



STATE OF NEW YORK
OFFICE OF THE ATTORNEY GENERAL

LETITIA JAMES
ATTORNEY GENERAL

DIVISION OF ADMINISTRATION
BUDGET AND FISCAL MANAGEMENT BUREAU

Purchasing Memorandum

DATE: March 12, 2024

PLEASE ADDRESS INQUIRIES TO:

Joe Carucci, *Contract Management Specialist*
Telephone Number: (518) 776-2128
E-Mail: purchase@ag.ny.gov

REQUEST FOR APPLICATIONS NO.: 23-009

TITLE: 23-009 – Furniture Consulting Services

BID DUE DATE: April 2, 2024 by 5:00PM EST

SUBJECT: Answers to Questions/Inquiries

TO: ALL PROSPECTIVE BIDDERS

In reference to the above Request for Proposal, the following questions/inquiries were submitted by the March 8, 2024 deadline. We are hereby providing answers to each question below:

1. QUESTION: Has a furniture budget been established/defined?
ANSWER: **There is no official budget at this time. You can estimate a conservative budget based on the information provide in 1.2 Project Background and project specifications listed in the bid with projects you may have done of similar size and scope.**
 - a) If so, can that budget be shared?
ANSWER: **Please see response above.**
2. QUESTION: Is it possible to receive the floor plans for the 9th and 5th floors?
ANSWER: **Due to the confidential nature of some of the activities at this location the drawings will only be shared with the contract awardee.**
3. QUESTION: Can a construction schedule be provided for both floors to better understand timing for each?
ANSWER: **The lease has not been executed yet and therefore we do not have a construction schedule. It is estimated the project will kick off in August with a completion in the Spring 2025. The landlord wants to work on both floors concurrently. The desire would be to work with the furniture consultant as soon as the bid is awarded ahead of the August kick off and have design plans ready for the landlord's architect & be drafting the furniture bid package. There is a draft furniture layout on the construction drawings now. The AGs office has a typical office and workstation we have used in the past, so we are not starting from scratch but want to update some components and tweak to the needs of this specific location. We are looking for the furniture consultant to advise us of current trends and furniture we may not be aware of that would be a good fit for this office.**



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4. QUESTION: Section 2.1.3.1 d – Confirming consultant services conclude at review and red-line of dealer BOM for order. No other services beyond this are to be included in the scope of work?
ANSWER: **Correct, with the exception of Deliverables 1, 2.1.2.3 to be available for a construction conference call regarding the design that the AG’s Team needs support on or if site visit for Deliverable 1, 2.1.1.4 is needed after the BOM order.**
5. Clarification needed: Section 1.2 Clarification: Section 1.2 Project Background 4th paragraph & Section 2: Job Duties / Deliverables –requesting confirmation the Scope of Work and Services for the programming, design, and procurement is for only **all new furniture**.
ANSWER: **Correct**
6. Clarification needed: Section 1.2 Project Background 4th paragraph: requesting confirmation that services for inventory and reconfiguration of existing furniture are **not** to be included.
ANSWER: **Correct**
 - a) However, if existing furniture services are necessary, can a scope for existing furniture be provided?
ANSWER: **If any existing furniture needs to be incorporated it will be minor and a discussion as part of the layout ie. leave room for a wall of file cabinets, etc. The AG’s team will collect inventory.**
7. Clarification needed: Section 4.2.5.e and 7.7 4th paragraph... Confirm the ST-220-TD & ST-220-CA forms will be required only upon contract award.
ANSWER: **The OAG confirms these forms will be required only upon contract award.**
8. Clarification needed: Section 4.2.5 g - Confirm the completed Consultant Disclosure Form A is only to be provided upon award.
ANSWER: **The OAG confirms this form will be required only upon contract award.**
9. QUESTION: Section 7.6 Are Consultant Disclosure Form A required for consultants who do not have any employees, affiliates, or subcontractors?
ANSWER: **Yes, this form will be required.**
 - a) And if so, can a sample Form A be provided?
ANSWER: **Yes, please see attached copy of Form A (word doc)**
10. QUESTION: Please confirm if there are proprietary furniture vendors the Office of the Attorney General plans to work with or does the proposed consultant select the vendors?
ANSWER: **Part of the scope of work is for the consultant to help us create the typical furniture package for this project and assist with developing the furniture bid. The bid will be issued to furniture vendors on the NYS contract and per the NYS Procurement Guidelines.**
11. QUESTION: Does the Office of the Attorney General have a purchasing agent to purchase furniture or will this be part of the proposed consultant's scope?
ANSWER: **The OAG Purchasing/Contracts Unit will be issuing the furniture bid to the vendors on the NYS contract.**



