

ADDENDA NO. 1

**FURNITURE, FIXTURES, AND DOCUMENT MOVING PROJECT
LEBANON TOWN HALL
LEBANON, CONNECTICUT**

TO ALL BIDDERS:

All instructions contained in this addendum shall be reflected in the Bid and will be made part of the Contract Documents when the Contract is awarded.

The Bid Date has been revised from 11:00 AM on Monday, March 25, 2024 to 11:00 AM on Thursday, March 28, 2024. Sealed bids shall still be delivered to Kevin Cwikla, First Selectman, Lebanon Town Hall, 579 Exeter Road, Lebanon, Connecticut, 06249 and all other contract dates stipulated in the bid documents shall remain the same.

Sealed Bids will not be publicly opened, bid results will be posted on the Lebanon Town Hall's website.

The following items form this addendum:

I. PRE-BID MEETING SIGN-IN SHEET

Copies of the sign-in sheet from the pre-bid meeting held on March 7, 2024 are attached.

II. BIDDERS SUBMITTAL

In addition to the Bid Proposal Form, Non-Collusion Affidavit, and Bid Security, each Bidder's submittal shall include the following:

- Materials and methods for moving including the types of moving equipment (hand trucks, straps, etc.), provided containers and sizes, packing materials (paper, bubble wrap, etc.)
- Specifications for outdoor storage container
- Earliest available start date

III. RESPONSES TO QUESTIONS RECEIVED AT PRE-BID MEETING

1) Will the contractor be responsible for removing IT hardware?

No. The Town's IT Contractor will remove all IT hardware prior to the start of the project. Additionally, the Town will be responsible for relocating the copier and the stamp machine in the Town Clerk's office prior to the start of the project

2) Will the Contractor be responsible for moving wall hangings?

The Contractor will be responsible for any remaining wall hangings that have color-coded tape attached to them. Town Hall staff will remove other sensitive hangings prior to the start of the project. Wall hangings not marked by tape will be left as-is.

3) Does the built-in cabinet in the Town Clerk's Office need to be moved.

No, the built-in cabinet will stay in place.

- 4) Does the Contractor need to use antistatic bags for items designated for the downstairs vault?
No. The Town Hall does not require antistatic bags.
- 6) Will the Contractor be required to move window treatments?
The Contractor will be required to move the window treatments.
- 7) Where will the items in the hall storage closet and cleaning closet be moved to?
Items from these closets will be relocated to the bathrooms on the second floor.
- 8) Is the Contractor responsible for removing shelving in the first-floor vault?
Yes, the Contractor is responsible for removing the wood shelves in the first-floor vault prior to moving in materials from the Town Clerk vault. The metal brackets will be left. The wood shelves will not be moved back.
- 9) Is the Contractor responsible for protecting the newly installed floors or will the flooring contractor be providing this protection?
Once the flooring contractor completes their work, the moving contractor is responsible for protecting these newly installed floors, during the move-in phase of the contract.

Barton & Loguidice, LLC

Town Hall 2nd Floor – Furniture, Fixtures & Document Moving Project
Lebanon, CT

PRE-BID MEETING SIGN-IN SHEET
LEBANON TOWN HALL
FURNITURE, FIXTURES AND DOCUMENT MOVING PROJECT
LEBANON, CONNECTICUT
11:00 AM, MARCH 7, 2024

<u>NAME</u>	<u>ORGANIZATION</u>	<u>CONTACT INFORMATION</u>
Kevin Grindle	Barton & Loguidice, LLC	Telephone: 860-633-8770 Email: kgrindle@bartonandloguidice.com
Cassandra Dupre	Barton & Loguidice, LLC	Telephone: 860-633-8770 Email: cdupre@bartonandloguidice.com
Kevin Cwikla	Town of Lebanon – First Selectman	Telephone: 860-642-6100 Email: kcwikla@lebanonct.gov
Mary Ellen Wiczorek	Town of Lebanon – Town Clerk	Telephone: 860-642-7319 Email: maryellen@lebanonct.gov
Sarah Hill	Town of Lebanon – Administrative Assistant	Telephone: 860-642-6100 Email: shill@lebanonct.gov
Tim Murphy	Stebbins Corp	Telephone: 917-275-3407 Email: TMURPHY@STEBBINSMAI.COM

NAME	ORGANIZATION	CONTACT INFORMATION
Jay Gauthier	Sterling Moving	Telephone: 860 892 6073 Email: Jgauthier@sterlingmail.com
MIKE CAVALLI	MEYER	Telephone: 203 668 5339 Email: MCAVALLI@MEYER.MC.COM
Vincent Gauthier	NEWS LLC	Telephone: 860 571-3800 Email: info@NEWS.LLC.NET
		Telephone: _____ Email: _____
		Telephone: _____ Email: _____
		Telephone: _____ Email: _____
		Telephone: _____ Email: _____