

NEW HANOVER COUNTY

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ADDENDUM #1

From: Carrie Buttles, Purchasing Agent
To: Potential Bidders
Project: RFP Register of Deeds Mobile Shelving Unit
Date: November 9, 2015

This addendum is issued regarding “RFP Purchase of Mobile Storage Track System, Relocation and Organization of Records” and is hereby made a part of said Request for Bids to the same extent as though it were originally therein.

Questions:

- What type of crank? **Mechanical Assist (Hand Crank) Operation**

Mechanical assist (hand crank) High Density Shelving and Cabinets are moved by a single spoke or three spoke control handle. Mechanical assist has have safety devices requiring the user to think or perform an action before entering the access aisle. Experience shows non-passive safety devices requiring thought or action are rarely used making these systems as safe as the user. Mechanical assist is used in most applications where you have limited users that are familiar with the High Density Shelving and Cabinets.

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- In the specifications for this RFP the brand of equipment called for is Larson. Please see the attached information about Steel Fixture Manufacturing Company with a list of where they differ from the Larson specifications. Are they an acceptable alternate for brand of equipment? **This is not a suitable replacement. It needs to stay at 169 gauge steel with no aluminum rollers.**
- Moving responsibilities described by Register of Deeds:
 - a. **There are approximated 1,650 deed books in two different locations to be moved and sequenced. Larsen roller shelving will be moved too.**
 - b. **A book table**
 - c. **21 map cabinets**
 - d. **Need potential space for 3,000 books**
 - e. **4 Large swivel storage cabinets in vital records**
- How many Larsen Roller Shelving Units are there to be moved and installed on the Mobile Storage System? **41 full size and 8 ½ size**
- How High are the Larsen Cabinets? **71 ½"**
- Please provide a dimensioned drawing from the Architect of the room and the proposed Mobile Storage System. **I have asked the architect to provide the floor plan showing minimum clearances around the 2 exposed sides of the shelving taking into consideration the furniture layout so as to comply with ADA requirements. Please see attached.**
- Will you accept substitutes to Larsen Cabinets? **Yes as long as the Larson products and be incorporated and meshed to look as they belong.**
- Describe the Map hangers and cabinets to include dimensions and what direction they will hang. **The maps will hang 24" down and 36" slide into the cabinet.**

**Map Storage System: to be installed on mobile carriage within the high density storage system:
(4 Tier) Map Hanging Cabinets – (open frame with sides) each tier measures 85" H x 39" D x 29" W**

Cabinets with 3 bays each, each tier holds 100 hangers (1,200 total hangers)

Maximum map size is 36" x 24" and envelope size is 36.5 x 25" (open and pre-drilled on the 36.5" side)

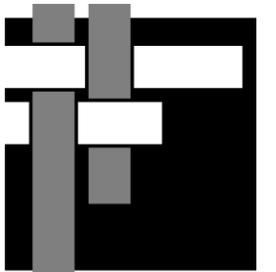
Cabinet includes 1,200 x 36.75" hangers and 500 polyester archival envelopes

- Do you want stationary carriages under fixed shelving ranges? **Please be more informative**
- Select 'laminated finished end panels' or 'chain guard covers' on end of mobile ranges. Consult with selected vendor for his standard color pallet. **To decide later**
- Will a representative from Register of Deeds be present for guidance when we sequence the books and place in shelving? **The Registrar will provide a list of the correct order of the books. Please see attached.**
- Your move in date is January 4, 2016. When do you need our work to be complete? **Before the move**
- Does November 4, 2015 remain the date our bids are due? **No November 20, 2015**
- How far away is deed book storage, and what are hours for access? **11 miles and the hours are 8-5**
- How fragile are deed books? Do we need gloves or other protective equipment for special handling? **These books are priceless so they need special care but no protective articles are needed**
- Books are in two separate locations. Will they need to be sequenced prior to placing in shelving? Can we set books on edge during move, or can they lay flat and be stacked? **You can sequenced as you chose but books should not be resting on top of each other at anytime**
- 15. Who will be responsible for providing and installing the finished flooring on the deck? How long will flooring installation take? **The owner will take care of finished flooring over the deck. The shelving system needs to have a deck that is ready for finished floor installation and only needs typical floor**

prep. The substrate must meet the flooring manufacturer's requirements. The flooring will be vinyl sheet flooring like is installed in the room.

