

## **Addendum #1**

November 3, 2004

Lower Manhattan Development Corporation

### **Request for Proposals: Art Handling and Storage**

#### **Acknowledgment of Addendum:**

Please acknowledge receipt of this addendum in your proposal.

#### **Questions and Responses**

***1. Is there a requirement as to where the storage space must be located (i.e. Manhattan, outer boroughs or New Jersey)?***

Answer: No. However, as stated in Section IV, proximity to Manhattan is one of the factors on which LMDC places high value in evaluating proposals.

***2. Where are the materials currently stored (distance)?***

Answer: A secure storage facility in New Jersey, approximately 15 miles from Lower Manhattan.

***3. Where are the shelving units currently stored?***

Answer: The shelving units are currently in use at the secure storage facility in New Jersey.

***4. Are the artwork and the models currently packed for transit and storage?***

Answer: No. LMDC will assume the cost of packing materials for transit to storage. Once there, the cost of packing materials for any other required transit shall be assumed by the selected firm.

***5. Other than the shelving units, what are the non-art materials that will have to be moved?***

Answer: Miscellaneous materials, including exhibition materials (bases, signage), files, crates, disassembled easels, lighting fixtures, A-frame carts, and computers.

***6. How many models?***

Answer: Approximately 22 models of various sizes.

***7. What are the estimated sizes of the artwork and the models?***

Answer: The sizes of the artwork and models vary. The 5,201 original submission boards all measure 30" x 40".

**8. Will an inventory list with description of items (including weight and sizes) be provided?**

Answer: An inventory list with description of items (and an indication of some, but not all, of item sizes), will be provided. Weight will not be included.

**9. Will items be picked up in volume (at the same time) or in pieces over a period of time?**

Answer: Items will be picked up in volume (at the same time).

**10. Can we see the items to help get pricing together?**

Answer: No.

**11. What dimension should the storage space entrance be? The entrance to the space reads that it must be a minimum of 8 inches wide. Is that correct?**

Answer: No. It should read 8' (feet).

**12. What are the specifications for fire ratings? What type of fire suppression is required (water and/or FM 200 System)?**

Answer: There are no specifications for fire ratings or fire suppression at this time. However, please indicate in your proposal what options are available or recommended and indicate in the fee proposal how such options would affect the cost.

**13. Are there any requirements for environmental controls for the storage space (i.e. temperature or humidity control)?**

Answer: No. However, please indicate in your proposal what options are available or recommended and indicate in the fee proposal how such environmental control(s) would affect the cost.

**14. Should this material be transported in a climate controlled truck?**

Answer: No.

**15. With reference to the statement that “transportation and assembly of shelving (provided by LMDC)”, what portion will be provided by LMDC?**

Answer: LMDC will provide the shelving only—not the transportation and assembly.

**16. Does the LMDC require insurance on the artwork and models? If so then what is the total value?**

Answer: Proposers will be required to carry insurance as indicated in Attachment 4 of the RFP. LMDC will carry separate insurance on the artwork and models.

**17. Does the LMDC require its own locked storage room within a warehouse?**

Answer: Yes.

**18. Lock Space requirements: Access card reader, Safedial, or Key access w/limited accessibility?**

Answer: There are no specific requirements at this time. However, please indicate what options are available or recommended and indicate in your fee proposal how such options would affect the cost.

**19. What are the access requirements?**

Answer: There are no specific requirements at this time. However, please indicate what options are available and indicate in your fee proposal how such options would affect the cost.

**20. When will the 500 square feet of extra space be needed and for what period of time?**

Answer: It is not known at this time.

**21. How much notice will the LMDC provide if they require the additional 500 square feet of storage?**

Answer: LMDC shall provide at least one month's notice if it should require additional storage.

**22. If a subcontractor is used then are they required to fill out the LMDC Background Questionnaire?**

Answer: Yes.

**23. What do you mean by "work samples" under Criteria for Selection?**

Answer: As stated in Section III.A.4, under Submission Requirements, "samples of up to five (5) major projects that the firm has completed in the areas of art storage and handling services" is among the information interested firms are invited to submit. These sample projects will be among the factors evaluated for selection.

**24. After the two-year contract, will pricing be negotiated?**

Answer: LMDC seeks the most favorable pricing possible over the entire potential term of the contract. Price proposals for services after the initial 2-year term will be welcomed.

***25. For security do employees need to be bonded?***

Answer: No. However, if this is an option, please so indicate in your proposal and indicate in the fee proposal how this would affect the cost.