

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

Request for Proposal ("RFP")

For

**Philadelphia Family Court Move & IT
Relocation Services**

Dated August 06, 2014

VENDORS' QUESTIONS AND ANSWERS ("Q&A")

<http://courts.phila.gov>

Please be advised that the deadline for the above RFP has been extended to 3:00 p.m., Wednesday, August 20, 2014. All other terms and conditions of the RFP shall remain in full force and effect. Please visit the FJD's website at the above link for updates and/or documents related to this solicitation.

- Q1.*** Please provide linear footage of common area files by floor/by building to be packed by mover.
Please reference attached excel template.
- Q2.*** Please provide an inventory by floor/by building of the furniture and equipment to be decommissioned.
Please reference specialty matrix for special handling items for the move to Arch Street.
- Q3.*** Can the pre-move of common area files be accomplished during daytime hours from all buildings?
Yes the pre-move can be done during daytime hours two weeks prior to the Staff & Equipment move. Mover will coordinate with PFC staff and Project Manager.
- Q4.*** Is there any furniture or shelving that the moving company is responsible to disassemble/reassemble?
See specialty matrix. 34 South 11th 5th Floor Petition Shelving & Files destination to be confirmed.
- Q5.*** Can any staff areas be moved during daytime hours or must all moves occur after hours i.e. night, Saturday, Sunday?

The mover will be able to access both facilities staff areas on Friday October 10th starting at 5:00 PM.

- Q6.** What time will IT support be permitted to disconnect PC's and monitors?
IT support will commence on Friday October 10th beginning at 5:00 PM.
- Q7.** Who is responsible to label common area files to be packed and unpacked by the mover?
Common area files will be labeled, packed and unpacked by the Court staff. Bulk files (See attached excel) will be packed, unpacked, tagged, by mover. Mover is subject to specific labeling for all file records.
- Q8.** On what date can we begin the decommissioning of furniture from one; Domestic Relation Court at 34th South 11th Street and two; from 1801 Vine Street?
Internal moving and moving to other locations will begin on October 13 thru October 22 Decommissioning of furniture should be from October 23 thru October 31.
- Q9.** Are Domestic Relation Court and Juvenile Family Court contents and equipment moving on the same weekend or two separate weekends?
Yes, both facilities are to be moved on the same weekend as scheduled. Bulk files, specialty items may be transported 2 weeks prior to staff and equipment main move-permitting building is secure and mover coordinates with PFC Staff & Building Manager.
- Q10.** The RFP states that there are approximately (400) staff at the Domestic Relations Court and approximately (400) staff at the Family Court Building. The RFP states that there are a total of 1000 staff moving. Where are the other 200 staff located?
RFP lists summary headcount in Appendix. Staff Matrix to be provided to awarded mover which will list all staff names, departments, current location, destination location, equipment content. Headcount will not exceed 1000
- Q11.** Quantify building protection required at 1501 Arch Street.
Floor protection and elevator cab protection including blankets and hard material such as masonite on the floors is to be provided by the Mover from the point of the loading dock to the final destination. All protection material shall be removed by the Mover upon completion of the work.
- Q12.** Quantify building protection required at 1801 Vine Street and 34 South 11th Street.
Floor protection and elevator cab protection including blankets and hard materials such as masonite on the floors is to be provided by the Mover from the point of the entrance of the building to the final destination. All protection material shall be removed by the Mover upon the completion of the work.
- Q13.** Page 6 – 34 South 11th Street Sub-Basement
I counted approximately (770) shelves to be packed. The RFP states (250) shelves. There are two groups that have files in the Sub-Basement, please clarify.
1. Domestic Violence Unit- Approx. 200 Shelves, (30) 6-High units.
 2. Domestic Relations Records Unit- Approx. 500 Shelves, (53) 7-High units.

Inventory was quantified last August and there have been changes.

Q14. Page 9 – 1501 Arch Street

Elevator Operators: Confirm if mover is responsible to operate elevator; can this be a union mover or will it require an operating engineer?

