



Schenectady County
Purchasing Department
ADDENDUM

620 State St.-2nd Floor
Schenectady, NY 12305
Purchasing@schenectadycounty.com
518.388.4240

ADDENDUM #1

11/21/2024

The purpose of this addendum is to provide detailed information to all Bidders. This addendum is hereby included in and made part of the Contract Documents, whether or not attached thereto. Receipt of this Addendum must be acknowledged on the bid form.

The following documents is hereby included in the documents posted on Bidnet and provided to plan holders:

Question: “Total Square Footage Needed” is listed as an attachment within RFP-2024-09 but I do not see this in the downloadable “Documents” section of the bidnet direct website

Answer:

Please see the information below:

Public Health Department	SF	Quantity	Total SF	Notes:
Private Office (10x10)	100	26	2600	Prefer to be located on lower floors for public accessibility.
Large Private Office (12x12)	144	7	1008	
Open Workstations (6x8 desk)	80	60	4800	
File Storage	250	1	250	
Supply Storage	200	1	200	
Conference Room	225	4	900	
Clinical Room	150	2	300	
Clinical Private Bathroom	100	2	200	
Clinical Support Space	100	2	200	
Clinical Office	150	1	150	
Clinical Storage	300	1	300	
Check in Desk	150	4	600	
Waiting Room	100	4	400	
Break Room	450	1	450	
Total Net Square Footage			12358	
Circulation Factor (.70)			3,707	
Total Gross Square Footage			16065.4	
Future Growth Square Footage (10% of Net)			1,236	
Future Growth Circulation (.70)			865	
Total Gross Future Growth SF			2,101	
Total Department SF with Future Growth			18,166	

HR/Civil Service Department	SF	Quantity	Total SF	Notes:
Private Office (10x10)	100	6	600	This department would ideally be close to the Human Rights Department, Finance and IT. No floor preference was indicated.
Large Private Office (12x12)	144	2	288	
Open Workstations (6x8 desk)	80	3	240	
Vestibule	80	1	80	
File Storage Room	250	1	250	
Training Room	800	1	800	
Supply Storage	100	1	100	
Training Storage	150	1	150	
Multi-purpose Room	300	1	300	
Copy Space	50	1	50	
Break Room	225	1	225	
Total Net Square Footage			3,083	
Circulation Factor (.70)			925	
Total Gross Square Footage			4,008	
Future Growth Square Footage (10% of Net)			308.3	
Future Growth Circulation (.70)			215.81	
Total Gross Future Growth SF			524	
Total Department SF with Future Growth			4,532	



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County Legislature, Attorney, Auditor	SF	Quantity	Total SF	Notes:
Private Office (10x10)	100	14	1400	Prefer to be on an upper floor.
Large Private Office (12x12)	144	3	432	
Open Workstations (6x8 desk)	80	6	480	
Vestibule	80	1	80	
Copy Room	150	1	150	
Archive Space	250	1	250	
Legislative Meeting Room	1,800	1	1800	
Caucus Room Waiting	500	1	500	
Room Conference	100	2	200	
Room Open Multi-Use	250	1	250	
Space Supply Storage	250	1	250	
Reception	100	1	100	
Break Room	100	2	200	
Existing Safe	450	1	450	
	80	1	80	
Total Net Square Footage			6,622	
Circulation Factor (.70)			1,987	
Total Gross Square Footage			8,609	
Future Growth Square Footage (10%)			662.2	
Future Growth Circulation (.70)			463.54	
Total Gross Future Growth SF			1,126	
Total Department SF with Future Growth			9,734	

