on top. If not acceptable, will a unit that is 80"H total be preferred?



Answer: Yes, it is acceptable.

- 2) Must the 24"D desk be 45" Wide, or will a standard 24" x **48"W** be acceptable? Do the desks require a modesty panel?

Answer: 24" x 48"W is acceptable, modesty panel is not required.

- 3) Do the 30"D x 60"W desks require a modesty panel?

Answer: Modesty panel is not required.

- 4) Is the "4' Wood Table" (10 each) a 4' Diameter Round Table, or 4' x 4' Square Table? When you specify "Wood" are you requiring a wood veneer top, or will a wood-grain laminate top be acceptable? Does the table base have to be wood or will a metal base be acceptable?

Answer: 4' wood table is a rectangular table, wood veneer top or wood-grain laminate top are acceptable. Wood or metal table base is acceptable.

- 5) The approximate number of days per year is specified, but will these be continuously running (92 continuous days / 122 continuous days) or will the be broken up in 31 day segments over the course of the year? The number of delivery trips and cost of trip charges to deliver / pick up the leased equipment is of concern.

Answer: The days specified will be continuous days.

- 6) When is the first delivery of furniture anticipated to be delivered?

Answer: Anticipated first delivery will be 6/13/2022.

Please send an email to [ifb@ocfair.com](mailto:ifb@ocfair.com) for acknowledgment if you intend to bid on this project. **Failure to acknowledge any RFI(s) and any Addendum(s) will result in disqualification.**

*-End RFI #1-*