



Schenectady County  
Purchasing Department  
**ADDENDUM**

620 State St.-2nd Floor  
Schenectady, NY 12305  
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**RFP-2024-09**  
**SCHENECTADY COUNTY BUILDING SPACE SURVEY**

**ADDENDUM #4**

Issued Date: 01/27/2025

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 document(s) is hereby included in the documents posted on Bidnet and provided to plan holders:

**General:**

- RFP opening date changed to February 14, 2025 @ 2:00pm**
- To Answers to questions:**

We will be extending the RFP deadline to February 14<sup>th</sup>.

**1. Large Private Office (12x12), Typical Private Office (10x10):**

Clarify the desk size requirement (minimum B' x 8').

*Answer: 6'x8' desk*

Should the worksurface front be deeper than 24" with a 24" return?

*Answer: Yes, typical 30" front with a 24" return.*

How many supporting pedestals are required, and should they be BBF or FF?

*Answer: Two (2) with one of each being BBF and FF.*

Is an ergonomic chair part of the RFP? If yes, provide details.

*Answer: Standard Task Chair for office furniture.*

Are guest chairs part of the RFP? If yes, specify details and quantity per office.

*Answer: New furniture will be determined by the county. If yes, then 1-2 chairs would be used in specific office spaces.*

What are the material requirements for desks (e.g., wood veneer, laminate, metal)?



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*Answer: All materials listed above would be acceptable. Typical standard has been the Hon laminate desks on state contract with the county.*

**2. Typical Cubicle Space (6x8):**

Confirm if the specified furniture (2 pedestals, 4-drawer lateral file, 4-shelf bookcase, 42" overhead shelf, guest chair) fits in 6x8.

*Answer: 2 pedestals with overhead storage and a 4-drawer lateral will be the basis of design.*

Will new specifications and a typical layout be provided?

*Answer: Upon review of concept plan the architect and owner will provide input.*

What are the panel height requirements?

*Answer: Upon review of concept plan the architect and owner will provide input. Typical 50" height can be the basis of design.*

Is an ergonomic chair part of the RFP? If yes, provide details.

*Answer: No*

**3. Semi-Private Cubicle Space (10x10):**

Is this intended to support two people working simultaneously?

*Answer: No, only one person.*

Should the layout include two L-desks with pedestals, two 42" open overhead storage units, a 4-shelf bookcase, and a 4-drawer lateral file?

*Answer: Please see answer for cubicle.*

Can a detailed layout and drawing be provided?

*Answer: Architect and owner will review and provide feedback.*

Is an ergonomic chair part of the RFP? If yes, provide details.

*Answer: No.*

**4. County Clerk Scanning Workstation:**

Will this station accommodate two people with two L-desks?

*Answer: One person at each station.*

Can a detailed layout and seating specifications be provided?

*Answer: Architect and owner will review and provide feedback.*



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**5. Reception Station:**

What height should the storage cabinet be?

*Answer: Typical storage height of 64"*

Should the station be an Lor U shape to support additional equipment?

*Answer: U-shape should be basis of design. Owner/Architect to coordinate with furniture representative later on.*

Confirm if a 4-drawer lateral file and 132" of book shelving are required.

*Answer: Yes, Owner/Architect to coordinate with furniture representative.*

Is an ergonomic chair part of the RFP? If yes, provide details.

*Answer: No*

**6. Court Library Space:**

What size should the tables be?

*Answer: 24"x60" nesting tables should be the basis of design.*

Provide details for seating (e.g., material, stacking, arms, wheels).

*Answer: No cloth material. Stacking and wheels are the basis of design. Assume 4 people per 24"x60" table.*

What are the requirements for bookshelves (e.g., height, quantity, material)?

*Answer: 5 Levels of shelves, assume 100 quantity. Currently they have a mix of metal and wood.*

**7. Judge's Chambers:**

What material is required for desk construction (e.g., wood, laminate)?

*Answer: Owner/Architect to coordinate with furniture representative. Typical laminate can be basis of design.*

Should the desk front be deeper than 24"?

*Answer: Yes, standard 30" front with 24" return.*

How many pedestals are required, and should they be BBF or FF?

*Answer: Two (2) with one of each being BBF and FF.*

Is an ergonomic chair part of the RFP? If yes, provide details.

*Answer: No*



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Are guest chairs required? If yes, how many, and what are the specifications?

*Answer: Yes, assuming 4 nesting guest chairs, no cloth, mesh back.*

**8. Conference Rooms:**

How many seats are required at the table, and what are the seating specifications?

*Answer: Assume 10/12 for most conference rooms. At least 2 or 3 will require up to 20 people depending on the layout provided by the architect.*

How many guest chairs are required around the perimeter?

*Answer: Based on size of the table.*

Are power outlets required in the tables?

*Answer: Yes, USB, HMDI, two power outlets.*

What are the required dimensions for the tables?

*Answer: Upon review of concept plan the architect and owner will provide input*

**9. Training Rooms:**

Are power outlets required in the tables? If yes, provide details.

*Answer: No*

What are the sizing requirements for the tables?

*Answer: 24"x60"*

What are the seating requirements?

*Answer: nesting guest chairs, mesh back, no cloth.*

**10. Waiting Rooms:**

Does the waiting room workstation require a countertop?

*Answer: Not at this time.*

Are waiting room chairs required? If yes, how many, and what are the specifications?

*Answer: Yes, assuming 4 nesting guest chairs, no cloth, mesh back.*

**11. Cafe:**

Confirm if tables should be on wheels.

*Answer: Furniture will be brought over from old building.*

What are the specifications for seating?

*Answer: Not needed.*



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**END OF ADDENDUM #4**