

QUESTIONS AND ANSWERS
PROJECT NO. 08-21
PROJECT TITLE: MOVING & RELOCATIONS SERVICES

Date: August 26, 2008

To: All Prospective Bidders

From: Houston Community College, Procurement Operations

Subject: Informational Letter # 1 - Invitation for Bids (IFB) for Moving & Relocation Services (HCC Project No. 08-21)

The following written questions regarding the above referenced IFB were received in Procurement Operations before the deadline for submission of questions:

Question No. 1 – What size crew is typically required?

HCC Answer: A three (3) person crew.

Question No. 2 – What are HCCS' regular hours of business?

HCC Answer: The regular hours of business are 8:00 a.m. to 5:00 p.m.

Question No. 3 – Is any work performed before or after these times considered overtime?

HCC Answer: No. Generally, all work is performed with the regular business hours.

Question No. 4 – Is any time beyond 8 hrs per day considered overtime?

HCC Answer: No. Payment for all hours worked will be at the hourly rates stated in the resulting contract.

Question No. 5 – Could Two (2) box trucks be substituted for a trailer when required?

HCC Answer: No.

Question No. 6 – What brand(s) of modular furniture is used? Are certifications required to assemble or disassemble?

HCC Answer: The typical brands of modular furniture used at HCC are Steelcase and McCoy products. Certifications are not required. However, the selected contractor shall provide personnel with skills and abilities to fulfill the requirements of the Scope of Services (Please refer to Attachment No. 3 of the IFB).

Question No. 7 – Do you have a list of the building addresses that are covered in the bid request? Is there any particular building that the majority of the work is requested for? If so, which one?

HCC Answer: a. The major buildings/addresses for each college can be found on the HCC website at: www.hccs.edu. Click on the applicable college/locations for individual buildings/locations of a particular college.

The six (6) colleges are as follows:

<u>College</u>	<u>Address</u>
• Central College	1300 Holman, 77004
• Coleman College for Health Sciences	1900 Pressler, 77030
• N.E. College (Codwell campus)	555 Community Drive, 77013
• S. E. College	6815 Rustic, 77087
• S.W. College (Gulfton Ctr.)	5407 Gulfton, 77081
• N.W. College (Katy campus)	1550 Foxlake ,77084

<u>Other</u>	<u>Address</u>
Administration Bldg.	3100 Main, 77002
Dallas St. Bldg.	811 Dallas, 77002

b. Generally, the work is evenly distributed throughout the HCC System.

Question No. 8 – Approximately how many move jobs are requested per week and how often are warehousing of materials needed?

HCC Answer: a. On average, 2-3 move requirements are requested per week.
b. Warehousing of materials is needed approximately 2-3 times per week or approximately 12 times per month.

Question No. 9 – In regards to Small Business participation goal, it is stated to be a **Best Effort** goal. Please define Best Effort. Will monthly reports be required?

HCC Answer: For this procurement, HCC does not require a specified percentage of small businesses participation. In lieu of a specified percentage of small business participation, HCC is requesting the selected contractor to put forth its best effort to attain some small business participation during the term of the resulting contract, if possible. Monthly reports will not be required unless the selected contractor is able to subcontract with a small business during the term of the contract. At that point, monthly reports will be required.