

City of Portsmouth
Portsmouth, NH
Finance Department
Bid#21-18
City Hall Archival Room
Archival Shelving Units and Miscellaneous Archival Storage Items
Issued: October 12, 2017

This Addendum forms part of the original document marked: Bid 21-18 City Hall Archival Room Archival Shelving Units and Miscellaneous Archival Storage Items.

The following questions have been asked and answered:

- Q: Under archival shelving unit specifications, the extra shelves come in two to a pack. When you specify the quantity, are you asking for individual shelves or the packs of two?
- A: We are aware that the extra shelves come two to a pack. The amounts we are requesting are for the packs of two.
- Q: Under archival shelving units, the City is looking to purchase steel wire archival shelving. Is steel wire industrial shelving acceptable?
- A: Yes, the City does not want solid shelves.
- Q: Is there a loading dock?
- A: No there isn't, but it's not necessary assuming the delivery truck is not a tractor trailer. Delivery using a tractor trailer will need to come through a different entrance. All deliveries are at basement/ground level.
- Q: Will the push from the unloading dock/area to the installation site be more than 50 yards?
- A: No, the room is located in the basement of City Hall at ground level. There is a door leading into the room directly from where you will make delivery. If delivery is made using a tractor trailer it will be delivered at ground level less than 50 yards from the room.
- Q: Will any existing furniture need to be moved in order to complete the install?
- A: No, the room is empty of furnishings.
- Q: Does the city plan to award on an all or nothing or line item basis?
- A: The award will be made based on the Total Bid amount for shelving. The miscellaneous items will be bid as an add alternative and may be awarded at a later date and not as part of this bid.

Replace bid proposal pages 8-10 with the attached proposal pages.

Determination of the lowest bidder will be based on the Base Bid Total (Shelving only), or the Base Bid Total combined with the Add Alternative 1 (individual items) and/or Add Alt#2, whichever the City deems to be in its best interest.

Add Alternative #1 Miscellaneous items may be purchased at a later date and not awarded as part of this bid.

BID PROPOSAL FORM
CITY OF PORTSMOUTH
Finance Department
PORTSMOUTH, NEW HAMPSHIRE

BID PROPOSAL FORM

48" W x 18"D Shelving Units

Quantity One (1) – 48" W Starter – 72" x 48" x 18" (H x W x D)

\$ _____ \$ _____

Price in Words

Price in Figures

Quantity One (1) – 48" W Adder – 72" x 48" x 18" (H x W x D)

\$ _____ \$ _____

Price in Words

Price in Figures

Quantity Two (2) – 48" W Extra Shelves – 1 ½" x 48" x 18" (H x W x D)

\$ _____ \$ _____

Price in Words

Price in Figures

SAFCO: YES / NO ** If NO, Proposed Equivalent Product is: _____
(circle one) Indicate that Equivalent specifications are attached.

36" W x 24"D Shelving Units

Quantity Five (5) – 36" W Starter – 72" x 36" x 24" (H x W x D)

\$ _____ \$ _____

Price in Words

Price in Figures

Quantity Five (5) – 36" W Extra Shelves – 1 ½" x 36" x 24" (H x W x D)

\$ _____ \$ _____

Price in Words

Price in Figures

SAFCO: YES / NO ** If NO, Proposed Equivalent Product is: _____
(circle one) Indicate that Equivalent specifications are attached.

48" W x 24"D Shelving Units

Quantity Seventeen (17) – 48" W Starter – 72" x 48" x 24" (H x W x D)

\$ _____ \$ _____

Price in Words

Price in Figures

Quantity Twenty-Two (22) – 48" W Adder – 72" x 48" x 24" (H x W x D)

\$ _____ \$ _____

Price in Words

Price in Figures

Quantity Thirty-Nine (39) – 48" W Extra Shelves – 1 1/2" x 48" x 24" (H x W x D)

\$ _____ \$ _____

Price in Words

Price in Figures

SAFCO: YES / NO (circle one) ** If NO, Proposed Equivalent Product is: _____
Indicate that Equivalent specifications are attached.

Add Alternative: Archival CD Storage

Quantity One (1) – 28 7/8" x 25" x 28 5/8" (H x W x D) – 4 Drawers – CD/ DVD Storage or approved equivalent

\$ _____ \$ _____

Price in Words

Price in Figures

Russ Bassett: YES / NO (circle one) ** If NO, Proposed Equivalent Product is: _____
Indicate that Equivalent specifications are attached.

