

# RFP-ACT-SACT-26-37 Furniture Procurement Q&A #1

15 May 2026

Question #	RFP Part & Section Reference	RFP Page#	Question	Submission Date	Response
1	N/A	N/A	Can you share an Auto CAD file of the space?	7MAY26	<i>We will share a 3D Auto CAD file the contracted vendor. A Pdf file will be shared to all vendors at the site visit.</i>
2	N/A	N/A	Is a DD set from Gensler providing finish direction available?	7MAY26	<i>No, the finish direction is to be created and agreed with the contracted vendor.</i>
3	N/A	N/A	Should this be priced as GSA or Commercial?	7MAY26	<i>Commercial.</i>
4	N/A	N/A	Is their finish direction for the ancillary pieces we should follow.	7MAY26	<i>No. The intent is to use the Gensler input as the outline. The finish direction will be agreed when the contractor presents furniture options and recommendations from the agreed system solutions.</i>
5	Enclosure 4	13	The pricing excel file does not have a line-by-line spec price. Will you be providing one, or should we supply our own?	7MAY26	<i>The pricing excel sheet was a guideline, if it is more beneficial to provide a line-by-line spec price, please submit as the pricing document.</i>
6	Annex A	15-16	For the laminate surfaces, is LPL acceptable?	7MAY26	<i>Low-Pressure Laminate is an acceptable substitute for laminate surfaces.</i>
7	Annex A	14	Are there CAD files of as-built drawings - floor plans, reflected ceiling plans and electrical plans?	15MAY26	<i>We have a 2D DWG file of the area that covers furniture installation only. We do not have access to reflected ceiling plans. Detailed electrical floor plans are not available but basic power supply information is available in respective electric distribution panels.  3D DWG drawings will be available upon contract award.</i>
8	Annex A	16	Are there any hazardous materials in existing furniture that would impact furniture disposal?	15MAY26	<i>No known hazardous materials.</i>
9	Annex A	22	What is the process and timeline for approvals?	15MAY26	<i>These aspects will be discussed and agreed upon contract award.</i>
10	Annex A	22	What is the approval process and timeline regarding changes?	15MAY26	<i>These aspects will be discussed and agreed upon contract award.</i>
11	Annex A	14	Is there a process or policy for asset turnover that we must comply with for furniture that is meant for removal/disposal?	15MAY26	<i>Yes, this will be provided upon contract award.</i>
12	Bidding Instructions 5. Duration of Contract	4	How quickly do you anticipate project award with the RFP being due 06/02/2026 and project completion being required as of 09/08/2026?	15MAY26	<i>As this is a priority project, award will be expedited to ensure that project completion can occur by 8SEPT26.</i>
13	Annex A	17	Do we need to supply an electrician to perform final connections?	15MAY26	<i>No, this will not be required on this contract.</i>
14	Annex A	14	Do you have CAD drawings of the existing and proposed layouts?	15MAY26	<i>3D DWG drawings will be available upon contract award.</i>
15	Annex A	19	Are there any technical or specialized data components that need to connect through the furniture (i.e. conference tables, or phone booths)?	15MAY26	<i>Data connections will be handled by the NATO Communications and Information Agency (NCIA) responsible for CIS and IT service support. However, we require that the</i>

					<i>contractor, HQ SACT and NCIA consider the data connections as part of an integrated project plan.</i>
16	Annex A	19	Due to the short timeline how do you anticipate reviewing and accepting finishes if certain materials are not available immediately? There a lot of vendors and materials requested and allocating physical samples for all items may not fit the timeline.	15MAY26	<i>Data connections will be handled by the NATO Communications and Information Agency (NCIA) responsible for CIS and IT service support. However, we require that the contractor, HQ SACT and NCIA consider the data connections as part of an integrated project plan.</i>
17	Annex A	15	Please confirm whether lift gates will be required for delivery or if there is a loading dock with ramp for offload.	15MAY26	<i>HQ SACT has a loading bay which is approximately 4ft 3in above ground level. A steel ramp is available to bridge the gap from vehicle to the loading bay platform.</i>
18	Annex A	15	Please advise available times for delivery as well as length of time our trucks are available to be on the loading dock (if one exists).	15MAY26	<i>Normal operating times are between 0800-1600. Use outside this time can be negotiated on a case by case basis so long as it is preplanned. The loading bay is active for many deliveries but we are usually able to accommodate supply deliveries as the loading bay has sufficient width and access to accommodate two standard 2000lb U-Haul box trucks side by side.</i>
19	Annex A	15	If there is construction that will be occurring prior to furniture installation, please provide a schedule.	15MAY26	<i>Yes, a schedule will be provided upon award.</i>
20	Bidding Instructions 17. Award	8	Please confirm whether an LOA (letter of authorization) will be provided to the awardee by the contracting office which will allow the awardee to purchase product and services on behalf of NATO.	15MAY26	<i>An Authorization to Proceed will be provided in order to start immediately upon award.</i>
21	N/A	4	Please advise whether product will need to be purchased on GSA schedule and/or if open market items are allowed.	15MAY26	<i>Open market items are allowed.</i>