County Clerk	SF	Quantity	Total SF	Notes:
Large Private Office (12x12)	144	2	288	Department should be located near the finance, payroll, and court departments. Preferably on a lower floor for easy public accessibility.
Semi Private Workstations (10x10)	100	2	200	
Open Workstations (6x8 desk)	80	8	640	
Scanning Workstations	150	3	450	
Service Counter	150	1	150	
Conference Room	400	1	400	
Break Room	225	1	225	
Copy Room	150	1	150	
File Storage	1,000	1	1000	
Record Storage (Archive)	3,000	1	3000	
Public Records/counter space	650	1	650	
Total Net Square Footage			7,153	
Circulation Factor (.70)			2,146	
Total Gross Square Footage			9,299	
Future Growth Square Footage (10%)			715.3	
Future Growth Circulation (.70)			500.71	
Total Gross Future Growth SF			1,216	
Total Department SF with Future Growth			10,515	

Senior/LTC	SF	Quantity	Total SF	Notes:
Private Office (12x12)	144	3	432	Would prefer to be on a lower floor and have easy public accessibility to parking.
Open Workstations (6x8 desk)	80	6	480	
Copy Room	150	1	150	
Storage Room	150	1	150	
Reception Area	100	1	100	
Conference Room	300	1	300	
Huddle Room	100	1	100	
Waiting Room	100	1	100	
Meal Program Storage	250	1	250	
Break Room	225	1	225	
Total Net Square Footage			2,287	
Circulation Factor (.70)			688	
Total Gross Square Footage			2,973	
Future Growth Square Footage (10%)			228.7	
Future Growth Circulation (.70)			160.09	
Total Gross Future Growth SF			389	
Total Department SF with Future Growth			3,362	



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Credit Union	SF	Quantity	Total SF	Notes:
Private Office (10x10)	100	1	100	Prefer to be on a first floor with a separate entry, street visibility and easy public access to the ATM machine.
Open Workstations (6x8 desk)	80	4	320	
Lobby	150	1	150	
Vestibule File	100	1	100	
Storage Supply	100	1	100	
Storage	50	1	50	
Tellers/Public Counter	150	1	150	
Vault	100	1	100	
Bathroom	100	1	100	
Kitchenette	150	1	150	
Total Net Square Footage			1,320	
Circulation Factor (.70)			396	
Total Gross Square Footage			1,716	
Future Growth Square Footage (10%)			132	
Future Growth Circulation (.70)			92.4	
Total Gross Future Growth SF			224	
Total Department SF with Future Growth			1,940	

Assigned Council	SF	Quantity	Total SF	Notes:
Private Office (10x10)	100	1	100	Should be located near Finance, family court and other courts. No floor preference was indicated.
Large Private Office (12x12)	144	1	144	
Open Workstations (6x8 desk)	80	2	160	
File Storage	80	1	80	
Multi-purpose room	300	1	300	
Break Room	225	1	225	
Total Net Square Footage			1,009	
Circulation Factor (.70)			303	
Total Gross Square Footage			1,312	
Future Growth Square Footage (10%)			100.9	
Future Growth Circulation (.70)			70.63	
Total Gross Future Growth SF			172	
Total Department SF with Future Growth			1,483	

IT Department	SF	Quantity	Total SF	Notes:
Private Offices (10x10) Large	100	5	500	Might need to be located near Finance, payroll and county manager offices. May need to be located close to the data center. No floor preference was indicated.
Private Office (12x12) Open	144	1	144	
Workstations (6x8 desk)	80	13	1040	
Storage	150	1	150	
Camera Storage Room	100	1	100	
Recycling Room	150	1	150	
Data Center	500	1	500	
Break Room	225	1	225	
Total Net Square Footage			2,809	
Circulation Factor (.70)			843	
Total Gross Square Footage			3,652	
Future Growth Square Footage (10%)			280.9	
Future Growth Circulation (.70)			196.63	
Total Gross Future Growth SF			478	
Total Department SF with Future Growth			4,129	

