



UNIVERSITY OF
SOUTH CAROLINA

AMENDMENT NO. 1

TO: ALL VENDORS
FROM: Lana Widener
SUBJECT: USC-RFP-2723-LW
Move Book Collections for the South Caroliniana Library
DATE: November 18, 2014

This Amendment No. 1 modifies the Request for Proposals only in the manner and to the extent as stated herein.

VENDOR QUESTIONS AND ANSWERS

BIDDER SHALL ACKNOWLEDGE RECEIPT OF AMENDMENT NO. 1 IN THE SPACE PROVIDED BELOW AND RETURN IT **WITH THEIR BID RESPONSE**. FAILURE TO DO SO MAY SUBJECT BID TO REJECTION.

Authorized Signature

Firm

Date

VENDOR A

- (1) For the items being packed by USC, do we need to supply cartons?

No, current loose materials will be packed into boxes by the time of the move.

- (2) Does the university prefer books be boxed and then placed on library carts or loaded directly to a library cart?

Prefer for books, and archival materials as seen on 1st floor, to be loaded directly to library carts.

- (3) All items crated, will remained crated at delivery, correct?

Yes, for framed artwork; possibly no for busts – see Vendor C, item #7 response.

- (4) All elevators will be in the control of the mover, correct? I.E, we will not have to share.

SCL will be closed to public during move, TCL will have a dedicated elevator for our move, 1430 Senate will be dedicated as well.

- (5) The map/Flat files: can any of the contents be rolled and placed in speed packs for movement? If left inside the map files, they will need to be tiled to get down the stairs, as they will not fit in the elevator, and you run the risk of the maps/files sliding to one end and bunching up. So maybe we can all think about a solution for how these can be transported if they can absolutely not be removed.

Contents of flat files cannot be rolled. USC's preference is to have the drawers removed, padded inside with bubble wrap to prevent shifting as much as possible, then shrink wrapped and moved separately from cases. However, we are looking for the best solution to be submitted with your proposal.

- (6) Also, what valuation do you wish to place on the movement of the goods.

The Contractor will need to have insurance that will cover the up to \$10 million minimum.

VENDOR B

- (1) Will the University be providing copies of sign in sheets of all the vendors attending the walk through?

See attached at the end of this Amendment.

- (2) In regard to the material in the display cases on the Main Floor, the University has stated that the display cases will not be moving. Where will the material in the display cases be going to? Will the material be boxed for storage, or will it be reshelved in another location? If the material is to be stored in boxes, will acid free boxes be required?

Materials currently on display in the 1st floor room will be refiled with collections by the time of the move.

VENDOR C

- (1) During the bidders conference it was implied that material would be moving out of only one location; the South Caroliniana Library . The scope of work states *"Also archival collections in the Pearle Warehouse will be moved into 1430 Senate Street"* (page 10, Scope of Work – Specifications). Please clarify.

USC has decided that materials at Pearle Lab will not be part of this move and no materials will be moved to Pearle Lab.

- (2) Will all material be bar-coded by the time the relocation project begins.

USC is working toward that goal; however, most likely this will not be completed by the time the move is to occur.

- (3) Does the University require that climatic vans be used to move this material?

Yes.

- (4) The rfp states that *"there will be one historic Empire style sofa, other antique furniture, and office furniture and equipment."* (page 11, Scope of Work – Specifications). During the bidders conference there was only one antique sofa that was identified as moving. Is there other furniture and / or equipment that will need to be moved as part of the scope of work? If so, can you provide a descriptive list?

All furniture and equipment will remain in the building.

- (5) Will the vendor be required to remove hanging art work from the walls?

Yes.

- (6) Please confirm that all framed art work will not be re-mounted and will remain in their containers for the duration of the renovation project.

Yes, framed artwork will remain in containers and not be re-mounted.

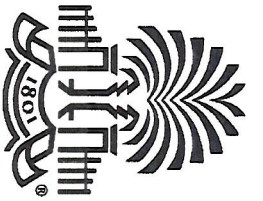
- (7) Will the 20 plaster and marble busts remain packed in their containers for the duration of the renovation project?

USC is reviewing possible storage for the busts using built-in bin shelving in Graniteville area, which would mean removing from containers. Container storage is limited, so continuing to explore our options. The offeror can offer a solution in their proposal.

- (8) The rfp states *"Contractor will be responsible, at the time of re-shelving of library materials, for making any adjustments to shelving to include adding, removal, or relocation of shelving as needed to fit materials."* (Page 11, Scope of Work – Specifications). During the bidders conference, it was stated that the library staff would be mapping the collection, identifying where the contents of each shelf will be placed in the new location. Can you clarify this requirement? If the vendor is required to add shelving, will they also be required to provide it? If the vendor is required to relocate

shelving, will it be from one location to another? Since the vendor is not responsible for the measuring and mapping of the collection, it would not be possible to predict the extent of such activity. Would this be considered a change in scope and will the vendor be compensated for the extra work?

The Contractor will not be required to provide shelving or move shelving from one location to another. USC will try to map location of items to be moved; however, some adjustments may occur during the move and current shelving may need adjusted to accommodate sizes, etc. Extra shelves are available if needed.



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SITE VISIT SIGN-IN SHEET

IFB NO.: USC-RFP-2723-LW

TIME: 10:00am

DATE: November 17, 2014

DESCRIPTION: Move Book Collections for the South Caroliniana Library

PLEASE PRINT CLEARLY THE FOLLOWING INFORMATION:

COMPANY NAME	REPRESENTATIVE NAME	TELEPHONE #	EMAIL ADDRESS
Smith Dry Dry Live	Aggie Sisk	803-609-3131	aggie.sisk@smithdry.com
Nilson Van r Sfg	David Nilson	803-309-6660	dnilson@nilsonvan.com



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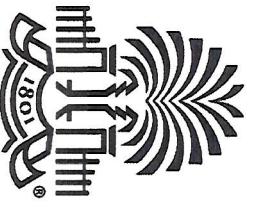
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PLEASE PRINT CLEARLY THE FOLLOWING INFORMATION:

COMPANY NAME	REPRESENTATIVE NAME	TELEPHONE #	EMAIL ADDRESS
Carolina Procurement Institute (CPI)	Andrea Moses David McGee	(803) 931-8881	GAWCPI4@ATT.NET
Garnsey-McDonalds	Dennis Curran	330.727.6498	Dcurran@CNCRS.COM
Libraries Designs	Chris Metek	352-514-1961	Chris@librariesdesigns.net



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COMPANY NAME	REPRESENTATIVE NAME	TELEPHONE #	EMAIL ADDRESS
NATIONAL LIBRARY	JEFF FERRARO	681-232-2333	JEFF@NRLBOOKMOVES.COM
William B. Meyer	Artia GARNO	(800) 858 1482	cgarno@willbmeyer.com
Berger	Michael Zlotnik	704-916-6477	michaelz@bergerallied.com
Two Men & A Truck	DAVID WALDY	803-731-9775	dauid.waldy@two-men.com

