



Fulton County, GA

Department of Purchasing & Contract Compliance

December 13, 2012

**Re: #12ITB111612K-MH
Moving Services-Boxed Materials Atlanta-Fulton Public Library System**

Dear **Bidders**:

Attached is one (1) copy of Addendum 2, hereby made a part of the above referenced **#12ITB111612K-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
Assistant Purchasing Agent

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



#12ITB111612K-MH

Moving Services-Boxed Materials 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: 12ITB111612K-MH Moving Services – Boxed Materials
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. Section 11, Pricing Forms replace in its entirety with the attached document.
3. Section 13, Exhibits, Exhibit III – Library Site Specifications, Item 8, Auburn Avenue Research Library is revised as follows:

Auburn Avenue Research Library

- a. Existing Bookstack Shelving – 160,000 items
- b. Existing Ceiling Height - NA
- c. Existing Door Size – 72" wide, roll up
- d. Height & width of existing shelving; Varies
- e. Access to existing bldg: NA
- f. Access to new bldg / Multi level bldg: NA
- g. New Library Sq. Footage: 57,000

Questions and Answers

- 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.**

**Project: 12ITB111612K-MH Moving Services – Boxed Materials
Addendum – 2**

- 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)
- 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. Will the final quantity of boxes remain at 15 boxes per library staff employee?
- A7. The final number of boxes will be determined prior to the actual move. Provide pricing in your bid for 15 boxes per library staff employee.
- Q8. Is there a standard box size IE: 1.5 cube, 2.0 cube, 3.0 cube?
- A8. See Clarification 3, this addendum.
- Q9. Do the boxes need to be acid free?
- A9. See response to Question 1.
- Q10. When will the inventory of materials be provided?
- A10. 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.
- Q11. Are computers included in the scope?
- A11. 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

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 proposal, as modified by subsequent negotiations, which consists of this document, the Price Schedule and other proposal documents attached hereto or submitted with this document.

Existing Alpharetta – New Alpharetta

- 1. Number of Boxes _____ x rate per box _____ \$ _____
- 2. Material Costs (List the cost of materials to be used) \$ _____
- 3. Other Charges \$ _____
- TOTAL:** \$ _____

Existing South Fulton - New South Fulton

- 1. Number of Boxes _____ x rate per box _____ \$ _____
- 2. Material Costs (List the cost of materials to be used) \$ _____
- 3. Other Charges \$ _____
- TOTAL:** \$ _____

Existing Bankhead/Bowen, Perry homes –
New Northwest Atlanta

- 1. Number of Boxes _____ x rate per box _____ \$ _____
- 2. Material Costs (List the cost of materials to be used) \$ _____
- 3. Other Charges \$ _____
- TOTAL:** \$ _____

Existing Georgia Hill, Carver Homes–
New Southeast Atlanta

1. Number of Boxes _____ x rate per box _____ \$ _____
 2. Material Costs (List the cost of materials to be used) \$ _____
 3. Other Charges \$ _____
- TOTAL:** \$ _____

Existing Stewart-Lakewood
New Stewart-Lakewood

1. Number of Boxes _____ x rate per box _____ \$ _____
 2. Material Costs (List the cost of materials to be used) \$ _____
 3. Other Charges \$ _____
- TOTAL:** \$ _____

Auburn Avenue – Temporary Central Library Location
Temporary Central Library – Auburn Avenue

Central Library Temporary Location

1. Number of Boxes _____ x rate per box _____ \$ _____
 2. Material Costs (List the cost of materials to be used) \$ _____
 3. Furniture relocation to Temporary Central location \$ _____
 4. Remove all surplus Furniture (with the exception of the items in #3 above) to TBD location. \$ _____
 5. Other Charges \$ _____
- SUB TOTAL:** \$ _____

Final Location

6. Number of Boxes _____ x rate per box _____ \$ _____

7. Material Costs (List the cost of materials to be used) \$ _____

8. Other Charges \$ _____

SUBTOTAL: \$ _____

TOTAL \$ _____

Owner Controlled Contingency \$ 15,000.00 _____

TOTAL BID – ALL LIBRARIES & Contingency \$ _____