

***First Judicial District of Pennsylvania's ("FJD")  
Request for Proposals ("RFP")***

*For*

***Move Services***

*Dated January 2, 2019*

***VENDOR'S QUESTIONS AND ANSWERS ("Q&A")***

<http://courts.phila.gov>

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**PLEASE BE ADVISED THAT THE DEADLINE FOR THE ABOVE REFERENCED RFP HAS BEEN EXTENDED TO JANUARY 31, 2019, BY 3:00 P.M.**

**EXCEPT THOSE MODIFICATIONS STATED HEREIN, ALL OTHER TERMS AND CONDITIONS OF THE RFP REMAIN IN FULL FORCE AND EFFECT.**

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***Q1. Are you currently using a relocation technology platform? If yes, which one?***

No.

***Q2. What are you looking for in a Relocation Management Company? If so, how many are on the selection panel?***

Refer to the RFP for details.

***Q3. Why is First Judicial District of PA going to bid?***

As a government entity, the FJD is required to obtain comparable bids consistent with Procurement policies and protocol.

***Q4. Who is your current relocation provider?***

N/A.

***Q5. Do either of these buildings require union labor?***

Yes, the project should be covered by union labor.

***Q6. How many of the following items will be moved by the selected moving company to 714 Market Street:***

- ***Copiers*** N/A
- ***Printers and IT Items*** N/A
- ***Conference tables*** - 2
- ***File Cabinets*** – approx. 171
  - ***Packing of Contents also required?*** No.

***Q7. Concerning the bid price submittal, at the survey, it was requested that we are to submit 2 prices, one price for the definite contents moving, and one price for the extra items that may be moving, please elaborate, quantifying the amount of extra items and what they are.***

Please provide four prices:

-Contents on attached lists not including files/file cabinets/shelving during regular/daytime hours.

-Contents on the attached lists including files/file cabinets/shelving during regular/daytime hours.

- Contents on attached lists not including files/file cabinets/shelving during afterhours.
- Contents on the attached lists including files/file cabinets/shelving afterhours.

**Q8. It was stated that we should also submit prices for regular hour ( mon thru Fri 8 am till 4 pm ) and after hour/weekend moving, please elaborate, or explain the format for our pricing.**

Please refer to Q7.

**Q9. Concerning the file storage area on the 13th floor-Will the movers be required to move the files in sequence? And place these files/records onto the same shelving units or new shelving at 714 Market?**

APPD will pack up the files and unpack the files in the proper sequence.

**Q10. Loading Dock(s): Will the loading area at 1401 Arch be free and clear of employee and/or other vehicles during the duration of the project, insuring complete access for the moving trucks/vehicles? Also, will this be repeated @714 Market Street?**

Vendor may have to share with other vendors, but FJD may attempt to devise a schedule.

**Q11. Traffic Control: Will the moving company be able to initiate some form of "traffic control" outside [and inside] at both locations (if needed)? This would be in regards to efficient movement of goods, safety and time management.**

We are unclear as to what exactly is meant by "traffic control," but if you are looking to gain permission to use the streets you must inquire with the City of Philadelphia as that is not a matter the FJD handles.

**Q12. Floor Plan{s}: When will the moving company be given access to floor plans and other marking materials for relocation purposes for 714 Market St?**

The Vendor selected for this project will have access to the floorplans.

**Q13. Workflow and Scheduling I: Will the moving company have access to both locations AFTER business hours during the duration of the project?**

Yes.

**Q14. Workflow and Scheduling II: Does the management of the First Judicial District have any suggestions on working multiple floors simultaneously?**

We do not see any issues with working on floors simultaneously. However, if moving afterhours at 714 Market, Vendor must seek Landlord's approval for elevator access as one of the two freight elevators requires an operator.

**Q15. Trash: Will the moving company be responsible for trash removal (if needed), and if so, will it be a separate billable item?**

Trash removal will be required for 714 Market Street and should be an itemized item in your bid.