- At the site walk-through it was mentioned that the book quantities listed in the RFP to be moved was not accurate. Please provide accurate count of books (broken down by size) to be moved from current Register of Deeds office and also accurate count of books (broken down by size) to be moved from offsite storage facility. **Please see attached.**
- Can we move the books by laying them down on shelves on library carts and shrink wrapping the carts to prevent spillage? We moved the books for the Sampson County ROD a few years ago and found that there was less stress on the spines of the books when they were laying down. There will be a tendency for the books to lean when stored vertically, particularly when loading them one by one on the carts. There is not the case when loaded horizontally. Please advise. **I don't mind them being moved this way as long as they don't stay that way more than a few hours.**
- Will a comparative product be acceptable as a substitute for Larson Brand Equipment? **The product must be able to mesh seamlessly with the existing Larson products and match the specifications in the bid package**
- Is a dimensioned drawing available as well as an elevation view of the new system? Is it available in PDF format? **See attachment**
- What are the aisle widths shown in the drawing in the bid package? **This "plan" is for reference only - your proposed layout may vary but should meet all of the outlined capacity requirements and also applicable state, federal and local code requirements like ADA.**
- On what carriages are the #214 Larson units to be located? How many new units are needed? **This is part of your proposal to come up with the solution to the storage needs based on the quantities of books and maps outlined.**
- On what carriages are the 4 tier map hanging cabinets to be located? How many new units are needed? **Up against the wall and forward from there.**
- Please confirm for the new plat cabinets: they need to be 3 openings high and have enough storage for 2000 plats loaded back to back in the envelopes (2 plats/envelope). **True**

- All but one of the plat cabinets in the existing archives area are 30 ½" x 16 7/8" deep x 45" high. There is one plat cabinet on the other end of the room away from all the other plate cabinets that is 31 ½" wide x 21" deep x 45" high. Does that one cabinet need to be placed on a carriage or will it be placed in a location in the room by itself? **No it's a stand alone**
- Are there stationary carriages under the stationary units? **From the conversation at the prebid meeting it is my understanding that the stationary units will need to be at the same level as the mobile units.**
- Do the movable carriages have decorative end panel crank drives on the drive ends or just chain box crank drives? **They will have a side.**
- What is the size of the wheels under the movable carriages-3" (capacity-750#/foot) or 5" (capacity-1000#/foot)? **5"**
- Does the new system have a deck? **Yes you will need to supply the decking "subfloor" installed and ready for installation of sheet vinyl flooring like is installed in the room. The subfloor must meet the finished flooring manufacturer's specifications. The owner will have the finished floor installed by the flooring contractor that did the rest of the flooring in the building.**
- Does the new system have a covering for the deck? Is so, what is it and who installs? **See above**
- How will the books be reorganized? Give example. Is a complete list of all the books available in the order that they will need to be placed in the new system available? Will there be a ROD employee to supervise the moving of the books? **Please see attachment.**



