



# Emergence Health Network

El Paso Center for Mental Health/Intellectual Disabilities

201 E. Main Suite 600  
El Paso, TX 79901  
(915) 887-3410  
Fax: (915) 774-0201

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## ADDENDUM

To: All Interested Proposers

From: Diana Billingsley

Date: November 30, 2016

Subject: **Furniture for New Clinic RFP #16-012 Addendum IV**

**This addendum includes responses to all questions submitted prior to Tuesday, November 29, 2016.**

**Any questions or additional information required by interested vendors must be emailed to [bidquestions@ehnel Paso.org](mailto:bidquestions@ehnel Paso.org) . RFP number and title must be on the “Subject Line” of the email. Attempts to circumvent this requirement may result in rejection of the proposal.**

**RFP No. 16-012**  
**Furniture for New Clinic**  
**Q&A**

Emergence Health Network has received the following questions in response to its Request for Proposals (RFP) for the furniture for the new clinic. Responses to these questions are being provided publicly to all possible candidates:

**\*\*Samples of pictures attached are only samples and should only be intended as a guide\*\***

Question	Reply/Clarification
<i>Can you please provide the AutoCAD file for this project, PDF floor plans files will not work for us to draw and specify the furniture correctly.</i>	For the AutoCAD file, due to not being able to publish because of the format please email <a href="mailto:esilva@ehnel paso.org">esilva@ehnel paso.org</a> and request it with the subject line RFP 16-012 AutoCAD Rquest.
<i>Will the site be available to field measure?</i>	Unfortunately, floors are still undergoing construction, therefore, only measurements available are those in the AutoCAD File.
<i>Will there be another walk through of the space?</i>	Unfortunately, no, the space is not ready.
<i>What is the criteria for selection of successful bidder?</i>	Style (25%) Construction (25%) Cost (35%) Warranty (15%)
<i>Bid indicates no substitutions will be accepted, or items must be as specified, but no specifications or details are provided, please clarify.</i>	There will be no substitutions after proposal has been awarded.
<i>First Floor: Office #1: Is desk all wood veneer, laminate, laminate and steel? What is a 5 keyed four drawer filing cabinet? What is the criteria for ergonomic chair?</i>	We would like the desk to be laminate and steel. Correction it should read keyed four drawer filing cabinet, please disregard the 5. Criteria for the ergonomic chair is arm rest and lumbar support with mesh mid-back.
<i>First Floor: Office #2: Is desk all wood veneer, laminate, laminate and steel? What is the criteria for ergonomic chair?</i>	We would like the desk to be laminate and steel. Criteria for the ergonomic chair is arm rest and lumbar support with mesh mid-back.
<i>First Floor: Office #3: What is overhead open shelving? What is the criteria for ergonomic chair?</i>	The overhead open shelving is a floating non-enclosed shelf above the desk; 12 inches wide x 8 feet long and it is not a compartment. Criteria for the ergonomic chair is arm rest and lumbar support with mesh mid-back.
<i>First Floor: Office #4,5,6,9,12: Is desk all wood veneer, laminate, laminate and steel? What is the criteria for executive chair? What is the criteria for side chairs, wood arms, metal?</i>	We would like the desk to be laminate and steel. Criteria for executive chair at a minimum: thick foam seat, polyurethane upholstery, high back, padded arm rest, reclining. Criteria for side chairs, standard stationary chair with arm rest (steel).
<i>First Floor: Office #7,8: Need more cubicle configuration, this is very vague, need panel height, etc. Please clarify what "No front panels" means (office #8) What is the criteria for the chairs?</i>	Cubicles need to be stationed in the middle of the room as staff will be on one side and guests will be on the other which is why no front panels are needed. The side panels have to be high privacy panels. Criteria for guest chairs is a standard stationary chair with arm rest (steel). Criteria for the ergonomic chair is arm rest and lumbar support with mesh mid-back.
<i>First Floor: Office #10,11: Is this on wall track, what about overheads? Do we need any pedestal drawers? Can we get a copy of the picture?</i>	No it will have no wall track nor overheads. No pedestal drawers. Yes please see attachment with pictures. There are partitions but not in between only surrounding the desks.
<i>First Floor: Workstation Room: Is this room A119? If so the drawings indicates 12 stations, Are screens intended to separate the users? Can we get a copy of the picture?</i>	Yes it is room labled "Cubicles" and A119. Yes screens are intended to separate the users. Please see attachment with pictures.
<i>First Floor: Reception: Don't understand the design intent for what the (4) workstations are, are these work surfaces mounted to the wall? 48" work surface with two pedestals</i>	The 4 workstations are intended to function as something similar to what you see when you enter a hospital. The workstations need to be private from side to side but we will have a staff member on one end and clients

