



Addendum Number 2

March 11, 2025

From: Procurement Department

Re: Library Relocation to the Fort Henry Mall for Library Services & Storage RFP

Issue Date: March 1, 2025

Due Date: March 25, 2025

Please see the following pages with questions & answers:

End of Addendum Number 2



			for the “active” collection first, Then the stuff that’s going into storage piecemeal afterwards?	Steven Lawhon from Still Transfer) Current information from the Mall has that the Picadilly entrance can be used. (This will need to be confirmed)
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	Person	Company	Question	Answer
4	Bill Graham	CMS	We have down that the movers are responsible for breakages/damages: how are we allocating responsibility for this when there are staff/volunteers packing the boxes, not the movers – they won’t have control over how well we pack the items.	Open to suggestions such as visible exterior damage to boxes of packed materials or of mall space from moving activities.
5**		CMS	Discussing Inventory Control Measures- When putting items in a truck: They could do specific numbering of each box – This comes with a higher cost. OR Could a staff member watch them load items into the truck, lock it, hand the staff member the key. Staff members will meet them at the unloading place and unlock the truck	Library Manager’s primary concern is ensuring what leaves the building arrives at the Mall.
6		CMS	Request: Photo documentation of valuable items/artwork	Photos can be taken of valuable artwork.
7		CMS	The [Art Work] attached to the wall? How are they attached? *Movers will take off wall but will not put back up.*	Locked in place, staff have the keys
8*		CMS	How many total “volumes”/items need to be moved?	Estimation is total collection is 100K,
9*		CMS	How many of those items are going to be in active use vs. in storage?	Estimate the break down to be 70% active and 30% Storage. (Note: <i>Exact number of books was not know at the meeting</i> )

				<i>gave a rough estimate based estimate.)</i>
10		CMS	Alternatives to cartons for the active collection?	Open to the best way to move the active collection from the Library to the Mall
11		CMS	Storage stacks no more than 6ft tall per fire marshal.	In the storage area, Correct
12*	Steven Lawhon	Still Transfer	What about lines of sight in the open storefronts in the mall – do the taller shelves have to be in the back/against the wall? Can they be in front? Do they have to be less than 6ft as well?	Staff will have to ask the Mall for any specifications on layout of tall shelving.
13*	Bill Graham	CMS	Mall usually doesn't want people who aren't licensed contractors to attach fixtures (like bookshelves) to the walls. Need to check on. The movers do remove fixtures from walls, but they do not put them back up.	Will have to check on this.

	Person	Company	Question / Comments	Answer
14			Large Desk? Is that being moved?	This is the J Fred Johnson Desk. This is something we are working on. The desk is huge. We are trying to determine if it will come apart or not. The desk is also being considered to stay in place with protective materials added instead of moving it.
15	MRT	KPL	<i>On Tour Pointing out unusual items – Privacy Booth.</i>	<i>Phone booth can be taken apart but will need to be put back together</i>
16	Bill Graham	CMS	Shelves on the YS wall – stay or go?	All wall shelving except for the shorter counter height wall shelving next to the ramp is to be moved.
17		CMS	How many shelving units are being moved?	55 total shelving units to move. Large print shelving breaks down into units, Archives/Basement shelving is being Demo'd. Shelves in the Mezzanine and Nonfiction section stay. Shelving in kids' area moves,

18		CMS	The movers' time is based on <i>minutes</i> worked, not hours. They work very quickly. Can library staff keep up with them, or will we need to have more help than originally planned?	More people will be needed than originally planned. Library will need to find volunteers to assist.
19		CMS	<b>Comment: You can pay to have movers help with that end of things</b>	May need to consider. We are trying to keep costs low by doing as much as possible ourselves.
20	General Discussion	NA	<b>Comment: Various volunteer suggestions were made</b>	
21	Steven Lawhorn	Still Transfer	<b>Comment: Map cases will not fit in the elevator</b>	
22	Bill Graham	CMS	Will you need tubes provided for maps?	Yes
23		CMS	What about the Microfilm cabinets?	Microfilm is being moved by the library to the Archives.
24*	Steven Lawhorn	Still Transfer	<b>Do you have a key to the cabinets? Comment: Suggest you cover the locks with tape</b>	We will check on this, we should have keys.
25*	Bill Graham	CMS	The Col. Palmer bust: Who moves him? Need a box/crate/whatever for that.	Col. Palmer Bust will be moved to the Archives. Will need to see what we have on hand for moving.
26	Steven Lawhorn	Still Transfer	Who is taking care of the items being disposed of?	Library
27	General Discussion		<b>Comments: Roll-off dumpster out front needed – less \$\$, less time-consuming which also = less \$\$.</b>	

	Person	Company	Question	Answer
28	Bill Graham	CMS	When would you like supplies delivered?	As soon as possible.
29	Steven Lawhorn	Still Transfer	<b>Comment: Getting things from the 4<sup>th</sup> floor out will need to be figured out.</b>	
30*		Still Transfer	Duck Forklift down to the main level potentially. Would that be possible?	As far as we know that should be possible. Will check to see if

				there is any concern on damage to floors.
31	Bill Graham	CMS	<b>Comment: The movers only touch the boxes once. Make sure we label/have things put in the correct place in the mall the first time, they will not move them again</b>	
32	General Discussion		Talked over logistics of designating how books will be labeled/move from one shelving unit to its new shelving unit.	The shelves items are on now is not necessarily the shelf they will go on. Library will work on a coordination plan.
33	Bill Graham	CMS	Who provides labels for boxes?	Library will provide labels.
34**	Bill Graham	CMS	The biggest question is what is the scope of time?	We anticipate being closed for 3 weeks for the move.
35	Brent	CoK	Does anyone need to go to the mall property to see it?	All declined.
36	Not Recorded	Unk	Who is responsible for packing books/items?	Library
37		Unk	Are built-in shelves on main floor staying?	The built-ins are staying, but shelving that is just attached onto wall are moving.
38		Unk	Does island desk in kid's area move?	No. Free standing desks in staff area along the wall goes, built-in desks stay.
39	Bill Graham	CMS	Are dragon paintings in kid's area oil or water based?	Water. They be stored for the time we are at the mall
40	Not Recorded	Unk	Are RFID gates moving?	Not the ones currently installed. We have some in boxes that will be moving.
41	Bill Graham	CMS	Are movers responsible for copy machines?	No, our copier contractor will move them.
42		CMS	Are any materials skin-oil sensitive/require gloves?	No.

Numbers with \* require follow up answers.

Numbers with \*\* are being reconsidered due to consideration of logistics and time frame.

Answers, confirmation or reconsiderations will be noted in an addendum.