



**RELOCATION SERVICES RFP
RICE PUBLIC LIBRARY
ADDENDUM 1**

Issued: December 28, 2020

Proposing vendors must acknowledge receipt of addenda in their proposal submission.

QUESTIONS from Pre-Proposal Meeting:

1. Will the Library staff unpack and organize all of the office items?

The Library staff will unpack and organize all of the office items. Bins and boxes are to be supplied by the moving company.

2. Will the Town be carrying the insurance for storage?

Insurance coverage needs will be determined based on the storage solution utilized (storage through the mover, storage obtained by the Town directly, Athenaeum).

3. Will the Library staff or the moving company be responsible for the boxing and inserting of acid free paper between each of the Maine Room books?

The Library staff will box and protect the materials in the Maine Room. The Town will purchase the acid free paper. Bins and boxes are to be supplied by the moving company.

4. Will the Library staff or the moving company be responsible for the boxing of portraits, antique plaster busts and other fragile items?

The moving company will be responsible to pack and box/wrap the antique plaster busts, framed artwork, and other fragile items that must be moved from the Rice building.

5. Will the contract include any additional health and safety requirements due to COVID-19?

Any proposed COVID safety requirements should be included with the price proposal. Estimated cost should be detailed and indicate whether they are a flat rate or an allowance for COVID measures.

6. If other accepted contracts compete with the planned February 2021 move, can this be adjusted to the first or second week in March?

The Town is turning over the site to the construction company on March 1st. All Library materials, furniture, and staff must be out of the building no later than February 28, 2021.