**Q16. Elevators: evaluation of 1401 Arch indicates the need for access to both freight elevators; will the moving company have "all-day" access or will there be restrictions regarding "dual" usage? This question also pertains to 714 Market Street and any freight elevators there as well.**

There is one freight elevator at 1401 Arch and two freight elevators at 714 Market. There may be shared usage at both locations.

*End*

## ATTACHMENT 2: INVENTORY LIST OF ITEMS FOR RELOCATION

PLEASE BE ADVISED THAT THIS IS THE FJD'S BEST EFFORT OF AN INVENTORY LIST.  
A DETAILED INVENTORY LIST WILL BE PROVIDED TO THE VENDOR SELECTED FOR THIS PROJECT.  
HOWEVER, PROVISION A OF THE RFP STATES THAT THE FINAL, DETAILED INVENTORY LIST IS  
EXPECTED TO BE ESTABLISHED BY THE SELECTED VENDOR.

### OJR – ACCOUNTING UNIT

WATER COOLERS: 2  
SHREDDER  
COPY MACHINE  
SAFE  
FILING CABINETS: 13  
BOXES OF FILES: 50-60

### TREATMENT COURT

DESKS: 3  
FILING CABINETS: 8  
BOOKSHELVES: 4  
MISC. CABINET: 3  
BANKER BOXES: 49

### PRETRIAL SERVICES – SUPPLY CLOSET

13 POCKET PORTFOLIO FILE BLACK 1  
3M 3903 DUCK TAPE 1  
3M LARGE HOOK W/ COMMAND ADHESIVE STRIPS (PACK) 1  
4 X 6 HP PHOTO PAPER PACK 4  
4X6 LINED STICKY NOTES 19  
5-TAB HANGING FOLDERS LEGAL SIZED (25CT) 125  
5-TAB HANGING FOLDERS- LETTER SIZED (25CT) 75  
8-TAB INSERTABLE DIVIDERS 48  
ABC TAB DIVIDERS (MISSING "T") 25  
ACCO BLACK REPORT BINDER (THE OLD WSU LOG BOOK) 4  
ACCOUNTING CALCULATOR INK ROLL 5  
ACCOUNTING CALCULATOR PAPER (ROLL) 5  
ACS SOMM- PROFESSIONAL TELEPHONE HEADSET 1  
AVAGARD D INSTANT HAND ANTISEPTIC W/ MOIST PUMP BOTTLE 1  
AVAGARD D INSTANT HAND ANTISEPTIC W/ MOIST SMALL BOTTLE 5  
AVERY CLEAR LASER LABELS 5662 SHEET 7  
BARRIER EXTRA PROTECTION PLUS FREE MASK (25CT/BOX) 3  
BATTERY- 23A 1

