



QUESTION & ANSWER REPORT  
RFQ (Non CCNA) No. RFQ (Non CCNA)-367-26-JJ  
Moving Services for the New Police Headquarters

RESPONSE DEADLINE: January 15, 2026 at 3:00 pm

Tuesday, January 20, 2026

## Approved, Unanswered Questions

## Approved, Answers Provided

### 1. Police Headquarter Move

*Dec 16, 2025 4:57 PM*

**Question:** Good afternoon, I came across your upcoming relocation project. I am wondering if it is possible to set up an in person visit to go over all the logistics involving the move? Thank you. I look forward to hearing back from you.

*Dec 16, 2025 4:57 PM*

**Answered by Simone Alci:** An in-person (non-mandatory) site visit was held during the pre-bid meeting on December 16th. You are encouraged to submit a response to this RFQ. If you are selected as a qualified vendor to perform the work, additional site visits, pricing, and logistics will be discussed.

*Jan 5, 2026 8:09 AM*

### 2. RFQ Questions

*Dec 29, 2025 1:49 PM*

**Question:** Once vendors are qualified under this RFQ, what is the City's intended next step for selecting the moving contractor (e.g., negotiated proposal, task-order request, or separate solicitation)?

*Dec 29, 2025 1:49 PM*

**Answered by Simone Alci:** The City will negotiate pricing and execute a contract with the most qualified/highest ranked vendor.

*Jan 5, 2026 8:09 AM*

### 3. RFQ Questions

*Dec 29, 2025 1:49 PM*

**Question:** When does the City anticipate issuing the finalized phased move plan, including departmental sequencing and anticipated move durations referenced in Section 4.4?

*Dec 29, 2025 1:49 PM*

**Answered by Simone Alci:** A finalized move plan will be available by March 1, 2026.

*Jan 5, 2026 8:09 AM*

### 4. RFQ Question

*Dec 29, 2025 1:50 PM*

**Question:** Are Attachments A, B, and C considered a complete inventory of items to be moved, or should proposers anticipate additional items being identified during detailed move planning?

*Dec 29, 2025 1:50 PM*

**Answered by Simone Alci:** A list of all items to be moved is still in progress. Items in the attachments should be considered examples of items to be moved.

*Jan 5, 2026 8:09 AM*

### 5. RFQ Question

*Dec 29, 2025 1:51 PM*

**Question:** Will City or Police Department IT staff be responsible for disconnecting and reconnecting computers, monitors, and televisions, or is the moving contractor expected to perform these tasks?

*Dec 29, 2025 1:51 PM*

**Answered by Simone Alci:** City Staff will be responsible for disconnecting and reconnecting computers, monitors, and televisions.

*Jan 5, 2026 8:09 AM*

### 6. RFQ Question

*Dec 29, 2025 1:51 PM*

**Question:** What is the anticipated process and lead time for completing required criminal background checks for moving personnel prior to mobilization?

*Dec 29, 2025 1:51 PM*

**Answered by Simone Alci:** The moving company will need to provide Government IDs for all moving personnel. Each employee will need to be run through NCIC/FCIC for a criminal background check. The lead time should be two weeks prior to the actual move.

*Jan 5, 2026 8:09 AM*

## 7. RFQ Question

*Dec 29, 2025 1:52 PM*

**Question:** Are moves expected to occur exclusively during standard business hours, or should proposers anticipate evening or weekend work to accommodate Police Department operations?

*Dec 29, 2025 1:52 PM*

**Answered by Simone Alci:** Yes, Monday through Friday 0800-1600 hours

*Jan 5, 2026 8:09 AM*

## 8. RFQ Question

*Dec 29, 2025 1:52 PM*

**Question:** Can the City confirm approximate weights, dimensions, and access constraints for safes, lockers, and the sliding filing system to ensure appropriate equipment and methods are planned?

*Dec 29, 2025 1:52 PM*

**Answered by Simone Alci:** Exact weights are unknown of each safe. There are three large gun safes that can range between 600-1600 lbs. They are located on the 1st floor and there are no barriers to access. Two medium safes range between 300lbs to 900lbs. They are located on the 2nd floor, with no barriers to access. There is a possibility that not all the safes will be moved over to the new building.

*Jan 5, 2026 8:09 AM*

## 9. RFQ Question

*Dec 29, 2025 1:53 PM*

**Question:** Does the City anticipate any de-fit, recycling, waste removal, or relocation of surplus or unneeded items as part of this effort, or will those activities be handled separately by the City or another vendor?

*Dec 29, 2025 1:53 PM*

**Answered by Simone Alci:** These will be handled by the city.

*Jan 5, 2026 8:09 AM*

## 10. RFQ Question

*Dec 29, 2025 1:53 PM*

**Question:** To ensure clear delineation of responsibilities, will the City provide a responsibility matrix or checklist identifying which party is responsible for packing, labeling, disposal, storage, move-preparation communications, and post-move issue resolution?

*Dec 29, 2025 1:53 PM*

**Answered by Simone Alci:** The city will be responsible for packing the items for the move.

*Jan 5, 2026 8:09 AM*