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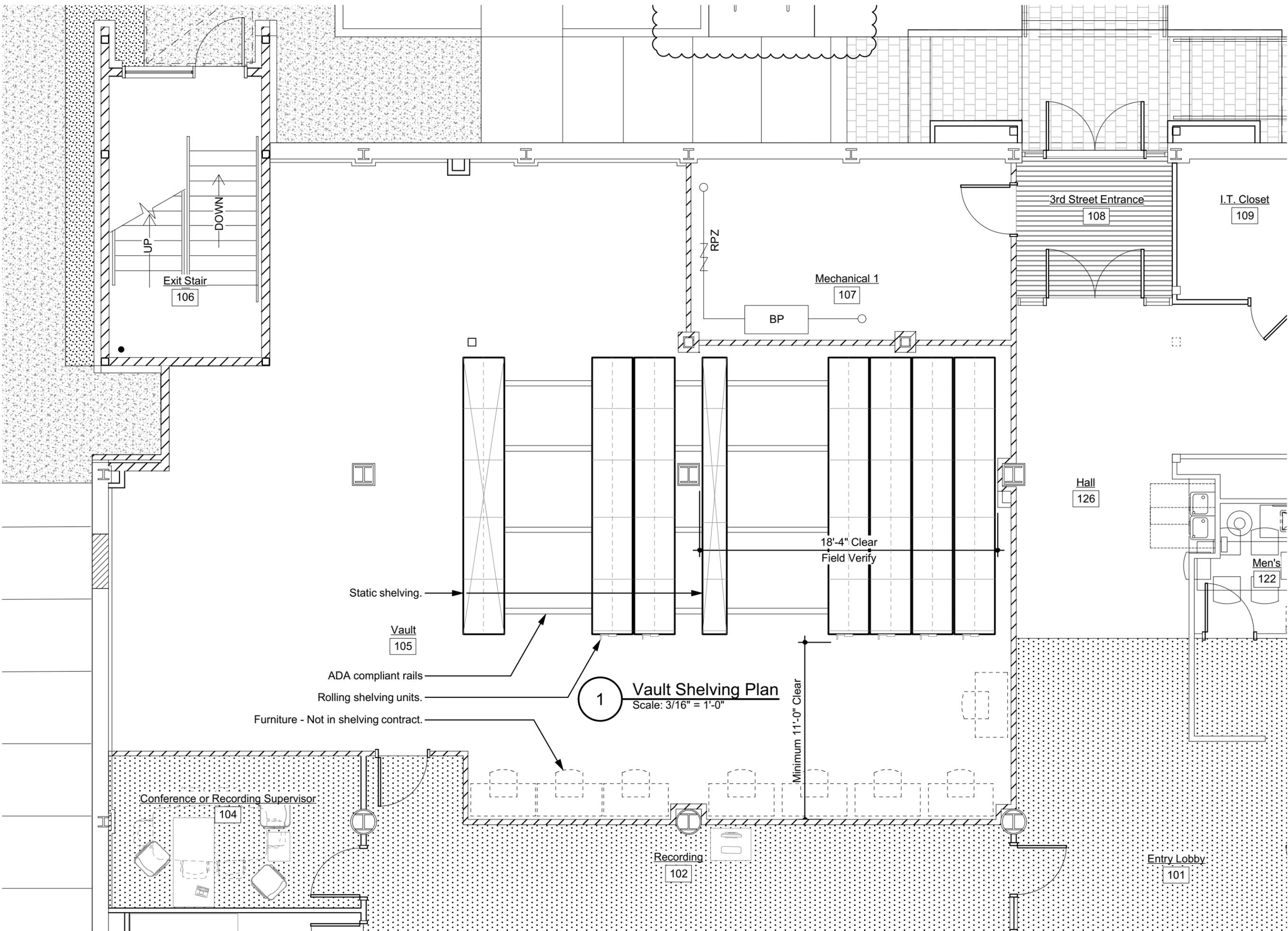
Revisions:

1 Revised clearances

Shelving for
Vault 105

ABD23.0

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1 Vault Shelving Plan
Scale: 3/16" = 1'-0"

- Static shelving.
- Vault 105
- ADA compliant rails
- Rolling shelving units.
- Furniture - Not in shelving contract.

