

**SKOKIE PUBLIC LIBRARY
ACKNOWLEDGEMENT OF ADDENDUM
REQUEST FOR BIDS FOR MOVING SERVICES
ADDENDUM**

FOR REQUEST FOR BIDS FOR MOVING SERVICES FOR SKOKIE PUBLIC LIBRARY

THE REQUEST FOR BIDS FOR MOVING SERVICES ADDENDUM IS ISSUED BY SKOKIE PUBLIC LIBRARY THROUGH THE LIBRARY'S WEBSITE. THE ADDENDUM SHALL BE MADE A PART OF THE BID DOCUMENT FOR MOVING SERVICES.

MOVERS SHALL ACKNOWLEDGE RECEIPT OF THIS ADDENDUM BY SIGNING AND SUBMITTING THIS ADDENDUM ACKNOWLEDGEMENT FORM. FAILURE TO ACKNOWLEDGE RECEIPT OF THE ADDENDUM MAY BE CAUSE FOR REJECTION OF THE BID SUBMISSION.

When submitting all Bids, this Addendum Acknowledgment Form must be included in the Bid submittal. This Addendum has the following information to be incorporated into the Bid submittal.

1. When would you like to move?
 - a. 12/23/19 is the desired first day of the move.
2. Where should we park our truck?
 - . Loading dock area to the south of the library.
3. What is the walking distance from the truck to your door?
 - . Right outside the door (0-50 ft).
4. Is there an elevator?
 - . Yes.
5. Can you reserve/hold this elevator?
 - . Yes.
6. How many books are in the library?
 - . Approximately 320,000 books, but the bidders should refer to the contract specifications on page 8 as the library also has other holdings (DVDs, CDs, etc.) and the number of shelves of items that need to be moved is clearly outlined in the contract specification.
7. How many book cases? Are they individual shelves?
 - . Please refer to the contract specifications on page 8. Books are shelved on ranges. Generally each unit within a range has 5-7 shelves and each range contains 10-14 units (5-7 units per side on each double-sided range).
8. Will the movers be required to move the furniture, computers, microfiche cabinets, and book carts?
 - . No.
9. During Phase 1, does everything need to be cleared out totally?
 - . All items of the collection that are on the second floor at 6pm on Sunday, December 22 need to be packed up and moved off-site.
10. What is a shelf? Size?
 - . A shelf is one 3' wide shelf.
11. Will the movers be required to store the shelves off-site?
 - . No.
12. Will the movers be required to provide the tagging system?
 - . Yes.

13. Will the movers be required to move any antiques or valuable books?
- . No.
14. Will the materials remain in storage if the construction takes longer than expected?
- . Yes, if any phase takes longer than expected the items in storage will need to remain there until we have new shelving available at the library to house them.
15. What is our window for moving everything out?
- . For Phase 1, packing and moving can begin on Monday, December 23 and must be completed by Sunday, January 5.
16. What are the hours that we can work during the week? Weekends?
- . The library is open 9am-9pm on weekdays, 9am-6pm on Saturday, and 12pm-6pm on Sundays. But work can begin as early as 6:30am Monday-Saturday and as early as 9am on Sundays.
17. What is the scope of time for moving everything back in?
- . That will depend on how the timing of the project works, but we expect to have 1-2 weeks to move materials in between phases.
18. Are the movers responsible for packing and moving magazines and periodicals?
- . No.
19. During Phase 2, where will the first floor items be moved?
- . During phase two 10 ranges each 15' long will be moved into the meeting room at the southeast corner of the first floor. An additional 5 ranges each 15' long will be moved into the gallery space just outside the meeting room. 5 ranges each 18' long will be moved into the East lobby.
20. What is the total number of actual DVDs?
- . We have approximately 44,000 DVDs in the adult collection that will be moved as part of phase 2.
21. Will we have access to some library carts?
- . Yes.
22. Can the doors to the Radmacher Meeting Room be taken down to make it more accessible?
- . It may be possible to remove the glass from the walls located to the north of the meeting room which would allow for more direct access.
23. Do you expect the two Phases to run concurrently or stagnantly?
- . Phase 1 will run from January 6, 2020 through May 2020. Phase 2 will run from June 2020 through October 2020. Phase 3 will run from November 2020 through February 2021.
24. In the area of the temporary shelving, what percentage of the 1400 are going into the Radmacher?
- . During Phase 2, 10 ranges each 15' long will be moved into the meeting room at the southeast corner of the first floor. An additional 5 ranges each 15' long will be moved into the gallery space just outside the meeting room. 5 ranges each 18' long will be moved into the East lobby. So a little less than half of the collection will be going into the meeting room. The rest will be in the gallery and lobby areas.
25. Do library materials need to be stored in a climate-controlled facility?
- . Yes.
26. How quickly will payment be processed? Does the library process payments?
- . The library will be handling payments. We issue payments as we receive them.
27. My main question that would affect my final cost deals with the three areas (front hallway, middle room and back room) in phase 2 that will be used for temporary shelving and 1400 shelves of books. What percentage of the shelving or what percentage of the 1400 shelves of books will be going into back room?
- . During phase two 10 ranges each 15' long will be moved into the meeting room at the southeast corner of the first floor. An additional 5 ranges each 15' long will be moved into the

gallery space just outside the meeting room. 5 ranges each 18' long will be moved into the East lobby. So a little less than half of the collection will be going into the meeting room. The rest will be in the gallery and lobby areas.

I hereby acknowledge receipt of documents pertaining to the Bid Package for Moving Services.

Company Name: _____

Contact Person: _____

Address: _____

City: _____ State: _____ Zip Code: _____

Phone: _____ Fax: _____

Email: _____

Signature: _____

Date: _____