



State of Rhode Island
Department of Administration / Division of Purchases
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Solicitation Information
December 6, 2013

ADDENDUM # 2

RFQ # 7537387

**TITLE: MOVING DEPARTMENT OF HUMAN SERVICES OFFICES,
PAWTUCKET RI**

Notice to Vendors Attached Includes:

- Additional scope of work to be included in lump sum bid
- Questions received with responses, no further questions will be answered
- Detailed list of file cabinets with sizes

**Thomas Bovis
Interdepartmental Project Manager**

Interested parties should monitor this website, on a regular basis, for any additional information that may be posted.

ADDENDUM # 2

The scope of work has been revised to include the following work.

1. The successful bidder must remove all files from file cabinets and pack them into boxes (provided by the Department of Human Services) at 24 Commerce Street, Pawtucket.
2. The successful bidder can commence packing of files folders during week of 12/16-12/20/2013.
3. The successful bidder must label all boxes.
4. The successful bidder must tag/label all items listed in the inventory listed in the original scope of work. The tag/labeling work will be coordinated with a designated DHS representative to insure proper placement of items at the new 249 Roosevelt Avenue office location.
5. The successful bidder will unpack all files from boxes and place them back into file cabinets at the new 249 Roosevelt Avenue office location.

NOTE:

- Bidders can indicate if they prefer to include weekend days to complete the work.
- Bidders can submit alternative schedules (Option A, Option B, etc.). The State will consider schedules other than the limited proposed schedule included in the original scope of work.
- All items must be removed from the leased premises at 24 Commerce Street by 5:00 p.m. 12/26/2013.

RFQ # 7537387

MOVING DEPARTMENT OF HUMAN SERVICES OFFICES, PAWTUCKET RI

Questions:

1. Would it be possible to get a count of the lateral and vertical file cabinets separately? Currently there are one lump sum (338).

Response: See attached file cabinet inventory.

2. Can we work 12/22 (Sunday)? And can we stay later than 4:30 on 12/23?

Response: See attached expanded scope of work that includes a request that bidder submit options regarding the moving schedule.

3. If we can work late on the 23rd, can we also work late on the 26th and how late can we work? We are considering using a 2nd shift on those days.

Response: See attached expanded scope of work that includes a request that bidder submit options regarding the moving schedule.

4. Is it possible to use the stairs at 24 Commerce St and where do the stairs exit on the ground floor?

Response: Yes, the successful bidder may utilize the stairways at 24 Commerce Street. The front stairway exits on the Commerce Street side of the building. The rear stairway exits on the Bayley Street side of the building.

File Cabinet #	Width	Depth
14	18"	26.5"
62	18	28.5
7	14.5	28.5
2	18.5	36
7	18	24.5
1	19.5	15
128	15	28.5
6	15	20
1	15	23
27	15	26.5
6	15	25
16	18	42
62	19.5	42

339