Add Alternative: Archival Microfilm Storage

Quantity One (1) – 28 7/8" x 25" x 28 5/8" (H x W x D) – 6 Drawers – Microfilm Storage or approved equivalent

\$ _____ \$ _____

Price in Words

Price in Figures

Russ Bassett: YES / NO (circle one) ** If NO, Proposed Equivalent Product is: _____
Indicate that Equivalent specifications are attached.

Add Alternative: Cart

Quantity One (1) – 50" x 56" x 22" (H x W x D) – 3 Shelves, Flat – or approved equivalent

\$ _____ \$ _____

Price in Words

Gaylord Archival: YES / NO (circle one) ** If NO, Proposed Equivalent Product is: _____
Indicate that Equivalent specifications are attached.

Add Alternative: Step Stool

Quantity One (1) – 74 1/2" x 25" x 40 3/4" (H x W x D) – 5 Steps, Extended handrails – or approved equivalent

\$ _____ \$ _____
Price in Words Price in Figures

Cramer: YES / NO ** If NO, Proposed Equivalent Product is: _____
(circle one) Indicate that Equivalent specifications are attached.

Base Bid Total: All Storage Shelving only

\$ _____ \$ _____
Price in Words Price in Figures

ADD ALTERNATIVE#1 Miscellaneous Items

Add Alt: Archival CD Storage

Quantity One (1) – 28 7/8" x 25" x 28 5/8" (H x W x D) – 4 Drawers – CD/ DVD Storage or approved equivalent

\$ _____ \$ _____
Price in Words Price in Figures

Russ Bassett: YES / NO ** If NO, Proposed Equivalent Product is: _____
(circle one) Indicate that Equivalent specifications are attached.

Add Alt: Archival Microfilm Storage

Quantity One (1) – 28 7/8" x 25" x 28 5/8" (H x W x D) – 6 Drawers – Microfilm Storage or approved equivalent

\$ _____ \$ _____
Price in Words Price in Figures

Russ Bassett: YES / NO ** If NO, Proposed Equivalent Product is: _____
(circle one) Indicate that Equivalent specifications are attached.

Add Alt: Cart

Quantity One (1) – 50" x 56" x 22" (H x W x D) – 3 Shelves, Flat – or approved equivalent

\$ _____ \$ _____
Price in Words

Gaylord Archival: YES / NO ** If NO, Proposed Equivalent Product is: _____

Add Alt: Step Stool

Quantity One (1) – 74 1/2" x 25" x 40 3/4" (H x W x D) – 5 Steps, Extended handrails – or approved equivalent

\$ _____ \$ _____
Price in Words Price in Figures

Cramer: YES / NO ** If NO, Proposed Equivalent Product is: _____
(circle one) Indicate that Equivalent specifications are attached.

ADD ALTERNATIVE #2: Installation and assembly of all archival shelving units and miscellaneous items.

\$ _____ \$ _____
Price in Words Price in Figures

Determination of the lowest bidder will be based on the Base Bid Total (shelving only) or the Base Bid Total combined with the Add Alternative 1 (individual items) and/or 2, whichever the City deems to be in its best interest.

Add alternative #1 miscellaneous items may be purchased at a later date and not awarded as part of this bid award.

Equivalents must meet or exceed specifications listed in the bid document. The City in its sole discretion will determine if the equipment is equivalent. Proposers submitting equivalents for approval may be required to make available the proposed equivalent for inspection. Proposed equivalents must be clearly identified on the bid form and proposer will submit product specifications.

DELIVERY: Bidder must state approximate number of days from award for delivery and installation. Not to exceed 90 days. **Delivery will be FOB to Portsmouth City Hall (1 Junkins Ave Portsmouth, NH 03801) with no additional cost or fees.**

Approximate Number of days for delivery and installation: _____.

Bidder acknowledges Addendum No. _____ through _____.

The undersigned agrees that he/she on behalf of Bidder has read the bid proposal documents, the instruction to bidders' specifications and agrees to the terms and conditions set forth herein.

Bidder further agrees that this bid is not made jointly or in conjunction, cooperation or collusion with any person, firm, corporation or other legal entity.

Bidder agrees no officer, agent or employee of the Owner is directly or indirectly interested in this Bid.

End of Addendum 1
