

Questions and Answers

Solicitation 52-PAPT-3-01005

Q1. Modular Furniture" is mentioned and described, but I don't see anything listed in the inventory besides "Panel Systems". Is there modular furniture?

A1. Modular Furniture will be inventoried by the vendor. The USPTO will request information on how the furniture will be relocated to the new campus, including solutions for wall-mounted cabinets and furniture that is too large to fit into a 150 SF office. However, the USPTO will not require the vendor to actually make any changes or to relocate the modular furniture.

Q2. Is it possible for a site visit to some of the current buildings to see the actual furniture to be inventoried?

A2. No. USPTO is spread-out among 18 buildings in Crystal City, making it impossible for a site visit.

Q3. Will there be a meeting for offerers to discuss the solicitation and share questions?

A3. No, all questions related to the solicitation should be emailed to Mr. Frank L. Rumph at Frank.Rumph@USPTO.GOV. All questions and answers will be posted on USPTO website.

Q4. Without knowing in advance how much is to be ordered to make the current systems work, it will be very difficult to quote warehouse space, receiving etc. For instance, the items listed as panels only, is there a possibility that componentry will be ordered for the panels or will the panels just be used as dividers? The volume of componentry needed to be ordered will directly affect the price for storage and warehousing. Could a price per sq ft including in and out charges be a better route at this point?

A4. Generally, the items listed under panels will just be used as dividers in the future, rather than for new components. A price per square foot with a letter stipulating that a certain amount of SF is available, could suffice.

Q5. How will the procurement for additional product be handled?

A5. The procurement for additional product will be managed through OSA and Procurement at USPTO.

Q6. Has PTO verified with each factory that all the inventory to be moved is still in production and finishes are available?

A6. USPTO has not verified that product is available from the manufacturers. We are anticipating that the Project Manager assigned to this project will do so, and will make PTO aware of what is and is not available.

Q7. Why is there no pricing table for CY 05? The pricing tables appear to cover services needed each calendar year. The project appears to include CY2003, CY2004 and CY2005.

A7. The pricing table for CY 05 is incorrectly stated as CY 04 on page 52 of Solicitation 52PAPT301005. An amendment on USPTO's website will contain a corrected page 52 to indicate CY 05.

Q8. Section C9.3 provides a schedule. Is it possible to obtain information indicating the number of employees the contractor will have to relocate into each building?

A8. Generally, each of the buildings will house 1,500 employees. The Townhouses will house significantly fewer people: 150 employees in the Carlyle Townhouse and 250 employees in the Elizabeth Townhouse. However, only a small portion of these employees have systems or modular furniture. Please see Attachment A: Furniture Inventory to see the specific building locations (column labeled "New Carlyle Location") where the systems furniture is envisioned to be relocated.

Q9. On page 15, the tentative schedule states that the contractor will reconfigure product for three buildings in 2003, three buildings in 2004, and two buildings in 2005. The schedule shows that 5 buildings could be accelerated. What is the date of completion if there is an accelerated timeframe?

A9. The USPTO does not have fixed dates for accelerated timeframes. It is estimated that the Madison, Randolph and Knox Buildings could be accelerated up to as much as 6 months.

Q10. We understand that the priorities of this project encompass time frames, budget, and aesthetics. Can you list these in priority order?

A10. The priorities, in order of importance, are time frame, budget and aesthetics.

Q11. On page 16, it states that the project coordinator will conduct monthly meetings. Can some of these meetings, when appropriate, be conducted as conference calls?

A11. The USPTO would prefer to have a full-time on-site manager at the PTO for the duration of the project. However, it may be possible to have occasional conference calls when others may be involved.

Q12. The USPTO Systems Furniture Inventory list in Attachment 1 does not state how old the product is. Do you know the approximate age of the furniture in each location?

A12. Attachment 1: Furniture Inventory is a broad overview of the workstations. The USPTO does not have documentation on the age of the product, nor when it was purchased.

Q13. Can you give us a ballpark figure on the number of modular furniture units to be assessed for inventory and recommendation?

A.13 A very rough estimate is that there are 700 modular furniture units at the USPTO. However, past inventory data is not well defined, so the order of magnitude may be greater or less.

Q14. Is there an approximate number of workstations to be relocated each year?

A14. Refer to Attachment 1 in the column labeled "New Carlyle location" to determine which building workstations are planned to be relocated. However, the bidder should be cognizant that since the size of the workstations may change during the reconfiguration, the quantity may differ from this spreadsheet. For example, an 8'x9' workstation may be split into two offices thereby doubling the quantity. Section C9.3 lists the dates when buildings will be occupied.