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12. QUESTION: Provide the target completion/move in date? for both floors
ANSWER: **It is estimated the project will kick off in August with a completion in the Spring 2025.**
13. QUESTION: What phase of design and/or construction are they in now?
ANSWER: **The project has not started. They are in the final stages of negotiating the lease. There is a draft layout with furniture included as part of the lease.**
14. QUESTION: Are they relocating to or from the 9th floor? does it require construction (Section 1.1)?
ANSWER: **We are relocating staff on a lower floor within the building to the 9th floor with substantial construction. The 5th floor is existing and getting renovations with some construction as well. The construction will be going on at the same time on both floors. It is expected the 5th floor will be completed before the 9th floor. The timelines developed for furniture will need to reflect that.**
15. QUESTION: Will we be responsible for the electrical on workstations (Section 2.1)?
ANSWER: **The consultant will not be responsible for any installation of electric. The design will need to include where power and data will be located within the workstation and the type of electric required – ie. power in raceway or panel, power feeds etc.**
16. QUESTION: Will we be able to change existing walls/floorplan?
ANSWER: **Very minor changes may be allowed.**
17. QUESTION: Will floor plan be provided?
ANSWER: **Please see response to Question #2. The floor plans will be provided to the consultant awarded the project.**
18. QUESTION: Will we be incorporating existing furniture?
ANSWER: **If any existing furniture needs to be incorporated it will be minor and a discussion as part of the layout ie. leave room for a wall of file cabinets, etc. The AG's team will collect inventory.**
19. QUESTION: Installation of the furniture is by the contractor: - dealer is the contractor or is the contractor is an outside company and if the contractor is an outside company –is furniture consultant responsible sourcing the installation company?
ANSWER: **The furniture consultant is not responsible for sourcing the installation company; however, the consultant will be assisting with the furniture schedule including milestone dates which includes installation. See reference in scope of work: Section 2.1.1.2, 2.1.1.4, 2.1.3.1**
20. QUESTION: Design Coordination: furniture consultant will orchestrate a meeting with Office of the Attorney General's project managers, general contractors, and architects to ensure the furniture design aligns with the overall vision and requirements of the renovation? And expected to maintain meeting minutes are report back to the stakeholder (Section 2.1.3)?
ANSWER: **The furniture consultant will begin meeting with the AG's team once the bid is awarded to discuss design coordination and vision for the project to begin working on the typical. The furniture consultant will be invited to Construction Project meetings as appropriate and can request meetings as needed. This meeting will also establish the maintaining of minutes and reporting plan.**



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21. QUESTION: Bid and Procurement Strategy: What is your strategy for assisting in the development of bid specifications and ensuring that the furniture vendor submittals meet the project's specifications and quality standards? If the furniture items are missing upon delivery of the furniture how many days does the vendor allow to replace the items & if the vendor do not replace the furniture and demand additional \$\$\$ to replace the items – Who would be responsible tacking and coordination (Section 2.1.3)?

ANSWER: The above will be discussed in depth with the awarded consultant, the AG's Procurement Team, and AG's Project Manager. The bid specifications will follow NYS Procurement Guidelines, site visits/presentations may be requested, references, and an evaluation criterion will be developed to ensure the submittals meet the project specifications and quality standards. Usually, the furniture vendor's project manager is responsible for tracking, coordination, punchlist items, etc.

22. QUESTION: Timeline Adherence: Given the importance of the target occupancy date, what measures will you put in place to monitor and ensure adherence to the project timeline, especially regarding the furniture delivery and installation? AND If the vendor couldn't deliver the furniture timely or if the furniture is ready for delivery but the renovation is still in progress does the furniture consultant suggest the storage of the furniture & how would storage be billed (Section 2.1)?

ANSWER: To be determined once the project gets underway and the timelines come into focus. Some of these can be specified in the furniture bid.

All other RFP #23-009 terms and conditions remain the same.

This Purchasing Memorandum is to be signed, submitted and made a part of your proposal. If you have any questions, do not hesitate to contact the person listed on top of this memorandum.

VENDOR: _____

ADDRESS: _____

SIGNATURE OF BIDDER: _____

DATE: _____