



**Move Management Consulting Services  
Request for Proposals (RFP21-R014)  
Issue Date: August 20, 2021**

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**ADDENDUM #2**

Issued: September 24, 2021

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**NOTICE TO BIDDERS:**

- A. This Addendum shall be considered part of the Contract Documents for the above-mentioned project as though it had been issued at the same time and shall be incorporated integrally therewith. Where provisions of the following supplementary data differ from those of the original Contract Documents, this Addendum shall govern and take precedence.
  
- B. Offerors are hereby notified that they shall make any necessary adjustment in their estimates on account of this Addendum. It will be construed that each Bidder's documentation is submitted with full knowledge of all modifications and supplemental data specified herein.

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**Addendum #2**

**Clarifications:**

1. The proposal due date has been extended through **Wednesday October 20, 2021, by 3:00 pm est.**
2. A second pre-proposal call will be held Thursday October 7, 2021, at 10:00 am est.
3. Questions submittal deadline has been extended through 12:00 pm est October 12, 2021.
4. Price Form Rev #1 – 9/24/2021 is attached to this addendum. Please replace this price form with the original and include Rev #1 with the proposal submission package.
5. Scope Section 2.3.2 "Relocation and Close-Out Services" has been revised to "Relocation Planning, Moving, and Close-Out Services" and includes two subsections: 2.3.2.1 "Relocation Planning Assistance" and 2.3.2.2 "Moving and Close-Out Services". **A complete copy of Revised Scope section 2.3.2 "Relocation, Moving, and Close-Out Services" is provided below.**



## **2.3.2 Relocation Planning, Moving, and Close-Out Services**

**2.3.2.1 Staff Relocation Planning** Contractor shall work with LMH COR and LMH & Affiliate staff concerning individual and departmental moving needs. This involves meeting with and discussion of moving options with LMH & affiliate staff regarding their personal items that must be transferred over to the new office. Determination of what can or cannot go will be discussed with LMH staff including capacity requirements of the new building along with items designated for decommissioning and disposal. Contractor will work with LMH staff to develop a list of all items that will be designated for transfer to the new site, along with coordination of the LMH IT department for electronic disconnect and setup at new site.

**2.3.2.2 Moving and Close-Out Services** Contractor shall perform all of the services required to remove office furniture, equipment, and property from the existing location, transport the property to the designated areas within the new location and place them in accordance with the agreed upon timeline. The person(s) who will interface with the Contractor for each move shall be determined upon issuance of the order.

If Contractor plans to provide moving services in-house, hourly rates and job classifications will need to be provided in Price Proposal Form (Attachment H) Rev #1 - 9/24/2021. A task order will be issued under this contract based off of a quote received by the contractor in accordance with the labor rates provided in Price Proposal form.

If Contractor plans to subcontract physical mover services, then a Physical Request for Proposal (RFP) based on performance requirements, established by the Contractor, and approved by the LMH COR, shall be issued by the Contractor. A detailed bid analysis, cost savings opportunities, and award recommendations will be provided to the LMH COR. Contractor will serve as the liaison between the awarded moving company and LMH to refine move plans/activities, manage change orders to the move contract, evaluate damage claims from the moves, and provide general oversight of the mover.

The Contractor or designated subcontracted mover shall:

**2.3.2.2.1** Furnish all packing containers and related supplies including, but not limited to, boxes and cartons, crating material, padding material, marking material, sealing tape, and marking tags to the moving activity. It shall be the responsibility of the Contractor to determine the number and size of packing containers to be utilized for individual relocations.

**2.3.2.2.2** Ensure all materials are clean and of a quality sufficient to ensure protection of the property.

**2.3.2.2.3** Provide a supervisor. The supervisor will be responsible for directing the daily activities of the workers provided for the relocation. This individual will also be responsible for coordinating phases of the relocation with LMH COR or Alternate COR on a daily basis.



