

RFP # 007-039

Questions Asked at the Pre-bid Meeting March 10, 2011 10:00 am

1. Question: Are you moving into a single building?

Answer: Yes, we are moving into the nine-story building located at 2250 N.Las Vegas Blvd.
2. Question: As far as the overall facility, will that include IT and High Density Files?

Answer: The City plans to use an outside vendor to move the High Density files. This position will need to be the coordinator. This contract is looking for a project coordinator. The move logistics are critical. We will be moving and relocating free standing office and conference room furniture will not be this persons' responsibility however, the people and/or contract movers will need assistance coordinating that effort with the mover (note: the actual move services will be bid under a separate RFP)planning of the movement of files and/or furniture.
3. Question: Will there be a space planner need, is the move office furniture or is it only modular furniture that will be purchased and installed?

Answer: There is mostly modular furniture on each of the floors; however we will need to coordinate the move of existing free standing office furniture and conference room tables and credenzas. This person is required to coordinate the move of the office furniture.
4. Question: Will the City put out an RFP for MOVE Management?

Answer: That is what this RFP is for. No additional RFP will be issued for move management services. We are looking for this person to recommend any needed RFP's needed to coordinate the move.. The Furniture Supplier has already been determined and this position will coordinate their part of the move, along with the other move management issues.

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(Continued)

5. Question: Will Certification be requested by the vendor?

Answer: Not for this position. The vendor moving the high density files will be required to be certified. Those requirements will be identified.

6. Question: Is the project budget planned at \$5,000.00

Answer: This is the starting point to determine whether we can get a move management coordinator to be responsible and accountable to the City as their liaison to insure the Move is smooth and transparent. This person may also help coordinate the RFP for the free standing and conference room furniture move. This person will also coordinate with the moving departments, all timetables, packing of each department and location move logistics with the City.