



Addendum Number 4

March 24, 2025

From: Procurement Department

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

Issue Date: March 1, 2025

Due Date: April 8, 2025

The RFP opening date has been moved to April 8, 2025, the time and location have not changed.

Please see the following pages for additional information. Please use the following RFP Proposal Form to record pricing and submit the form with your response.

End of Addendum Number 4

**RFP Proposal Form**

**Kingsport Library: Mall Move**

<b>PROPOSAL ITEM</b>	<b>QUANTITY</b>	<b>TOTAL Proposal PRICE (\$)</b>
Base Proposal Library Move	1	
ADD ALTERNATE #1 Mover to unpack circulating materials at mall	1	
ADD ALTERNATE #2 Move specified items to Archives	1	
	<b>TOTAL PROPOSAL PRICE</b>	

**Note:** The undersigned agrees this proposal shall be good and may not be withdrawn for a period of (60) sixty calendar days after the scheduled closing time for receiving bids.

COMPANY: \_\_\_\_\_

ADDRESS: \_\_\_\_\_

TELEPHONE: \_\_\_\_\_

EMAIL: \_\_\_\_\_

AUTHORIZED

SIGNATURE: \_\_\_\_\_

PRINT NAME: \_\_\_\_\_

DATE: \_\_\_\_\_

**THIS RFP PROPOSAL FORM MUST BE SIGNED TO BE VALID.**

**The undersigned hereby acknowledges the receipt of:**

**Addenda Number**

**Date**

\_\_\_\_\_

\_\_\_\_\_

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## **Add Alternate 1**

### **Mover unpacks circulating materials at Mall**

Movers will pack up books on current shelves in the Kingsport Public Library (KPL) (400 Broad Street, Kingsport TN), move items to mall store fronts and unpack on to designated shelves at Ft Henry Mall (store fronts 123, 122 and 120) . The library consists of 4 floors, 1<sup>st</sup> floor has a public street entrance, 2<sup>nd</sup> floor has a street entrance on the 2<sup>nd</sup> floor is also a staff entrance in the back facing a parking lot (has ramp access)

- Move circulating materials from the current library 1<sup>st</sup> floor location, Children's area, to designated shelves in Store Front 123. Materials consist of audiobooks and books and kits (in bags)
- Move circulating materials from current 2<sup>nd</sup> floor Young Adult shelving to designated shelves in Store Front 123. Materials consist of books and audiobooks.
- Move circulating materials from adult locations Mezzanine and 2<sup>nd</sup> floor to designated shelves in Store Front 122. Second floor location consists of books, audiobooks, DVDs, video games. Mezzanine consists of books.

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## **Add Alternate 2**

### **Move specified items to Archives**

Move specified items to the Archives located on the 5<sup>th</sup> floor of the Kingsport City Hall Building located at 415 Broad Street. City Hall; located across the street from the Kingsport Public Library (400 Broad Street).

City Hall has a freight elevator (Dimensions are 8' X 6.5')

Items to move from KPL to Archives location are:

- (1) Staff Desk to Archives Office
- (1) Office Chair to Archives Office
- Artwork: (1) Bust and floor pedestal of Col. Palmer from the 4<sup>th</sup> floor to the Archives storage room.
- Artwork: (2 large) paintings in the Children' area 1<sup>st</sup> floor to Archives storage shelves - designated shelf to hang.
  - Painting Dragon 1 Located in the foyer at the New Street entrance on library 1<sup>st</sup> floor (dimensions: 37.5" x 49.5")
  - Painting Dragon 2 Located in youth services office; on library 1<sup>st</sup> floor Children's area (dimensions 60" x 37.5")
- Pack up and move six (6) framed artwork for storage at the Archives.

- (3) Microfilm cabinets and contents are located on the library's 4<sup>th</sup> floor Palmer Room to the Archives.
- Move Five (5) computer monitors
- IT packs, movers move: 4 Desktop computers and peripherals (1) staff and (3) public access.

## **Kingsport Public Library Move to Mall**

### **Additional Information**

#### **Move Time Frame**

Time frame for moving needs to be scheduled between May 12, 2025 – June 14, 2025.

Library is anticipating being closed to the public for 2 – 3 weeks around the dates designated by the movers.

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#### **Revised Damage Statement**

The Mover must provide adequate protection to the floors, carpets, walls, doors, windows, elevators, etc., in the new mall location to prevent damage to the building or its contents. It is highly recommended that the Moving company photographs the new location prior to moving any items in. The library will do the same.

The Mover is responsible for any or all loss or damage to the property of the Library either by theft, accident, or otherwise while said property is in their custody. Damage for boxes packed by staff will be determined by the outside condition of the box.

