

Pete Ricketts, Governor

ADDENDUM ONE
QUESTIONS and ANSWERS

Date: July 17, 2015
To: All Bidders
From: Teresa Fleming/Connie Heinrichs, Buyers
AS Materiel, State Purchasing Bureau
RE: Addendum for Request for Proposal Number 5061 Z1
to be opened July 29, 2015 at 2:00 p.m. Central Time

Questions and Answers

Following are the questions submitted and answers provided for the above mentioned Request for Proposal. The questions and answers are to be considered as part of the Request for Proposal. It is the Bidder's responsibility to check the State Purchasing Bureau website for all addenda or amendments.

QUESTIONS	ANSWERS
1. You have suggested the total cubic feet of the collections is 50,000. Do you have a linear foot count of collections or number of shelves it currently occupies? Linear foot counts allows for more accurate estimate for moving such collections.	The State is unable to provide linear foot count due to the variety of formats and sizes of the records maintained on the shelving units.

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QUESTIONS	ANSWERS
<p>2. What is the reason or purpose for extending the move out over a 12 month period?</p> <ul style="list-style-type: none"> ○ Does internal work need to be done with each group of materials before it moves (i.e., cataloging, barcoding, labeling?) and the staff can only do it in those increments? ○ Is it meant to control order of the collections moving? (As Professional Library and Special Collections Movers experienced with archives, records, rare books and etcetera we have built in processes that control order of collections during a move.) 	<p>The order (Record Groups) of the collections is extremely important, and NSHS wants to retain the integrity of the records over an extended period of time. Some of the materials are very fragile and in poor condition, and care must be observed by the moving company in handling these records. Box order and numerical/chronological order of the records needs to be maintained throughout the moving process.</p>
<p>3. Would you consider a 1 time move of all collections or perhaps a 2 or 3 phased move? (As an out of town company the cost for mobilization every month would greatly and unnecessarily inflate the bottom line costs based on the current schedule.)</p>	<p>Please comply with the specifications as written in the RFP.</p> <p>Please see Question 2.</p>
<p>4. You gave us title listings of the various record groups in an Excel spreadsheet, do you have any more detailed physical information related to those groupings (i.e., types of materials or housing, linear foot measurements)?</p>	<p>No other information is available at this time. Government Records uses Activegrid, a database that provides location (range/tier/specific shelf or shelves) for the collections. NSHS is putting together an Excel spreadsheet showing the locations for all collections in the Government Records Facility at K Street to be provided to the Contractor.</p> <p>Finding aids/Inventory lists for the collections are available at: http://nebraskahistory.org/lib-arch/research/public/index.shtml</p>
<p>5. How many map file drawers of materials are moving? Are cabinets moving?</p>	<p>No map cases or cabinets will be moved to the new location, but the contents of the 220 drawers will be moved to the new cases within the compact shelving at the new facility.</p>

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QUESTIONS	ANSWERS
6. Are the microfilm currently in cabinets, will the cabinets move (if so, how many)? Or will microfilm be transferred into new cabinets?	No microfilm or microfiche cabinets in the vault will be moved to the new location. This film is being boxed and labeled for the moving company.
7. Is any shelving planned for move?	No
8. Is there a "truck height" dock @ destination?	No

This addendum will become part of the proposal and should be acknowledged with the Request for Proposal.