<i>would only leave 18" of knee space Confirm partition screen.</i>	on the other end of the desk. Work surfaces will not be mounted to the wall as they should be in between full side panels which should cover both the staff and client.
<i>First Floor: Conference Room: Does conference room table need power outlets, what is the criteria for the chairs?</i>	Yes please add power outlets onto the conference room tables. Criteria for conference room chairs is a nesting chair, mesh and upholstery which folds and nests for storage with arm rests and casters.
<i>First Floor: Waiting Room Front &amp; Side: What is the "X" seater? What is the criteria for the chairs? Drawing only indicates 1 end table, and 2 end tables</i>	Please disregard 28 and 10, the "X" stands for a blank as we do not know exactly how many chairs will fit depending on the chair style. Please propose a layout with "X" amount of end tables and chairs.
<i>Second Floor: Family Counseling room #1: What is the criteria for the chairs ?</i>	Criteria for counseling room chairs is a nesting chair, mesh and upholstery which folds and nests for storage with arm rests and casters.
<i>Second Floor: Conference room #2: Is conference room table all wood veneer? Laminate? Laminate and steel? What is the criteria for chair?</i>	Table should be laminate and steel. Criteria for conference room chairs is a nesting chair, mesh and upholstery which folds and nests for storage with arm rests and casters.
<i>Second Floor: Office 1,2,3, &amp; 9, 5, 6, 7,8: Is desk all wood veneer? Laminate? Laminate and steel? What is the criteria for executive chair? What is the criteria for side chairs ? wood arms? Metal?</i>	Laminate and steel. Criteria for executive chair at a minimum: thick foam seat, polyurethane upholstery, high back, padded arm rest, reclining. Criteria for side chairs is a standard stationary chair with arm rest and mesh.
<i>Second Floor: Directors office 1 &amp; 2: Is desk all wood veneer? Laminate? Laminate and steel? What is the criteria for executive chair ? What is the criteria for side chairs ? wood arms? Metal</i>	Laminate and steel. Criteria for executive chair at a minimum: thick foam seat, polyurethane upholstery, high back, padded arm rest, reclining. Criteria for side chairs is a standard stationary chair with arm rest and mesh.
<i>Second Floor: Office #10: Is table all wood veneer? Laminate? Laminate and steel?What is the criteria for chair ?</i>	Laminate and steel. Criteria for consult chair is a nesting chair, mesh and upholstery which folds and nests for storage with arm rests and casters.
<i>Second Floor: Workstation room: Can you supply picture?</i>	Yes please see pictures attached.
<i>Second Floor: Reception: What is the criteria for chair ?</i>	Criteria for the ergonomic chair is arm rest and lumbar support with mesh mid-back.
<i>Second Floor: Reception seating , Adult waiting room , child waiting room: What is "X" seater? What is the criteria for the chairs ?</i>	Same as waiting area chairs in first floor.
<i>Second Floor: Office #4 and 11 are not listed, can you confirm that we do not have any furniture requirements</i>	Office #4 and #11 are the same as Office #5.
<i>We would like to know if samples of interior finishes, such as carpet, flooring and paint will be made available for purposes of providing accurate quotes and if so, when and where can they be obtained.</i>	For offices we would like a contemporary/modern/eurpoean desk designs. Colors would be like a dark gray wood grain appearance which would be laminate and steel. A light gray/metallic powder coat with coordinating chairs, panels, cabinets, pedestals. For cubicles we would like coordinating gray tones, current flooring is white with gray marble. Light-gray-white laminates, gray powder coat and coordinating pedestals, cabinets, and accents. Panels/cabinets with soft weave patterns and coordinating fabric colors. All chairs to coordinate with selected furniture.
<i>"Section 24. Proof of insurance" lists a bid bond as a requirement; however there are no specifications for a bid bond included in the bid. Is a bid bond required with our proposal? If so, for what amount?</i>	No this is a general provision which primarily applies to constructions bids.
<i>How many days do we have to install? When do you open?</i>	We are projected to open mid-March and you have approximately 15 days prior to opening to install.
<i>Explain the difference between the "Ergonomic Task Chair" and the "Executive Chair" mentioned on the Statement of Work between offices on 1<sup>st</sup> floor.</i>	Please view criteria listed above for both chairs. Criteria for the ergonomic chair is arm rest and lumbar support with mesh mid-back. Criteria for executive chair at a minimum: thick foam seat, polyurethane upholstery, high back, padded arm rest, reclining.
<i>First Floor: Office #3: provide height and width for the</i>	The overhead open shelving is a floating non-enclosed shelf above the

<i>overhead shelving.</i>	desk; 12 inches wide x 8 feet long and it is not a compartment. Criteria for the ergonomic chair is arm rest and lumbar support with mesh mid-back.
<i>First Floor: Office #7,8: what height of panels are they wanting beside the desks?</i>	6 feet tall
<i>What do the ^^ and the * mean on both floors?</i>	Please disregard, these were included with measurements but we opted to leave the measurements up to you.
<i>Second Floor: Conference Room #2: the new drawings show rectangular only, what do they mean regarding the "L" shape rectangular conference table?</i>	To have a table with removable extensions/inserts that can be removed or added creating a longer table and also add to create an "L" shaped table.
<i>Will all the furniture be delivered and installed during normal business hours?</i>	Yes
<i>Will the elevator be functional and available to the installation crew?</i>	Yes
<i>In addition to storage components specified on the Statement of Work, are desks and cubicle-workstations to include pedestals? Pencil drawers? Are overhead storage components to include tack boards beneath?</i>	Yes. Pencil drawers yes. No tack boards beneath the overhead storage.
<i>Please confirm quantity and type of chairs for waiting room side.</i>	Quantity is up to you to include end table Criteria for side chairs is a standard stationary chair with arm rests.



Wraparound u shaped desk for offices 10 and 11 First Floor

Cubicles for workstations and cubicle rooms



Ergonomic Chair

Executive Chair





Side Chair

Nesting and Consult  
Chair for conference  
rooms



Example of waiting room  
chairs and tables; please  
utilize vinyl material