Property is in Movers custody from the time released to them from its present location at the Library until placed in the new mall designated location.

Upon completion of the work, and before acceptance and final payment, the Mover must remove all their equipment, property, and rubbish and that of their employees from and about the buildings and or sites.

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#### **Tracking statement revision**

Movers are responsible for tracking and reporting when a truck leaves (Date/Time) the Library and arrives (Date/Time) at the new location for unloading.

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## **Move boxes containing books to a designated storage unit**

Move an estimated 750 boxes of books from the library to a designated storage unit. Storage is yet to be determined. Storage will be located within 20 miles of the Kingsport Public Library.

Movers will drop off books at the loading dock designated by the storage facility.

Books will be boxed in predominantly 16" x 13" x 13" there will be an estimated 50-75 boxes sized 18" x 18" x 16"

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## **Mapping of physical items from library to mall store fronts**

Library will have a mapping diagram of placement of furniture, books and shelving from location at the library to designated mall store front and placement. Note that books will be moved from one shelving unit to a different shelving unit in the mall.

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## **Provide Boxes and Containers**

Library will need boxes to pack up materials for storage either at the mall (Store Front 120) or at a designated storage facility. Library books will be packed by staff for storage. The collection size to be packed for alternate storage is approximately 18,700 books, adult books fiction and nonfiction.

Boxes for the library to pack to the following: books, materials and equipment

Boxes need to be delivered at least 2 weeks prior to the initial moving date.

Storage tubes will be needed to pack up maps for move to the mall.

Selected framed art works will need boxes. (10 framed pictures)

Boxes for Mall storage will be marked with current location and contents. Contents will be seasonal books for rotation, seasonal decorations, office and cataloging supplies.

Book boxes will be marked with contents, original location and alternate storage location (not at the Mall).

Library currently has on hand the following boxes and supplies:

- 600 - 1.5 cubic foot book cartons

- 25 - 3.1 cubic foot medium cartons
- 72 rolls of tape
- 4 tape guns

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## **IT Packing/ Movers Moving**

IT department will pack up specific electronic equipment for movers to move. IT will need containers. Estimate need fifty (50) plastic crates (27" X17" size). The color coding is an internal indicator for IT to determine what needs to be moved—whether it's an entire workstation (including displays and keyboards) or only certain components.

IT will pack all electronic equipment, and the moving company will move all IT packed equipment to Mall store front.

Any box with an IT color coded sticker contains fragile components regardless of color designation.

IT will have a comprehensive list, the following is a generic list:

### IT packing for movers to move:

- Copy machine coin machines.
- Monitors
- Computer Monitors (staff)
- Label printers
- Desk top printers
- Computer towers/workstations
- Self-checkout Station

### IT will be moving to the Mall:

- Phones
- Network Equipment
- IT will need at least two (2) weeks' notice

### IT will be packing to the Archives

- Two (2) Microfilm readers and support equipment
- Two (2) Monitors
- Four (4) desktop computers (1) staff and (3) public access

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## Copiers

Kingsport Imaging will be moving all copiers from the library to the mall location. Kingsport Imaging needs at least two (2) weeks' notice to move these items

- Four (4) Cannon Copiers

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## Added, Removed or Changed Items from Library to Mall move

### Added to list

Move one (1) metal book drop located outside at the New Street entrance of the library to be placed near the Mall entrance closest to the Library units.

Unit will have to be unmounted then properly secured at the Mall location. Library needs to know if unmounting at current location and securing at designated mall location is possible for the movers to do or not.

### Removed from list

The J Fred Johnson desk will not be part of the move.

### Changes to list

See Add Alternate: Archives

See updates storage Mall storage and TBD alternate storage

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## Moving into Mall - Entrances and Time of Day.

Movers are able to use the closest mall entrance to Suites 123, 122 and 120. This entrance can be used during Mall operation hours only.

Movers are able to use the back entrances to Suites 123 and 122 at any time after hours but are not allowed to raise gates or go out into the mall.

The back hall entrance may be used for access to suite 120. Hallway doors are unlocked from 8am – 9pm Monday – Saturday, 10:30 am – 6:00 pm on Sunday.

