AMENDMENT NO. 1 TO SOLICITATION

TO: ALL VENDORS

FROM: Angie DeVeaux, Procurement Manager I

SUBJECT: SOLICITATION NUMBER: 5400017611
Moving Services

DATE: March 21, 2017

This Amendment No. 1 provides answers to questions and provide solicitation date changes.

AMENDMENT I

DATE CHANGES:

SUBMISSION DATE HAS CHANGED TO: June 20, 2019 at 3:00pm(EST)

AWARD DATE HAS CHANGED TO: July 1, 2019 at 3:00pm(EST)

As part of Amendment 1 the Section included in Section VIII Bidding Schedule:
*** Typical Working Day***
Is removed in it’s entirely.

Questions and Answers for Solicitation 5400017611: Moving Services

1. There is not a line item for packing supplies…..do we incorporate this into the hourly rate?

   **MUSC RESPONSE:** Per Section III Scope of Work/Specifications page 16- the contractor will provide packing supplies, including standardized labels.

2. There is not a line item for overtime……do we incorporate this into the hourly rate?

   **MUSC RESPONSE:** Per Section VIII Bidding Schedule: the hourly rate being provided should be based on this schedule- 7 days a week, 8am to 8pm....

3. Can we receive an inventory of furniture that will be moved? i.e., file cabinets, book cases, etc.

   **MUSC RESPONSE:** See answer to number 5 below
4. Who will disconnect and move all IT equipment? If we are moving IT equipment, will we supply the boxes for the employees to pack?

**MUSC RESPONSE:**
a. The individual employees who uses IT equipment will disconnect
b. Yes, you will need to supply the boxes and the employees will put computers and accessories in a box. MUSC IT Department will reconnect the computers at Southpark, all that is required of the movers is to move them safely from one office to the other.

5. Can you provide inventory list for floor 1,2,4,5,6,7,8 and 9?

**MUSC RESPONSE:** Since we are mostly moving boxes of documents and computers and phones, there is no inventory. One can estimate about 8 boxes per employee, but that is just a guess. There will be about 300 employees moving. We will have one chair to be moved from HR on first floor of Harborview to first floor of Southpark, and one cabinet from 6th floor of Harborview to 4th or 5th floor of Southpark, but no real furniture of any consequence. Several employees have Veri-Desk (computer desk stands that fits on the desk) to be moved.

6. What is the estimate of computers that will be move?

**MUSC RESPONSE:** Including monitors, the best guess currently is 400 in Harborview Office Towers.

7. How many people per floor?

**MUSC RESPONSE:** See attached for APPROXIMATE number of occupants per floor

8. When will you need packing materials by?

**MUSC RESPONSE:** MUSC will need packing materials by mid-August

9. Is Room 910 still part of the move?

**MUSC RESPONSE:** No.

10. Can you provide a floor plan for Harborview Office Tower and South Park Plaza?

**MUSC RESPONSE:** Floor plans for Harborview Office Towers and Southpark are attached.

BIDDER SHALL ACKNOWLEDGE RECEIPT OF AMENDMENT NO. 1 IN THE SPACE PROVIDED BELOW AND RETURN IT TO THE PROCUREMENT OFFICER. FAILURE TO DO SO MAY SUBJECT BID TO REJECTION.

________________________________________  ______________________________________
Authorized Signature                        Name of Offeror

________________________________________
Date