

REQUEST FOR QUOTE
Town Hall Archival Storage Room
Shelving System

Addendum # 1

THIS IS A REQUEST FOR QUOTE AND THE TOWN RESERVES THE RIGHT TO NEGOTIATE AND CONTRACT WITH ANYONE OR NO ONE, HIGH OR LOW, AS IT DETERMINES TO BE IN THE BEST INTERESTS OF THE TOWN OF WINDSOR.

Date: March 5, 2019

To All Contractors: The following changes, additions, and/or deletions are hereby made a part of the Request for Quote for the above noted project, fully and completely as if the same were fully contained therein. All other terms, conditions, and specifications of the original Request for Quote remain unchanged.

Q1. Is a track shelving system desirable?

A: Track shelving was not specified in the RFQ dated February 19, 2019. However, any contractor wanting to submit quotes with track systems, should submit two quotes. One quote shall be for stationary shelves as outlined in RFQ and second quote shall be for the track system. Both quotes may be given consideration.

Q2. Will the bank of filing cabinets be moved?

A: The bank of file cabinets will be moved by the contractor to 100 Addison Rd for the duration of the project. The contractor is responsible for moving the file cabinets back to archival storage room upon completion of the shelving installation project.

Q3. Who shall demolish the wooden shelves containing maps?

A: The Town is requesting a separate bid for the demolition and removal of the wooden shelving system. The Town reserves the right to hire a separate contractor to perform the work.

Q4. How do you want the maps removed and stored?

A: The maps shall be removed and temporarily stored bins/boxes that will properly accommodate their size and not damage the maps. Each bin on the wooden shelving system will have a corresponding storage bin. Maps from multiple bins on the wooden shelf will not be stored in one storage bin.

Q5. Is there a plan to move the air ducts or lights?

A: The air ducts and/or the lights will not be moved.

Q6. Is there a plan to move the mechanicals located on the wall?

A: The Town of Windsor will move the kill switch for air system located in the room. The Town will not move the HVAC mechanical switches located on the walls.

Q7. May the contractor reuse the shelves removed from the archival storage room to hold maps and/or boxes at the 100 Addison Rd location?

A: The contractor may reuse the current shelving system at the temporary storage facility at 100 Addison Rd as long as the shelves are stable and shall not present a safety hazard.

Q8. Will the boxes be coded for the move or is the contractor responsible for coding the boxes?

A: The Town of Windsor is responsible for coding the boxes prior to the move.

Q9. Is the contractor responsible for boxing any extraneous material not boxed in archival storage room?

A: The contractor is not responsible for boxing any extraneous material that is not boxed in the archival storage room.

Q10. Is the contractor responsible for moving boxes back to archival storage room and reloading onto the new shelving system?

A: Yes, the contractor shall be responsible for handling and transporting the materials from the temporary storage facility back to the Town Hall and reloading materials onto new shelving.

Q11. Where will the materials in archival storage room be stored during the project?

A: The materials shall be temporarily stored at a Town owned facility located at 100 Addison Rd, Windsor. The facility has a ramp that can accommodate a truck. The moving truck may drive into the interior of the building to unload the materials. Materials will be stored in two rooms with double-wide doors located on the same level as where the contractor will unload the truck. The contractor is responsible for storing the materials in a planned and orderly manner as to allow for the materials to be reloaded onto the shelves in the same order as the materials were removed from archival storage room.

Q12. Is the contractor responsible for disposing of current shelving system?

A: The contractor is responsible for moving the current shelving system to 100 Addison Rd for reuse by the Town. Any shelves deemed unsafe for reuse will be disposed of by the Town.

Q13: What is the anticipated date for the project?

A: The anticipated date for the project is early May, 2019.

*****See bid submittal forms on next page.*****

Itemized Quote Continued:

b.) Handling, Transporting and
Reloading of material in storage room. _____

c.) Demolition of Wood Shelving Unit _____

3. Name of Subcontractor(s) to be utilized.

Name of Contractor providing quote:

By _____

Title _____

Address of Contractor: _____

Telephone No.: _____

Fax No.: _____

4. Receipt of Addenda: Receipt of the following Addenda is hereto acknowledged:

Addendum	Signature	Date
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No. 1 _____

No. 2 _____

No. 3 _____

No. 4 _____