February 26, 2021

TO: All Bidders

RE: RFP 7611851
State Agency Relocation and Furniture Reconfiguration Services

ADDENDUM #1
Responses to Vendor Questions and Owner Comments

RFI's & Responses

All RFP items not addressed herein shall remain in full effect. The Bidder shall acknowledge the receipt of this Addendum on the Bid Form.

Bidders are required to submit with their Technical Proposal a copy of Motor Carriers Certificate in the name of Vendor submitting proposal confirming compliance with all applicable provisions of Title 39, Chapter 12, of the General Laws of Rhode Island, which grants authority from the Division to engage in intrastate transportation of Household Goods; and in the intrastate transportation of Dry Freight and Office Furniture & Equipment.

Approval from the RI Public Utilities Commission (PUC) is required at time of bid. Failure to submit or comply may deem proposal nonresponsive.

Vendor Submitted Questions:

Question #1

I'm looking over the prevailing wage section in the Solicitation Information packed for RFP #7611851.

- For the OSHA 10 qualification for us as movers is it required for the Construction or does the General Industry count?
  Response: The OSHA 10 qualification is not applicable for the requested services.
- Also do you know the WD# for beta.SAM.gov [beta.sam.gov] section?
  Response: WD# RI20210002

Question #2

At the time of the walk through the storage location for some items was unknown. Can you please advise this storage location as well if it will have a loading dock for access? If there are multiple floors is it stair only access or is elevator use possible?

Response: Exact location is not confirmed at this time but will be located within a (10) mile radius of our DHS office at 25 Howard Ave., Cranston, RI.

Question #3

We were given a tentative date flow, however we know there is a meeting at 3pm today to kind of sort that out. I understand the plan would be to start at the Powers building 2nd floor to De-Install there, however how soon to plan on doing De-Instal at Elmwood and Re-Install at Powers? It our understanding during the walk through that the plan is to try to not interrupt employees work flow during the move process.

Response: Please refer to the attached schedule for key dates. Work will be going on simultaneously between Powers and Elmwood. Phase 1 of work at Elmwood will start on the 2nd floor.

Question #4

At Elmwood since that is the building we are emptying out. There is a supply closet off the cafeteria. It was sections of 5 shelving units with misc boxes on the shelves. Will these boxes be moved and where will they go? As well as the shelving, will that need to be broken down and transported to another location? If so where?

Response: DHS is in the process of cleaning out this area. The racking will most likely need to be disposed of.

Question #5

The conference areas at Elmwood, where will those items go? We have all the configurations for the workspaces but for the conference areas there isnt much detail.

Response: Remaining conference room material will be taken to storage.

Question #6

At Fountain St there is an accordion wall dividing the room that the work is to be done in. At the time of walk through, Laurie was checking to see who owned the divider. Has this been determined and if so is it the mover's responsibility to remove this wall divider? I would assume the track would need to stay as it is sunken into the walls and ceiling. Can you provide a little further detail on this.

Response: Divider will remain as-is with plans to remove it in the future. No work required under this scope of work.

Question #7

At Elmwood there were multiple file cabinets not inside work spaces just throughout the floor plan in the middle of the aisle or against walls. Will these be labeled as to where they should be going? Will they be relocated to surplus? To a new location? Do you know if there is an estimated piece count of file cabinets?

Response: All file cabinets outside of the workspaces will go to Powers. Please account for moving (50) additional large size lateral file cabinets.

Question #8

In the Scope of Work under Origin Location # 1 206 Elmwood Ave, Item #2 Transport 130 workstations to Powers in order to assemble and In Destination Location # 1 (Powers) Location Item 3 it has installing 124 stations. Which amount should we bid on?

Response: Transport (130) workstations to Powers as these will be saved for future use or for necessary parts to be used during construction.

Question #9

How many File Cabinets should we figure in on moving from Elmwood to Powers?

Response: Plan on moving (2) small file cabinets for each workstation and (50) large lateral filing cabinets.

Question #10

Will we be given the number of phases for the Furniture Knockdown from Elmwood and reassembly at Powers before RFP is due?

Response: Please refer to the attached schedule and “proposed” phasing plans.

Question #11
Will a detailed furniture plan be furnished for the assembly at All locations.

Response: Yes, a detailed furniture plan will be provided.

Question #12
Will assumptions be provided for the storage location for the conditions to receive at the storage facility (within 10 miles of Cranston) i.e. Loading dock , 1st floor, if not 2nd fl , elevator available etc.

Response: As noted above, the exact location is not confirmed at this time but will be located within a (10) mile radius of our DHS office at 25 Howard Ave., Cranston, RI. Assume ground or first floor and elevator access, however there is no guarantee of a loading dock.

Question #13
In regards to the metal racking at Elmwood that is adjacent to the old cafeteria space – Do you know if this is moving or staying with the building? We would need to know if we price to disassemble/relocate and reassemble, or dispose off-site.

Response: DHS is in the process of cleaning out this area. The racking will most likely need to be disposed of.

Question #14
From Elmwood, there are a total of 282 spaces being moved. Should we assume 2 monitor bags & 1 IT bag per setup? The same question would also apply to the relocation alternates 5 and 6.

Response: Yes, this is a good plan.

Question #15
Do we need to plan on moving or supplying any materials for the people who currently occupy the space we will knock down & remove in the Powers Building?

Response: No supplies are needed.

Question #16
Do we have an answer as to where the furniture from Powers Building will be going – whether it is a storage facility with ground level access, loading dock access, or will require a stair carry? Or if it will be disposed? This would also include the alternate 4 which is the furniture coming out of Fountain St 3f.

Response: Vendor is responsible for disposing of existing furniture being removed from Powers 2nd floor.

Question #17
If for some unforeseen reason the elevator at Powers Building has an issue – will we be able to use the other passenger elevators with somewhat exclusive use?

Response: Yes, this is correct.

Question #18
The Relocation Scope of Work specifies the move is planned in phases to be done after the completion of workstations. During the walk-through, it was mentioned that the state would like to move people once. This seems unlikely if we are knocking down the furniture first, then moving contents after completing the build at destination. Would you be physically moving people into a swing space somewhere on-site before we begin the disassembly at Elmwood? Or would these employees who work in Elmwood be working remotely & we would just place their boxes/contents in an orderly manner

somewhere on-site, and then move them all at once upon completion? This issue was slightly unclear on the walk-through.

Response: The ideal plan is to move employees once or utilize teleworking on a temporary basis. Please refer to the attached phasing plan of Elmwood along with the project schedule for sequencing.

Owner Comments/Clarifications:

Clarification #1
Responsibility of IT equipment – Moving vendor will be responsible for providing packing supplies for desktop equipment. Owner will disconnect IT equipment and utilize packing supplies to protect equipment and load in to moving boxes. Moving vendor to transport boxes and deliver to final location. IT vendor to unpack equipment and handle setup.

Clarification #2
Updated schedule – see attached

Clarification #3
Workstation chairs – all chairs will need to be labeled with their corresponding workstation so they are moved to correct final destination.

Clarification #4
The furniture layout in Area 2 has been modified to reflect (18) workstations and (4) supervisor workstations. We also modified desk 2-26 to a larger configuration. Please refer to Attachment D.

Clarification #5
All furniture getting removed from Powers 2nd floor will need to be disposed of offsite. Please include costs for this scope of work.

ATTACHMENTS

A – Updated Project Schedule
B – Proposed Phasing Plan for Powers 2nd Floor
C – Proposed Phasing Plan for Elmwood 1st and 2nd Floor
D – Updated Powers 2nd Floor Plan (workstation revisions)