



RFP for Professional Moving Services Questions & Answers

- 1. What is the timeline for moving the Assessor's Office furniture?**
 - a. As denoted in the timeline on page 7 on the RFP instructions, the Assessor's Office will be moving office supplies to the new City Hall on Thursday, August 23. After this date, all items left over in the Assessor's Office building will need to be taken over to location B, the Community Development Division building. This move can occur during Week 4 August 27 – 30.

- 2. Where is the large counter in the Assessor's Office going to go?**
 - a. The counter is currently scheduled to be moved by the awarded vendor to the Community Development Building (location B) during week 4 of the move.

- 3. Where is the Assessor's Office (location C) furniture and items that are not going to the new City Hall being placed?**
 - a. Left over office furniture from the Assessor's Office (location C) will be disassembled by the movers and moved to the Community Development Building (location B). The items will be placed with the lower basement level to store. The items moved will not have to be reassembled and a moving floorplan/logistics for content placement will be discussed with the vendor upon awarding the project. The items will be stored inside rooms and will not be resting in hallways against walls.

- 4. Will the electricity in the Assessor's Office cubicles be uninstalled for movers?**
 - a. Yes, the City will unplug the electrical elements from this content.

- 5. Can movers back up their box-trucks to the Civic Center entrance (west side)?**
 - a. Yes, they can. No semis will be allowed on the curb at this location.

- 6. Can movers back up a box-truck the old City Hall entrance next to the Civic Center?**
 - a. Yes, they can. All wheels will need to remain on the parking lot asphalt and the truck positioned to best allow for traffic flow to exit the parking lot. The City will be able to move the cement parking blocks if needed to provide more space for turning. The parking lot will not be closed to residents, but parking spaces can be blocked off if needed.

- 7. Can movers back up a box-truck to the old City Hall south entrance (near Engineering)?**
 - a. Yes, they can. The ramp from the truck can be placed onto the cement in front of the door for easier moving.

8. Can movers back up a box-truck to the Community Development building (location B) on the north side within the parking lot?
- Yes, they can. There are two entrances on this side and either one can be used.
9. Below is an estimate of employees per department as of May 2018. Assume each person has a cubicle or office space that will need to have items packed up and moved. **NOTE: Numbers denote staff who were present on and before May, 2018. There may be additional employees added, seasonal workers hired and interns present that are not denoted in the above count. This could push the number to around 200+ people.**

Department	Employee Quantity
Assessor's Office	11
Auditor's Office	11
Buildings & Grounds	12
City Commission	14
Engineering	53
Finance	5
Human Resources (HR)	8
Information Systems (IS)	24
Inspections	23
Planning	15
Total	176

10. How would you like to see the price break down?
- See the RFP instructions on page 12 for additional details on cost price points.
 - Material Rental Cost for Containers/Totes & Packing Supplies: Provide a price breakdown for the different moving supplies needed/recommended by incremented quantities.
 - Please provide quote pricing by the hour for labor. If there are different quantities of crew sizes used, please provide the rates for each of those price points. In the bid estimate, denoting the estimated size of the crew needed to complete the moving schedule on time will be helpful to understand the reasoning behind the hourly rates.
 - Denote if there are additional costs associated with moving extraordinary items as discussed on page 3 of the RFP instructions.
11. Are movers able to remove hardware from the door entrances to allow for easier loading?
- When a vendor is selected, meetings will be held to discuss specific needs for the moving process and can be determined at that time with the project manager. If items were to be removed, the action would be completed by the City.

12. Can the large bay door on the new City Hall building be used as well as the employee access door on the north side of the building?

- a. Yes, both doors can be used. Moving trucks will be required to park on the ramp and will not be allowed to pass the brick retaining wall as there is a parking garage below with vehicle weight restrictions.

13. How much does the safe weigh and what is the logistics strategy?

- a. The safe weighs between 800 -1000 lbs. The wheels are metal and do not rotate. The safe will need to be moved with a wheeled cart. The awarded vendor will work with project management to discuss logistics of move the safe to the new City Hall facility.
- b. If logistics determine the safe will be wheeled across the tile floor, the tile in the new City Hall facility is able to withstand the safe if it was needing to be rolled down the hallway. The item/cart moving the safe will need to distribute the weight on four wheels equally to prevent damage to the floors. Precautions will need to be made to protect the tile and the carpet during this item move.