Elevator operator is to be provided by the Mover. An Operating Engineer will not be required.

Q15. Please provide floor plans of all origin buildings and floors.

The Court will make an attempt to provide prior to the scheduled move date.

*Please quantify volume of common area files and supplies that will be packed by staff that the mover will be responsible to provide packing containers/crates.

**This was mentioned during the walk-through that miscellaneous file cabinets will be packed by the staff in each area.

There will be 2 boxes for each staff member for workstation contents. See attached excel listing files and supplies packed by mover/packed by staff.

Q16. Will the moving company be able to contribute to the development of the color-coded numbers labeling system for the placement of contents, electronics and miscellaneous items?

Ewing Cole developed the location numbers and color coded departments. Labels can be color coded that is a typical move service.

Q17. Page 21 – General Responsibilities

Bullet 5 – Will the mover be responsible to tag/label contents, electronics or furniture at the origin site? If so, please quantify.

Reference Specialty matrix. Mover may be responsible to assist specific FJD Staff with a storage closet of items to quantify, and tag.

Q18. Will EPS or FJD be responsible to provide individual floor plans for furniture placement?

Individual floor plans will be available prior to the move.

Q19. Page 27

A.6 – Space Protection

Bullet 8 – Please confirm that you are requesting the supplier to cover approximately (1000) work surfaces with form fitting corrugated sheets. Who is responsible to remove this protection?

Bidder should supply Court with both pricing structures. One using the above stated work surface protection. The other, pricing would be without the work surface protection. The FJD will decide prior to the move if form fitting corrugated

sheets are required. If required; the Mover is responsible for the removal of all protection materials.

A.7 – Moving Services

Bullet 3 – How many individual offices/workstations will the mover be responsible to pack?

None-Judges staff will pack for the Judges, if packing assistance is required, FJD Move Captain will confirm that assistance is needed. Mover will provide packing assistance at an acceptable hourly rate.

Bullet 7 – Post Move Crew Saturday, Sunday, Monday

Please quantify crew size and days post move crews will be required.

Mover shall provide an adequate crew of at least 4 people to serve building occupants expeditiously for up to 5 days post move. Mover shall also be required to provide two (2) crews of four (4) people with transportation to relocate any items that need to be moved to other FJD facilities. Cost for this service shall be prorated based upon an hourly rate and actual days engaged.

Q20. 34 South 11th Street – 5th Floor File Room

There are approximately (462) vertical file cabinets in this room. Will these cabinets be moved full to the new building and placed there or is the mover responsible to pack the contents of the cabinets at 34 S. 11th Street?

Mover is responsible for packing content in boxes in order to be moved to the high density filing system in the new Courthouse at 1501 Arch Street.

Are the (462) vertical cabinets in the decommission inventory?

Unknown at this time; if cabinets are useable elsewhere in the District, the Mover will be required to move them to another location within the District.

Q21. If someone other than the mover chosen for the relocation is assigned to the IT portion of the project, how will the elevator usage be determined?

Elevator coordination must be provided by the Mover. Bidder's proposal is inclusive of IT & Move Services.

Q22. Page 49 – JFC File Matrix

2nd Floor File Cabinets, 22 File Cabinets – 930 Drawers

Please explain?

Please reference attached excel template.

