



# UNIVERSITY OF KENTUCKY Purchasing Division

## REQUEST FOR PROPOSALS

UK-2296-23

Studio Desks for the Gray Design Building 2024

ADDENDUM # 2

11/23/2022

**New Bid Due Date 12/2/2022**

**ATTENTION: This is not an order. Read all instructions, terms and conditions carefully.**

**IMPORTANT: RFP AND ADDENDUM MUST BE RECEIVED BY 12/2/2022 @ 3:00 P.M. LEXINGTON, KY TIME**

**Offeror must acknowledge receipt of this and any addendum as stated in the Request for Proposal.**

This Addendum is being issued to:

1. Change the bid due date, to **New Bid Due Date 12/2/2022**
2. Specific items to address –
  - A. Flat Black should be the color and gloss for the powder coat finish
  - B. Plywood edges are expected to be exposed – No veneer, the entire top should be finished with UV- cured clear coat
  - C. Birch wood or equivalent should be used for the plywood.
3. Updated to section 7.1, adding request for pricing on 30 fully produced desks with casters delivered. Please used this updated pricing sheet in your Financial Proposal.
4. Written Questions and Answers

**OFFICIAL APPROVAL**  
**UNIVERSITY OF KENTUCKY**

**SIGNATURE**

David D. Stefanic / Category Specialist / (859) 257-5792

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Typed or Printed Name

University of Kentucky  
Purchasing Division  
322 Peterson Service Building  
Lexington, KY 40506-0005

## 7.0 FINANCIAL OFFER SUMMARY

Offerors are to provide a fixed price for the services offered. This fixed price should include shipping, and any and all other costs associated with the manufacturing of these desks. There should be no additional costs.

### 7.1 Mandatory Services (Section 7.1)

Use Attachments A&B for reference.

Price each, fully produced desk \$ \_\_\_\_\_

Price each, desk-top only \$ \_\_\_\_\_

Price for incremental ordering:

500 fully produced desks delivered to the University of Kentucky located in Lexington KY \$ \_\_\_\_\_

100 fully produced desks delivered \$ \_\_\_\_\_

50 fully produced desks delivered \$ \_\_\_\_\_

30 fully produced desks with casters delivered \$ \_\_\_\_\_

Cost of flat-packing and shipping of single desk within state of KY \$ \_\_\_\_\_

### 7.2 Alternate Pricing

In addition to the above financial offer, the offeror may submit alternative financial proposals, however the information requested above must be supplied and will be used for proposal evaluation purposes.

#### **Additional Financial Commitment**

In addition to the financial offers, please propose a financial commitment to assist the University. Options may include a signing bonus, scholarships, internships, commitment to hire University Graduates or a (%) percentage rebate.



# UNIVERSITY OF KENTUCKY

## Purchasing Division

### Written Questions and Answers

Studio Desks for the Gray Design Building 2024

RFP UK-2296-23

Closing Date: 11/29/2022

11/23/2022

No.	Question	Answer
1	As much as I could understand the first order of desks would be around 750 desks?	Refer to section 2.1 of RFP
2	Is it going to be a one-time purchase for a year contract, if not how would you place the orders during that year?	Refer to section 2.1 of RFP
3	What would be the lead time, when is it expected for the first order to be placed?	Refer to section 4.6 of RFP
4	In Attachment B, the panel located on the right hand side of the sheet shows hash marks across the entire surface. What are these? If they have function, we will need to know the dimensions and how deep they are to be cut into the plywood.	These are penetrations that are intended to go all the way through the sheet – the intention is to hang items off this sheet.
5	Can we have Dimensions for the components for the steel base and the plywood privacy panel (rough dimensions were listed)?	Refer the Attachments of the RFP. Dimensions are rough
6	We are curious as to what fasteners and what sizes were used in the construction of the prototype or is this a detail left up to the builder? If specific size fasteners are required we will need to know this to accurately bid.	This detail will be left up to the builder – we fabricated the prototypes using a steel laser cutter and bent the steel using a custom structural connection. All plywood joints are friction fitted.
7	The description mentions that all desks should have leveling feet with the option to easily change to casters. Is the bidder supplying casters? And if so, for how many desks?	See Addendum #2, request for 30 fully produced desks with casters delivered.
8	What type of floor leveler is specified? Ones for carpet, hardwood, concrete? Should they be able to glide across the flooring surface or stay in place by friction (ie: a rubber foot on hard surface)?	Floor levelers for a refinished 100-year-old maple floor that would provide friction to keep the desks in place.

