

First Judicial District of Pennsylvania's ("FJD")

Request for Proposal(s) ("RFP")

For

Moving Contractor Services

Dated March 23, 2012

VENDORS' QUESTIONS AND ANSWERS

<http://courts.phila.gov>

Q1. *On the cost breakdown of the RFP, the FJD is requesting a "post move crew"; please quantify how many personnel and the projected timeline.*

The FJD will require 3 people for approximately 8 hours

Q2. *Will the Moving Company be responsible to transport the (500) cartons listed on the inventory list over to the Widener building?*

Yes

Q3. *Please provide clarification of the timeline that the moving company will have access of the elevators. What time(s) will the Widener Building be made available to us?*

At the 34 S. 11th Street, location, two dedicated, modified passenger (caps removed) elevators will be available from 9:00 a.m. through 5:00 p.m. on Friday after which three dedicated passenger elevators will be available through the move weekend.

At the Widener Building, a freight elevator will be available after 4PM.

Q4. *During the walkthrough, there appeared to be discrepancies as to the exact/accurate count of panels versus cubicles versus workstations. What is the corrected count of each?*

Four (4) Workstations with panels (workstation have six (6) 41" panels and eight (8) 67.5" panels);

Seven (7) wooden workstations for computers for courtrooms.

Panels: fifty-four (54) 67.5" panels; thirty three (33) 41" panels; and twenty (20) 41" panels with electric.

The above does not include any desk(s) that will have to be disassembled.

Q5. *On Friday of the move weekend, what time of day can the installers start disassembly?*

Anytime after 9 AM

Q6. *When can the preparation crew begin to dolly up furniture and pack electronics?*

See response to Q5 above

Q7. *When can the move begin at origin (34 S. 11th Street)?*

See response to Q5 above

- Q8. When can delivery begin at the Widener Building?**
See response to Q3 above
- Q9. Does all reassembly need to be accomplished over the weekend (OT) or can cubicles and workstations and wall-mounted items be reassembled on Monday after the move weekend with the understanding that this would cause a certain amount of disruption on Monday?**
If necessary, these services can be done on Monday after the move weekend.
- Q10. It is our understanding that the freight elevators are not available for this project and the passenger elevators are alleged to be wide enough, although not nearly high enough, to accommodate any oversized items (i.e., long sofas, large conference tables, high bookcases, etc.). Please confirm that if an item cannot fit in the elevator, after reasonable attempts to do so, that the item(s) will remain at their original location and no additional responsibility will be required by the mover to relocate that item.**
Yes, that is correct. Also see Q3 above.
- Q11. Sofas are not listed on inventory, please confirm if they will move and the number that will be moving.**
It is projected that there are five (5) sofas for relocation.
- Q12. Despite not being listed for relocation due to its weight versus the elevators' maximum weight capacity, our inspection indicated that the cashiers' safe appears to be eligible to be moved. Would you like to add this item to the list?**
No
- Q13. Please confirm if all partitions will be disassembled and reassembled by the court staff?**
Yes
- Q14. Is there a Project Labor Agreement with the FJD and the owners of the building(s)?**
Yes
- Q15. If no to above, will cubicles be priced out for breakdown and reassembly by union carpenters?**
N/A; See response to Q14 above
- Q16. Since moving the furniture and contents may cause a large bottleneck in the lobby(ies) and elevator areas, will all contents/boxed items will be moved by the court staff prior to the main move?**
Undetermined at this time however it remains a possibility.
- Q17. Who will be responsible to disconnect electronics in partitions and workstations?**
The buildings union electricians will provide this service
- Q18. There is a hard-wire electrical connection in the x-ray scanner on the first floor that will, by code, require the services of an electrician, both for disconnection and reconnection. Is the mover responsible for hiring the electrician?**
No. See response to Q17 if this service is necessary.

Q19. Most of the panels, cubicles and work stations will require disassembly and reassembly, which by union rules, must be done by union installers. Since the Widener Building is a strictly union building, do we assume that union installers are to perform all the disassembly and reassembly for this relocation?

Yes, see response to Q17 above.

Q20. Please confirm if the following items will be moved and who is responsible to disassemble and reassemble, if applicable, to fit in the elevators:

- a. Fifteen (15) units of shelving (5th floor file room);**
- b. 18' long counter (5th floor);**
- c. Two (2) wall mounted shelves (5th floor);**
- d. 9' bench (5th floor lobby);**
- e. Twelve (12) negotiation tables (4th floor);**
- f. Mediation table (4th floor);**

Yes, all the above items are intended to be moved and will be disassembled and reassembled accordingly prior to the move date. See Q13 above.

Q21. What will the amount of the required surety bond be?

At this time, a bond or deposit is not required; however, the FJD reserves the right to elect at a later date if necessary.

Q22. Please change the M/WBE ranges to reflect the following suggested ranges-
MBE: 25% to 30%

WBE: 5% to 10%

Not applicable; see Provision 2(e) of the RFP.

Q23. What have the percentages for M/W/DSBE been for previous contracts within the past two years for the FJD? Is a report available?

See Q6 above; a statistical report is not available at this time.

Q24. What is the time cycle and process for payment of invoices? (30 days, etc.?)

As a general practice, the FJD's business office processes all approved payments within approximately twenty (20) business days after receipt of itemized invoice(s) and subsequent approval by the FJD's respective Administrative Authority.

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