- Q23.** Please confirm the type of shelving in each location/file room to be decommissioned i.e. nut and bolt, clip shelves, wedge lock, common post
All mixed, some of its Hon Metal Shelving.
- Q24.** Please clarify if there are two separate RFPs for this project. Is a response required solely for the moving services RFP or for both the moving and IT services in the RFP?
Respondents must provide a proposal for both IT & Move Services.
- Q25.** Do we have the ability to work premium hours from 4 PM to 5 AM and weekend?
Yes.
- Q26.** Is bonding required on this project?
Vendor should provide cost of bond in their proposals. District will decide if required at a later date.
- Q27.** Can the furniture deem for disposal be given to a furniture liquidation company?
No.
- Q28.** How long is the payment process?
After all required services have been satisfactorily performed to the FJD's standards an authorization request will be filed for full payment within 7 business days of completion.
- Q29.** How often can we invoice?
Invoice will be accepted at the completion of the project.
- Q30.** Is there minority participation goal on this project?
Disadvantaged Minority, Women and Disabled Owned Business Enterprises (M/W/DSBE) as defined by the City of Philadelphia's Office of Economic Opportunity (OEO) are encouraged to participate as prime proposers. Prime proposers who are not M/W/DSBEs are encouraged to identify and utilize M/W/DSBEs as sub-vendors. Vendors are requested to identify the amount of M/W/DSBE participation in this project by listing both dollar amount and percentage of total proposal.
- Q31.** Are we to provide in our proposal the entire cost to Disassemble, Load, and Transport and unload all Court furniture, shelving, and equipment assets left behind regardless if some of those assets are moved to another city department or entity?
Yes.
- Q32.** If we provide the entire cost associated with the liquidation of the remaining assets will we then reduce our pricing according to a percentage of the left over assets?
At the end of the project there will be no assets left over other than those items that didn't fit in the elevator cab in which the Landlord of the facility will be responsible for disposal.
- Q33.** Is the IT and Copier left over equipment part of the Movers responsibility to remove from site?
No.

- Q34.** Are the premises to be left in a basic “Broom Swept Condition for lease turnover”?
Yes, except those items that didn’t fit in the elevator cab in which the Landlord of the facility will be responsible for disposal.
- Q35.** Where would all of the remaining surplus assets be required to be delivered to?
The Court is in the process of obtaining storage area that will be located within a 10 mile radius of center city Philadelphia.
- Q36.** Do sensitive files have to be inventoried by the department before the Mover can remove the packed carton out of the space that it presently occupies?
Yes, the department will inventory sensitive files prior to removal from origin location.
- Q37.** Due to the extremely large volume of records and files, how many weeks prior to move weekend could the mover start the file packing?
2 weeks.
- Q38.** Would the Court require access to the packed files during this relocation?
It is highly unlikely that the Court would need access to the files.
- Q39.** Can we deliver the packed files to the new site during regular business hours prior to the main move?
Yes, after coordination with PFC Staff & Building Manager.
- Q40.** Can we leave the building Floor and Wall protection installed during the file move and main move intact or will we have to remove the protection from the floors after we perform each function?
Yes, as long as there is no trip hazard with the padding.
- Q41.** What type of security would the court require during the packing and relocation and who would be responsible for the cost of that security?
The Court will have Security at all move sites and cost of Security will be incurred by the FJD.
- Q42.** Confirm that the Mover is responsible for providing the proper Union Labor for all facets of this project.
Historically, the FJD does not require any vendor to hire/employ unionized personnel, however, the FJD does require the selected vendor to compensate any personnel and/or subcontractors performing the requisite services of this solicitation at the current prevailing wage levels for similar type work/services; wages, as used herein, shall include all fringe benefits. During the course of a subsequent agreement to this solicitation, any increases in pay granted to organized labor by employers shall also be paid to non-organized personnel doing similar work.
- Q43.** Can you provide a copy of the labels that the court would be using for filing?
Yes, the FJD will provide a copy of the labels. (See Attached)
- Q44.** Who will be responsible for the cost of the parking permits for the truck parking?
Mover is responsible for the parking permits cost.

- Q45.* Will the mover be required to assist and pack the Siemens V-Twin Drug testing machine in conjunction with the Siemens decommissioning representative?
No.
- Q46.* What is the mover's responsibility for cargo that does not fit in the building elevators?
The FJD believes that at the origin locations whatever equipment doesn't fit into the elevator cabs will be the responsibility for removal of the landlord. All other equipment is expected to fit at the new PFC Courthouse.
- Q47.* Is the cost of all required Packing materials, Crates, Library carts and disposable materials to be included within the cost of this move?
Yes.
- Q48.* What type of document and content will the IT function be required to provide on the survey report?
Sid Verification and to confirm that all IT has been reconnected appropriately.
- Q49.* What type of cargo valuation protection does the Court require? Basic coverage for cargo moved or Replacement coverage for cargo moved? If Replacement, How much value would be required?
Notwithstanding any applicable Federal and/or State regulations, the Court anticipates valuation protection for this project not to exceed \$500,000.00.
- Q50.* When will we receive the additional inventory stated on the walkthrough?
The additional inventory is still being confirmed and in consideration, please provide your proposal based on all information provided to date. Any additional inventory identified subsequent to this solicitation will be addressed at a later date unless confirmed prior to the bid submittal date.

