

**Board of Health**

ADDENDUM No. 1  
VENDOR QUESTIONS AND ANSWERS  
SURPLUS PROPERTY REMOVAL - No. 22-0185-RFQ01

1. Will the designated time frame be provided by your staff?  
**DCBOH will work with your team to determine the best dates and times for removal.**
2. Does my company give a designated time frame?  
**DCBOH will work together with your team on scheduling dates and times. All work must be completed by May 31, 2022**
3. Do the buildings have multi levels?  
If so, how many levels would our teams have to move items from?  
**Richardson has 5 floors, Vison has 3 floors, North has 2 floors, the other buildings have only one floor. There are elevators in each location**
4. What are the dimensions of tables, file cabinets, Desk, signs/stands?  
Measurements are described in inches.  
  
**Table range: 37 x 40 thru 47 x 31  
File cabinets range: 15 x 52 thru 36 x 72  
Desk range: 24 x 29 thru 72 x 29  
Sign/Stand: 48 1/2 x 50**
5. What kind of chairs (office rolling, office stationery chairs, folding, wooden, metal)?  
**There is a combination of chairs (office rolling, office stationery chairs and folding which are made of metal and other materials**
6. Will the doors need to be taken off hinges? What kind of doors?  
**The doors do not have to be taken off. The doors are made from wood.**
7. Are the pallets that need to be removed empty? Size of pallets?  
**The pallets that need to be removed have items on them and are 48 x 48 in size.**
8. Is the fan an industrial size fan? If not, what kind of fan?  
**The fan is an industrial size fan.**
9. Does each location have surplus forms with detailed inventory?  
**Exhibit A is a detailed chart of what is at each location.**
10. How many pallets of expired masks, hand sanitizer, etc?  
**4 pallets in total**
11. Is there a certain amount of time you want us to hold items to possibly donate before disposal?  
**No, we have already exhausted the posting time frame on the Department of Administrative Services Surplus Property website.**

**DeKalb County Board of Health**

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12. Is this strictly the lowest price bid?

Yes.

13. Can we get the surplus forms, to gauge trucks and labor?

Exhibit A is a detailed chart of what is at each location, that should help you gauge this.

14. Are the majority of items in working condition or will they need to be recycled/disposed of?

There is a mix of working and broken or unusable items.

15. Will all the property that needs to be removed be set aside for removal?

The items are located in a few rooms throughout the building.

16. Will we be able to come during work hours to remove all of the property listed in the RFP?

Yes-Working hours are 8:15am-5:00pm.

17. What is the expected date for completion?

All work must be completed and invoiced by May 31, 2022.