BATTERY 9 VOLT	14	
BATTERY- AA	22	
BATTERY- AAA	28	
BATTERY- C	3	
BATTERY- D	7	
BATTERY- DURACELL 2032 3 VOLT ( 4CT/ PACK)	6	
BINDER CLIPS- LARGE (12CT/PK)	12	
BINDER CLIPS- MEDIUM (12CT/BOX)	36	
BINDER CLIPS- SMALL (12CT/BOX)	84	
BLUE APPOINTMENT CARDS (PACK)	33	
BLUE CERTIFICATE SHEETS	110	
BLUE CHAIR W/O WHEELS	2	
BLUE COLORED LETTER SIZED PAPER (REAMS)	4	
BRIGHTON 33 GALLON HEAVY DUTY TRASH BAGS (30CT/BOX)	5	
CAMERA TRIPOD	1	
CANON STAPLE- J1 (DVU COPIER)	2	
CARTER'S NEAT-FLO STAMP PAD INK (BOTTLE)	2	
CLASP GUMMED 6 X 9 ENVELOPES	94	
CLIPBOARD	12	
CLOROX ANYWHERE (BLUE BOTTLE)	4	
CLOROX CLEAN-UP (WHITE BOTTLE)	2	
COPY PAPER- LEGAL SIZED (REAMS)	38	
COPY PAPER- LETTER SIZED (REAMS)	606	
COPYSTAND	4	
DATA PRODUCTS COMPATIBLE UNIVERSAL CALCULATOR SPOOL	1	
DELL WIRED MOUSE	1	
DOUBLE-SIDED TAPE	2	
D-RING 1 1/2" BINDER	6	
D-RING 1" BINDER	20	
D-RING 3" LOCKING BINDER	10	
DRUM- DR3503		
DRUM- DR4202		
DUCK HD CLEAR PACKAGING TAPE	2	
DUST OFF DUSTER CANS	4	
ENVELOPES- No. 10 REGULAR WHITE (PRETRIAL) (500CT/BOX)	13	
ENVELOPES- No. 10 REGULAR WHITE (WARRANT UNIT) (500CT/BOX) (TO BE DISCARDED)	14	
ENVELOPES- No. 10 WINDOW WHITE (PRETRIAL) (500CT/BOX)	39	
EXPO DRY ERASE SET ( MARKERS, CLEANER & ERASER)	1	
FIRST AID/ EMERGENCY KIT	1	
FOIL CERTIFICATES SHEETS	34	
GENPAK GOBELETS CONE WATER CUPS (200CT) BOX	2	
GLOVES- LARGE POWDERED FREE	5	
GLOVES- MEDIUM POWDERED FREE	5	

GLOVES- SMALL POWDERED FREE	5	
GLOVES- X-LARGE POWDERED	5	
GREEN CHAIR W/O WHEELS	1	
HALOGEN LAMP FOR SLIDE PROJECTOR	1	
HEADPHONES	8	
ICEE COLD- INSTANT ICE PACK	10	
INDEX CARDS 3 x 5	240	
INDEX CARDS 5 x 8	167	
JACKSON G40 NITRILE COATED GLOVES- SIZE 8	214	
JUMBO PAPER CLIPS (100CT/BOX)	116	
KIM WIPES KIMTECH DELICATE TASK WIPES (280CT/BOX)	6	
LIQUID PAPER - WHITE OUT BOTTLE	16	
LOGITECH WIRELESS MOUSE	2	
MANILA 9 x 12 CLASP ENVELOPES	543	
MARKER- BLACK	13	
MARKER- RED	10	
MARKER- YELLOW HIGHLIGHTER	18	
MAXELL CD-R 80 MIN DISC	17	
MAXELL STANDARD GRADE 6HR (3CT/PK)	3	
MAXELL STANDARD GRADE 8HR (3CT/PK)	5	
MEDLINE APRONS (100CT/BOX)	3	
MICROFIBER CLEANING CLOTHS	10	
MINI TACTICAL CREE FLASHLIGHT	5	
MOUSEPAD	4	
NO. 2 PENCILS	24	
PAPERMATE BLACK INK FELT TIP PEN (FLAIR)	32	
PAPERMATE BLUE INK FELT TIP PEN (FLAIR)	26	
PAPERMATE RED INK FELT TIP PEN (FLAIR)	77	
PENDAFLEX SORT-ALL SORTER	1	
PENS- BLACK	13	
PENS-RED	23	
PHONE CORDS	89	
PLUG PROTECTORS	50	
PROPERTY BAGS (BOX)	6	
P-TOUCH LABELER TAPE	2	
PURRELL INSTANT HAND SANTIZIER REFILLS	6	
PURRELL INSTANT HAND SANTIZIER WALL PUMP	1	
PUSH PINS (100CT/PK)	2	
QUASAR 4 HEAD VCR	1	
QUASAR REMOTE	2	
RAID ANT & ROACH SPRAY (RED CAN)	3	
REPORT COVER	25	
RULER	5	