9	Edge treatments: after CNC routing, will the edges of the raw plywood need to be eased to avoid potential splinters?	The result should not have any splintering or rough edges.
10	Are the desks intended to be flat-packed? A. If so, will university staff assemble after receiving shipment? B. If so, will bidder be required to include detailed assembly instructions?	Yes, Refer to section 4.6 or RFP. This detail is open for discussion – our end-goal is to have assembled desks. How we achieve this goal is up to the individual fabricator.
11	Who is responsible for supplying, engraving, and installing the donor name plates?	The University of Kentucky will handle the name plates.
12	What is the projected lead time for this project from order to delivery?	Approximately 11 months
13	Are digital CAD files available?	The ideal scenario would be to have a fabricator who is collaborative in nature
14	Are there any requirements for Made in USA for plywood or steel?	No
15	Are shop drawings required prior to fabrication?	Shop drawings are required unless a physical prototype is provided.
16	The RFP states, “Exchanging adjustable feet for casters should be straightforward.” It will be difficult to find a caster and adjustable foot that maintain the same desk height. Therefore, we feel there should be frames for adjustable feet and frames for casters. Irregardless of question above, how do we calculate the number of desks on casters for this proposal?	We would like 30 desks with casters
17	There is a wide range of material choices that fit within the current language of the proposal which would impact pricing significantly. For example, the adjustable feet could be plastic to stainless steel. Casters also come in many materials and sizes and lockable. Finally, there is no specificity for the hardware. One offeror could use short screws to attach parts while another could use thru-bolts. Our standard would be thru bolts especially if a warranty is required and ease of assembly.	The RFP was intentionally left open so that fabricators could provide opinions on options/decisions. Each proposal will be evaluated based on durability, warranty provided, quality of craftsmanship, etc.
18	Is there a particular color and gloss for the powder coat finish?	See Addendum #2 Flat Black should be the color and gloss for the powder coat finish
19	Is the metal required to be sandblast cleaned prior to powder coating?	No
20	Can the term UV cured ¾” plywood be defined? We are unsure if it refers to the composition of the plywood, if the plywood needs to be pre-finished or refers to the finish that needs to be applied to the plywood	The plywood needs to arrive with a clear-coat finish. The order of finish/fabrication is at the discretion of the fabricator

	after fabrication. We assume the intent is for a clear finish. We would prefer to finish the tops after fabrication.	
21	Do we need to meet any Smoke Developed or Surface Burning characteristics per the KY Building Code?	Yes, these desks should meet all Kentucky State Building Codes & Fire ratings. This Policy is based on the Kentucky Building Code, the Kentucky Fire Prevention Code (NFPA 1), and NFPA 101 (Life Safety Code).
22	Are the edges of all plywood exposed or do the edges need to be fabricated with a veneer to match? If no veneered edges and if a pre-finished plywood is requested, do the edges need to be clear finished or sanded and raw?	The edges of the plywood are expected to be exposed – no veneer necessary. The entire top should be finished with UV-cured clear coat.
23	Are the top edges of the desktop eased mechanically?	Yes – the radius is at the discretion of the fabricator
24	Any sustainability requirements for the plywood or steel?	No
25	Any particular wood species for the plywood?	Prefer Birch or equivalent but not necessary – Clarify in addendum. Please specify what wood will be used for plywood. Just put see addendum.
26	We are assuming that the legs are welded at the joints.	Our prototype used laser-cut, bent joints but we are open to more economical/efficient suggestions
27	Will there be an opportunity after the award to adjust dimensions? We have some concerns regarding accessibility and ergonomics. This may have already been addressed in the design.	Please see section 7.2, as section 7.1 is required for evaluation, 7.2 is open for these type collaborations.
28	Is the intent for the "tabs" that attach the desk rails and plywood to be laser cut from the tube? Is the intent for the desk frame to be laser cut or shop cut?	We laser cut in-house but realize that this may not be the most economical option. We are open to alternatives/suggestions
29	What is the purpose of the slots shown on the top diaphragm piece? What are the dimensions, depths etc.? Is this for a t-bolt to slip into to, "...allow[s] students to suspend cabinets, drawers, or other custom components. Students can hack the desktop and add components that go with them." What is the profile that needs to be cut? Are we providing any hardware for the hanging items?	These are penetrations that are intended to go all the way through the sheet – the intention is to hang items off this sheet. We do not specify dimensions as we are looking for ideas about a system.
30	What material and size are the "steel plate[s] with the donor name"? What is the finish?	See Answer to question #11

	How is it attached? How many do you expect?	
31	Will the desks be delivered directly to the user's new facility, or will they be stored?	These will be delivered directly to the new facility.
32	Does "fully produced desks delivered" indicate assembled or not-assembled. It would be much easier to assemble on-site. Is a dock available for delivery or will lift-gate service be required?	A dock will be available for delivery of the desks.
33	The Financial Offer Summary does not cover the desks with casters.	Please use new pricing sheet with added section for caster price
34	With the fluctuation in pricing and the requirement to hold pricing for 6 months per RFP Section 3.11 (which I'm not sure any steel or plywood supplier will hold a price for 6-months), how will price increases be handled if the project is phased out over 3-years as stated in the RFP?	List in your transmittal letter how long you can hold pricing.
35	4.6 in the RFP references "flat packaging". Would that be defined by each individual desk and its associated parts in box(es) or palletizing like parts for assembly at site? We understand in RFP 7.1 we would be providing box(es) to ship a single desk by a 3rd party shipper.	Refer to Answer #10
36	Is the laser-etched steel plate with the donor's name a part of this solicitation, if so can you please provide specifics of configuration and logistics?	See Answer to question #11
37	We interpret this design to be KDF for ease of shipping and storage. Is simple assembly with screws and bolts, as required, and minimum tools acceptable?	Refer to Answer #10
38	Economies of scale in a project of this nature are significant when considering the cost of set-up and production. Realistically what do you expect the minimum quantities per task order and the frequency of task orders?	Refer to Answer #10