**2.3.2.2.4** Perform packing and/or crating necessary for the protection of the property to be moved. Computer, audiovisual, and hi-tech equipment shall be pre-wrapped. LMH IT representative will make the determination as to what is considered "hi-tech equipment" and will determine any other special need and requirements.

**2.3.2.2.5** Remove all padding, packing, and crating materials from the premises of LMH as directed.

**2.3.2.2.6** Furnish dollies, hand carts, book carts, typewriter/computer carts, and glass packing/cartons, and any other type of equipment commonly used for relocation services. Hand trucks, dollies and book carts must have soft rubber wheels. No metal or hard rubber wheels shall be used in the performance of this requirement.

**2.3.2.2.7** Disassemble property when necessary for safe and efficient transportation, as determined by LMH COR or designated representative. Reassemble property after transporting to the new location. For systems and specialty furniture/equipment, the Contractor shall ensure it has the necessary special tools, equipment, or technically trained personnel to assemble or reassemble.

**2.3.2.2.8** Remove empty packing containers for re-use.

**2.3.2.2.9** Remove rubbish/waste, accrued from the move, from LMH premises after move is completed.

**2.3.2.2.10** Provide storage for property in a secured location in the event of a delay in availability of new space. The Contractor will be responsible for keeping accountability of all unused furniture in the warehouse and be knowledgeable of blueprints to assist in modifying office space to fit the needs of LMH and its affiliates.

**2.3.2.2.11** Disinfect all relocated property with disinfectant wipes/spray once move and setup is complete. Disinfection shall be performed in appropriate concentrations or with products approved for use against Covid-19 by the EPA. Any chemicals must be approved by LMH prior to use.

**2.3.2.2.12** Provide any other service which would normally be included with a complete office relocation/moving service.

6. Scope Section 2.3.3 "Decommissioning Services" has been revised and includes two subsections: 2.3.3.1 "Decommissioning Planning Services" and 2.3.3.2 "Surplus materials move management & storage services". **A complete copy of Revised Scope section 2.3.3 "Decommissioning Services" is provided below.**



### **2.3.3 Decommissioning Services**

Depending on the relocation, some sites may be left fully or partially vacant after staff are relocated. These sites will need to be assessed for any close-out activities that would allow these sites to be decommissioned.

#### **2.3.3.1 Decommissioning Planning Services**

The Contractor shall perform all of the services required to plan an effective and efficient move of existing LMH & affiliate furniture, equipment, and related supplies (hereafter referred to as "property"). The person(s) who will interface with the contractor for the move and relocation planning will be determined upon issuance of the order. The Contractor shall:

**2.3.3.1.1** Work with LMH COR to develop a move plan that will address all aspects of the relocation, including but not limited to: LMH goals and objectives, schedule, communication strategy, employee instruction packages, phases of moving, customer and contractor roles & responsibilities, safety procedures, etc.

**2.3.3.1.2** Compile a surplus property list including property description, quantity, location, etc.

**2.3.3.1.3** Develop a punch-list of tasks that must be performed to fully decommission the site.

**2.3.3.1.4** Provide any other service which would normally be included with a complete office decommission

#### **2.3.3.2 Surplus materials move management & storage services**

**2.3.3.2.1** Provide moving services for any equipment, furniture, or other property to an LMH designated storage location.

If Contractor plans to provide moving services in-house, hourly rates and job classifications will need to be provided in Price Proposal Form (Attachment H) Rev #1 - 9/24/2021. As task order will be issued under this contract based off of a quote received by the contractor in accordance with the labor rates provided in Price Proposal form.

If Contractor plans to subcontract physical mover services, then a Physical Request for Proposal (RFP) based on performance requirements, established by the Contractor, and approved by the LMH COR, shall be issued by the Contractor. A detailed bid analysis, cost savings opportunities, and award recommendations will be provided to the LMH COR. Contractor will serve as the liaison between the awarded moving company and LMH to refine move plans/activities, manage change orders to the move contract, evaluate damage claims from the moves, and provide general oversight of the mover.



