

REQUEST FOR PROPOSAL "RFP" PS20130786  
MOVE CONSULTANT & MOVE SERVICES FOR TENANT RELOCATION

QUESTIONS AND ANSWERS NO. 1

ISSUED ON DECEMBER 2, 2013

Q1	How long would it take for the City's IT team to disconnect 50 staff computers?
A1	It takes 20 minutes to disconnect one computer (50 x 20=1000 minutes) *Note that only <u>2</u> IT staff members will be available for the moves each day. 1000 minutes/2people = approx. 8-hour day for 50 computers
Q2	How long would it take for the City's IT team to disconnect 100 staff computers?
A2	Same as above (100 x 20 = 2000 minutes) Please note that it is unlikely that our IT department could do 100 computers at one time on any move day.
Q3	How long would it take for the City's IT team to setup 50 staff computers?
A3	It takes 45 minutes to set up one computer, therefore (45 x 50 =37.5 hours) *see note above
Q4	How long would it take for the City's IT team to setup 100 staff computers?
A4	Same as above (45 x 100 = 75 hours) <i>(Note: To set up a PC with monitor arm would be 60 minutes per computer)</i>
Q5	What effort will the staff put in? i.e.) packing, labeling, unpacking
A5	Staff will be responsible for packing, labeling and unpacking the items that are at their workstations.
Q6	Has the City committed to weekend moves?
A6	Yes, but for clarification, moves will be scheduled throughout the week as well as on the weekends.
Q7	Annex 1 - 1.10a, "The Move Contractor will remove all labeling, protection and other remnant of the move leaving the origin and destination premises clean and free of debris."  Question: Does this mean removing each moving label on each assets moved? i.e.)

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	Monitors, workstations, shelving units, storage cabinets, storage cubes...
A7	Yes, the move contractor should allow for the removal of all labels.
Q8	What is the project start date and intended wrap up date (so that we can include the project duration in our costs)
A8	<b>At this point, January 2014 to April 2014. Though the moves may not start until the end of January, there will be preliminary work and planning required in early January.</b>
Q9	Page 2-3: "Shelving Units to be dismantled and moved (from 3rd floor Vancity Building)." I believe in our walk through you indicated that only the contents would be moved. The shelving would not be moved. Please clarify.
A9	<b>The shelving units in the file room of the 3<sup>rd</sup> floor of Vancity are to remain. Only the contents are to be packed up, moved, and unpacked at Crossroads. Note that there is approximately 600 lineal feet of files on the 3<sup>rd</sup> floor shelves.</b>
Q10	Page B-5: 2.10 Request removal of the Gantt Chart requirement.
A10	<b>Please refer to Amendment No. 3.</b>
Q11	Page 1-6: 1.7f Can you provide a rough number of white boards and /or corkboards/art to be hung post move? We didn't discuss numbers and since they are fairly time consuming tasks and numbers can vary from 10 - 600 on a project of this scope, it would be helpful if we were all bidding on the same number.
A11	<b>For the purposes of bidding on this RFP, please use thirty (30) as the number of whiteboards.</b>
Q12	Please clarify how Part A- 6.3 is relevant to this RFP.
A12	<b>Please refer to Amendment No. 3.</b>
Q13	COV - Professional Agreement refers to Consultants and not a combined Move Consultant and services except in the title of the document. <ul style="list-style-type: none"> <li>- Please clarify section 5.0 Basis of Agreement as this RFP is a lump sum contract.</li> <li>- Further, the entire agreement is slated to address professional Architectural &amp; Engineering services not Move Consultant and Services. Please provide a more appropriate Agreement that reflects the intent of the RFP.</li> </ul>
A13	<b>The agreement is a draft template intended to be modified or changed based on the services required. Please identify any specific terms or conditions that you feel do not apply and this will be negotiated in a final agreement. Please refer to: Part A - Information and Instructions, Section 6.0.</b>  <b>The intent of this agreement is to be lump sum and hourly rates are to be provided for any additional work that may be requested through a change order.</b>

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Q14	Annex 1: - 1.2 b the dates referred are: November 2013 to June 2014. Please confirm revised dates.
A14	<b>January 2014 - April 2014</b>
Q15	Annex 1: - 1.3a refers to "establish the parameters set out for the future moving tender" Please clarify.
A15	<b>Please refer to Amendment No. 2.</b>
Q16	Annex 1: - 1.3d refers to Consultant drawings - please clarify the type of drawings?
A16	<b>The consultant drawings will be the furniture plans for each building.</b>
Q17	Annex 1: - 1.3e and 1.3g both refer to Move contractor and Contractor- Please clarify.
A17	<b>Please see Amendment No. 3.</b>
Q18	Annex 1: - 1.3e refers to Security Clearance- Please clarify what security clearances are required.
A18	<b>Please refer to Amendment No. 3. There is no additional security clearance required, but it is expected that the workers be bonded.</b>
Q19	Annex 1: - 1.11 refers to "Consultants responsibility to verify structures and services through a site survey"- Please clarify what is required here that is relevant to the intent of the RFP.
A19	<b>Please refer to Amendment No. 3.</b>
Q20	Are there any confidential materials that are being moved, if any what are the protocols for such a move?
A20	<b>If confidential materials are being moved, a City staff member will be assigned to accompany the mover with the material.</b>
Q21	Are there any fragile- Heritage material that needs to be moved?
A21	<b>No, there are no fragile, heritage items to be relocated.</b>
Q22	Are there any pictures that are original works of Art to be moved?
A22	<b>No, there are some framed black and white photographs, but none of them are original.</b>
Q23	Will there be any other contractor working in the premises of the move during the time of the individual moves?
A23	<b>It is very likely that the General Contractor will be on site finishing the construction portion of their work.</b>

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Q24	Will City security be available for security duty at loading docks at both ends of the move?
A24	City of Vancouver Security will not be available. The Move Team will need to supply the resources required for security duty at both ends of the moves.

**ATTENDEES FROM SITE VISIT, NOVEMBER 21, 2013 AT 10:00A.M.:**

- Vancouver In The Box
- Bungobox
- First Canadian Logistics Ltd.
- Movex
- Optum+
- Office Move Pro
- DLO Move Support Services Ltd.
- PD Group Interior Design Ltd.
- Heritage Office Furnishings
- Creative Move Management and Design
- A1 Moving & Storage