



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 of 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.