

March 03, 2020

**TO:** All Bidders under RFQ No. 20-3003726, CARPET REPLACEMENT

**FROM:** Department of Purchasing and Contracting, DeKalb County, Georgia

**ADDENDUM NO. # 1**

**Request for Quotation (RFQ) No.: 20-3003726, CARPET REPLACEMENT**, is hereby amended as follows:

1. We have received questions pertaining to this Request for Quote. The questions and their resulting answers appear below:

A. **Question:** Can we get the linear footage of cove base molding that needs to be replaced?

**Answer:** 2,700 linear feet of cove base needs to be replaced.

B. **Question:** During our walk-thru, I noticed the drywall where the cove base molding was removed was damaged. Should we include in our estimate a line item to repair the damaged areas? Should we include painting in the hallways where the cove base molding was removed due to water damage?

**Answer:** No, do not include an estimate to repair or paint the damaged areas. A painting contractor has been designated to complete this work before the carpet installation starts.

C. **Question:** Content manipulation – We need clarification on what items in the offices the vendor will be responsible for moving? Will papers, loose items, and personal items be boxed up? Will files and boxes on the floor be removed?

**Answer:** The vendor would be responsible for moving furniture and boxes. Papers, loose items, and personal items will be boxed up by department staff. However, files and boxes on the floor may not be removed, it would be the responsibility of the vendors to move such files and boxes.

D. **Question:** During our walk-thru we were advised that we were not allowed to take photos of offices. Due to this work being scheduled after-hours on the weekend, our standard operating procedure we be to take detail before and after

photos of each office to identify the locations of furniture and items. This is to ensure and document items have been replaced exactly the way we found them. Due to this development, how should we proceed if awarded the project?

**Answer:** Pictures can be taken of the floor and furniture with no documents on them. For location and position purposes, pictures of the furniture can be taken mid-way of the furniture down to the floor and from the middle of a desk down to the floor only to show the position and location of a piece of furniture.

- E. **Question:** Will the walls be repaired to accept wall base in areas where moisture mitigation was performed?

**Answer:** Yes, a painting contractor has been designated to complete this work before the carpet installation starts.

- F. **Question:** Will electronic equipment be disconnected and moved prior to installation?

**Answer:** The County would be responsible for disconnecting and reconnecting electronic equipment as needed.

- G. **Question:** What are the weekend working hours?

**Answer:** 7AM – 8PM, if later than 8PM is requested, the awarded vendor would need to contact the Project Manager the Friday before and this may be accommodated.

- H. **Question:** Will larger base be accepted for the areas where it is going from carpet to LVT?

**Answer:** This is to be determined. If needed, this can be discussed with the County's Project Manager.

- I. **Question:** Is there a designated area assigned to store materials to be salvaged and re-used?

**Answer:** Yes

- J. **Question:** Since we are responsible for removing and disposal of demolished

materials, will there be a place where a dumpster can be placed onsite?

**Answer:** Yes, dumpster hours are Friday after 6 P.M. – Sunday 9 P.M., after Sunday 9 P.M., this designated area needs to be ready for business on Monday morning.

**K. Question:** Attachment B (page 4), "Pricing Category", "Ancillary charges" (line item 5) - Is this the line where the cost to "Move or lift office furniture as needed" and to prep/repair/restore the existing gypsum wall for new cove base be captured?

**Answer:** Yes, use line item 5 to provide the cost to move or lift office furniture and boxes, as needed. Repair and restoration of the existing wall will be done before the carpet is installed and should not be included in the cost.

2. It is the responsibility of each bidder to ensure that he/she is aware of all addenda issued under this RFQ. Please sign and return this addendum. You may call Lola Awonusi, Procurement Technician, 404.371.6211; before the Quotes are due to confirm the number of addenda issued.
3. All other conditions remain in full force and effect.

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Lola Awonusi  
Procurement Technician

### ACKNOWLEDGMENT

Date: \_\_\_\_\_

The above Addendum #1 is hereby acknowledged:

\_\_\_\_\_  
(NAME OF BIDDER)

\_\_\_\_\_  
(SIGNATURE)

\_\_\_\_\_  
(TITLE)