

ADDENDUM NO. 1

Total Pages: 3

Issued: August 23, 2023

BID NO.: RFP NO. LC103-2023

BID NAME: PROFESSIONAL MOVING SERVICES

The following additions and revisions are to become a part of the Bid Documents of the above referenced bid. Acknowledge receipt of this Addendum by completing and signing **Page 15** of the bid packet documents. The Bidders are responsible for bringing this Addendum to the attention of their Subcontractors.

1. PUBLICATION OF QUESTIONS SUBMITTED

- a. While there was no pre-bid conference, we received questions from a vendor pertaining to the RFP.
- b. None of the questions posed have a direct impact on the RFP and therefore does not merit a delay in the opening.
- c. Below is the list of questions submitted, as well as the responses provided.

1. Does an Electronic Proposal satisfy the submission requirements, or do you expect both an Electronic Proposal and a Sealed Proposal submission?

Response: The only form of electronic bidding accepted is via Central Bidding. Emailed bids are not accepted. You are only required to submit a bid using one (1) medium. See Page 2.

2. How many boxes should we expect each employee to have needing to be moved?

Response: There are no limitations on the number of boxes a department will have, as each one is different in both what they retain and the number of employees.

3. Will the departments furnish all boxes for each employee to pack, or will the awarded vendor need to include purchase of boxes for the move?

Response: You will not need to include the cost of boxes in your bid total. The County will provide boxes to the departments.

4. Which specific floors of the Annex building will have items to be moved?

Response: The occupied floors of the Annex building are 2,3,6 and 11. Any additional floors will come through communications had during your site visit with the departments.

5. Which specific floors of the Annex building will not have items to be moved?

Response: See response provided above.

6. Will all lateral file cabinets, storage cabinets, etc. be packed up?

Response: Refer to Page 7. Any furniture to be moved will be determined when visiting the departments and the items will be clearly marked if they are to be moved.

7. Where will Archives from 2nd floor of the Annex be moving to in the Courthouse building?

Response: They will be relocated to the 1st floor of the Courthouse.

8. Will the Archives' metal shelving units be disassembled on the 2nd floor Annex and reassembled in Courthouse as part of the move process?

Response: These are questions you, the vendor, are to pose during your site visit to determine the department's needs.

9. Will there be any packing performed by the contractor?

Response: Refer to Page 7.

10. Are items in the Annex on the 2nd floor of the museum section a part of this move?

Response: See the response for item #8.

11. Will the total value be declared?

Response: No. Unable to calculate.

12. Is there a central point of contact for the entire scope?

Response: Refer to Page 9.

13. If each vendor performed individual site visits with various representatives, how will an inclusive scope be determined?

Response: You determine your bid, based upon the scope of work to be done from visiting the departments.

14. Will a representative of the county determine a schedule in collaboration with the project manager of the awarded provider?

Response: Refer to Page 9.

15. Will a representative be on-site to ensure the order of ledgers, files, etc.?

Response: Yes. Each department will coordinate with contractor.

16. Will the awarded provider be responsible for moving any furniture to the new facility or from the Annex to the old courthouse?

Response: Refer to Page 7. However, if any furniture is to be moved, it will be determined when visiting each of the departments and making that assessment. Items will be clearly marked if they are to be moved.

17. Will anything be moved within the old courthouse?

Response: Refer to Page 5.

18. Will items currently mounted to the walls be remounted in the new facility by the contractor?

Response: Refer to Page 7.

19. What will be moved from the IT department in the Annex by the contractor?

Response: Refer to Page 8.

20. What is the process for change orders as modifications to scope are presented during the process?

Response: Change orders will not be allowed. Refer to Pages 4 and 5.

21. What is the specified or expected completion time-period of the project?

Response: Refer to Page 7.

22. Will elevators and access to all locations be unincumbered?

Response: Yes.

PLEASE REMEMBER TO COMPLETE PAGE 15 OF THE BID PACKET TO AVOID YOUR BID FROM BEING DISQUALIFIED FROM THE PROCESS AND NOT BEING READ.

**END OF ADDENDUM
NO. 1**