

01.20.2026

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***Request for Proposal  
Office Furniture  
Updates Issued: Wednesday, January 28, 2026***

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**Vendor Questions & Responses**

1. Please confirm RFP response due date, as original RFP showed conflicting information
  - a. 5:00 pm on Tuesday, February 3<sup>rd</sup> 2026 if the official cut-off for all responses from vendors
2. Are CAD files available?
  - a. Please reach out to Erin ([erin@stuhfstudio.com](mailto:erin@stuhfstudio.com)) for access to CAD backgrounds of the space.
3. Will the CAD plans reflect the existing floor core locations?
  - a. Floor core locations are existing and have been field documented internally; however we are asking the awarded vendor to field verify for their own furniture layout.
4. Bid Form notes under 'Quoted Costs' to provided spreadsheet template. Will that be provided?
  - a. No, we ask that vendors prepare and include their own in their bid response.
5. WS-01 Features do not list a desktop power unit as they do for WS-2, should we include one?
  - a. No, desktop power is not needed for these locations.
6. WS-01 Are we approved to recommend a 42" base panel and 8" glass topper for this application for both acoustic performance and cost savings.
  - a. If 8" topper is provided, please grow fabric panel to 58" or similar. The overall goal is to provide "full height" privacy per MARC's request while still allowing daylight, which was the decision for tall glass. However, if reducing glass height for a cost saving effort, we can review this approach internally during RFP responses. Budget and timeline are biggest factors in award.
7. WS-02 lists 30" high panels, but 3D shows taller panel. Please confirm which is correct.
  - a. The panels shown in the 3D image are 42" high, but we are open to vendors providing a benching solution that accommodates the layout provide, ensuring that all individuals seated at workstations are facing the same direction, not each other

8. WS-02 Under that assumption, power/cable management for the height adjustable table is not accessible due to the full width of the bookcase.
- a. *Understood, and we are aware of this issue. We are open to vendors providing a benching solution that accommodates the request and feasibility, but please ensure that all individuals seated at workstations are facing the same direction, not each other (per MARC's request)*
9. The spec leaves much room for interpretation, can you please shared additional information on what MARC's expectations are for award?
- a. *Due to the expedited timeline, we are looking to partner with a vendor that will be able to work with MARC and our Furniture Consultant (STUHF Studio) to propose **products the fit required lead times** and meet **a conservative budget**. We are approaching this RFP as a starting point to review initial furniture selections, understand available group purchasing or special pricing availability, vendor's approach to meet timeline, and ultimately are looking for the best value.*
10. DK-01 Features do not list a desktop power unit, should we include one?
- a. *No, not needed.*
11. Confirming you want an all-laminate storage platform in the offices, in lieu of steel with laminate fronts?
- a. *Correct, please provide an all laminate solution for the purpose of the RFP.*
12. Please clarify if the 15-page response limit should include the furniture Spec Sheets. If we have a spec sheet for each piece we are bidding plus an alternate, the spec sheets will be over 15 pages.
- a. *The 15 Page response is for resumes, approach, and supplemental information on vendor position to the project. In is in addition to the required response information for products, warranties, and other documentations we have requested from vendors. For product submittals, please don't feel compelled to provide additional alternate information. For instance, you may answer each spec sheet with your best solution. If you are providing multiple options to consider in your bid response, please be clear which one you are carrying in your overall pricing analysis.*
13. Please confirm the labor price should only be for the furniture we are bidding as part of the selective bid.
- a. *Please include labor for all items noted as "Selective Bid" & "Overall Scope". Essentially everything that is highlighted and not noted as existing.*
14. "SAMPLES OF FABRICS AND FINISHES PROPOSED FOR WORKSTATIONS TO BE SUBMITTED WITH BID AS PART OF FINAL REVIEW PROCESS".
- a. Are these to be delivered to Erin Baird or is digital submission acceptable
    - i. *Not Needed for Submittal, but upon award will be reviewed with proposed items.*

- b. Please confirm the fabrics and finishes shown in the image is what we are to base our graded in finishes off of
    - i. *You may just price a general Grade, TBD. All final selections for finishes will be reviewed with final furniture selections during the internal design process*
- 15. Will the installation team have exclusive access, or scheduled / dedicated access to the freight elevator during the installation period?
  - a. *We cannot grant dedicated use of the freight elevator. But with a day's notice we can notify the building tenants avoid the freight elevator*
- 16. Are the reference images provided intended to represent the required color palette?
  - a. No, final finishes will be selected upon final furniture selections. However, the proposed furniture must meet and be priced per the general grades and finish information provided.
- 17. It is noted that any items considered “blue” are not included in the current scope. Can you confirm that these will be addressed only after award, or are we to include these items in our RFP?
  - a. You are not required to include these in your RFP response, however we are asking for your installation number to account for these items. If a vendor would like to propose or include suggestions of the “Overall Scope” items to build a more comprehensive package, they may do so, but need to note it clearly in the response.
- 18. Specification SC-02 is listed twice. Should the second instance be labeled SC-03?
  - a. Correct, the “Side Chair, High Density Stacker” is marked incorrectly, and should be SC-03 on spec sheet.
- 19. No COMs (Customer’s Own Material) are noted. The language regarding reserving fabrics applies only to COM. Can you confirm whether any COMs are anticipated?
  - a. All finishes are TBD, and COM’s have not been confirmed. Decisions for all fabrics will be made with sensitivity to timeline and costs.
- 20. Regarding finishes, are we expected to provide a complete finish schedule for each product as part of this initial RFP submission?
  - a. No, we will not require a complete finish schedule for the RFP, but will review internally per proposed selections, as needed. With all finishes yet to be determined, we ask our vendors to allow for some variety in selections in their proposed furniture solutions
- 21. TC-05 is colored as a selective bid item on the layout but is not part of the RFP package. Do we need to include this?
  - a. *No, TC-05 should be marked as “Overall Scope” in the color coded floor plans.*

22. WS-01: Typical shows fixed pedestal and mobile pedestal, components only call out mobile pedestal. Which should we reference?
- a. *Please include fixed metal file /file pedestal with applied pull as shown in the 3D Drawing*
23. WS-02 Panels in the center need wing panels on the ends to keep the center spine from swaying. Would it be allowed to add in wing panels for support? If a wall start is needed, would that also be allowed?
- a. *As the vendor, we are relying on you to understand your product best for support. Yes, this is allow, please document your response accordingly.*
24. Storage for stations specify a pull that cannot be integrated in the unit. Is it a must that the storage is all metal or can we have laminate options for pull options?
- a. *We are asking for the storage pulls on file cabinets and wardrobes to be applied, not integral, such as an applied linear pull. This is an aesthetic solution.*
25. For ST-02 it calls for Poly Seat/Back yet below calls out Woven Fabric Assume Grade B. Do these need an upholstered seat?
- a. *Please include an upholstered seat for ST-02.*
26. Is a sample Certificate of Insurance (COI) required to be submitted with this proposal?
- a. *Yes, please include COI in response*
27. Will MARC be the purchasing entity for this RFP? If so, can you confirm the correct “Bill To” name and address.
- a. *MARC will be the owner of the final furniture. The final purchasing entity will be confirmed post award based on the vendor’s purchasing contract to be utilized.*