Facilities Department	SF	Quantity	Total SF	Notes:
Private Offices (10x10) Large	100	4	400	This department would prefer to be located on a first floor so equipment can be driven in and out of the space.
Private Office (12x12) Open	144	2	288	
Workstations (6x8 desk) Break Room	80	2	160	
Room	500	1	500	
Multi-purpose Room	150	1	150	
Conference Room	400	1	400	
Trade Storage Cages	200	5	1000	
Supply Storage	150	1	150	
Copy/Plotter Room	150	1	150	
File Storage	100	1	100	
Bathrooms	100	2	200	
Equipment Storage	1000	1	1000	
Loading/Unloading	800	1	800	
Total Net Square Footage			5,298	
Circulation Factor (.70)			1,589	
Total Gross Square Footage			6,887	
Future Growth Square Footage (10%)			529.8	
Future Growth Circulation (.70)			370.86	
Total Gross Future Growth SF			901	
Total Department SF with Future Growth			7,788	



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Court System	SF	Quantity	Total SF	Notes:
Court Room	1980	4	7920	No floor preference indicated at this time, but there will be heavy public traffic flow to and from these court rooms.
Jury Room	400	4	1600	
Judges Chambers (12x12)	144	4	576	
Secretary Office (10x10)	100	4	400	
Clerk Private Office (10x10)	100	4	400	
Chief Clerk Office (12x12)	144	2	288	
Commissions Private Office (12x12)	144	1	144	
Comm. of Jurors Private Office (12x12)	144	1	144	
Lawyers Reading Room	200	1	200	
Check in/security	400	1	400	
Conference Room	250	4	1000	
Court Library	1500	1	1500	
Court Library Office (12x12)	144	1	144	
Record Storage	500	1	500	
Supply Storage	50	4	200	
Private Bathrooms	100	6	600	
Break Room	225	2	450	
Total Net Square Footage			16,466	
Circulation Factor (.70)			4,940	
Total Gross Square Footage			21,406	
Future Growth Square Footage (10%)			1646.6	
Future Growth Circulation (.70)			1152.62	
Total Gross Future Growth SF			2,799	
Total Department SF with Future Growth			24,205	

Finance	SF	Quantity	Total SF	Notes:
Private Offices (10x10) Large	100	10	1000	No floor preference indicated at this time.
Private Office (12x12) Open	144	2	288	
Workstations (6x8 desk)	80	10	800	
Record Storage	250	1	250	
Supply Storage	100	1	100	
Multi-purpose room	150	1	150	
Break Room	300	1	300	
Total Net Square Footage			2,888	
Circulation Factor (.70)			866	
Total Gross Square Footage			3,754	
Future Growth Square Footage (10%)			288.8	
Future Growth Circulation (.70)			202.16	
Total Gross Future Growth SF			491	
Total Department SF with Future Growth			4,245	

Payroll	SF	Quantity	Total SF	Notes:
Private Offices (10x10) Large	100	3	300	Needs to be located near finance and county clerk. No floor preference was indicated.
Private Office (12x12) Copy Room	144	1	144	
Room	100	1	100	
Supply Storage	50	1	50	
Break Room	225	1	225	
Total Net Square Footage			819	
Circulation Factor (.70)			246	
Total Gross Square Footage			1,065	
Future Growth Square Footage (10%)			81.9	
Future Growth Circulation (.70)			57.33	
Total Gross Future Growth SF			139	
Total Department SF with Future Growth			1,204	

Purchasing	SF	Quantity	Total SF	Notes:
Private Offices (10x10) Large	100	3	300	Would prefer to be located near the mail room but it is not required.
Private Office (12x12) Open	144	2	288	
Workstations (6x8 desk) Copy Room	80	2	160	
Room	100	1	100	
Supply Room	50	1	50	
Break Room	200	1	200	
Total Net Square Footage			1,098	
Circulation Factor (.70)			329	
Total Gross Square Footage			1,427	
Future Growth Square Footage (10%)			109.8	
Future Growth Circulation (.70)			76.86	
Total Gross Future Growth SF			187	
Total Department SF with Future Growth			1,614	



