PACKING AND MOVING SERVICES
SDR860-13-Q-0002
QUESTIONS AND ANSWERS
PART 2
OCTOBER 16, 2013

1. **Se podrá ofertar una opción con la compra de los materiales por parte de la embajada, debido a que la misma no paga impuesto, pero si es la empresa de mudanzas la que realiza la compra los materiales tendrá que pagar los impuestos incrementando la cotización. (Can the Contractor offer an option that the Embassy purchases the packing materials since that entity doesn't pay taxes, because if it's the moving company that purchases the materials it will have to pay taxes, increasing the quote.)**

   The Contractor shall provide the packing materials. Please refer to Section 1 – The Schedule, Part 2 – Scope of Services.

2. **Se trasladaran los colgadores de trajes y astas de banderas? (Will the suit/coat hangers and flagpoles be moved?)**

   The suit/coat hangers will not be moved. The flagpoles will be moved.

3. **Se trasladaran los cuadros pequeños, grandes y diplomas ubicados en los pasillos y oficinas? (Will the small and large paintings and diplomas located in the halls and offices be moved?)**

   The small and large paintings will not be moved. Embassy staff will pack the diplomas, as well as anything with a name or photo, as personal effects for the Contractor to pick up and move.

4. **Pergaminos y cuadros de pared se van a mudar? (Are the framed items and pictures on the wall going to be moved?)**

   The small and large paintings will not be moved. Embassy staff will pack the diplomas, as well as anything with a name or photo, as personal effects for the Contractor to pick up and move.

5. **Las etiquetas, se harían siguiendo la logística de la empresa de mudanzas para las entregas de los Ítem recogidos? (Would the labeling system for delivery of items be done according to the logistics of the moving company?)**

   Embassy personnel will collaborate with the selected Contractor to finalize a labeling system.

6. **Que horario tope están contemplando concluir cada día de servicio los representantes de la embajada que estarán en la mudanza, Habrá algún momento de cierre o serán 24 horas continuas hasta que culmine la planeación de ese día. (What stopping hour is the Embassy considering for each day of the move? Will there be a closing time or will there be 24 continuous hours up until that day's planned work is completed?)**

   Please refer to Section "Description/Specifications/Work Statement", part 1.2. Work Requirements.

7. **El mobiliario ubicado en el almacén se empacara para el traslado pero se deberá de quedar empacado si o no (la pregunta se formula porque el almacén nuevo tiene poco espacio y tendrán que colocarse muebles encima de otros). Notar: que los electrodomésticos no se pueden colocar uno encima de otros debido al alto riesgo de daños físicos. (The furniture in the warehouse will be packed for the move but should it stay packed, yes or no (the question is asked because there is little space in the new warehouse and you'll have to put furniture on top of other furniture.) Note: appliances cannot be placed on top of one another due to the high risk of physical damage.**

   Before the warehouse move, the U.S. government will install racks in the new warehouse. The Contractor shall unload the warehouse items from trucks and unpack them. Embassy personnel will place the items in the proper storage locations.

8. **Se pueden adicionar en el esquema de trabajo del almacén días adicionales para el empaque del mobiliario almacenado? (Is it possible to add to the work plan additional days for the packing of the warehoused furniture?)**

   There is a day scheduled for packing of warehouse items. Please refer to Section "Description/Specifications/Work Statement", part 1.2.1 Move Calendar.

9. **Los artículos ubicados en los almacenes pequeños independientes que se encuentran en las distintas instalaciones serán colocados en el almacén general, si la respuesta es "Si" están contemplando otras áreas para almacenaje debido a que el volumen actual es mayor al espacio del almacén en el NEC (Will the items in the various small independent warehouses that are found at different locations be moved to the general warehouse, if the response is "yes", are there other storage areas contemplated because the actual volume is larger than the space in the NEC warehouse.)**

   Not all existing storage locations will be destined for the main warehouse at the NEC. All existing storage locations will be labeled with their intended destination in the NEC.

