

May 7, 2019

This Addendum to the Quote for Small Purchases (QSP) serves to notify all interested proposers of clarifications and or changes to QSP No. SP19003, and becomes part of this QSP. Proposers are required to acknowledge receipt of this addendum in their proposal. If not acknowledged, the proposal may be considered "non-responsive."

**A. The Agency received the following 4 questions:**

**QUESTION:**

1. How many interview cubicles are needed and do they sit one or two chairs per station?

**ANSWER:**

*We currently have five (5) interview cubicles. Bidder should be able to provide pro's and con's to providing 5-7 interview cubicles in the space available.*

**QUESTION:**

2. How many people are needed at the reception desk?

**ANSWER:**

*Generally, two (2) persons are needed at the reception desk. A third person is often seated at the reception area.*

**QUESTION:**

3. Is there specific equipment and storage requirements at the receptionist and interview cubicles? i.e.) printers, etc.

**ANSWER:**

*Printers, filing cabinets, and computers/monitors/keyboards.*

**QUESTION:**

4. Is the building tested for asbestos?

**ANSWER:**

*The Agency is unaware of any asbestos, but testing may be to follow.*

**Addendum #3**

**QSP No. SP19003 Central Office Lobby & Board Room Redesign**

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