Q15. Is any freestanding furniture included?

A15. No.

Q16. As to access to Crystal City and Carlyle space, with reasonable advance notice, will HVAC, elevators, restrooms, etc be available? Mention is made of other administrative services not being available- what are those services?

A16. Access to elevators and restrooms will be coordinated with USPTO. It is anticipated that since most of the work will occur during PTO's normal working hours, that lack of HVAC and access won't be an impediment.

Q17. Will you be hiring a move consultant?

A17. The USPTO has already contracted for relocation management services and they are currently on board. The USPTO is contracting physical moving services under RFP 52PAPT301004 "Move Relocation Services". Look for this RFP on USPTO website soon.

Q18. Will there be sub-contracting opportunities from the vendor that is awarded this contract?

- A18. USPTO does not mandate that the awarded contractor provide sub-contracting opportunities. If any sub-contracting opportunities exist, it is at the sole discretion of the awarded contractor.
- Q19. Does USPTO know how many of the 484 workstations will be moved in 2003?,2004? 2005?- It appears that you are requesting a price to move a certain number of these per year (CLIN#'s 0010;0020;0030)**
- A19. Refer to Attachment 1 in the column labeled “New Carlyle location” to determine which building workstations are planned to be relocated. However, the bidder should be cognizant that since the size of the workstations may change during the reconfiguration, the quantity may differ from this spreadsheet. For example, an 8’x9’ workstation may be split into two offices thereby doubling the quantity. Section C9.3 lists the dates when buildings will be occupied. If building schedules change drastically, the Agency will be flexible in managing Year allocations as long as the total does not exceed the bid.
- Q20. The solicitation notes 484 systems already identified as available for reconfiguration/re-use. Given that the new campus has a capacity for some 5,000 individuals, I would like (1) to confirm if 484 is the total number of workstations currently owned by PTO, and (2) if 484 is the approximate number which will be installed in the new campus in Alexandria.**
- If there are more workstations owned but not yet inventoried, what is the approximate number?**
- A20. Yes, USPTO currently owns approximately 484 system workstations. The majority of furniture at the USPTO is case goods furniture that will be moved by a general mover and requires no assistance from this contract. The scope of this contract includes only system workstations and modular furniture as defined in Solicitation 52PAPT-3-01005, NO case goods.
- Q21. The scope of work does not address move planning and management for employees, casegoods, office contents and equipment, all of which will affect the planning and execution of the systems and modular furniture. Will this be the subject of a separate solicitation?**
- A21. Yes. Please see RFP 52PAPT301004 “Move Relocation Services” on USPTO website.
- Q22. How many copies of our proposal do you require? Should all copies be bound and, if so, what type of binding do you prefer?**
- A22. See L.9 SUBMISSIONS REQUIREMENTS, on page 52 of RFP 52-PAPT-3-01005
- All proposal documents shall be submitted as outlined below:
- paper form (one original and three copies on white, untextured paper;)
 - page margins shall be one (1) inch on all sides;
 - the type for all proposal documents (including charts and graphs) shall be black;
 - Marketing pamphlets and material are discouraged.
- Q23. On page 14 of the solicitation, section C.7, the statement is made that a “...full-time Project Manager to perform on-site...” and on page 16, section C.10 the statement is made that a “...Project Manager will be available for a two-year commitment...and can work on-site...”. Please advise the Project Manager’s required commitment to be onsite on a weekly basis during the 2-year duration. Please also advise if this position should be a Project Manager or an Installation Project Manager.**
- A.23. USPTO will make workspace available on-site for the Project Manager, and prefers that this person be available for ad-hoc meetings, monthly updates, and to oversee all aspects of this project. Due to the nature and volume of the work, USPTO presumes that a full-time Project Manager will be required at least initially. It is up to the contractor to propose the number of hours to manage all of

the activities stated in the contract. It is anticipated that the Project Manager will be the sole point-of-contact and will report on the installation project management as well.

Q24. Page 4 of 52, Consideration and Payment: Throughout the Scope of Work and specifications there are numerous variables such warehouse requirements for storage, drilling of grommet holes, replacement furniture and the overall quantity of items to be inventoried. It is extraordinarily difficult, if not impossible to determine pricing fair to the bidder and USPTO for a “ Firm Fixed Price Contract (offer). With all the unknowns, one can only guesstimate pricing. Is there any consideration to adjust pricing based on a determination and negotiation of a Scope of Work for each of the CLINS once the contractor determines the extent of each requirement?

A24. The USPTO understands that pricing may need to be adjusted for a specific CLIN if the scope of work is far outside what was estimated.

