City of New London

Department of Finance-Purchasing Agent
13 Masonic Street • New London, CT 06320 • Phone (860) 447-5215 • Fax (860) 447-5297

Request for Proposals

ADDENDUM 1

Proposal No.:2021-09

Addendum No.: 1 **Date Issued: February 23, 2021**

Move Management for New London High School – North Campus (095-0090 RNV/MAG/EA)

Opening Date and Time: March 8, 2021 at 12:00 P.M.

Bidders Notes: This addendum is issued to provide all potential bidders with the answers to questions submitted by interested parties.

All other terms and conditions remain the same.

This Addendum cover page must be signed and returned with your proposal.

_____ _____

Authorized Signature of Bidder Company Name

Mail Proposal to:

13 Masonic Street
New London, CT 06320
Julie Chapman; Purchasing Agent

OR

Drop off proposal at the drive-thru window located at 13 Masonic Street New London, CT 06320.

Proposals shall not be accepted after the Opening Date and Time indicated above.

City of New London

Department of Finance-Purchasing Agent
13 Masonic Street • New London, CT 06320 • Phone (860) 447-5215 • Fax (860) 447-5297

ADDENDUM #1

Project: 2021-09 Move Management for New London High School – North Campus
(095-0090 RNV/MAG/EA)

1) The RFP indicates that the Move Manager would be responsible for **all non-FF&E and other school deliveries at each phase?** Please be more specific. Does this include paper, food, Classroom and Custodial supply's?
   The Move manager is responsible for coordinating all deliveries of FFE/Technology and coordinating and assisting the facilities team with all other deliveries to ensure there are no conflicts.

2) Are the dates in the RFP up to date? if the bid is awarded on April 26, 2021 is the first action to be taken on July 21st to be completed by August 13th? Does the move happen after this date?
   Upon bid award, there will be a kick-off meeting in the first week of May to begin coordinating with the project team and others. Please review phasing schedule.

3) Will the Town require a Bid, Performance, and Payment bond from the bidders for this work? We do not expect to carry the contracts of any subcontractors or vendors, is this correct? Is this a reimbursable expense?
   The City is waiving the bond requirements. The move manager will hire movers/vendors, etc. The City will enter into separate contracts with those vendors.

4) Please confirm that the scope of work listed in the RFP does not required separate proposals for FF&E, IT, and Move Management.
   The proposal fee is for the move management services only.

5) FF&E-
   a. What % of furnishings for the project is going to be reused?
      i. 75% of existing classroom furniture is scheduled to be reused. This is a total of 27 typical classrooms that will all be using existing student desks, student chairs, teachers desks and teachers task chairs.
      ii. All existing equipment, machines and free weights shall be reused in new Fitness Center and Weight Room.
      iii. Any existing storage components (i.e. Industrial shelving) that NLPS would like to reuse in the larger storage rooms on the Ground Level. (Needs to be coordinated between Move Manager & NLPS)
      iv. Any existing custodial equipment that the staff is reusing. (Needs to be coordinated between Move Manager & NLPS)

v. Any other existing small items NLPS will want to be carried over to the new space. (Needs to be coordinated between Move Manager & NLPS)

b. What needs to be done with the disposition items? Trashed? Bid site? Other?
Phase 4 bidders are responsible for their own trash.

c. How many days in each phase are provided for delivery and installation?
See phasing documents.

d. Is the designer responsible for pricing, specification, and awarding the furniture contracts?
The designer is responsible for the Construction Documents (drawings & specifications) Pricing will be tallied based on bid results. The designer will review and recommend the FFE/Technology bid packages award to the Owner.

e. Will the successful bidder be provided award sheets by vendor for all the furniture purchased by phase? If not, what will be provided to us?
AA will provide the following:
- Category Item Data Sheets from Bid Documents that list locations of each item, (these are NOT per phase)
- Installation Sheets for each space that lists items within each room. This will be provided closer to the installation of each phase for the Move Managers to hang outside of each space during installation and also circulate to the furniture vendors for reference during delivery.
- Construction Documents from Bid Documents that show each new purchased furniture item tagged within its dedicated location. (Again, these drawings are NOT per phase)
- The Move Manager can coordinate with the furniture vendors to also see their final quotes/purchase orders to see what was purchased as well and coordinate phasing with them, as they will have broken out the phasing per their pricing. Unless they decide to purchase it all at once and store it on their own at their facilities.

f. Has any or all the furniture been ordered?
i. The FFE/Technology vendors have not been awarded

g. What is in the contractor's contract for kitchen appliances, shop items, cafeteria stations?
i. Refer to FFE/Technology Bid documents

h. What is the budget for the new FF&E?
i. The FFE/Technology budget is $4,000,000 dollars.

6) Move-
a. Will the successful bidder be creating the mover RFP based on a sequenced phasing schedule provided by the contractor?
i. The Move manager will hire movers and vendors to meet the phasing schedule

City of New London

Department of Finance-Purchasing Agent
13 Masonic Street • New London, CT 06320 • Phone (860) 447-5215 • Fax (860) 447-5297

b. What will be the extent of the IT be for the move? i.e. computers, phones, smart boards, copiers, projectors, speakers…etc.
   i. IT is by Phase 3 contractor. See move management scope.
   ii. Refer to FFE/Technology Bid documents.

c. Will any shop equipment be moving?
   i. No. See move management scope
   ii. Refer to FFE/Technology Bid documents.

d. Will any kitchen appliances be moving?
   i. No… this is by the contractor.

7) IT-

a. Is there an IT contractor on board? If so where does their contract responsibilities end and ours begin?
   i. IT infrastructure is by Phase 3 contractor, Technology equipment is by Phase 4 bidder.
   ii. See move management scope and FFE/Technology Bid documents.

b. Is the Move manager expected to schedule the installations? How about the specifications and placement of electrical and data ports?
   i. Yes, the Move Manager is responsible for scheduling and organizing delivery and installation per each phase. IT infrastructure is by Phase 3 contractors. Any technology equipment is by Phase 4 and installation will have to be coordinated between the awarded technology vendors/technology consultant and the awarded Furniture Vendor with the Move Manage overseeing the process.

c. Is the successful bidder responsible for IT training?
   i. Training is by phase 4 bidders.
   ii. Refer to FFE/Technology Bid Documents and move management scope.

d. In the existing schedule has there been time built in for IT installation and testing?
   i. See phasing documents.

8) Will payment terms be 45 days as stated in documents?
   i. Payment terms will be modified to be 30 days.