



# Department of Purchasing & Contract Compliance

March 18, 2013

Re: #13ITB031813K-MH  
Moving Services-Boxed Materials Atlanta-Fulton Public Library System

Dear Bidders:

Attached is one (1) copy of Addendum 3, hereby made a part of the above referenced **#13ITB031813K-MH**.

Except as provided herein, all terms and conditions in the **Moving Services-Boxed Materials Atlanta-Fulton Public Library System** referenced above remain unchanged and in full force and effect.

Sincerely,

*Mark Hawks*

Mark Hawks,  
Assistant Purchasing Agent

Winner 2000 - 2009 Achievement of Excellence in  
Procurement Award • National Purchasing Institute



#13ITB031813K-MH

Moving Services-Boxed Materials Atlanta-Fulton Public Library System

**Addendum No. 3**

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ACKNOWLEDGEMENT OF ADDENDUM NO. 3

The undersigned proposer acknowledges receipt of this addendum by returning one (1) copy of this form with the proposal package to the Department of Purchasing & Contract Compliance, Fulton County Public Safety Building, 130 Peachtree Street, Suite 1168, Atlanta, Georgia 30303 by the ITB due date and time **March 21, 2013 11:00 A.M.**

This is to acknowledge receipt of Addendum No. 3, \_\_\_\_ day of \_\_\_\_\_, 20\_\_.

\_\_\_\_\_  
Legal Name of Bidder

\_\_\_\_\_  
Signature of Authorized Representative

\_\_\_\_\_  
Title

**Addendum # 3**  
**Boxed Materials – Moving Services**  
**#13ITB031813K-MH**

**Clarifications**

1. Section 13, Exhibits, Exhibit IV, Auburn Avenue Library (AARL) Inventory, Item 7, references 18,000 LF of steel shelving to be relocated to Central Library is no longer a part of the Boxed Materials scope of work. All other steel shelving remains in the Boxed Materials Moving Services ITB.
2. The microfilm/fiche cabinets housed on the 1<sup>st</sup> floor of Auburn Avenue Research Library are in the Boxed Materials Moving Services ITB and scope of work. The 40 4-drawer lateral files and contents are grouped in Section 13, Exhibits, Exhibit IV, Auburn Avenue Library (AARL) Inventory, Item #6.
3. Revised – Section 6 Insurance Risk Management Provisions, replace with attached
4. Revised – Section 11 Pricing Form, replace with attached forms
5. Revised - Section 13, Exhibits, Exhibit IV, Auburn Avenue Library (AARL) Inventory: replace with attached form.

**Questions**

- Question1. Where were the 40 (4) drawer lateral file cabinets list #6 of the inventory?  
Answer The 40 4-drawer lateral files are located throughout AARL.
- Question2. Could you please clarify #7 of the inventory to be moved to the temporary location? It was mentioned only 3500 LF would be moved and reassembled at the temporary location.  
Answer Section 13, Exhibits, Exhibit IV, Auburn Avenue Library (AARL) Inventory, Item 7, references 18,000 LF of steel shelving to be relocated to Central Library is no longer a part of the Boxed Materials scope of work. All other steel shelving remains in the Boxed Materials Moving Services ITB
- Question 3. Is the 18000 LF listed #7 the total of all shelving excluding the mobile filling units?  
Answer No.
- Question 4. Will the Fulton County Library be providing the Property Transfer forms for all items going to the warehouse?  
Answer Yes.
- Question 5. Will we be required to move the employees and then return and move the surplus at a later date (ex. shelving)? All Libraries?  
Answer The ITB, Section 11, Pricing Forms, Item 3, requires a detailed work plan be attached to the pricing form. Each plan should reflect the bidders plan to accomplish such activities.
- Question 6. For the hourly rate are you looking for an hourly rate per man or per crew?  
Answer Please review the revised pricing forms, Section 11.

**Addendum # 3**

**Boxed Materials – Moving Services**

**#13ITB031813K-MH**

Question 7. Is the hourly rate in case other items are added later? If so the crew size for that portion may vary causing the crew size to vary.

Answer No

Question 8. Is the Thomasville location included in the bid? It is listed on the bid form.