See Mall map for locations of storefronts and entrances

Questions submitted by:

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*Library Specialist*

**Hallett Movers**

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Submitted on March 11, 2025






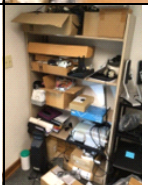
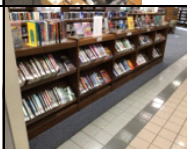



1. What is the total number of volumes/collection items (or linear feet) moving onto shelving at the Temp site.
  - 1.1. 48,250 items
2. What is the total number of volumes/collection items (or linear feet) to be packed for storage?
  - 2.1. Library will be packing the collection for storage. 18,750 items for storage, estimate 750 boxes for storage at a to be determined place.
  - 2.2. See Addendum 4: Alternate storage location
3. What would be the subdivisions of that collection in terms of material type, nonprint media, etc.?
  - 3.1. Youth Services SF 123: Includes Board Books – Young Adult Books and Spanish Collection
    - 3.1.1. Children's: Board Books, Picture Books, Chapter Books, Paperbacks, and Non-Fiction
    - 3.1.2. Young Adult: Graphic Novels, Fiction, Non-Fiction and Audio Books
  - 3.2. Adult Services SF 122: Books, Large Print books, Paperback books, Spanish Collection, Audio Books (CD), Playaways, Video Games, DVD's
4. Is the mover to provide boxes for the collection items the library is to pack for storage?
  - 4.1. Yes, for books, artwork (10 framed paintings), and tubes for maps
5. In 2.2 it states the "Library will put materials back on shelves at the Mall locations." Should we understand this to mean that the mover will pack and transport the materials and then wait for Library staff to unpack? (As Professional Library Movers, the unpacking is part of our normal processes.) Could the Library staff maintain a pace of unpacking 1,000 shelves a day?
  - 5.1. Movers will pack the circulating materials that will go from Library shelf to Mall library shelf location
  - 5.2. Staff will pack books and materials going either to Mall storage or alternate storage.
  - 5.3. That is not the pace library staff could maintain.
  - 5.4. See Add Alternate: Moving materials
6. Are there any special collections components or materials that otherwise require special handling? Please describe.
  - 6.1. See Add Alternate: Archives







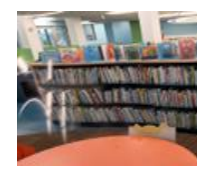

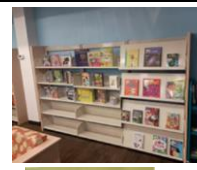

7. How long are the materials and furniture expected to be in the interim locations?
  - 7.1. Moving back will be a separate bid opportunity
  
8. Can you provide an inventory of all FF&E that will need to be moved? Can this list note what items will need to be dismantled in order to move? (Attachment C does not have a listing as suggested.)
  - 8.1. See Shelving List and Library Furniture List
  
9. Can you provide a count of the number of 36" double faced shelving sections that needs to be moved to Temp location?
  - 9.1. See shelving list
  
10. Can you provide a count of the number of 36" single faced shelving that needs to be moved to Temp location?
  - 10.1. See shelving list
  
11. Can you provide shelving elevations and layouts for the destination site?
  - 11.1. See shelving list
  
12. Can you tell us what type of shelving this is? I.e. welded frame? Starter adder? Wooden?
  - 12.1. Combination of shelving. Metal, Wooded starter/adder, Wooded free standing
  
13. Can you share pictures of the shelving?
  - 13.1. Yes, See Shelving Pictures
  
14. Does origin site have an elevator, if more than 1 floor? What is the size and capacity?
  - 14.1. There is a small elevator. Dimensions are:
    - 31x80" (doors from outside)
    - 60" from front to back doors
    - 48.5 from side to side
  
15. Does destination site have an elevator, if more than 1 floor? What is the size and capacity?
  - 15.1. Mall location is on the ground level.
  
16. Can you describe the dock set up and height limitations at origin?
  - 16.1. There is no dock.
  
17. If no dock, can you describe egress path for movement of materials out of the origin building?
  - 17.1. Main door, side door are street entrances; Back door goes out to a landing with a ramp to the parking lot; a side door going out to a park, no ramp several steps.








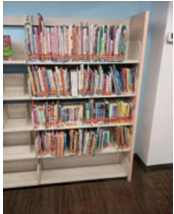
18. Can you describe the dock set up and height limitations at destination?
  - 18.1. No dock
  
19. If no dock, can you describe egress path for movement of materials into the Mall building?
  - 19.1. Exterior door entrance to 2 units, Exterior Hall entrance to building with interior door to 1 unit.
  
20. How many Fulltime and parttime staff members will be moving into the new locations?
  - 20.1. Not sure what you are asking here. Total staff will be between 13-18 individuals.
  
