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*Managing fish and wildlife
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DATE: JUNE 11, 2019

ADDENDUM NO.: 1

BID NO.: FWC 18/19-118

BID TITLE: **MOVING SERVICES FOR FWC TALLAHASSEE OFFICE**

UPDATE: ITEM NO. 1: PRE-BID MEETING/SITE VISIT
CLARIFICATIONS
ITEM NO. 2: QUESTIONS & ANSWERS

The enclosed addendum has been issued for consideration in the preparation of your response to the Florida Fish and Wildlife Conservation Commission's (FWC) Solicitation No. FWC 18/19-118, "**MOVING SERVICES FOR FWC TALLAHASSEE OFFICE**".

All responses to the subject solicitation must be received no later than 3:00 PM (EST) on Monday, June 17, 2019.

A response received after the exact time specified will not be considered. Failure to file a protest within the time prescribed in Section 120.57(3), Florida Statutes (F.S.), or failure to post the bond or other security required by law within the time allowed for filing a bond shall constitute a waiver of proceedings under Chapter 120, Florida Statutes. Written notices, formal requests and proceedings must conform with the requirements set forth in Chapter 28-110, Florida Administrative Code (F.A.C.). Protests must be filed with the Purchasing Office, Fish and Wildlife Conservation Commission, 2590 Executive Center Circle, Suite 100, Tallahassee, Florida 32301 within the time prescribed in Section 120.57(3), F.S. and Chapter 28-110, F.A.C.

Sincerely,

Alyssa DeLong

FWC Procurement Manager

BEGIN ADDENDUM

ITEM NO. 1: PRE-BID CONFERENCE/SITE VISIT MEETING CLARIFICATIONS

1. Fire Safe (Berkley Building, 1st Floor) will be emptied by FWC prior to move. Contractor will be responsible for moving.
2. Scuba gear (Berkley Building, 1st Floor) will be moved by FWC employees. Wood shelving in loading area will be scrapped.
3. All mounted/stuffed wildlife will be moved by FWC employees.
4. All firearms and ammunition will be moved by FWC employees.
5. All white boards and pictures will be taken down by FWC employees. Contractor will be responsible for moving.

ITEM NO. 2: QUESTIONS & ANSWERS:

QUESTION #1

Can you provide us with an employee count per department or per building?

ANSWER #1

Please refer to page 13 thru 16 of FWC 18/19-118 bid. Also, the employee count by building is listed below:

- Atkins – 63
- Berkeley – 127
- Bryant – 46
- Northview (Summit East) – 35 (Number of employees moving from Northview to Russell)
- Northview (Summit East) – 15 (Number of employees moving from Northview to Bryant)
- Winewood – 33 (Number of employees moving from Winewood to Russell)
- Winewood – 5 (Number of employees moving from Winewood to Bryant)

QUESTION #2

Can you confirm that FWC will arrange to take down and re-mount the TVs?

ANSWER #2

Correct. FWC will arrange to take down and remount TV's. However, the awarded moving contractor will be responsible for moving all TV's. The awarded contractor will be required to individually wrap TV's and pack in appropriate moving boxes separate from other items to be moved. The number of TV's by building are listed below:

- Atkins – 1
- Berkeley – 5
- Bryant – 1

- Northview – 2
- Winewood – 1

QUESTION #3

There is minimal IT equipment listed to be moved – Is the moving company to move the desktop IT equipment?

ANSWER #3

Yes. Please refer to page 16 Section 3. Performance, of the FWC 18/19-118 bid. The awarded moving contractor will be required to individually wrap computers and associated equipment (i.e. monitors) and pack in appropriate moving boxes separate from other items to be moved, which will include desktop IT equipment (i.e. desktop computers). The total number of desktop computers in all locations (Atkins, Berkeley, Bryant, Northview and Winewood) is 100.

Please Note: The moving of laptop computers will not be the responsibility of the awarded moving contractor. FWC staff will move their own laptop computers to new locations.

QUESTION #4

Can you confirm the move dates?

ANSWER #4

Please refer to page 3 thru 16 of FWC 18/19-118 for timeframes associated with each phase of the move. Timeframes for each phase of the contain a Start Move date and Finish Move date. The Start Move date will be determined and coordinated with the award moving contractor. The Finish Move date is a date certain that must be achieved for completion of the move.

Additionally, FWC is looking to surplus/dispose items located in the Bryant Building basement. As discussed during the site visits specific quantities will be determined and coordinated with the awarded moving vendor based on the Balance of Line price for Phase 7 on the Price Sheet. FWC desires to surplus/dispose these items prior to the start of the other move phases.

QUESTION #5

Is the moving company to take down and re-build the metal shelving?

ANSWER #5

The awarded moving company is responsible for moving all metal shelving. If metal shelving needs to be broken down during the move in order to move the shelving it will be the responsibility of the awarded moving contractor.

QUESTION #6

What are the dimensions of the freight elevator at the Bryant building?

ANSWER #6

The freight elevator is approximately 5'.5" W x 8'.0" D. The passenger elevator is 4'.0" D x 6'.8" W.

QUESTION #7

What is the total number of filing cabinets by building location and what is the total number of filing cabinets that will need to be moved? This question is to help determine the number of boxes that will be needed for contents for the filing cabinets that will not be moved.

ANSWER #7

Listed below is the total number of filing cabinets in each building location, the total number of filing cabinets to be moved from each building location and the total number of filing cabinets that will not be moved. Prospective bidders should assume that contents for filing cabinets that are not being moved will require moving boxes to transport contents.

- Atkins/Berkeley
 - Total Number of Filing Cabinets: 138
 - Total Number of Filing Cabinets Moving: 113
 - Total Number of Filing Cabinets Staying: 25
- Bryant
 - Total Number of Filing Cabinets: 27
 - Total Number of Filing Cabinets Moving: 11
 - Total Number of Filing Cabinets Staying: 16
- Northview
 - Total Number of Filing Cabinets: 25
 - Total Number of Filing Cabinets Moving: 10
 - Total Number of Filing Cabinets Staying: 15
- Winewood
 - Total Number of Filing Cabinets: 35
 - Total Number of Filing Cabinets Moving: 21
 - Total Number of Filing Cabinets Staying: 14

END ADDENDUM