



Fulton County, GA

Department of Purchasing & Contract Compliance

December 13, 2012

**Re: #12ITB111912K-MH
Moving Services-General Collections Atlanta-Fulton Public Library System**

Dear *Bidders*:

Attached is one (1) copy of Addendum 2, hereby made a part of the above referenced **#12ITB111912K-MH**.

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

Sincerely,

Mark Hawks,
Assistant Purchasing Agent

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



#12ITB111912K-MH

Moving Services-General Collections Atlanta-Fulton Public Library System

Addendum No. 2

Page Two

This Addendum forms a part of the contract documents and **modifies** the original RFP documents as noted below:

ACKNOWLEDGEMENT OF ADDENDUM NO. 2

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 RFP due date and time **December 17, 2012 11:00 A.M.**

This is to acknowledge receipt of Addendum No. 2, ____ day of _____, 20__.

Legal Name of Bidder

Signature of Authorized Representative

Title

Project: #12ITB111912K-MH Moving Services – General Collections
CLARIFICATIONS Addendum - 2

1. Section 1, Instructions to Bidders, Item 1, paragraph 2, is revised as follows:

The moves tentatively will start third quarter 2013, between July 1, 2013 and September 30, 2013.

2. In addition to Section 7, "Scope of Work and Technical Specifications, Description of Work", Background, the existing Auburn Avenue Research Library (AARL) will relocate to a Central Library temporary location tentatively scheduled the third quarter of 2013 with the following furnishings:

FROM AUBURN AVENUE RESEARCH LIBRARY:

1. Five (5) offices: One office inclusive of: Desk, credenza, overhead storage, 2 book shelves, 2 lateral files
2. Ten (10) workstations @ 8' x 8' each (disassemble at AARL, relocate and reassemble at Central Library Temporary location)
3. Twelve (12) 48" x 60" wood reading tables (currently located on first floor of AARL).
4. Forty-eight (48) Wood reading chairs
5. Reference & Research Desk
6. Forty (40) 4 drawer lateral file cabinets and contents
7. 18,000 LF of steel shelving (*Disassemble at AARL, relocate, and reassemble at Central Library Temporary location*)
8. Thirty (30) folding chairs
9. Fifteen (15) folding tables
10. 100SF room of miscellaneous AV equipment.
11. One (1) drafting table
12. One (1) Conference table with six (6) Conference Chairs
13. Two (2) large copiers
14. Five (5) supply cabinets
15. One (1) Microfilm reader/printer/copier
16. Three (3) computer tables

RELOCATE WITHIN CENTRAL LIBRARY:

1. One (1) office: One office inclusive of: Desk, credenza, overhead storage, two (2) book shelves, 2 lateral files
2. Existing Government documents from 2nd Floor to 8th Floor.

Also included in this scope of work, all remaining (surplus) furniture, (not listed above) at Auburn Avenue Research Library will be relocated. Location TBD.

The High-Density Shelving on the 2nd and 3rd Floors of AARL will remain in the library during construction.

3. Section 7, "Scope of Work and Technical Specifications, Description of Work", Background, Scope of Work, add:
 - l. Box size of boxed materials assumes a box size of 16" x 12" x 12" (1.5cu/ft)
4. Section 7, "Scope of Work and Technical Specifications, Description of Work", Background, Scope of Work, Exceptions, A., delete the following: "surplus furniture"
5. Section 11, Pricing Forms replace in its entirety with the attached document.

**Project: #12ITB111912K-MH Moving Services – General Collections
Questions and Answers Addendum - 2**

Q1. Are acid free boxes required since we are only moving general contents, supplies and/or books and not moving any archival items?

A1. No, acid free boxes are NOT required.

Q2. A. In regards to background checks for employees, will it be required for all employees or simply for the project manager/supervisor? B. If background checks are required for all employees, should we include the cost in our pricing for each employee?

A2A. Please refer to Section 1, Item 18.1) f.

f) Bidder's Personnel - Within five business days after award of a contract and before beginning the services, the successful vendor(s) shall provide the Contract Administrator a list of employees who will be performing services under this contract. The list shall specify the employee's name and position. **All employees assigned** to this contract must have a completed Georgia Criminal Investigation (GCI). All costs associated with the background check shall be paid by the vendor. The completed background check must be verified by the Contract Administrator before an employee starts servicing any County owned or leased facilities. Employees assigned to this contract must not have convictions for any criminal offense involving theft, assault, or drugs within the past five years.

A2B. Your cost is based on a lump sum bid. You may identify background checks as a separate line item.