END

Label Sample 1

<u>RECORD NUMBER</u> YEAR-Record#/YEAR-Record#	Destination Location	Piece (Bin/Total Bins)
95-1 /95-100	13.81	1/10

Packing of Records must be done sequentially.

1 Red Plastic Divider in between existing files in Shelving Units indicate that a record is stored in box above shelving unit.

2 Red Plastic Dividers in between existing files in Shelving Units indicate that a record has been removed to another location in the building. This should not be the case for the file move as all files will be placed in bulk file locations.

Labeling must be consistent, will be monitored by Administration's 13 staff. Foreman to supervise OT activity and responsible for proper packing/transport/placement.

Remove*Bundle/Strap. Secure Strip.

Approximately 3 dollies of bins can fit in SB elevator.

From Location: Family Court - Sub – Basement Location

To Location: Family Court - Floor 9 {Green Area}

File Year:

1995

<u>RECORD NUMBER</u> YEAR-Record#/YEAR-Record#	Destination Location	Piece (Bin/Total Bins)
95-1 /95-100	13.81	1 Of 10
95-1001 / 95-1075	<u>13.81</u>	_____ of _____

Sample Crate Label



File Year:

1995

<p><u>RECORD NUMBER</u> YEAR-Record#/YEAR-Record#</p> <p>95-1001 / 95-1075</p>	<p>Destination Location</p> <p>13.81</p>	<p>Piece (Bin/Total Bins)</p> <p>1 Of 10</p>
<p>95- _____ / 95- _____</p> <p><u>From Location:</u> Family Court - Sub – Basement Location</p>	<p><u>13.81</u></p> <p><u>To Location:</u> Family Court - Floor 9 {Green Area}</p>	<p>_____ of _____</p>

Sample Crate Label

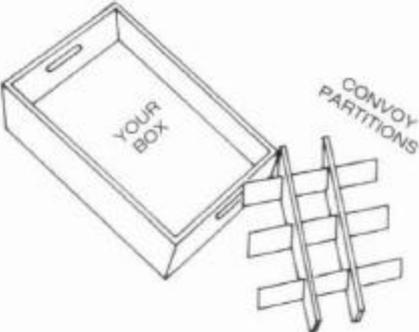


File Packing Dividers

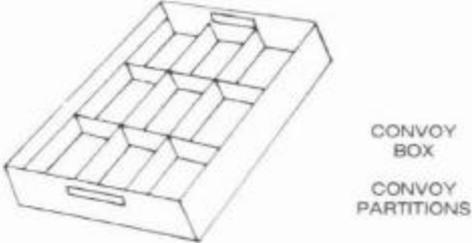


EGG CRATE PARTITIONS

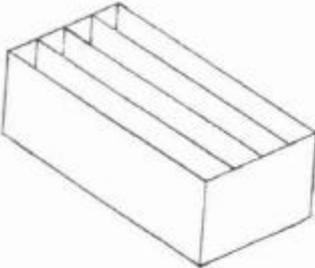
REMOVABLE
EGG CRATE PARTITIONS



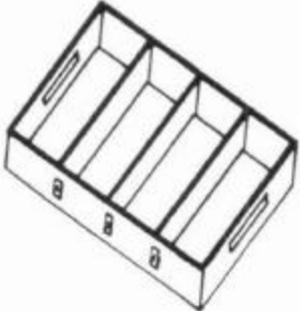
ANCHORED
EGG CRATE PARTITIONS



PARALLEL DIVIDERS



LONG WAY DIVIDERS
(Anchored or Removable)