SCISSORS	3	
SCOTCH TAPE	27	
SINGLE LETTER SIZED WALL FILE BLACK	2	
SINGLE-TAB FILE FOLDERS LEGAL SIZED (100CT)	900	
SINGLE-TAB FILE FOLDERS LETTER SIZED (100CT)	700	
SMALL CLIPBOARD	2	
SMEAD EASY GRIP LETTER SIZED PORTFOLIO FILE	5	
SMEAD END TAB OUT GUIDES	300	
SMEAD FILE POCKET LETTER (25 CT./Box)	25	
SORTKWIK FINGERTIP MOISTENER	1	
SOUTHWORTH BUSINESS PAPER LETTER SIZED (500CT/BOX)	5	
STANDARD CASSETTE TAPE- 120 MPD 8MM	6	
STANDARD PAPER CLIPS (100CT/BOX)	23	
STAPLE REMOVER	5	
STAPLER	4	
STAPLES	39	
STAPLES BASIC DUTY LETTER/LEGAL SIZED BOX	660	
STAPLES CLEAR SHEET PROTECTORS	255	
STAPLES NO. 6 3/4 ENVELOPES (500CT/BOX)	8	
STAPLES RUBBER BANDS #33/ 1LB 820 PACK (THIN)	1	
STAPLES RUBBER BANDS #64/ 1LB 380 PACK (THICK)	1	1
STENO BOOKS	14	
STERLING RUBBER BANDS- SIZE 117B- 1 LB BOX	1	
STICKY NOTES- LARGE	98	
STICKY NOTES- MEDIUM	86	
STICKY NOTES- SMALL	62	
STREAMLIGHT FLASHLIGHT BATTERY	6	
STREAMLIGHT STINGER REPLACEMENT BULB	7	
SWINGLINE 1/2" HEAVY DUTY STAPLES (BOX)	2	
SWINGLINE 3/4" HEAVY DUTY STAPLES (BOX)	1	
SWINGLINE COMMERCIAL DESKTOP HOLEPUNCH	3	
SYLVANIA FLUORESENT LIGHTS 17W LONG BULBS	2	
TAPE DISPENSER	6	
TDK CD-RW 80 MIN DISC	49	
TONER- 05A	5	
TONER- 06A	4	
TONER- 09X	2	
TONER- 10A	3	
TONER- 12A	4	
TONER- 13A	1	
TONER- 15A	3	
TONER- 26A	1	
TONER- 27A	1	

TONER- 38A	2	
TONER- 49A	3	
TONER- 64A	2	
TONER- 74A	3	
TONER- 78A	2	
TONER- 80A	4	
TONER- 82X	1	
TONER- 85A	3	
TONER- 92A	1	
TONER- 96A	3	
TONER- 98A	3	
TONER- CANON GPR 38	1	
TONER- CRG 128/728 (OR PRMCT4570BK- FOR CANON FAXPHONE FAX MACHINE)		3
TONER- HP 940XL BLACK	2	
TONER- HP 940XL CYAN	2	
TONER- HP 940XL MAGENTA	2	
TONER- HP 940XL YELLOW	2	
TONER- HP 950XL BLACK	4	
TONER- HP 951XL MAGENTA	2	
TONER- HP 951XL YELLOW	2	
TONER- RICOH/SAVIN 1170D (FOR 4TH FLOOR ARRAIGNMENT/BAIL)		1
TONER- TN350 (BROTHERS)	4	
TONER- TN450 (BROTHERS)	2	
TONER- TN660 (BROTHERS)	2	
TRASH CAN- FOR DESK 8		
UNIVERSAL PLAIN PAPER TRANSPARENCY FILM (100CT/BOX)	1	
VHS VIDEO OF PRETRIAL SERVICES VIDEO	1	
WHILE YOU WERE OUT NOTEPADS	43	
WINDSHIELD WASHER FLUID	7	
WRITE 'N' STICK RECEIPT BOOK	5	
WRITING PADS (LETTER SIZED)	34	
WYPALL X80 MANUFACTURED RAGS (BOX)-EMU	1	
TONER- HP 952 CYAN	1	
TONER- HP 952 YELLOW	1	
TONER- HP 952 MAGENTA	1	
PENDAFLEX POLY EXPANDING PORTFOLIO WITH CORD- LEGAL SIZED		11
DRUM- DR6302		
SWINGLINE HEAVY DUTY STAPLES 2500CT 3/8"	2	
3" D-RING BINDER (GENTLY USED)	3	
WHITE MAILING LABELS 5161/8161 (250CT/BOX)	4	
SANDISK CRUZER FLASH DRIVES (64GB)	6	