21. You have requested "Full Replacement Value Coverage" in 7.1. Can you provide a valuation of Library contents to make sure we have coverage that aligns with this request?
  - 21.1. See update in Addendum 4
  
22. You have requested "Photographic documentation of valuable items" in 7.1. Will the Library be able to identify the items that this is desired for?
  - 22.1. see Add Alternate: Archives
  
23. IT has requested "at least 30 fragile item crates" in Attachment A. Can you tell us if you mean wooden crates? Or Plastic crates? or what types of crates you envision needing and what dimensions they may need? Or what they are for?
  - 23.1. Plastic crates 27X17 is what these normally run. The crates will be used to pack IT equipment for the moving company to move.
  - 23.2. Items will be staff workstations: monitors, towers, staff printers, receipt printers, network equipment...
  
24. We note that IT will pack and move some items themselves. We note that IT will pack some items and have movers move them. We assume movers will pack and move some IT items. Can you provide a list that identifies what movers will pack and move and a separate list that identifies what pre-packed items mover will just move?
  - 24.1. IT will be packing all items. Mover will move packed items.
  - 24.2. IT will pack all electronic equipment. Colored dots are for internal use primarily. Equipment to move will be designated and labeled as to new location in the mall. IT will unpack all equipment.
  - 24.3. IT is working on a list.
  
25. In the timeline it states, "Project Start Date: May 5, 2025." Can you tell us if this is the start of the planning process or the actual move? Can you tell us when you plan for the physical move to begin?
  - 25.1. See Addendum 4: Timeline

26. Can you tell us the drop-dead date of when the Library needs to be emptied?
  - 26.1. That date will be set once Construction Contract has been awarded.
  - 26.2. Anticipating sometime in July.
  
27. How early could we train Library staff on how to pack their materials so that they stay organized during transit?
  - 27.1. Staff training would need to be done prior to or at the time boxes are provided.
  - 27.2. All items for circulation will be left on the shelves for movers to move to the circulation shelves in the mall.

Description	Picture	Dimension
Black Storage Shelves		1' 7" long x 3' wide x 6' tall
Wire Storage Racks		36x14x55
Small Black Wire Shelves		14" long x 36" wide x 55" tall
Large Black Wire Shelves		25" long x 37" wide x 73" tall
Free-standing wooden book shelf		2'6" long x 1' wide x 6' tall
Wooden book shelf		3'3" long x 1'1" wide x 7' tall
Tall wooden shelves		6'1" long x 1'1" wide x 7' tall
Long low wooden shelves		24'3" long x 2' wide x 3'7" tall
Short low wooden shelves		15'3" long x 2' wide x 3'7" tall

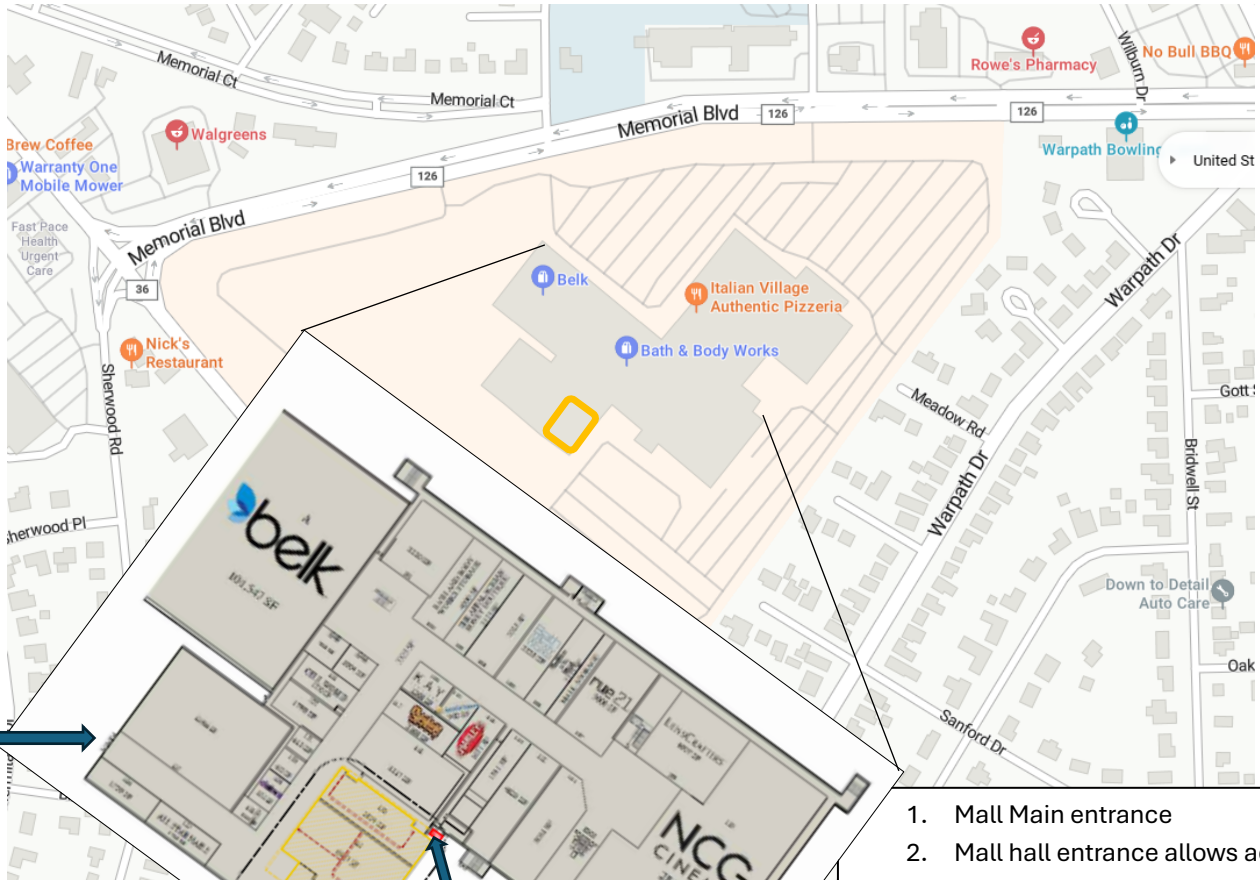
Description	Picture	Dimension
Short oversize wooden shelves		9'3" long x 1'1" wide x 3'7" tall
Bookshelf		75" long x 13" wide x 83" tall
Bookshelf		75x13x7ft
Bookshelf (Metal)		38x15x52
Short Shelf		37x12x40
Tall Shelf		38x 12 x66
Short one sided shelf		182x12x43
Short double sided shelf		255x 2ftx 44
Tall Single Side Shelf		110x 14x 7ft
Tall Single Side Shelf		220" x 14" x 7ft

