

**SUPERIOR COURT OF CALIFORNIA  
COUNTY OF SANTA BARBARA  
Moving Services RFP No. 2011-07**

**Walk-Through Questions and Answers  
April 3, 2012**

- 1. Regarding the platform under the large rolling file system in the Civil Clerk's Office: Will the vendor be responsible for building a new platform in the Basement for the rolling file system?**

Yes, the vendor will be responsible for moving the rolling file system from its current location and reinstalling it in its new location in the basement, including any platform.

- 2. Regarding both the elevator in the public lobby of Bldg G and the external elevator between buildings G and the New E: Do either of these elevators have a false ceiling?**

No, neither elevator has a false ceiling.

- 3. What is the total number of employees being relocated? Where are they moving from, and where are they going?**

Sixty-five (65) total staff will be relocating as follows:

23 Staff	From Building E	To New Building, 1 <sup>st</sup> Floor (North End)
2 Staff	From Building E	To New Building, 2 <sup>nd</sup> Floor
20 Staff	From Building C	To New Building, 1 <sup>st</sup> Floor (South End)
1 Staff	From Building C	To New Building, 2 <sup>nd</sup> Floor
5 Staff	From Annex, Suite 208	To New Building, 2 <sup>nd</sup> Floor
5 Staff	From Annex, Suite 209	To New Building, 2 <sup>nd</sup> Floor
1 Staff	From Building G (B10)	To New Building, 1 <sup>st</sup> Floor
1 Staff	From Building G (B10)	To New Building, 2 <sup>nd</sup> Floor
1 Staff	From Building G (B10)	To Building G, 2 <sup>nd</sup> Floor
4 Staff	From Building G, 1 <sup>st</sup> Floor	To Building G, Basement (B10)
2 Staff	From Building G, 2 <sup>nd</sup> Floor	To Building C, Break Room

**4. Is there a deadline for the move?**

No, there is no specific deadline for this move; however, we would like to begin the move as soon as occupancy of the new building is possible. Time is of the essence. The proposed schedule will be a factor considered in evaluating the bids.

**5. Is it okay to complete the move in 2-3 days, as opposed to several weeks?**

Yes, we are flexible with the speed with which this move is accomplished; however, the move must occur in such a way that offices remain open during business hours. The proposed schedule will be a factor considered in evaluating the bids. The successful bidder is required to plan the move in cooperation and agreement with the Court.

**6. Can the move be completed outside of normal business hours?**

Yes, we are willing to consider having all or portions of this move accomplished outside of normal business hours.

**7. How will the furniture and cubicles in the Building C Clerk's Office be repurposed in the Building G Basement (B10) and the Building C Break Room?**

The cubicles and furniture in the Building C Clerk's Office will be used to create 4 workstations in the Building G Basement (B10), and 2 workstations in the Building C Break Room. Floor plans are currently being developed for these workstations and will be provided to the selected vendor.