Answer Yes

Question 9. Will the deliveries be made to the dock for Fulton County employees to accept and put away or will we be required to locate all the surplus into the warehouse as instructed?

Answer The moving services vendor will be required to locate surplus items into the Fulton County Warehouse as instructed.

Question 10. Could you give us site specifications for the warehouse?

Answer Additional information is required for the County to provide an adequate response. The Fulton County Warehouse is located at 79 Milton Avenue, Atlanta, GA 30315. It has 1 loading dock with a height clearance for the average 18-wheel tractor trailer. The width of the dock will accommodate on average 5 vehicles.

## REVISED

### Insurance and Risk Management Provisions Moving Services – Library Boxed Goods

It is Fulton County Government's practice to obtain Certificates of Insurance from our Contractors and Vendors. Insurance must be written by a licensed agent in a company licensed to write insurance in the State of Georgia, with an A.M. Best rating of at least A- VI, subject to final approval by Fulton County. Respondents shall submit with the bid/proposal evidence of insurability satisfactory to Fulton County Government as to form and content. Either of the following forms of evidence is acceptable:

- A letter from an insurance carrier stating that upon your firm/company being the successful Bidder/Respondent that a Certificate of Insurance shall be issued in compliance with the Insurance and Risk Management Provisions outlined below.
- A Certificate of Insurance complying with the Insurance and Risk Management Provisions outlined below (Request for Bid/Proposal number and Scope of Services must appear on the Certificate of Insurance).
- A combination of specific policies written with an umbrella policy covering liabilities in excess of the required limits is acceptable to achieve the applicable insurance coverage levels.

Upon award, the Contractor/Vendor must maintain at their expense, insurance with policy limits equal to or greater than the limits described below. Proof of insurance must be provided to Fulton County Government prior to the start of any activities/services as described in the bid document(s). Any and all Insurance Coverage(s) and Bonds required under the terms and conditions of the contract shall be maintained during the entire length of the contract, including any extensions or renewals thereto, and until all work has been completed to the satisfaction of Fulton County Government.

#### **Accordingly the Respondent shall provide a certificate evidencing the following:**

##### **1. WORKERS COMPENSATION/EMPLOYER'S LIABILITY INSURANCE – STATUTORY (In compliance with the Georgia Workers Compensation Acts and any other State or Federal Acts or Provisions in which jurisdiction may be granted)**

Employer's Liability Insurance	BY ACCIDENT	EACH ACCIDENT	\$500,000
Employer's Liability Insurance	BY DISEASE	POLICY LIMIT	\$500,000
Employer's Liability Insurance	BY DISEASE	EACH EMPLOYEE	\$500,000

##### **2. COMMERCIAL GENERAL LIABILITY INSURANCE (Including contractual Liability Insurance)**

Bodily Injury and Property Damage Liability	Each Occurrence	\$1,000,000
(Other than Products/Completed Operations) General Aggregate		\$2,000,000
Products\Completed Operation	Aggregate Limit	\$2,000,000
Personal and Advertising Injury	Limits	\$1,000,000
Damage to Rented Premises	Limits	\$100,000

## REVISED

### 3. BUSINESS AUTOMOBILE LIABILITY INSURANCE

**Combined Single Limits** Each Occurrence \$1,000,000  
(Including operation of non-owned, owned, and hired automobiles).

### 4 UMBRELLA LIABILITY

(In excess of above noted coverages) Each Occurrence \$1,000,000

### Certificates of Insurance

Certificates shall state that the policy or policies shall not expire, be cancelled or altered without at least thirty (30) days prior written notice to Fulton County Government. Policies and Certificates of Insurance are to list Fulton County Government as an Additional Insured (except for Workers' Compensation) and shall conform to all terms and conditions (including coverage of the indemnification and hold harmless agreement) contained in the Insurance and Risk Management Provisions. The General Liability Additional Insured language should apply to on-going and completed-operations, using ISO form CG 2010 (11/85 version) or equivalent.

The insurance for the additional insured shall be as broad as the coverage provided for the named insured Contractor. It shall apply as Primary Insurance before any other insurance or self-insurance, including any deductible, non-contributory, and Waiver of Subrogation provided in favor of Fulton County.

Additional Insured under the General Liability, Auto Liability, Umbrella Policies (with exception of Workers Compensation), with no Cross Suits exclusion.