Minimum 11'-0" Clear

18'-4" Clear
Field Verify

# of Books	Type of Books	Width	Depth	Thickness
Books in Room 1				
36	Grantor Index	18 1/2	16 1/2	up to 4"
32	Grantee Index	19"	17"	up to 4"
4	Grantee Index	18 1/2	16 1/4	up to 4"
27	Grantee Small Index	9 1/4	16 1/4	up to 4"
27	Grantor Small Index	9 1/4	16 1/4	up to 4"
2	Division of Land & Dowers	18 1/2	12 3/4	up to 4"
128	TOTAL BOOKS ROOM 1			
Archive Room				
2	Division of Land & Dowers	17 3/4	13 1/2	up to 4"
10	Block Book	15"	20 1/2	up to 4"
4	Block Book	16 3/4	12"	up to 4"
2	Block Book	17 3/4	14"	up to 4"
8	Block Book	11 3/4	16"	up to 4"
2	Torens	18 3/4	13 3/4	up to 4"
2	Railroad Books	11 1/2	11 1/4	up to 4"
3	Surveys & Land Entry Books	14 3/4	11 1/2	up to 4"
1	Record of Incorporations	16 3/4	11 1/2	up to 4"
2	Record of Corporations	16 1/4	11 1/4	up to 4"
1	Record of Homesteads	17 3/4	16 1/4	up to 4"
1	Hats of Incorporations	14 1/2	11 1/4	up to 4"
1	Official Bonds	14 1/4	9 1/2	up to 4"
1	Record of Partnership & Trade Name	16 3/4	13 3/4	up to 4"
1	Record of Partnership	16 3/4	13 1/2	up to 4"
1	Record Book	14 1/2	11 1/4	up to 4"
4	State Highway Books	13 3/4	23 1/4	up to 4"
32	Grantee Books	9 1/4	15 3/4	up to 4"
2	Grantor Books	9 1/4	16 3/4	up to 4"
628	Deed Books	up to 19 1/4	up to 16 1/4	up to 4 1/4
7	Vitals Death Index Books	19	15 1/2	up to 4"
715	TOTAL BOOKS ARCHIVE ROOM			
Books At Record Center				
Bottom Left Shelf 2nd Isle				
14	Record Books	9 1/2	14 1/2	3"-4"
Right Shelves, 2nd Isle				
8	Grantor & Grantee Index Books	16 1/4	18 1/4	3"-4"

# of Books	Type of Books	Width	Depth	Thickness
75	Grantor & Grantee Index Books	9	15	3"-4"
13	Grantor & Grantee Index Books	9	15	3"-4"
33	D/T, Deeds, Grantor&Grantee Index	9	15	3"-4"
70	Record Books	14 1/4	9 1/2	3"-4"
84	Records Books, Corporations, Death Index, military and Birth Index books	12"-14 1/2	9 1/4	3"-4"
4	Contracts D/t	16 1/2	13	3"-4"
Left Shelves, 2nd Isle				
4	Grantor & Grantee Index Books	18 1/4	16 1/2	3"-4"
4	Contracts and Records Books	16 3/4	12	3"-4"
11	D/T, Corporations and Granrot Index	18 1/4	16 1/2	3"-4"
8	D/T, Corporations and Granrot Index	16 3/4	12	3"-4"
Right shelves 2nd isle near to door				
5	Contract Books	16 1/2	11 1/2	3"-4"
3	Contract and Record Books	18 1/2	12 1/2	3"-4"
10	Record Books	16 1/2	12	3.5
10	Records and Contracts	16 1/2	12	3"-4"
10	Records Books	17	12	3"-4"
Right side shelf near door				
19	Grantor and Grantee Indexes	18 1/4	16 1/2	up to 3"
23	Grantee and Grantor Indexes	18 1/4	16 1/2	up to 3"
36	Records Books	16.5-17	11 1/2	up to 3"
2	Notary Books	18 1/2	16 1/4	up to 3"
5	Grantee Books	18 1/2	16 1/4	up to 3"
21	Contract and Records books	16 1/2	12	up to 3"
3rd isle shelves 1st Section				
44	Grantor and Grantee Index	9 1/2	16	up to 3"
6	Grantor and Grantee Index	18 1/2	16 1/2	up to 3"
1	Marriages	17 1/4	14 1/2	5"
20	Births, Marriage Index	17"-18"	14"-16 1/2	up to 4 1/2
10	Births Index Books	18 1/4	16	up to 3"
7	conveyances	18 1/2	17	3"-4"
1	Block Book	14	20	3"-4"
16	Grantor and Grantee Index	18 1/2	16 1/2	3"-4"
5	Records Book	16 1/2	11 1/2	3"-4"
3rd isle shelves 2nd Section				
35	Records, DT, and Deeds	17"-18 1/2	12 1/2	3"-4"

