



STATE OF RHODE ISLAND AND PROVIDENCE PLANTATIONS

Department of Administration
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ADDENDUM # 2

December 17, 2019

RFP #7599868

**TITLE: STATE ARCHIVES PROJECT MANAGEMENT & RELOCATION SERVICES
FOR SPECIAL COLLECTIONS**

BID CLOSING DATE & TIME: DECEMBER 23, 2019 10:00 AM (Eastern Time)

ATTACHED ARE THE VENDOR QUESTIONS WITH STATE RESPONSES.

NO FURTHER QUESTIONS WILL BE ANSWERED.

Interested Parties should monitor this website on a regular basis, for any additional information that may be posted.

Gail Walsh

Chief Buyer

Attached are questions with State responses regarding RFP #7599868 State Archives Project Management & Relocation Services for Special Collections.

Vendor A

- 1] Please confirm that all shelving will be cleaned by the vendor.
All shelving should be cleaned as part of de-shelving and packing process.
- 2] Will the vendor be required to use climatic vans to transport material?
The vendor will be required to account for temperature and humidity throughout the transport of material. If the vendor is able to accommodate for these conditions by moving materials early morning, not during inclement weather, or other options, then climate-controlled vans would not be required.
- 3] For the purposes of developing a project plan, can the library provide a number of dismantled shelving units located at the Statehouse that will be available for installation to begin the job?
There are currently 16 solid 88-inch upright sections, approximately 32 88-inch open upright sections, approximately 200 30-inch deep and 48-inch wide shelves, and numerous additional small support pieces stored at the RI State House that will need to be relocated and reassembled.
- 4] Page 9 of the RFP asks the vendor to include an option to move additional office furniture. For the purposes of estimating, can the library provide an inventory of furniture that we should include in the line item cost?
The office furniture is made up primarily of 8 desks, approximately 25 file cabinets, fifty stackable folding chairs, 2 media carts, and small miscellaneous furniture.
- 5] Can the library provide a description of the 5,000 cubic feet of material that is stored at the offsite location in terms of record boxes vs other types of containers?
Off-site storage includes approximately 3,026 standard 1.2CF record cartons, and 720 non-standard size boxes ranging from 0.9CF to 1.44CF.
- 6] Will there be any boxes that have been pre-packed by the library staff that will need to be unpacked and re-shelved by the vendor?
The vendor will be responsible for the packing, relocation, and unpacking of the Archives Collection materials.
- 7] Please confirm that the vendor can move loose material such as the reading room material on library carts.
Yes, the vendor can move loose materials using library carts.
- 8] Will the vendor be required to lag any shelving to floors or walls in the new building?
The vendor is not required to lag any shelving.
- 9] In order to develop a plan to maintain strict inventory control, can the vendor assume that all items will be barcoded, with the exception of loose volumes?
The vendor can expect that all boxed material will be barcoded prior to the relocation. Loose items such as over-sized ballots, maps, plans, and reference books will not be barcoded.