Description	Picture	Dimension
Tall Double Side Shelf		220x2ftx 7ft
Tall Double Side Shelf		183x 2ft x 7ft
Single Side Metal Shelf		75x13x67
Tall Double Side Shelf		110x21x7ft
Double Side Angle shelf		9.5ftx28x76
Metal Double side shelf		18ft x 25" x 68"
Wavy Bookshelf		13'4" long x 2'8" wide
Wavy Bookshelf End		2'8" wide x 4'9 1/2" tall
New Bookshelf		1st shelf: 3'1" long x 1'3" wide x 5'7" tall
Board Book		1'9 1/2" long x 1'5 1/2" wide x 3'7 1/2" tall

Description	Picture	Dimension
Board Book Shelf		3'7 1/2" long x 11" wide x 2'11 1/2" tall
Fiction (Chapter Books)		2'11" long x 1'1" wide x 5'6" tall
Easy Paperbacks		2'11 1/2" long x 11" wide x 3'7" tall
Easy Readers		2'11 1/2" long x 11" wide x 3'7" tall
Chapter Bookshelf End		2'1" long x 6'9" tall
Chapter Bookshelf End		2'1" long x 7'5" tall
Non-Fiction Bookshelf End		2'1" long x 6'2" tall
Spanish Collection		2'11" long x 1'2" wide x 6'7" tall

Description	Picture	Dimension
Paperbacks		2'11" long x 1'2" wide x 6'7" tall
Graphic Novels		2'11" long x 1'2" wide x 6'7" tall
Biographies		2'11" long x 1'2" wide x 6'7" tall
American Girl Books		2'11" long x 1'2" wide x 6'7" tall
Shelf		3ft x 16" x 6ft