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SJTA Department	SF	Quantity	Total SF	Notes:
Private Offices (10x10)	100	10	1000	No floor preference indicated at this time.
Large Private Offices (12x12)	144	4	576	
Open Workstations (6x8 desk)	80	7	560	
File Storage	150	1	150	
Supply Storage	100	1	100	
Conference Room	400	1	400	
Reception	100	1	100	
Waiting Room	80	1	80	
Break Room	225	1	225	
Total Net Square Footage			3,191	
Circulation Factor (.70)			957	
Total Gross Square Footage			4,148	
Future Growth Square Footage (25%)			319.1	
Future Growth Circulation (.70)			223.37	
Total Gross Future Growth SF			542	
Total Department SF with Future Growth			4,691	

Conflict Defenders	SF	Quantity	Total SF	Notes:
Private Offices (10x10)	100	7	700	This department would ideally be located on a first floor or lower floor. A separate entry would be preferred but is not required.
Large Private Offices (12x12)	144	2	288	
Open Workstations (6x8 desk)	80	11	880	
Conference Room	300	1	300	
Multi-Purpose Room	150	1	150	
Reception Waiting	100	1	100	
Room Break	80	1	80	
Room Private	225	1	225	
Bathroom	100	1	100	
Vestibule	50	1	50	
Supply Storage	100	1	100	
Total Net Square Footage			2,973	
Circulation Factor (.70)			892	
Total Gross Square Footage			3,865	
Future Growth Square Footage (10%)			297.3	
Future Growth Circulation (.70)			208.11	
Total Gross Future Growth SF			505	
Total Department SF with Future Growth			4,370	

Economic Development	SF	Quantity	Total SF	Notes:
Private Offices (10x10)	100	2	200	No floor preference indicated at this time.
Large Private Office (12x12)	144	1	144	
Supply Closet	50	1	50	
Break Room	150	1	150	
Total Net Square Footage			544	
Circulation Factor (.70)			163	
Total Gross Square Footage			707	
Future Growth Square Footage (10%)			54.4	
Future Growth Circulation (.70)			38.08	
Total Gross Future Growth SF			92	
Total Department SF with Future Growth			800	

Date: 10/04/2024

Veteran's Department	SF	Quantity	Total SF	Notes:
Private Offices (10x10) Large	100	1	100	No floor preference indicated at this time.
Private Office (12x12) Open	144	1	144	
Workstations (6x8 desk)	80	2	160	
Conference Room	250	1	250	
Reception	150	1	150	
Waiting Room	100	1	100	
Break Room	150	1	150	
Total Net Square Footage			1,054	
Circulation Factor (.70)			316	
Total Gross Square Footage			1,370	
Future Growth Square Footage (10%)			105.4	
Future Growth Circulation (.70)			73.78	
Total Gross Future Growth SF			179	
Total Department SF with Future Growth			1,549	



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Communal Spaces	SF	Quantity	Total SF	Notes:
Womens Bathroom	240	5	1200	Having a Café in the building is a preferred feature, but is not a requirement for the program to function.
Mens Bathroom	240	5	1200	
Lobby	500	1	500	
Lobby Reception	150	1	150	
Mail Room	400	1	400	
Conference Room	400	2	800	
Janitors Closet	50	5	250	
Training/Multi-Purpose Room	1,600	1	1600	
Café	1,500	1	1500	
Mechanical Space	1,500	1	1500	
Storage	500	2	1000	
Security	400	1	400	
Elevator Space	250	2	500	
Total Net Square Footage			11,000	
Circulation Factor (.70)			3,300	
Total Gross Square Footage			14,300	
Future Growth Square Footage (10%)			1100	
Future Growth Circulation (.70)			770	
Total Gross Future Growth SF			1,870	
Total Department SF with Future Growth			16,170	

TOTAL PROGRAM SF	
Total Gross Square Footage	106,564
Total Gross Future Growth SF	13,935
Total Gross Square Footage with Future Growth	120,499

Additional Comments

1. The circulation factor is subject to change based on the proposed individual layout
2. Office Sizes vary from a typical office (10x10), manager's office (12x12) and large office with a small meeting space (15x15)
3. Future Growth is not required to be included, but would be preferred.

Please acknowledge this addendum on your bid form.

END OF ADDENDUM #1