Q3. Generally bid and performance bonds are due for bidding on construction projects. However since this project is for moving services, will both the bid and performance bond still be required?

A3. **Bid and performance bonds are not required for this bid. Delete Section 4.**

Q4. In addition to canceling the Thomasville Library branch from the site visits, has the branch been eliminated from the scope of the project?

A4. Fulton County has not determined. It will be determined at a later day. Provide a bid for Thomasville Library.

Q5. Will each site be awarded separately to individual bidders or all sites be included in a single award to a single bidder?

A5. The Section 11, Pricing Forms, Item 1 states "Bidders may submit bids for all library moves or as few as they are capable of supplying" and the Section 1, Instructions to Bidders, Item 19, page 7 states "The award shall be made by the Board of Commissioners of Fulton County to the lowest responsive, responsible bidder(s)

**Project: #12ITB111912K-MH Moving Services – General Collections
Addendum – 2**

Q6. Will concessions be made to local bidders? Ex: Local bidders having an opportunity to match the lowest bidder if lowest bidder is outside local area.

A6. **No**

Q7. Is the **Auburn Ave Research** Library the only site where, included in the scope, is the removal and relocation of shelving, and furniture?

A7. Yes

Q8. Are computers included in the scope?

A8. No

Q9. Are the items identified as "Friends" excluded?

A9. Yes

Q10. Are these items to be included in the "Invitation to Bid I21TB111912K-MH (Moving Services – General Collections or the "Invitation to Bid 12ITB111612K-MH, Moving Services – Boxed Materials)"?

A10. If the items referenced in Question 10 are the "Friends" items, they are not a part of General Collections or Boxed Materials.

Q11. Is the shelving relocation to be included as a separate line item?

A11. The shelving relocation is a part of the Boxed Materials ITB and is included with the furniture line item.

Q12. When will the inventory of furniture and other pertinent items be provided?

A12. The County does not have an inventory of the existing libraries at this time. A partial inventory of AARL has been provided in the Clarification section of this addendum.

Q13. Are computers included in the scope?

A13. No

SECTION 11

PRICING FORMS

1. The bid form is grouped by library new locations. Some 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 includes all cost associated with the move to include labor, materials, equipment, transportation, etc.
3. Vendor may submit a bid for one or more Libraries.

BID PRICING FORM

**GENERAL COLLECTIONS MOVING SERVICES
FOR ATLANTA-FULTON COUNTY PUBLIC LIBRARY**

**Note: formula below assumes average of 12 books per LF*

- 1. Items moved _____ x rate item/LF _____ \$ _____
- 2. Material Costs (List the cost of materials to be used) \$ _____
- 3. Other Charges \$ _____

Total Bid for the
Existing Alpharetta – New Alpharetta \$ _____

- 1. Items moved _____ x rate item/LF _____ \$ _____
- 2. Material Costs (List the cost of materials to be used) \$ _____
- 3. Other Charges \$ _____

Total Bid for the
Existing South Fulton - New South Fulton \$ _____

- 1. Items moved _____ x rate item/LF _____ \$ _____
- 2. Material Costs (List the cost of materials to be used) \$ _____
- 3. Other Charges \$ _____

Total Bid for the
Existing Bankhead, Bowen, Perry homes –
New Northwest Atlanta \$ _____

- 1. Items moved _____ x rate item/LF _____ \$ _____
- 2. Material Costs (List the cost of materials to be used) \$ _____
- 3. Other Charges \$ _____

Total Bid for the
Existing Georgia Hill, Carver Homes, Thomasville –
New Southeast Atlanta \$ _____

- 1. Items moved _____ x rate item/LF _____ \$ _____
- 2. Material Costs (List the cost of materials to be used) \$ _____
- 3. Other Charges \$ _____

Total Bid for the
Existing Stewart Lakewood – New Stewart Lakewood \$ _____

Temporary Central Location

- 1. Items moved _____ x rate item/LF _____ \$ _____
- 2. Material Costs (List the cost of materials to be used) \$ _____
- 3. Other Charges \$ _____

Final Location

- 4. Items moved _____ x rate item/LF _____ \$ _____
- 5. Material Costs (List the cost of materials to be used) \$ _____
- 6. Other Charges \$ _____

Total Bid for the
Auburn Avenue – Temporary Central Location
Temporary Central Library – Auburn Avenue \$ _____

Owner Controlled Contingency \$ 5,000.00

TOTAL OF ALL LIBRARIES BIDDED + CONTINGENCY \$ _____