

**Invitation to Bid Questions
Moving Services
Solicitation #: 20110491
Closing Date: March 14, 2011**

Question # 1:

In reference to page 2- With a 2 hour drive and multiple destination locations, will there be an extra day available to complete the move if it cannot be completed in 1.

Answer: Yes we can do two days if needed.

Question # 2:

Will we be sharing the elevator with other people in the building? Or, can we get exclusive use of the elevator for the move?

Answer: LTCA is the only group on the second floor; therefore successful bidder will have exclusive access to elevator.

Question #3:

Reference to page 11- Will we be required to pack all 30 offices on the same day as the move?

Answer: OHCA employees will pack and get the boxes ready for pick up while the movers move the furniture.

Question #4:

If No, may we begin packing a prepping 1-2 days prior to move?

Answer: See answer to question #3 above.

Question #5:

Or will packing be done by the employees prior to the physical move on 3/28/11?

- a. **If employees are packing their own items, do we need to supply the containers or boxes?**

Answer: OHCA's employees will pack-up supplies and equipment. Moving boxes or containers are not needed for supplies, only for packing and transporting the computer equipment (ie, screen covers, bubble wrap, gondolas or whatever equipment moving company deems necessary to successfully transport computer equipment safely and without damage.)

Question #6:

Reference to page 11- will the PC's and electronics be disconnected and prepped for moving prior to the move date?

Answer: PC's and electronics will be disconnected by OHCA IT team.

Question #7:

Is the building at origin 53' truck accessible?

Answer: We believe this question is asking if there are structures in place at the building that would prohibit use of a 53' high truck. The location of the building is on a two lane road where the truck would have to be parked for the duration of the move. There is no way to back-up to the building to load; therefore, dollies are needed to move items from elevator to truck. There is a very small ramp on the curb to assist. Single elevator is located in front of the building approximately 20ft. from sidewalk. (Attach see copy of building layout)

Question #8:

Is there an opportunity to do a walk through and survey the items to be moved?

Answer: There will be no opportunity prior to bid closing to accommodate a walk through and survey of the location.

Question #9:

Will there be any boxes and approximately how many total and maybe how many from each office?

Answer: An estimate of 100 boxes, and no way to know exactly how many per office.