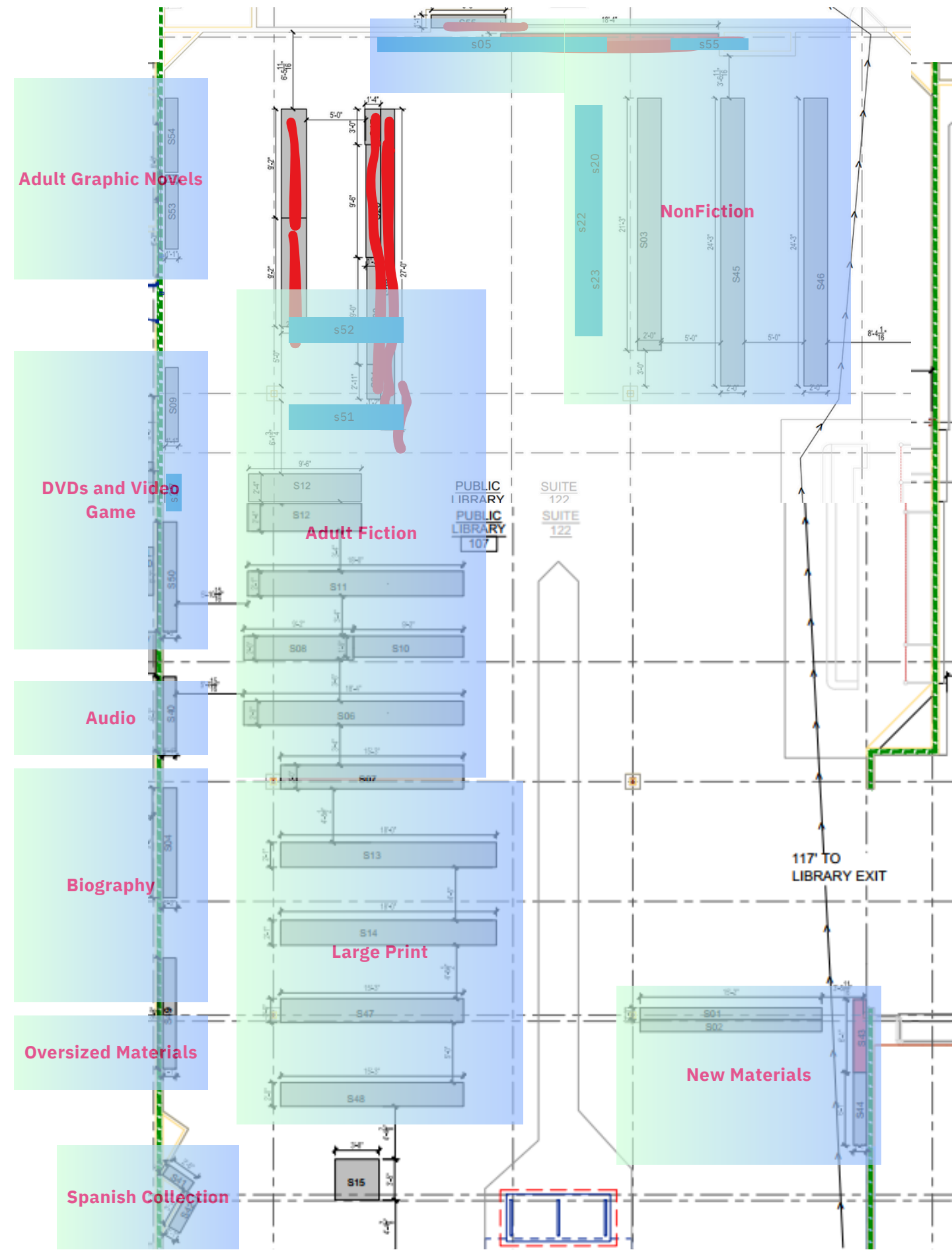
Ft Henry Mall (aka Kingsport Town Center)  
2101 Fort Henry Dr, Kingsport, TN 37664

