

City of Memphis – 170 North Main Street Relocation Project

RFQ # SAIC CoM 2016 –MC R181182 RFQ Questions

<u>RFQ Section</u>	QUESTION	ANSWER
	<p>What is the basis on which the decision was made to NOT require any MWBE participation on this project? The intent of the EBO Program (Ordinance #5384) is to increase the participation of locally owned minority and women owned business enterprises (“M/WBE”) in the City’s purchasing activities.</p> <p>Why would this project not be applicable to this purchasing activity?</p>	<p>This request was initially sent to 5 M/WBE vendors and we did not receive a response. The decision was then made to publish the request without a goal.</p>
	<p>I have recently accessed the RFQ for Moving the 344 devices from various locations to 170 N Main Street. I saw an icon in the middle of the documents for the pricing template, yet I cannot access said template. Is there any way I can have this template forwarded to me via this email address?</p>	<p>The template has been reposted.</p>
	<p>Is the bid just for disconnecting equipment, getting it ready to be moved by a different entity, then reconnecting equipment at new location?</p>	<p>Yes and ensuring the workstations are attached to the appropriate network(s) and printer(s). This work will be completed on Sunday of said move weekend. The technical resources will need to be on-site each Monday to resolve any issues the users may encounter.</p>
	<p>On line item 1 (Disconnect, label, and prepare equipment for transport...), is the RFQ vendor responsible for the transportation or simply obligated to “box/unbox” equipment per SAIC requirements?</p>	<p>The RFQ vendor is not responsible for the transporting of the equipment. They are; however, responsible for disconnecting/reconnecting the equipment.</p>

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	<p>One line item 2 (Reconnect and test devices...), will there be further details in regards to the testing process? Is the vendor required to simply turn on the device and confirm network connectivity and peripherals are all working as expected or is there any enhancing the respondent is to perform?</p>	<p>The testing consists of making sure all of the equipment is functioning and has network connectivity.</p>
	<p>On line item 3 (Map devices to printers.), is it safe to assume SAIC will provide a baseline for this operation? Are these new devices and have they been tested and confirmed to be fully working?</p>	<p>Due to seating arrangements, some workstations will be attached to printers they may or may not have attached to at the old location. SAIC/City will provide mapping information to the appropriate printer devices and the mapping will be the responsibility of the awarded vendor.</p>
	<p>On line item 5 (Complete inventory documentation.), how detailed is this documentation? Is it simply requiring the vendor to sign off on moving inventoried PCs or are additional details required to be captured during the relocation that are not currently documented?</p>	<p>A list of inventory will be provided and the vendor will be required to check off the items as they are disconnected at the old location and reconnected at the new location.</p>
	<p>Will SAIC require a certificate of insurance for E/O and will SAIC or The City of Memphis have to be named as the beneficiary?</p>	<p>Yes to both questions.</p>