PRETRIAL SERVICES – BAIL INTERVIEWING

FILING CABINET 3  
FIVE DRAWER FILE CABINET 2  
WHEELED DESK CHAIRS (INTERVIEWERS) 4  
WHEELED DESK CHAIRS (SUPERVISORS) 1  
NON-WHEELED CHAIRS 3  
BLACK SHELVING UNITS 3  
2X3 LOCKER SETS (TOTAL 18) 3  
SMALL 2-DOOR CABINET 1  
WATER COOLER 1  
WORKSTATION TRASH CANS 11

PRETRIAL SERVICES – DATA VERIFICATION

METAL FILING CABINET 11  
WOOD DESK 1  
WOODEN SHELVING/BOOKCASE 1  
CHAIR 1  
DESK CHAIR - 2  
OFFICE CHAIRS - NCIC/OPERATIONS 6  
BULLETIN BOARD 1  
METAL PAPERWORK SORTER 1  
WATER COOLER 1  
CHAIR MATS 4  
WORKSTATION TRASHCANS 10

PRETRIAL SERVICES – RECORDS AND SUPERVISION

5-DRAWER HORIZONTAL FILE CABINET 3  
2-DRAWER VERTICAL CABINET 1  
3-DRAWER FILE CABINET 2  
5-DRAWER VERTICAL FILE CABINET 11  
5-DRAWER HORIZONTAL FILE CABINET 1  
FILE CABINETS 3  
DRY ERASE BOARD 2  
TABLES (40x28), (30x30) 1 EACH  
RUBBERMAID HANDCART 1  
2X3 LOCKER SETS (48TOTAL) 8  
BULLETIN BOARD 3  
BOOKCASE 1  
CHAIRS 3  
REFRIGERATOR (WITH FREEZER) 1

PRETRIAL SERVICES – FIELD UNIT

COATRACK 1  
MINI STAND FOR PRINTER 1  
DRY ERASE BOARD 1  
BULLETIN BOARD 1  
EM EQUIPMENT BOXES (EQUIPMENT INSIDE) 525  
EM EQUIPMENT BOXES (EMPTY) 250  
EQUIPMENT IN 3RD FLOOR CLOSET 5 BOXES  
MOVING CARTS 2  
2X3 LOCKER SETS (72 TOTAL) 12  
5-DRAWER FILE CABINETS 4  
CORK BOARDS 2

PRETRIAL SERVICES – ELECTRONIC MONITORING UNIT

TABLES 2  
CABINET 1  
RUBBERMADE TABLE 1  
SHELVING UNITS 8  
WOOD TABLE 1

PRETRIAL SERVICES – ADMINISTRATIVE SUPPORT UNIT

5-DRAWER FILE CABINET 2  
WHEELED STAND 1  
WHITE BOARDS 2

PRETRIAL SERVICES – ADMINISTRATION

2-DRAWER FILE CABINET 3  
5-DRAWER FILE CABINET 13  
SHELF/BOOKCASE 2  
DESK CHAIR - MICHAEL BOUCHARD 1  
MICROWAVE 1  
MINI FRIDGE 1  
MICROWAVE 1  
MINI FRIDGE 1  
BLACK DRESSER (WHEELS) 1  
DRY ERASE BOARD 1  
BULLETIN BOARD 1  
COATRACK 1  
WHEELED CABINET 1  
COFFEE MAKER 1

DISASTER SURVIVAL KITS	9
BLUE CHAIR	1
STOOL	1
KEY STORAGE CABINETS	2
4-SHELF STORAGE RACK	4
6-SHELF STORAGE RACK	2
CART (FLATBED)	1
PULL CART	1