SHORT WAY DIVIDERS
(Anchored or Removable)

Location	Type	Quantity	Drawers	Linear	Service Required
34 South 11th Sub-Basement	Shelving Units	108	700	432	Dedicated Packing Assistance. Secure-Lockable-Special Handling. File Packing Seminar Required. File Packing Coordination and Record Labeling Required.
34 South 11th Basement	Shelving Units	300	840	1200	Dedicated Packing Assistance. Secure-Lockable-Special Handling. File Packing Seminar Required. File Packing Coordination and Record Labeling Required.
34 South 11th Mezz	File Cabinets	20	75	60	Staff to Pack themselves
34 South 11th 1st Floor	File Cabinets	25	76	87.5	Staff to Pack themselves
34 South 11th 2nd Floor	File Cabinets	50	120	150	Staff to Pack themselves
34 South 11th 3rd Floor	File Cabinets	70	212	245	Staff to Pack themselves
34 South 11th 5th Floor	File Cabinets	487	2435	1461	Dedicated Packing Assistance. Secure-Lockable-Special Handling. File Packing Seminar Required. File Packing Coordination and Record Labeling Required. TBD: reassemble shelving on 7th floor, FJD TO CONFIRM.
34 South 11th 5th Floor	Shelving Units	17	120	68	Dedicated Packing Assistance. Secure-Lockable-Special Handling. File Packing Seminar Required. File Packing Coordination and Record Labeling Required. TBD: reassemble shelving on 7th floor, FJD TO CONFIRM.
27 South 12th St. 2nd Floor	File Cabinets	25	50	75	Staff to Pack themselves
27 South 12th St. 3rd Floor	File Cabinets	44	257	132	Staff to Pack themselves
27 South 12th St. 4th Floor	File Cabinets	20	80	70	Staff to Pack themselves
46 South 11th St. 2nd Floor	File Cabinets	110	320	275	Staff to Pack themselves
46 South 11th St. 2nd Floor	Shelving Unit-242R	12	72	42	Dedicated Packing Assistance. Secure-Lockable-Special Handling. File Packing Seminar Required. File Packing Coordination and Record Labeling Required. (Some files are in subbasement)
46 South 11th St. 4th Floor	File Cabinets	75	275	215	Staff to Pack themselves
1133 Chestnut 1st Floor	File Cabinets	22	57	66	Staff to Pack themselves

1133 Chestnut 1st Floor	Shelving Units	15	72	60	Dedicated Packing Assistance. Secure-Lockable-Special Handling. File Packing Seminar Required. File Packing Coordination and Record Labeling Required.
1801 Vine St. Basement	Shelving Units	15	90	60	Dedicated Packing Assistance. Secure-Lockable-Special Handling. File Packing Seminar Required. File Packing Coordination and Judicial Record Labeling Required. (Some files are on 3rd floor)
1801 Vine St. Basement	File Cabine	25	115	88	Staff to Pack themselves
1801 Vine St. Lobby/1st Floor	File Cabine	33	140	99	Staff to Pack themselves
1801 Vine St. Mezz	File Cabine	30	100	90	Staff to Pack themselves
1801 Vine St. Mezz	File Cabine	10	50	30	Special Handling- Medical Records M149MJ will require dedicated packing assistance.
1801 Vine St. 2nd Floor	File Cabine	200	800	600	Staff to Pack themselves
1801 Vine St. 3rd Floor	File Cabine	600	2400	1800	Dedicated Packing Assistance. Secure-Lockable-Special Handling. File Packing Seminar Required. File Packing Seminar Required. File Packing Coordination and Record Labeling Required. Adoption, DCO, Judicial Records
1801 Vine St. 5th Floor	File Cabine	56	264	168	Dedicated Packing Assistance. Secure-Lockable-Special Handling. File Packing Seminar Required. File Packing Coordination and Truancy Labeling Required.