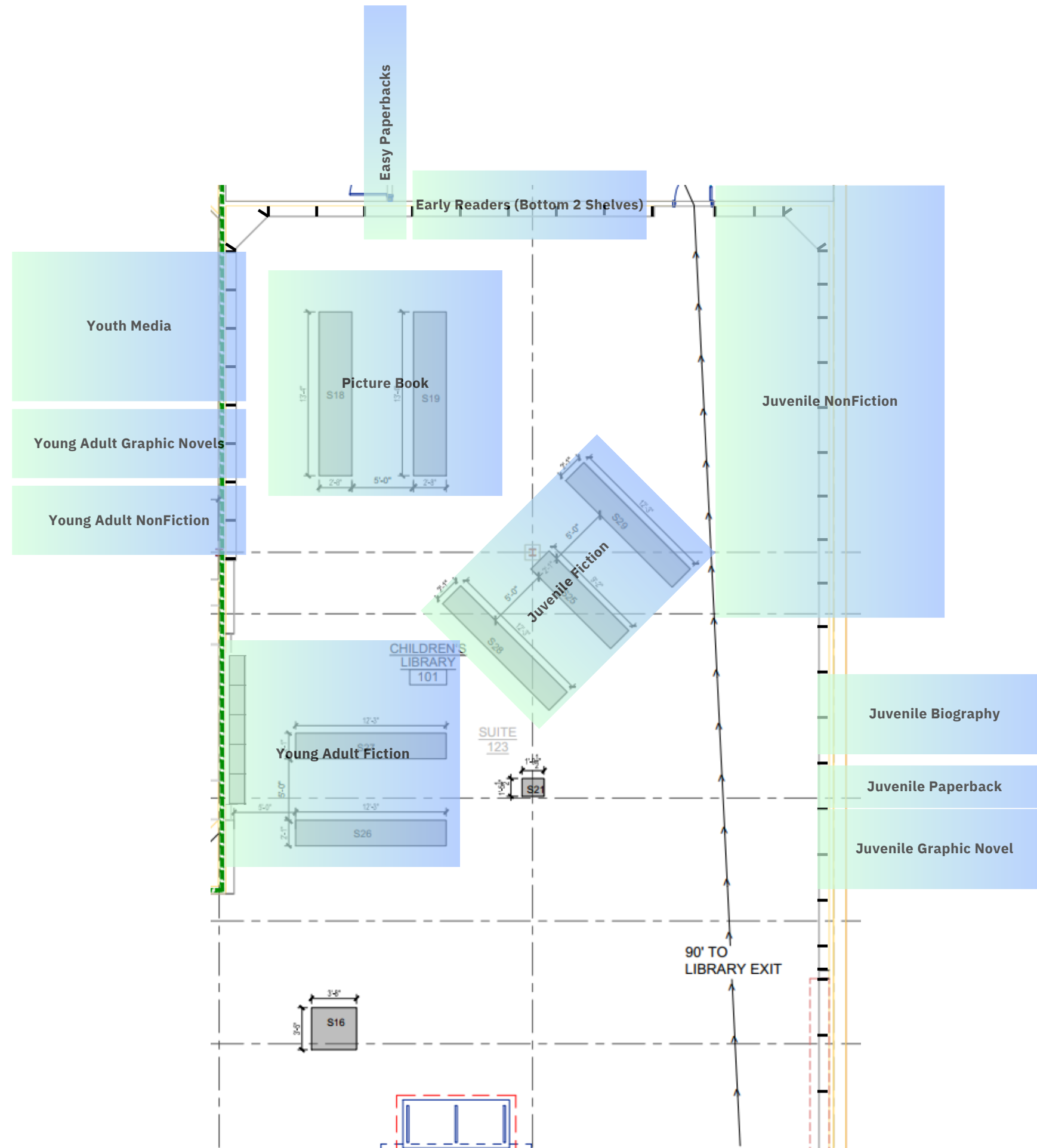


- 1. Mall Main entrance
  - 2. Mall hall entrance allows access to SF 120 back entrance door
  - 3. SF 122 back entrance door,
  - 4. SF 123 back entrance door
- SF entrances 3 & 4 are through a fenced area where dumpsters are located.









