

**NCC MOVING SERVICES
SOLICITATION NO. S-EC300-14-Q-0001
FREQUENTLY ASKED QUESTIONS (FAQS)**

**Questions asked during pre-move survey
October 24, 2013 – Existing Office Building (EOB)**

- 1. Is the rest of the furniture going somewhere else?**
Please review Attachment # 2 that indicated the final inventory list. Any furniture not mentioned will be left in place.
- 2. Who is responsible for damage to equipment?**
The Contractor hereby assumes absolute responsibility and liability for any and all personal injuries or death and/or property damage. Please see Continuation to SF-1449, block 20, Part 7 - Personal Injury, Property Loss or Damage (Liability) and Part 8 - Insurance. Page 12.
- 3. What happens if there is damage to the structure of the NCC while moving?**
The NOB walls are made of "drywall" or "gypsum board" and will damage easily when bumped. Movers must protect walls and corners.
- 4. For how much do we get insurance?**
There are no specific insurance requirements and the Government imposes no bonding requirement on this contract. The Government recommends that moving company be self-insured in case of any damages. Please see Continuation to SF-1449, block 20, Part 8 - Insurance and Part 9 – Bonding of employees. Page 12.
- 5. Are we packing files?**
All files, office supplies, and desk items will be pack by the Contractor.
- 6. Are we being escorted?**
Contractor will be escorted at all times.
- 7. Can we leave items in the parking lot overnight?**
Items shall be packed out and left in the corresponding areas until they are transported to the indicated site. There will be limited space in the parking lot for staging.
- 8. What is the height and width of the parking lot door?**
With the garage doors opened, dimensions of the opening at the Existing Office Building are 3.58m. width x 2.70m. height.
- 9. Is estimate on attachment # 1, higher or lower than the actual estimate?**
The attachment # 1 is a basic inventory list and is for reference only. Please refer to Attachment # 2, which details the final items to be moved by phases.

10. Will the supervisors and packers speak English?

Project Manager and Deputy Project Managers should understand written and spoken English. Please check Continuation to SF-1449, block 20, Part 1, subpart 1.5.E Personnel. Page 9. Also see Section 3 – Solicitation Provisions, item # A.2.

11. Is there special transport for the vaccines?

Vaccines should be packed out with ice packs in a refrigerated container and/or coolers.

12. Will the satellite dish be moving?

Satellite dish won't be moved to the new site. Please review Attachment # 2 that indicated the final inventory list.

13. Should we consider armored escorts to move things from one building to the other?

The contractor shall ensure vehicles used in this move are in proper mechanical condition to ensure their full availability during the move period and to assure that US Government property is reliably and safely transported. However, the vehicles do not need to be armored. Please check Continuation to SF-1449, block 20, Part 1, subpart 1.5.F Vehicles. Page 10.

14. When do we have to take packing materials away?

During the move the contractor shall remove trash daily, as instructed by the COR. Any additional material will be coordinated for pick-up after all phases of the move are completed. Please check Continuation to SF-1449, block 20, Part 1, subpart 1.5.D Housekeeping. Page 9.

15. Who's moving employees' personal stuff?

All personal items to be moved will be self-packed by Consulate personnel and will be removed from the building prior to start of the move. Please check Continuation to SF-1449, block 20, Part 1, subpart 1.3 Move items. Page 6.

Questions asked during pre-move survey

October 25, 2013 –Warehouse and New Consulate Compound (NCC)

1. Can we use the platform at the warehouse to move the bobcat/forklift?

The platform can be used to move the bobcat.

2. Do we unload items at the loading dock near the entrance?

The Contractor should plan to bring all items into the lot. Any other details will be worked out with the Contractor after receipt of the draft move plan.

3. Do we provide forklifts and equipment?

The Contractor should expect to provide all heavy equipment. Please review Continuation to SF-1449, block 20, Part 1, subpart 1.5.A. Move plan. Page 8.

4. How many cubic meters are inside the office supplies container at the site?

Please consider the full capacity of the container in cubic meters.

5. Are we taking the same route every time from the entrance of the compound to the building itself?

The route will be planned with the Contractor selected after receipt of the draft move plan.

6. Can we use the elevator? How much weight can the elevators in the new building handled?

The elevator can be used for the movement of boxes and a limited number of larger items. A crane may be necessary for movement of some safes. However, this should be a worst-case scenario and the Contractor should plan to bring all heavy items down the stairs. Some of the smaller safes and other bulky items can be moved through the elevators or down the stairs using a safe dolly. Please review Continuation to SF-1449, block 20, Part 1, subpart 1.4 The Sites. Pages 6 and 7.

7. Are the doors removable?

The doors are security doors and must left in their hinges.

8. Where in the NCC do the safes go? Will we need to take safes to the second floor?

All offices on both floors have safes. The final layout will be given after receipt of the draft move plan.

9. Are there only two floors on this building?

Yes, the building only has two floors.

10. Will we need a crane/ forklift?

The Contractor should plan on renting any equipment necessary to move the items. Please review Continuation to SF-1449, block 20, Part 1, subpart 1.5.A. Move plan. Page 8.

11. Where are the DEA offices?

DEA Offices are located in a classified area. This area can be accessed at the time the move is performed.

Other questions

1. Can I submit an electronic proposal?

Please follow instruction on Section 3 – Solicitation Provisions. Pages 40 and 41.

2. For reasons out of our control we couldn't be present at the survey inspection at the warehouse located in Camino Real km 10,5 via a la Costa. Can we program a visit to this warehouse to make a physical inspection; otherwise we will base our quote on the information provided by you from items to be moved from this location.

The pre-move surveys were scheduled for October 24 and October 25. A new pre-move survey cannot be scheduled.

3. Can we have information on the weight in pounds or kilos of each safe per floor?
Please refer to Attachment # 2, which details the final items to be moved by phases. On average, an empty 2-drawer safe weighs 300 lbs. and a 4-drawer safe weighs 500 lbs.; however, weights and sizes may vary.

4. Do the bigger copy machines have to be packed or can be just protected during whole movement?
All items must be protected against damage during movement. Please review Continuation to SF-1449, block 20, Part 1, subpart 1.5.A. Move plan. Page 8. It should include description of packing materials, manner, and protection of items being moved.

5. Date in which the awarded moving company will be informed.
We estimate to award the contract by November 18-19, 2013.

6. Can you provide width of stairs in EOB?
The width of the stairs in the EOB is 1.15m.