



#	Bidder	Bidder's Question:	Ball-in-Court				Answer/Notes:
			PRA	MEO	DPP	IEI	
1.	Wayne Moving and Storage Company, Pennsauken, NJ	On the Moving/Relocation Services RFP & MEO RFP. We do not see a Separate LUMP SUM Cost Summary Sheet. And where do these separate sheets get submitted to? (See Below). The IT RFP has one provided.				X	Revised Cost Summary sheets attached.  "EXHIBIT A PRICING PROPOSAL Provide your lump sum pricing on the provided "Cost Summary" sheet, to be submitted in a separate sealed envelope clearly labeled with the Bidder's name, the name of this RFP, and labeled "Pricing Proposal." No modifications may be made to this form.
2.	Wayne Moving and Storage Company, Pennsauken, NJ	Does the Vendor who is performing the IT Disconnect / Reconnect need to use Union Electricians to perform that service? And is that at Just Destination or Origin also?			X		All subcontractors must be approved and subject to prevailing wage.
3.	Wayne Moving and Storage Company, Pennsauken, NJ	Confirming that supplying of moving CRATES is the sole method for user contents on this relocation?				X	Yes, plastic crates and dollies, ONLY with secure ties, to be provided by mover for contents.
4.	Wayne Moving and Storage Company, Pennsauken, NJ	2. SCOPE of SERVICES ITEM B Line #7. Specific Requirements for the PPD and PSO offices: States that ALL MOVERS onsite will need to have employees run through PPD Criminal Background Screening System, can we be informed of that cost to incorporate into our BID?	X				Yes, estimates to be provided.
5.	Wayne Moving and Storage Company, Pennsauken, NJ	City Owned Copiers will be moved by MOVER. Will the service providers (Copier Companies) perform the disconnect and prep work on those copiers prior to mover handling them? I.E Collators disconnected and separated from copier, removal of ink cartridges if required?				X	No, movers to provide disconnect and reconnect prep/support of all OWNED copiers. Percentage of owned vs leased is listed in the RFP.
6.	Wayne Moving and Storage Company, Pennsauken, NJ	4. Instructions to Bidders A. Instructions Line #2 Mover to include cost of insurance: Is the City asking for additional coverage on top of the mandatory state requirement of \$ .30 per pound per item? And if so, how much additional coverage?	X				No additional coverage required.
7.	Wayne Moving and Storage Company, Pennsauken, NJ	Exhibit G on the MEO Project Occupancy Schedule. Shows 2 Line items as Phase 1: During the walk through it was discussed that MEO will have 4 Phases is that correct? And is that phase information available for the rest of those line items? All departments will require dual occupancy . Phases 1 & 2 will include TOX LABS & MORGUE. PHASES 2 -4 Pathology, Forensics and all remaining Admin to follow.		X		X	Yes, MEO will be a total of 4 phases over 4 weekends. All departments will require dual occupancy. Phases 1 & 2 will include TOX LABS & MORGUE. PHASES 2 -4 Pathology, Forensics and all remaining Admin to follow. A total of 70 staff members will be relocated in 4 separate phases.
8.	Wayne Moving and Storage Company, Pennsauken, NJ	How many cadavers should vendors use to get pricing from Third Party Funeral Director? It was suggested 60 would be the average number to use. So, all bidders use same information for pricing?		X			A total of 60.
9.	Wayne Moving and Storage Company, Pennsauken, NJ	Packing: In using the plans as the sole way to quantify Vendors Packing Responsibility. Are we to use ALL Areas where either a File , Storage Cabinet or HD Shelving is located on plan to determine packing? Please see examples below.  Using the Blueprint Drawings. These are the totals we determined as counts for packing. Those totals equate to approximately 14,031 Linear Feet of packing without the HD Shelving included. This would require 950 Library Carts of packing. Are these totals correct?  Can we get specific count for the HD Shelving Area as it cannot be determined by the space plan on drawing? Not enough detail on drawing for that.				X	See answers below.  The mover will determine counts based upon a File and Storage addendum (Drawings Attached). We would like a price to pack and unpack ALL File and Storage rooms listed throughout the building PPSB Flrs B, MEZZ, 1-7 the floors. File and Storage furniture schedule with specifications attached. Refer to "Cost Summary Sheets" in Exhibit A.  MEO HDFS counts should be based upon the new space and provided HDFS specification sheets which are in the MEO RFP Exhibits.
9A.	Wayne Moving and Storage Company, Pennsauken, NJ	Basement West 00-143 Turtle Gear Vendor Pack Y/N? 00-094 Secure Control Storage. Vendor Pack Y/N? 00-139 Property Storage. Vendor Pack Y/N?				X	NO YES YES
9B.	Wayne Moving and Storage Company, Pennsauken, NJ	Basement East 00-025 Fitness Storage Vendor Pack Y/N? 00-017 Storage. Vendor Pack Y/N?				X	YES YES
9C.	Wayne Moving and Storage Company, Pennsauken, NJ	Mezzanine West M-084 HD Files has no Clear information on How Many Units or Shelves to determine Packing.				X	M-084 HDFS has been removed from the scope of work. Exclude from pricing.
