



Memo: Lancaster County RFP No. 400200312 & 400200312-1 [Library Furniture & Shelving]  
From: Cathy McDaniel, Procurement Director  
Subject: Addendum No. 1  
Date: March 9, 2020

The inquiry period for the above listed RFP closed at 12:00 AM on Thursday, March 5, 2020. The following questions were answered during the inquiry period and were deemed relevant to the integrity of the RFP.

Product Specs:

- ST3 – Confirm if preference is for Plastic or Felt glides
  - Provide manufacturer’s recommended non-marring glides for LVT flooring
- TB6 – Confirm IPW Flat Plywood Edge Finish
  - The IPW Flat Plywood Edge shall receive the “natural” stain finish
- Please clarify the specifications for CT5. The specification sheet references IF200 but no information for CT5 is available on that plan.
  - Reference “OPAC STATION TYPICAL DETAILS” B5 on IF200 for information pertaining to CT5
- Please note that for LM3 (the Malibu with the Ashley power units), the Ashley units do not daisy chain, please confirm you wish to stay with Ashley. Are there 2 receptacles in the floor?
  - It is acceptable for LM3 not to be daisy chained. There is a duplex receptacle in the wall adjacent to the unit for both power units to plug into. Provide concealed wire management channels to cleanly route power cords to the wall for both power units.
- CT2 clarification correction:
  - CT2 infill shall have custom grommets (*no flush power needed*).
  - For locations of CT2 against wall - do not daisy chain, provide plug-n-play with *standard* power; manufacturer's "Tonic Cable Channel" shall be provided and installed for *each segment*.
  - For locations of CT2 floating - power shall be hardwired with heavy power; the floorbox is centered under the table; manufacturer's "wire vertebrae" shall be provided and installed centered on table.

Delivery/Installation:

- Can we deliver and install during regular business hours?
  - Yes
- Do these libraries have 1<sup>st</sup> floor entries?
  - Yes
- Are there any steps into the entry? Ramp access?
  - No steps at any of the buildings
- Is there a loading dock at any of the buildings?
  - No



- Is there a place for the truck to park and unload directly into the building or will we need to park on the street and then move our furniture some distance to the building?
  - There is place at each location to directly unload a box truck. Note that the walkway from the parking lot to the front building entry at Lancaster is approximately 75 feet. There is a second available entrance in the staff area that is closer to the parking lot.
- Do we need any floor protection for surfaces such as marble entryways? Please note this will result in an additional charge if so.
  - All library locations will have walk-off carpet tile installed at the front entries. It is the responsibility of the dealer to exercise appropriate precautions during installation to avoid any building damage. Any additional costs related to building protection shall be reflected in the unit cost of the item(s) on the pricing spreadsheet. The dealers are responsible for correcting any damage to the building resulting from the furniture/shelving installation at no cost to the owner.
- What is the timeline for installation?
  - Below is the anticipated project schedule available currently. A more detailed schedule will be provided to the successful dealer(s) at time of award.
    - June 2020 – Kershaw Branch Furniture and Shelving Installation
    - September 2020 – Lancaster Main Furniture and Shelving Installation
    - October 2020 – Del Webb at Indian Land Furniture and Shelving Installation

#### Product Specifications:

- Will any of the shelving components be installed on existing shelving? Or only on new?
  - The only products in this package that will be installed on existing shelving are the activity panels for the Del Webb and Kershaw locations (AP1, AP2, AP3, AP4, and AP5).
- What vendor will be installing the existing shelving?
  - The General Contractor will be installing existing shelving.
- Will the shelving be built/painted/bolted together prior to the dealer installing the necessary trim/tops?
  - The dealer will not be installing any trim/tops on existing shelving, only the activity panels for the Del Webb and Kershaw locations (AP1, AP2, AP3, AP4, and AP5) will be installed on existing shelving.
- Has all hardware been accounted for in the bid? Or will the dealer be responsible for also purchasing necessary equipment to mount the canopy tops, etc?
  - The dealer is responsible for all hardware required to assemble and securely install the specified products (new metal shelving, end panels, canopy tops, corner fillers, accessories and activity panels).
- It looks like maybe one of the locations for the library shelving is missing a spreadsheet?
  - For the Del Webb location, all of the metal shelving is existing and handled by the General Contractor. Del Webb is scheduled to receive activity panels and pricing for this is located in "add alternate #1" in the Shelving RFP.

Please note these changes and contact me at [cdmcdaniel@lancastersc.net](mailto:cdmcdaniel@lancastersc.net) if you have any questions.



Best Regards,

A handwritten signature in black ink that reads "Cathy McDaniel". The signature is written in a cursive style and is contained within a light gray rectangular box.

Cathy McDaniel  
Procurement Director