

**TOWN OF GLASTONBURY  
BID GL-2010-24  
HIGH DENSITY STORAGE**

**Addendum #1**

**BID DUE DATE 11-18-09 @ 11:00 a.m.**

Please be advised that the following addenda items have been e-mailed to all vendors attending the Mandatory Pre-Bid meeting on November 9, 2009.

Responses to questions from Mandatory Walk Through

1. File Dividers - You did not specify a count (and I wouldn't presume you to be familiar at this level). It is "typical" in our mobile designs to incorporate four (4) file dividers for every 30"W and 42"W shelf; and, five (5) file dividers for every 48"W shelf. Using this as our standard, you would require five hundred sixty (560) file dividers overall. These have a cost and are often the subject of contention. Even at a cost of \$2.00 each, if one firm uses a different count for file dividers, the result can be a beneficial to the firm using less file dividers, but disadvantageous to your dept and to the other firms bidding.

- You can elect to specify four (4) file dividers per level, which will result in five hundred twelve (512) file dividers and will suit your needs well.

**Answer: The Glastonbury Police Department at a minimum will require five hundred twelve (512) file dividers.**

2. Retractable Workshelves - again, in our "typical" design, we use a retractable workshelf on every other face. I propose that we would use three double faced, retractable workshelves on the system you have specified. These are quite valuable to your staff in their daily administrative activities in the filing system. I recommend the inclusion of three (3) double workshelves (this means you would have a total of six surfaces accessible in the high density mobile system for use as a workshelf).

**Answer: The Glastonbury Police Department is not interested in retractable workshelves in our high density storage unit.**

**Please confirm receipt of this addendum via fax by 11-16-09 by 10:00 a.m. to Kathy Hughey at (860) 652-7590 (fax)**

Company Name: \_\_\_\_\_

Name of Person Responding: \_\_\_\_\_

Authorized Signature: \_\_\_\_\_

Title: \_\_\_\_\_

Date: \_\_\_\_\_