10. **Los pasillos con libreros, mobiliarios y otros que obstaculizan el libre movimiento al personal de la mudanza para la movilización de los artículos a trasladar deberán de ser removidos para dejar las áreas libres, estos lo tendremos que movilizar.**

    A)-Se tendrán que colocar luego en las mismas áreas o se dejaran en un área asignada.

    (The hallways with bookcases, furniture and other items that impede moving personnel freedom of movement for the mobilization of articles should be removed in order to leave those areas open, we would have to move them. A)- Would we have to put them back in the same place or would they stay in an assigned area.)

    The vast majority of these items is not being moved and could just be moved out of the way and left in place.

11. **En el almacén de origen y destino quien proporciona el Monta cargas? (In the origin and destination warehouses who is providing the forklift?)**

    If forklifts are necessary, Embassy personnel will drive Embassy forklifts.

12. **Esta contemplado el traslado de los televisores. (Are the televisions to be moved?)**

    Yes. There are approximately 80 televisions to be moved.

13. **Al cargar cada camión se irá inmediatamente a la nueva localidad o se esperará a cargar todos los camiones para un solo traslado por día? (Once each truck is loaded should it leave immediately for the new location or should we wait until all the trucks are loaded and make only one trip per day?)**

    Once the trucks are loaded they can leave. Please refer to Section "Description/Specifications/Work Statement", part 1.2.11 Security, subpart Escorts for more information.

14. **Para el proceso de empaque se utilizan herramientas propias de los empacadores. Los empacadores podrán usar cuchillas y otros utensilios de empaque. (For the packing process the packers will use their own tools. Can the packers use knives and other packing utensils?)**

    The Contractor's staff members will be able to use standard packing and moving tools.

15. **En todo proceso de mudanza corporativa y gubernamentales existen documentos de alta seguridad. Existen en su caso documentos o equipos que requieran de transportes y manejo prioritarios? (In every corporate and government move there are high security documents. In your case, are there documents or equipment that requires priority transportation and handling?)**

    The Contractor shall consider all items, documents and equipment to be moved as "special handling." Every truck will have an assigned escort. Please refer to Section "Description/Specifications/Work Statement", part 1.2.11 Security, subpart Escorts for more information.

16. **Al momento de entregar las cajas nuevas para que el personal de la embajada coloque sus documentos.**

    A)-Se deberá de dejar una parte armada?
    B)-Donde se dejaran, en 1 localidad o se repartirán entre las 7 localidades?
    (When the Contractor delivers the new boxes to Embassy personnel, 1)-Should it leave a portion of them constructed? B)- Where should they be left, in one location or should they be distributed to the 7 locations?)

    It is not necessary for the Contractor to construct boxes. Regarding distribution of packing materials, please refer to Section "Description/Specifications/Work Statement", part 1.2.3.4 Stage 2 – EOB Main Move for more information.

17. **Does the mover have to pack all of the contents of the AERA store?**

    Yes

18. **En la tienda existen unas vitrinas de exhibición. están se movilizarán? (In the store there are some glass display cases, will these be moved?)**

    Yes

19. **Vitrinas vidrio en tienda AERA? (Glass cabinets in AERA?)**

    Yes

20. **La organización de los artículos de la tienda quien los organizara en el NEC. (Who will organize the contents of the store at the NEC?)**

    The employees of the store will unpack and organize the items in the new store.

21. **En el NEC no se mostró el área del correo, donde esta ubicada esta oficina? (Where is the mail office at the NEC located?)**

    The mail office is located on the ground floor of the NEC.

22. **Los Racks que contienen las centrales de cómputo se trasladarán? (Will the server racks be moved?)**

    A small portion of server racks may need to be moved, perhaps between 5-10.

23. **Is the moving company expected to move the servers?**

    The Contractor should be prepared to pack and move up to 50 servers.