PRETRIAL SERVICES – BOXES

316

PRETRIAL SERVICES – ACTIVE SUPERVISION FILES + 5<sup>TH</sup> FLOOR FILE ROOM

779 BOXES

APPD

FILE CABINETS	88
TV STANDS	18
METAL BOOKCASE	8
WOOD BOOKCASE	2
BOOKCASE	17
TABLES	52
SAFES	3
SIX-DOOR GUN LOCKERS	4
CABINETS	12
COMPUTER STAND	2
SHELVING UNITS	20
COATRACK	2
CORKBOARD	1
COUCH	1
PODIUM	1
PERSONAL DESK CHAIRS	15-20
FLOOR MATS 41IN X 41IN X 1IN	36
FLOOR MATS 5FT X 10FT X 2IN	8
COPY MACHINES	16
MICROFILM MACHINE	1
MICROFICHE MACHINE	1
COMPUTERS	36
PRINTER/SCANNERS	45
WATER COOLERS	7 (FROM APPD/PTS)

RECORD RM SHELVING 3FT X 6FT 178  
 RECORD RM SHELVING 4FT X 6 ½FT 20  
 OFFICE SUPPLIES 150 BOXES  
 FIELD EQUIPMENT 75 BOXES  
 ELECTRONIC EQUIPMENT 25 BOXES  
 TONER 75 BOXES  
 DRUG TESTING SUPPLIES 40 BOXES  
 LIBRARY 100 BOXES  
 MICROFILM CABINETS 4  
 WC CASE FILES (9,100) NOT PURGED 100 BOXES  
 ASSIGNED FILES (31,000) PURGED 150 BOXES  
 CLOSED FILES (270,000) WITHOUT DISPOSAL 1100 BOXES  
 SAFES 3  
 CARDBOARD BACKERS 500  
 GUN LOCKER 1  
 METAL 2 DOOR CABINET 1  
 FA CLEARING BARRELS 2  
 OC AND HOLDERS AND POUCHES 5 BOXES  
 GLOCK FIREARMS 13  
 SIMULATION FIREARMS 10  
 HANDHELD RADIOS (22) 3 BOXES  
 TARGETS 2 BOXES  
 GUN RAGS 1 BOX  
 TACTICAL BATTERING RAM 1  
 SLEDGE HAMMER 1  
 HALOGEN 1  
 YARD MARKERS FOR FIRING RANGE 12  
 FIRST AID KIT 2  
 PUNCHING BAG 1  
 DEFENSIVE TACTICS TRAINING GEAR 5 BOXES  
 TRAINING BATONS 8  
 ARMED OFFICER EQUIPMENT 35 BOXES  
 STAFF DESK SUPPLIES 450 BOXES  
 DRY ERASE BOARDS 25 (MOST NEED TO BE REMOVED FROM WALLS)

SHERIFF'S UNIT

1 FLOOR MODEL MULTIPURPOSE PRINTER  
 1 SHREDDER  
 1 LOCKER 6' X 7'  
 4 FILE CABINETS

1401 ARCH TO 714 MARKET STORAGE

WOOD BOOKCASE	1	
LARGE TABLE	2	
LUNCHROOM TABLES	9	
LUNCHROOM CHAIRS	28	
FOLDING TABLES	4	
CHAIRS	8	
WOOD BENCHES	2	
LARGE WOOD TABLES	2	
BLACK CHAIRS (NON-WHEELED)		12
CONFERENCE TABLE	1	
CHAIRS (NON-WHEELED)		12
LARGE DESK	2	
LARGE HUTCH	2	
ROUND TABLE	2	
BLACK HIGH-BACK CHAIRS	2	
BROWN LEATHER CHAIRS	6	
WOODEN CHAIRS	30	
GUEST CHAIRS	105	
TRAINING ROOM TABLES	10	
FILE CABINETS	12	