



**CITY OF KYLE, TEXAS**  
**INVITATION FOR BID (IFB) NO: 2012-01-PM**

**ADDENDUM NO. 2**

Solicitation For: Moving Services for Kyle Public Library

Solicitation Number: IFB 2012-01-PM

Date Issued: March 1, 2012

Description of:  
Addendum: Questions from potential bidders/vendors and City staff's response.

Note: Please review all questions received from potential bidders and the City's response because it may have an impact on your bid.

Attachment: Bidder questions & City's response.

Bid Contact: Andy Alejandro, email: [talejandro@cityofkyle.com](mailto:talejandro@cityofkyle.com)

Technical Contact: Connie Brooks, Library Director, email: [cbrooks@cityofkyle.com](mailto:cbrooks@cityofkyle.com)



Andy Alejandro <talejandro@cityofkyle.com>

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## LIBRARY MOVE

7 messages

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**Mike Deaton <Mike@texansonthemove.com>**

**Wed, Feb 29, 2012 at 3:03 PM**

To: TALEJANDRO@cityofkyle.com

Mr. Alejandro,

My name is Mike Deaton with ABC Moving, and we are bidding on your library relocation. I am preparing your bid, and in reading your RFP, I see that it says we will be responsible for packing, transport, and delivery of library books, files, ect.. During our walkthrough with Connie, she indicated to us that we would not be packing any offices, files, or common areas. Connie told us that the staff would be packing those areas. I just want to be sure to include it in my proposal if I need to.

Regards,  
Mike Deaton

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**Andy Alejandro <talejandro@cityofkyle.com>**

**Wed, Feb 29, 2012 at 3:05 PM**

To: Connie Brooks <cbrooks@cityofkyle.com>

Cc: Perwez Moheet <pmoheet@cityofkyle.com>

Connie,

Can you please respond to Mr. Deaton's question regarding office files packing?

Thanks,  
Andy

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**Connie Brooks <cbrooks@cityofkyle.com>**

**Wed, Feb 29, 2012 at 3:23 PM**

To: Andy Alejandro <talejandro@cityofkyle.com>

Cc: Perwez Moheet <pmoheet@cityofkyle.com>

Yes, library staff will be responsible for packing office files.

Thank you, Connie

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Connie Brooks  
Director, Kyle Public Library  
409 W. Blanco St.  
P.O. Box 2349  
Kyle, TX 78640  
512-268-7411  
fax: 512-268-0021  
[www.kylelibrary.com](http://www.kylelibrary.com)

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**Andy Alejandro <talejandro@cityofkyle.com>**

**Wed, Feb 29, 2012 at 3:26 PM**

To: Mike Deaton <Mike@texansonthemove.com>

Mr. Deaton,

The Public Library staff will be responsible for packing all office files. So, you will not have to include that in your proposal. If you need anything else please let me know.

Thanks,  
Andy Alejandro  
Staff Accountant  
City of Kyle  
512.262.3944

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**Mike Deaton <Mike@texansonthemove.com>**

**Thu, Mar 1, 2012 at 12:49 PM**

To: Andy Alejandro <talejandro@cityofkyle.com>

Mr. Alejandro,

I have just a few more questions.

1. I see there is something on here about us going to a storage, Connie did not mention that ion the walkthrough.
  - a) What will we be getting out of storage?
  - b) What floor is the storage unit on?
  - c) Approximately how far is the storage from the library?
2. The piano is on the list, but we are not moving it from what Connie told us during the walkthrough.
  - a) Is that correct?
  - b) If we are moving it, is it an upright or a baby grand?

Thank you in advance, and I will let you know if I have any more questions.

Regards,  
Mike Deaton

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**Andy Alejandro <talejandro@cityofkyle.com>**

**Thu, Mar 1, 2012 at 1:33 PM**

To: Connie Brooks <cbrooks@cityofkyle.com>

Cc: Perwez Moheet <pmoheet@cityofkyle.com>, Mike Deaton <Mike@texansonthemove.com>

Connie,

Can you please answer Mr. Deaton's questions below and respond back to him?

Thanks,  
Andy

----- Forwarded message -----

From: **Mike Deaton** <Mike@texansonthemove.com>

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**Connie Brooks <cbrooks@cityofkyle.com>**

**Thu, Mar 1, 2012 at 1:35 PM**

To: Andy Alejandro <talejandro@cityofkyle.com>

Cc: Perwez Moheet <pmoheet@cityofkyle.com>, Mike Deaton <Mike@texansonthemove.com>

The storage unit is no longer part of the move. We have already moved the piano and the display case. The move is now simply from the old library to the new library.

Thank you, Connie

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[Quoted text hidden]

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Andy Alejandro <talejandro@cityofkyle.com>

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**(no subject)**

2 messages

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**Jeff Polen <Jeff@midwestmoving.com>**

**Thu, Mar 1, 2012 at 11:27 AM**

To: "cbrooks@cityofkyle.com" <cbrooks@cityofkyle.com>

Cc: "talejandro@cityofkyle.com" <talejandro@cityofkyle.com>

Hello,

I just had a few questions in reference to your upcoming library relocation:

- 1) How many total volumes are being relocated?
- 2) Are the items from the storage facility being inter-filed or just picked up and delivered?
- 3) Are there new shelving units in place to receive the collections or do the old shelving units need to be taken down and set back up before shelving can begin?
- 4) Will any furniture be moved or contents for staff members along with the move? If so how many full and part time staff members are there currently?

Thank you for your time,

Jeff Polen  
Commercial Sales Manager  
Midwest Moving & Storage, Inc.

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**Connie Brooks <cbrooks@cityofkyle.com>**

**Thu, Mar 1, 2012 at 1:21 PM**

To: Jeff Polen <Jeff@midwestmoving.com>

Cc: "talejandro@cityofkyle.com" <talejandro@cityofkyle.com>

- 1) We don't have an exact total volume count. I estimate we have about 20,000 book volumes to move, not including the DVDs, VHS tapes, and audio books.
- 2) The storage facility is no longer part of the move
- 3) There are new shelving units in place in the new library. The old shelving will remain in the old facility.
- 4) Some pieces of furniture from the old library will be moved. Move candidates receive the list during their walk throughs. Contents for staff members are part of the move, although only two of them have office space. Staff members will do their own packing, using packing materials provided by the mover. There are 6 full-time staff members, and 2 part-time staff members.

Thank you for your interest,  
Connie Brooks

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Connie Brooks  
Director, Kyle Public Library  
409 W. Blanco St.  
P.O. Box 2349

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