Q25. Page 9 of 52, Voice/data and Electrical Placement: What process is available for bidding that will allow the contractor to establish that “open frame panels to match the systems are available and how many grommets need to be drilled – 10, 500, etc? Based on the preliminary inventory, Attachment A, we believe many of the manufacturer’s products may not be available at all. Then what?

A25. Given that the workstations will all utilize the electrical and communication wiring placed in the wall, it is the Vendor’s responsibility to specify the right type of open frame panels, when necessary, that work with the systems furniture. The USPTO will be responsible for actually ordering the panels. Many of the existing systems furniture already has grommets, but there may be 50 cases where grommets will be drilled.

If the Vendor makes a determination that the product is no longer available, the Vendor’s Project Manager will relay this to the USPTO. In that case, the USPTO may elect not to relocate certain workstations at all.

Q26. Page 11 of 52, Previous Panel Study: What will be the contractual situation if, after inventory, there will be considerably fewer than “484 systems workstations available for reconfiguration”. In our experience, rarely is there a “one for one” exchange in reconfiguration with products that are readily available from the original manufacturer. In a cursory review of Attachment A, we are concerned that much of this inventory is not reconfigurable and additional or replacement parts will not be available.

A26. Since the systems workstations will be reconfigured into 150 SF offices, the USPTO believes that there may be more than a one to one exchange, given that the workstations will be smaller in the offices.

Q27. Page 11 of 52, Last paragraph: We have a real concern in being able to provide a detailed listing of components, fabrics, finishes, etc. without manufacturers catalogs, parts lists and price lists. Who is responsible for providing these items and what contractual problems will arise for the contractor if either the material or products are not available?

A27. It is the Vendor’s responsibility to seek manufacturer’s catalogs, parts and price lists to seek matches to existing product. If the product is no longer available, the Project Manager and USPTO will determine a solution.

Q28. Page 12 of 52, Paragraph 2: What type of label and who supplies the label? Can it be applied at time of inventory or does this require a second round of inventory marking?

A28. The USPTO will provide the surplus labels.

- Q29. Page 12 of 52, Develop List of New Items to be Procured: All of this is contingent on products and manufacturers still being available. And do we assume that “parts & pieces” need to be available on Federal Supply Schedules? The request to assist USPTO in developing contingency plans is acceptable except to have some scope of the extent of that requirement. This is one of the major variables mentioned in a previous paragraph. How can we price something we have no idea as to the extent of the requirement?**
- A29. The USPTO prefers to buy from GSA Schedules as it is a simplified procurement method. However, the USPTO will work with the various Manufacturers on procurement methodology.
- Q30. Page 14 of 52, Personnel: Is there a lead-time of so many days for acceptance of the employees submitted? Is there a specific format? Will the same time frames exist, as we need to add and delete personnel over the contract period?**
- A30. USPTO Security will be responsible for badging employees and acceptance of the employees should be achievable within 1-2 days of submission.
- Q31. In B.2 Schedule of Price: CLIN#0001 Are you asking for the Yearly fee of the Project Manager plus the hourly cost times number of staff hours for all staff members, i.e. Admin., Labor, Managers, etc. Or should the staff being used for labor be recorded in CLIN#0020?**
- A31. CLIN#0001, 0011 and 0021 provides pricing solely for the Project Managers hourly cost to complete the project. All time for staff members and associated rates should be included in the pricing of the other CLIN numbers. For example, #00014 (plan systems workstations) should include the staff labor costs involved to complete that task.
- Q32. CLIN#0009 When asking for rental of warehouse space, can we give you a price for per square foot, is there a minimum amount that is required to have available or are you asking for a lump sum to include everything?**
- A32. Price per square foot is acceptable, provided that a letter referencing the available amount of square feet is also available.
- Q33. Will Offeror be required to account, in the inventory process, small pieces, i.e. hardware, caps, etc. or just the major components?**
- A33. Since the reconfiguration will be complex, it is anticipated that the inventory will be detailed, in order to make a determination as to specific parts (worksurfaces or hardware brackets) that are needed for reconfiguration.
- Q34. Is this project governed under the "Prevailing Wage" program?**
- A34. Yes, FAR Clause 52.222-41, Service Contract Act of 1965 can be found on P. 41 of the RFP.
- Q35. Pages 34 and 35 of the above document appear to provide spaces to be filled in such as Taxpayer Information Number (TIN), type of organization, etc. under the designation, "Women-owned small business concern."**
- 1. Is this information required only for such women-owned small business concerns or all small business concerns?**
- A35. All small business concerns.