9D.	Wayne Moving and Storage Company, Pennsauken, NJ	All floor files listed on plans. One Example: M-083 5 Draw Laterals (Total Approximately (50). Vendor Pack Y/N?				X	See file room drawings attached.
9E.	Wayne Moving and Storage Company, Pennsauken, NJ	M-095 Storage use all 33 Storage Units as Vendor Pack Y/N?				X	See file room drawings attached.



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10.	All Seasons Moving South, Moorestown, NJ	RFP TECHNOLOGY RELOCATION SERVICES: Page 2, Number 3. Common conference shared areas: 'TVs to be disconnected and connected by others'. Can you clarify what you mean 'disconnect and connect by others'. Are 'others' disconnecting the power cord and communication cabling only leaving the MOVER to place wires in a zip bag, label the bag, remove the Flatscreen from the wall, prep to move (wrap with moving blanket), transport and then reinstall the mount to the designated wall and reinstall the TV?				X	Yes, correct to relocate from AFTER LOG OFF POINT ONLY.
11.	All Seasons Moving South, Moorestown, NJ	RFP TECHNOLOGY RELOCATION SERVICES: Page 4, J. Unpacking and Reconnection – Monitors. The assumption is that the monitors will be transported on their stands. Once at the destination, the monitors will be removed from their stands, mounted to monitor arms (versa mount). Will the mover be responsible to collect the stands and properly dispose?	X				Vendors should plan on disassembling monitor arms at their origin location and left. At their destination location they should be attached to new arms provided by the City.
12.	All Seasons Moving South, Moorestown, NJ	RFP POLICE HQ & PUBLIC SAFETY RELATED OFFICES: The following 3 sites were dropped from the pre-proposal walk-through. Will there be an opportunity to visit those sites prior to submitting the proposal? - Detectives HQ – 4000 N. American St - Civil Affairs – 660 W. Erie Ave				X	No, pictures of sites and access point can be obtained, upon request.
13.	All Seasons Moving South, Moorestown, NJ	RFP POLICE HQ & PUBLIC SAFETY RELATED OFFICES: Regarding the relocation of specialty file cabinets? Will the MOVER be required to be bolted together or to the wall at the DESTINATION and can you provide a number of cabinets that will require this effort?				X	We don't believe the gun lockers or specialty cabinets will need to be bolted to the walls; this will need to be verified by the awarded vendor.
14.	All Seasons Moving South, Moorestown, NJ	RFP MEDICAL EXAMINERS OFFICE: Page 2 – 'All network wiring and IT equipment must be in place and commissioned prior to each staff relocation'. Who is responsible to insure/confirm that this scope of work will be completed as the 'final' relocation schedule is being developed?		X			Health IT along with the designated move coordinators.
15.	All Seasons Moving South, Moorestown, NJ	RFP MEDICAL EXAMINERS OFFICE: Page 2 – 'The City shall provide specific terms for funeral home transport.' Can you provide this information, please.		X			THE MEO recommends the following terms for Funeral Home transport: 1.THE BIDDER MUST BE A LICENSED FUNERAL HOME OR BODY LIVERY SERVICE. 2.THE VEHICLES MUST BE SUITABLE FOR RESPECTFUL BODY TRANSPORT (E.G., HEARSE, VAN) 3.THE TRANSPORT MUST GO DIRECTLY FROM 321 UNIVERSITY AVE TO 400 N BROAD WITH NO INTERMEDIATE STOPS FOR ANY REASON
16.	All Seasons Moving South, Moorestown, NJ	RFP MEDICAL EXAMINER'S OFFICE & POLICE HQ: Under 'Scope of Services' – there is conflicting information in 14 and 23. 14. States that IEI group/Tenant or representatives shall be responsible for preparing and placing placards at the DESTINATION location while 23 states that the MOVE supervisor will install placards tags at the DESTINATION. Which is correct?				X	Move Supervisor will be responsible for providing placards and tags along with assisting IEI managers in placarding each space, at both origin and destination
17.	All Seasons Moving South, Moorestown, NJ	RFP MEDICAL EXAMINER'S OFFICE & POLICE HQ: Other than removing trash associated with the move, is there any decommissioning work to be included at the ORIGINATION SITES?	X				No.
18.	All Seasons Moving South, Moorestown, NJ	RFP MEDICAL EXAMINER'S OFFICE & POLICE HQ: IEI Group will be making elevator arrangements at the DESTINATION. Is the mover responsible for making building / elevator / dock reservations at the ORIGINATIONS or will IEI Group be responsible for this task?				X	Mover will work with IEI manager in reserving elevators.
19.	All Seasons Moving South, Moorestown, NJ	RFP MEDICAL EXAMINER'S OFFICE & POLICE HQ: High Density Filing System – Will you be providing a linear foot of existing? Will the MOVER be responsible to move any HD Filing systems or is the scope of work limited to 'contents only'?				X	No, existing file HDFS cabinets will be moved and counts should be based upon the provided HDFS cut sheets for the new building ONLY. Contents ONLY to be relocated.
