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**DATE:** December 11, 2024

**RE:** Responses to Questions: Moving Services for the Belmont Library Improvement Project

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As outlined in the Request for Quotes issued November 25, 2024, San Mateo County Libraries shall respond in writing to written communications and reserves the right, at its sole discretion, to determine appropriate and adequate responses to written comments, questions, and requests for clarification. In cases where related questions were submitted by multiple firms, one question is listed and responded to once.

**UPDATED MOVE SCHEDULE:** The estimated scope of work of the moving-out activities will take place during the months when the library is closed to the public. The dates of the closure will be finalized early next year with an anticipated move-out start time in February 2025 and closure time of (3) three months.

**IS THIS A PREVAILING WAGE JOB?**

Yes, this is a prevailing wage job.

**HOW MUCH OF THE COLLECTION AND COMPUTERS WILL NEED TO BE STORED VERSUS MOVED TO 125 LESSINGIA COURT?**

The collection and equipment details will be finalized early next year.

At this time, we are estimating that we will need book trucks to house ~15,500 volumes, and there are ~34 equipment items (desktops, laptops, printers, etc.). Please incorporate these items as storage in the quote submission.

**WHAT IS THE AMOUNT OF LINEAL FEET THAT NEED TO BE MOVED?**

The collection details will be finalized early next year. We are estimating that we will need 1,175 linear feet to be moved.

**WHEN CAN I COMPLETE A SITE VISIT AT THE BELMONT LIBRARY?**

A Belmont Library site visit is scheduled for Wednesday, December 18th, 2024, at 10 AM. We will meet at the library entrance.

**WHAT TYPE OF DEBRIS WILL BE LEFT OVER TO DISPOSE OF ONCE THE JOB IS COMPLETE?**

We anticipate left over packaging supplies such as boxes, padding and wrappings.

**WHAT IS HAPPENING WITH THE EXISTING SHELVING?**

The existing shelving is not included in the moving services scope of work.