24. **En el GSO existe un equipo móvil de cámara de seguridad. Se trasladara el mismo. (Will the mobile security camera equipment that's located in GSO be moved?)**

    No

25. **Las fotocopiadoras grandes están compuestas por dos o más partes. Estas también las guardaran desarmadas o la tendremos que desarmarlas? (The big photocopiers are made up of two or more parts. Will you disassemble them for us or we will have to disassemble them?)**

    The U.S. government has decided to use a different method to move the photocopy machines. The Contractor will not be responsible for moving the photocopy machines.

26. **Las trituradoras poseen un recipiente de aceite para lubricación. Quien proporcionar las cajas plásticas para el traslado de estos líquidos? (The shredders have a bottle of oil for lubrication. Who will supply the plastic boxes for the move of these liquids?)**

    The Contractor should be prepared to pack and move these items.

27. **Que tiempo se toma la embajada en seleccionar la empresa para el traslado después de entregada la propuesta. (How long will the Embassy take to select the move company after the proposals are due?)**

    The Embassy will complete its analysis within a month after the due date for bids.

28. **Se pueden trasladar los archivos verticales con todo su contenido en los Depósitos de archivos ubicados próximos a la cafetería del consulado en la parte de afuera? En el caso de que no se pueda dejar los documentos dentro de los archivos; cuanto tiempo se tendrá para el empaque de los mismos?. Estas áreas se movilizaran en conjunto con la mudanza de las oficinas? (Is it possible to move the files from the file storage rooms next to the cafeteria at the Consulate inside the vertical file cabinets? In the case that it's not possible to leave the documents in the cabinets; how much time will we have to pack the files? Will these areas be moved at the same time as the offices?)**

    There is a day scheduled for packing of shared files. Please refer to Section "Description/Specifications/Work Statement", part 1.2.1 Move Calendar. It will not be possible to move the files still in the file cabinets, as the file cabinets are not being moved.

29. **How many entrances to the NEC? Where will the trucks enter?**

    There are two entrances, one on Av. República de Colombia, and one on Carretera Isabella. From the Carretera Isabella side, there are two routes within the compound to arrive at the main building.

30. **How many floors (levels) are there in the NEC warehouse?**

    One

31. **Will there be a value list for articles to be moved? (In order to solicit proper insurance coverage for service).**

    Only for the Warehouse. The value of the Warehouse items to be moved is approximately US$1.5 million.

32. **Is the mover expected to move that blue container that's on the JAO compound?**

    No

33. **On the JAO compound, is the mover expected to move anything from the white container at the bottom of the parking lot?**

    No

34. **Are all of the computers counted?**

    Yes. Please refer to Attachment 2 (under Specialty Equipment/PCs).

35. **How many computers are in storage on the GSO compound? How many are in the training room?**

    The computer storage room measures approximately 65 square meters. There are 18 storage racks with various information technology equipment stored on the racks. There are approximately 60 boxes that measure roughly 80cm x 100cm and 12 boxes that measure roughly 45cm x 70cm. The Contractor shall pack the information technology equipment into boxes and then move all of the contents of the computer storage room to the NEC.

    In the training room there are 30 desktop computers. Embassy staff will disconnect the computers and the Contractor shall pack and move them to the NEC.

36. **While section 1.2.2.3. Technical Equipment, Packing & Staging explains about safes and attachment 2 shows an important amount of safes in all locations, during visits we did not have the opportunity to physically see them. It is our experience that, depending on concentrated weight and location in buildings, safes require very special logistic, including use of forklifts and/or cranes, thus moving safes takes a considerable amount of time and could affect established time limits. We would like to suggest handling of safes on dates separated from Warehouse and EOB services.**

    The Embassy will empty all safes prior to the move days. The Embassy estimates that the Contractor should be able to move the safes using a high capacity hand truck. It is planned to move the safes during the EOB move. Please refer to Section "Description/Specifications/Work Statement", part 1.2. Work Requirements for more information.