ID	Description	Current Location	Dimensions	Room Assignment	Designated collection	Number of Sections	Sides	Number of shelves
S01	Short one sided shelf	2nd Floor New Fic Shelves	182x12x43	122		5	1	2
S02	Short one sided shelf	2nd Floor New Fic Shelves	182x12x43	122		5	1	2
S03	Short double sided shelf	2nd Floor Large Print	255x 2ftx 44	122		7	2	3
S04	Tall Single Side Shelf	2nd Floor Large Print	110x 14x 7ft	122		3	1	6
S05	Tall Single Side Shelf	2nd Floor Large Print	220" x 14" x 7ft	122		6	1	6
S06	Tall Double Side Shelf	2nd Floor Large Print	220x2ftx 7ft	122		6	2	6
S07	Tall Double Side Shelf	2nd Floor Large Print	183x 2ft x 7ft	122		5	2	6
S08	Tall Double Side Shelf	2nd Floor Large Print	110x 2ft x 7ft	122		3	2	6
S09	Single Side Metal Shelf	2nd Floor New NF	75x13x67	122		3	1	5
S10	Tall Double Side Shelf	2nd Floor Media	110x2x17ft	122		3	2	6
S11	Double side angle shelf	2nd Floor Media	18ft x 28" x 76"	122		6	2	7
S12	Double Side angle shelf	2nd Floor Media	9.5ftx28x76	122		3	2	7
S13	Metal Double Side Shelf	2nd Floor Teen	18ft x 25" x 68"	122		6	2	5
S14	Metal Double Side Shelf	2nd Floor Teen	18ft x 25" x 68"	122		6	2	5
S15	Display Shelving Round	2nd Floor Lobby	44w X 41d X 57h	122		1	4	4
S16	Display Shelving Round	2nd floor lobby	44w X 41d X 57h	123		1	4	4
S17	Tall One side shelf	Staff Area Shelf	3ft x 16" x 6ft	122		1	1	6
S18	Wavy Bookshelf	1st Floor Picture Books	13'4" long x 2'8" wide	123	Picture books	4	2	3
S19	Wavy Bookshelf	1st Floor Picture Books	13'4" long x 2'8" wide	123	Picture books	5	2	3
S20	One sided, wall mounted shelf	1st Floor New Books	9'6" long x 1'3" wide x 5'7" tall	122		3	1	5
S21	Board Book Cubby	1st Floor Board Books	1'9 1/2" long x 1'5 1/2" wide x 3'7 1/2" tall	123	Board Books	1	1	1
S22	Tall Wall mounted kid shelf	1st Floor GN, Pbk, Sp	27' long x 1'2" wide x 6'7" tall	122		6	1	5
S23	Tall Wall mounted kid shelf	1st Floor Bio	9' long x 1'2" wide x 6'7" tall	122		3	1	5
S24	Tall Wall mounted kid shelf	1st Floor American Girl	2'11" long x 1'2" wide x 6'7" tall	122		1	1	5
S25	Tall Double side kid shelf	1st Floor NonFiction	110"l x 25"w x 66.5"t	123	Youth Fiction/GN/PB	3	2	5
S26	Tall Double side kid shelf	1st Floor NonFiction	147"l x 25"w x 66.5"t	123	Youth Fiction/GN/PB	4	2	5
S27	Tall Double side kid shelf	1st Floor Fiction	147"l x 25"w x 66.5"t	123	Youth Fiction/GN/PB	4	2	5
S28	Tall Double side kid shelf	1st Floor Fiction	147"l x 25"w x 66.5"t	123	YA	4	2	5
S29	Tall Double side kid shelf	1st Floor Fiction	147"l x 25"w x 66.5"t	123	YA	4	2	5
S30	Small Black Wire Shelves	3rd Floor Mezz "Office"	14" long x 36" wide x 55" tall	120		1	1	4
S31	Small Black Wire Shelves	3rd Floor Mezz "Office"	14" long x 36" wide x 55" tall	120		1	1	4
S32	Small Black Wire Shelves	3rd Floor Mezz "Office"	14" long x 36" wide x 55" tall	120		1	1	4
S33	Small Black Wire Shelves	3rd Floor Mezz "Office"	14" long x 36" wide x 55" tall	120		1	1	4
S34	Small Black Wire Shelves	3rd Floor Mezz "Office"	14" long x 36" wide x 55" tall	120		1	1	4
S35	Small Black Wire Shelves	3rd Floor Mezz "Office"	14" long x 36" wide x 55" tall	120		1	1	4
S36	Small Black Wire Shelves	3rd Floor Mezz "Office"	14" long x 36" wide x 55" tall	120		1	1	4
S37	Small Black Wire Shelves	3rd Floor Mezz "Office"	14" long x 36" wide x 55" tall	120		1	1	4
S38	Large Black Wire Shelves	3rd Floor Mezz "Office"	50" long x 37" wide x 73" tall	120		2	1	4
S40	Tall wooden shelf	4th Floor Makerspace	75" long x 13" wide x 83" tall	122		2	1	6
S41	Free-standing wooden book shelf	4thFloor-Pal	2'6" long x 1' wide x 6' tall	122		1	1	5
S42	Free-standing wooden book shelf	4thFloor-Pal	3'3" long x 1'1" wide x 7' tall	122		1	1	5
S43	Tall wooden shelves	4thFloor-Pal	6'1" long x 1'1" wide x 7' tall	122		2	1	6
S44	Tall wooden shelves	4thFloor-Pal	6'1" long x 1'1" wide x 7' tall	122		2	1	6
S45	Long low wooden shelves	4thFloor-Pal	24'3" long x 2' wide x 3'7" tall	122		8	2	3
S46	Long low wooden shelves	4thFloor-Pal	24'3" long x 2' wide x 3'7" tall	122		8	2	3

ID	Description	Current Location	Dimensions	Room Assignment	Designated collection	Number of Sections	Sides	Number of shelves
S47	Short low wooden shelves	4thFloor-Pal	15'3" long x 2' wide x 3'7" tall	122		5	2	3
S48	Short low wooden shelves	4thFloor-Pal	15'3" long x 2' wide x 3'7" tall	122		5	2	3
S49	Short oversize wooden shelves	4thFloor-Pal	9'3" long x 1'1" wide x 3'7" tall	122		3	1	3
S50	Wooden Bookshelf	4th Floor Ref	110"l x 14"w x 83"t	122		3	1	5
S51	Palmer Back Shelves	4thFloor-Pal	110"l x 25.5"w x 78.5"t	122		3	2	6
S52	Palmer Back Shelves	4thFloor-Pal	110"l x 25.5"w x 78.5"t	122		3	2	6
S53	Wooden Bookshelf	Offices	75" long x 13" wide x 83" tall	122		2	1	6
S54	Wooden Bookshelf	Offices	75" long x 13" wide x 83" tall	122		2	1	6
S55	Wooden Bookshelf	Offices	75" long x 13" wide x 83" tall	122		2	1	6