If Fulton County Government shall so request, the Respondent, Contractor or Vendor will furnish the County for its inspection and approval such policies of insurance with all endorsements, or confirmed specimens thereof certified by the insurance company to be true and correct copies.

Such certificates and notices **must** identify the "Certificate Holder" as follows:

Fulton County Government – Purchasing and Contract Compliance Department  
130 Peachtree Street, S.W.  
Suite 1168  
Atlanta, Georgia 30303-3459

Certificates **must** list Project Name (where applicable).

### Important:

It is understood that **Insurance in no way Limits the Liability of the Contractor/Vendor.**

### USE OF PREMISES

Contractor/Vendor shall confine its apparatus, the storage of materials and the operations of its workers to limits/requirements indicated by law, ordinance, permits and any restrictions of Fulton County Government and shall not unreasonably encumber the premises with its materials.

**REVISED**

**PROTECTION OF PROPERTY**

Contractor/Vendor will adequately protect its own work from damage, will protect Fulton County Government's property from damage or loss and will take all necessary precautions during the progress of the work to protect all persons and the property of others from damage or loss.

Contractor/Vendor shall take all necessary precautions for the safety of employees of the work and shall comply with all applicable provisions of the Federal, State and local safety laws and building codes to prevent accidents or injury to persons on, about, the premises where work is being performed.

Contractor/Vendor shall erect and properly maintain at all times as required by the conditions and progress of the work, all necessary safeguards for the protection of its employees, Fulton County Government employees and the public and shall post all applicable signage and other warning devices to protect against potential hazards for the work being performed.

**INDEMNIFICATION AND HOLD HARMLESS AGREEMENT**

To the fullest extent permitted by Law, Contractor/Vendor hereby agrees to release, indemnify, defend and hold harmless Fulton County, its Commissioners, officers, employees, subcontractors, successors, assigns and agents, from and against any and all losses (including death), claims, damages, liabilities, costs and expenses (including but not limited to all actions, proceedings, or investigations in respect thereof and any costs of judgments, settlements, court costs, attorney's fees or expenses, regardless of the outcome of any such action, proceeding, or investigation), caused by, relating to, based upon or arising out of any act or omission by Contractor/Vendor, its directors, officers, employees, subcontractors, successors, assigns or agents, or otherwise in connection (directly or indirectly) with its acceptance, or the performance, or nonperformance, of its obligations under these agreements. Such obligations shall not be construed to negate, abridge or otherwise reduce any other rights or obligations of indemnity which would otherwise exist as to any party or person as set forth in this paragraph.

Contractor/Vendor further agrees to protect, defend, indemnify and hold harmless Fulton County, its Commissioners, officers, employees, subcontractors, successors, assigns and agents from and against any and all claims or liability for compensation under the Worker's Compensation Act, Disability Benefits Act, or any other employee benefits act arising out of injuries sustained by any employees of Contractor/Vendor. These indemnities shall not be limited by reason of the listing of any insurance coverage.

**CONTRACTOR/VENDOR ACKNOWLEDGES HAVING READ, UNDERSTANDING, AND AGREEING TO COMPLY WITH THIS INDEMNIFICATION AND HOLD HARMLESS AGREEMENT, AND THE REPRESENTATIVE OF THE CONTRACTOR/VENDOR IDENTIFIED BELOW IS AUTHORIZED TO SIGN CONTRACTS ON BEHALF OF THE RESPONDING CONTRACTOR/VENDOR.**

COMPANY: \_\_\_\_\_ SIGNATURE: \_\_\_\_\_

NAME: \_\_\_\_\_ TITLE: \_\_\_\_\_

DATE: \_\_\_\_\_

**SECTION 11**

**PRICING FORMS**

**REVISED**

1. The bid form is grouped by new library locations and is comprised of six (6) separate bids. Please note that some of the existing libraries are being combined into a single library location. Bidders may submit bids for all library moves or as few as they are capable of supplying.
2. Total bid per library group includes all cost associated with the move (relocating any surplus items to the Fulton County Warehouse at 79 Milton Avenue, Atlanta, GA 30315 included), such as, labor, materials, equipment, transportation, contingency, etc.
3. Attach detailed work plan to the pricing forms.

