

**QUESTIONS AND ANSWERS**  
**VA101V-17-Q-0175**

**NOTE: All answers are in bold**

1. Are there twenty-eight (28) of these units to be removed?

**There are twenty-eight (28) shelving units to be dismantled, packed, and moved.**

2. Are the units to be removed on ground level, basement, etc.?

**The units are located on the ground level.**

3. Are there stairs or elevator travel required to get the units out of the building?

**No, there is a double door located next to the file system that leads out to the loading dock.**

4. Will there be a limitation as to when the work can be completed? Is it to be completed during normal working hours or will overtime be required?

**All work shall be completed Monday – Friday between the hours of 6:00 a.m. and 6:00 p.m.**

5. How far of a distance will there be to move the units to storage?

**See question #3. Also, the distance from Guaynabo to the warehouse in Carolina, PR (where the units will be delivered to) is about 14 miles (23 km).**

6. Do either of the locations have a loading dock?

**Yes, both locations have a loading dock.**

7. The origin I understand is on the 1<sup>st</sup> floor however it was not specified as to where the product was going at the destination location. Is the product being moved to the 1<sup>st</sup> floor at the destination location? Is there a loading dock? Is there an elevator and if so what size? Or is it going directly into a warehouse?

**The High Density File System will be need to be transported directly to a warehouse in Carolina, PR. The space is located on the 1<sup>st</sup> floor, and a loading dock is available.**

8. Who is responsible for the packing up of the files on the shelves? If the files are included in this project, do they need to be boxed, labeled, refiled upon completion, etc.?

**There are no files on the shelves to be packed: The shelves are currently empty.**

9. What type of track are the units sitting on? There are typically two types: One type is embedded in the concrete floor and the second type is on a platform?

**Embedded**

10. Who is responsible for the disconnection of the electric to the units? Will a certified electrician be required?

**The building owner (the building is leased by the VA) is responsible for the disconnection of the electric. No certified electrician will be required.**

11. Do you have a drawing or layout of the existing units?

**See attached layout drawing and site pictures from the initial installation. Please note – A site visit has been scheduled for Tuesday, April 25, 2017, at 9:00 a.m., at the San Juan Veterans Benefits Administration Regional Office, 50 Carr 165, Guaynabo, PR 00968. Please report to the security guard and they will escort you to the necessary office of Carmen Albino and/or Benjamin Bruno.**

12. Please provide a floor plan of the system – original plan from the installing dealer if available?

**See attached layout drawing and site pictures from the initial installation. Please note – A site visit has been scheduled for Tuesday, April 25, 2017, at 9:00 a.m., at the San Juan Veterans Benefits Administration Regional Office, 50 Carr 165, Guaynabo, PR 00968. Please report to the security guard and they will escort you to the necessary office of Carmen Albino and/or Benjamin Bruno.**

**END**