20.	All Seasons Moving South, Moorestown, NJ	RFP MEDICAL EXAMINER'S OFFICE & POLICE HQ: Page 2 – 'The City shall provide specific terms for funeral home transport.' Can you provide this information, please.		X			THE MEO recommends the following terms for Funeral Home transport: 1.THE BIDDER MUST BE A LICENSED FUNERAL HOME OR BODY LIVERY SERVICE. 2.THE VEHICLES MUST BE SUITABLE FOR RESPECTFUL BODY TRANSPORT (E.G., HEARSE, VAN) 3.THE TRANSPORT MUST GO DIRECTLY FROM 321 UNIVERSITY AVE TO 400 N BROAD WITH NO INTERMEDIATE STOPS FOR ANY REASON
21.	All Seasons Moving South, Moorestown, NJ	What is PHDC's payment terms?	X				Payment is Monthly
22.	William B. Meyer: National	MEO: Are there any additional insurance requirements for moving cremated remains?	X	X			NO.
23.	William B. Meyer: National	MEO: How many bodies are anticipated to be onsite and require mortuary transportation?		X			Possibly a minimum of 60; to be confirmed by MEO.
24.	William B. Meyer: National	MEO: Is all work on the building and particularly the sallyport going to be complete by the time the move is happening? Will the move be delayed if the work on the street or sallyport is not complete?				X	The MEO cannot relocate or be operational until the Sallyport and Street projects are complete.



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25.	William B. Meyer: National	MEO: Besides the tissue slides, are there any other temperature sensitive items moving?		X			Two additional Temperature sensitive items include: The Paraffin Blocks and the bodies ( Melt in high temperatures)
26.	William B. Meyer: National	OIT: Are we able to submit 1 proposal that includes the transportation of the computers along with the move? If awarded together the costs would be reduced as we will be able to accomplish both scopes of work with the same crew.				X	No, as most of the movers have their own technology relocation divisions to handle this.
27.	William B. Meyer: National	OIT: Are there any servers, surveillance, or other non-workstation IT equipment to be moved (other than what's on the inventory)?				X	No.
28.	William B. Meyer: National	PPD: Are building protections required to be laid through the entire building for each phase and then picked up at the end of each move? That is a very large portion of the job to do that repetitively.	X				Please include a separate line item for this cost to provide Masonite for each move phase. See "Cost Summary Sheet" in Exhibit A.
29.	William B. Meyer: National	PPD: How are crates being quantified for offices (5-10 is a large variance)?				X	Estimates should hold at: 3 PER WORKSTATIONS 10 PER OFFICES
30.	William B. Meyer: National	PPD: The RFP states we will be required to pack storage and supply rooms. How many rooms are there and what is the anticipated volume?				X	Please reference the PPSB floor plan exhibits and File room Addendum. Drawings attached will 'include File and Storage' schedule and typical. You will be asked to provide a number to Pack and Unpack ALL File and Storage rooms throughout the PPSB bldg. See "Cost Summary Sheet" in Exhibit A.
31.	William B. Meyer: National	PPD: Will you be providing a linear ft. count for packing per location for file?				X	See file room drawings attached.
32.	William B. Meyer: National	PPD: In the case of already packed boxes, do they need to be repacked into crates or can we use tamper tape to secure?				X	Personnel contents will be transported into plastic crates ONLY. Banker boxes that have been identified for relocation from storage areas can be transported in mobile book carts or c-bins that have been properly tagged and inventoried. All carts and bins MUST be shrink wrapped, secured and logged prior to transport
33.	William B. Meyer: National	PPD: In areas where there is stair carry only, can boxes be used instead of crates? Using tamper tape will accomplish the security needs if that's the concern.				X	No, all contents MUST be placed in plastic crates with secure ties and tagged. Regarding relocating banker boxes from storage area, please refer to answer #32.
34.	William B. Meyer: National	PPD: Do any memorial pieces or artwork have particularly high value?			X		We cannot quantify the item's value on based a dollar amount; however care and attention should be taken while handling these items and packed accordingly.
35.	William B. Meyer: National	PPD: How will the elevator be designated for moving when using two vendors simultaneously (Mover/Tech)? Will each be given their own times to use the elevator?				X	This will be coordinated and determined in pre-move logistics meetings with IEI Managers and all onsite vendors, weeks prior to each relocation.
36.	William B. Meyer: National	PPD: How much time will be required for project management ahead of the moves for meetings, remove walk throughs, Q&A's, etc.				X	Project manger will be required to attend bi-weekly pre-move meetings for each department/phase/relocation. Total span of 3 months.
37.	William B. Meyer: National	PPD: Which building's/departments have an after-hours requirement for moving. The RFP states a 60%/40% mix but that doesn't tell us which departments and buildings.				X	Reference Occupancy Schedule EXHBIT G- Departments designated as Dual or High priority may potential be relocated after hours.
38.	William B. Meyer: National	PPD: In the walk through we were told to base packing on new shelving capacity. What do we do in case of overflow?				X	Only base packing and unpacking materials and hours on the provided PPSB destination floor plans. Reference Occupancy charts and exhibits. Do not include any overflow at this time.