**BID PRICING FORM**

**REVISED**

**BOXED MATERIALS MOVING SERVICES FOR ATLANTA-FULTON COUNTY PUBLIC LIBRARY**

Any contract resulting from this offer shall consist of the following documents: the General Terms and Conditions and the Specifications, both of which are contained in the Invitation to Bid together with this bid, as modified by subsequent negotiations, which consists of this document, the Price Schedule and other bid documents attached hereto or submitted with this document.

**A. New Alpharetta -Existing Alpharetta**

Lump Sum Bid: \_\_\_\_\_ hours X Hourly Rate \$ \_\_\_\_\_ **Total** \$ \_\_\_\_\_

**B. New South Fulton- Existing South Fulton -**

Lump Sum Bid: \_\_\_\_\_ hours X Hourly Rate \$ \_\_\_\_\_ **Total** \$ \_\_\_\_\_

**C. New Northwest Atlanta - Existing Bankhead, Bowen, Perry homes**

Lump Sum Bid: \_\_\_\_\_ hours X Hourly Rate \$ \_\_\_\_\_ **Total** \$ \_\_\_\_\_

**D. New Southeast Atlanta - Existing Georgia Hill, Carver Homes, Thomasville**

Lump Sum Bid: \_\_\_\_\_ hours X Hourly Rate \$ \_\_\_\_\_ + Contingency \$ 1,000  
**Total** \$ \_\_\_\_\_

**E. New Stewart –Lakewood - Existing Stewart Lakewood**

Lump Sum Bid: \_\_\_\_\_ hours X Hourly Rate \$ \_\_\_\_\_ **Total** \$ \_\_\_\_\_

**F. Auburn Avenue – Temporary Central Library and Hammond House Location  
Temporary Central Library and Hammond House Location – Auburn Avenue**

**Central Library Temporary Relocation (Exhibit IV)**

1. Lump Sum Bid: \_\_\_\_\_ hours X Hourly Rate \$ \_\_\_\_\_ **Total** \$ \_\_\_\_\_

**Final Location**

2. Lump Sum Bid: \_\_\_\_\_ hours X Hourly Rate \$ \_\_\_\_\_ **Total** \$ \_\_\_\_\_

**Hammond House Temporary Relocation (Exhibit IV)**

3. Lump Sum Bid: \_\_\_\_\_ hours X Hourly Rate \$ \_\_\_\_\_ **Total** \$ \_\_\_\_\_

**REVISED**

**Final Location**

- 4. Lump Sum Bid: \_\_\_\_\_ hours X Hourly Rate \$ \_\_\_\_\_ **Total** \$ \_\_\_\_\_
- 5. **Contingency** (Add to total bid below) \$ 2,500.00

**Total F.:** (1 + 2 + 3 + 4 + 5) **Grand Total** \$ \_\_\_\_\_

## REVISED

### Exhibit IV – Auburn Avenue Library Inventory

#### FROM AUBURN AVENUE RESEARCH LIBRARY To CENTRAL LIBRARY:

1. Relocate from AARL: One (1) office: One office inclusive of: Desk, credenza, overhead storage, 2 book shelves, 2 lateral files and two (2) workstations to 6<sup>th</sup> Floor of Central Library
2. Relocate one (1) office from AARL: One office inclusive of: Desk, credenza, overhead storage, 2 book shelves, 2 lateral files to 7<sup>th</sup> Floor of Central Library.
3. 12 Reading tables (currently in first floor of AARL, @ 48” x 60” wood table.
4. 48 Wood reading chairs
5. Circulation Desk
6. 40 4-drawer lateral file cabinets and contents (contents may include items identified as collections)
7. 1 Conference table with 6 Conference Chairs
8. 2 large copiers
9. 5 supply cabinets
10. 1 Microfilm reader/printer/copier
11. 3 computer tables

#### RELOCATE WITHIN CENTRAL LIBRARY:

1. Pack existing Government documents on 2<sup>nd</sup> Floor of Central Library. Contents and boxes to be labeled based on direction from AFPL staff . Move boxes to 8<sup>th</sup> Floor.
- Relocate two (2) offices from 2<sup>nd</sup> Floor to area in Central Library.