**Questions:**

1. Can you confirm the attendees at the pre-bid conference call?

LMH Answer: Corrigan Moving Systems, CBRE

2. Has an estimated number of phases been determined or discussed i.e. moving out of each building as a separate phase?

LMH Answer: Specific moving phases will be determined during the Relocation Initiation & Strategic Planning meetings between LMH and Contractor. Tentatively LMH expects there to be a minimum of four moving phases coinciding with the four buildings being decommissioned and those staff being transferred to the new Central Office at 424 Jackson.

3. If not claiming to be a Section 3 Business, what needs to be submitted?

LMH Answer: Vendor should submit "Section 3 Business Self-Certification Form. And write in "N/A" for each Section 3 Business Criteria that is not applicable. Vendor is to sign the bottom of the form and return. (Please note that the Section 3 Business Self-Certification Form was mislabeled as Attachment D-2 in Solicitation Packet.)

4. Does the Section 3 Individual Low-Income Person Self-Certification Form also need to be included?

LMH Answer: The Section 3 Individual Low-Income Person Self-Certification Form only needs to be submitted if an employee from the vendor is considered Section-3. If the company is not declaring a Section 3 Status, then the form does not need to be submitted with the proposal.

5. Does the Form HUD-5369-C (Attachment B) belong under tab 1 or tab 4?

LMH Answer: Place Form HUD-5369-C (Attachment B) under tab 4.



(End of Addendum #2)

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**Solicitation Inquiries: Sherry Tobin**

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**Section 3 Inquiries: Martice Bishop**

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This Addendum shall be considered part of the above referenced RFP as though it had been issued at the same time and shall be incorporated integrally therewith. Where provisions of the following supplementary data differ from those of the original Contract Documents, this Addendum shall govern and take precedence.

(1) GAUGE LEVEL OF INTEREST: So that we can gauge the level of interest in this RFP, if you have not previously done so, please advise us as to whether or not you anticipate delivering to us a quotation submittal in response to this solicitation (e.g. "Will Submit" or "No Bid").

**Will Submit** \_\_\_\_\_ **No Bid** \_\_\_\_\_

Thank you for your interest in doing business with LMH and we look forward to receiving a submission from your firm.

Sherry Tobin, Manager of Procurement and Contracts

\*\*\*\*\* **You must acknowledge this Addendum electronically via the NAHRO eProcurement system, by fax to (419) 254-3495, or email by no later than October 18, 2021 at 3:00 PM EST.** It is the responsibility of all offerors to acknowledge addendums. Failure on the part of any offeror to acknowledge this addendum by the deadline may, at LMHA's discretion, deem that offeror as non-responsive and may eliminate such offer from consideration for award.

ACKNOWLEDGED BY:

\_\_\_\_\_  
Signature Date Printed Name Company

**PRICE PROPOSAL FORM (ATTACHMENT H)**  
**RFP21-R014 Move Management Consulting Services**  
**Revision #1 - 9/24/2021**

**Relocation & Decommissioning Services Rates**

Entry of Proposed Fees: Unless otherwise stated, the firm-fixed fees are all inclusive of all related costs that the successful proposer will incur to provide the noted services, including but not limited to: employee wages and benefits; overhead; profit; certification; materials; supplies; tools; equipment; etc, not specifically agreed to by LMH.

Exact quantity is subject to change, LMH reserves the right to increase or decrease quantity at any time throughout the life of the contract based on actual moves

Unit Pricing is to hold firm throughout the life of the contract

**Part A. Project Management Services**

<u>Project Management Services</u>		<u>Unit Price</u>	<u>U/M</u>	<u>Qty</u>	<u>Total Price</u>
1	<b>Relocation Initiation &amp; Strategic Planning Services</b> (Scope Section: 2.3.1)	\$ _____	E/A	80	
2	<b>Staff Relocation Planning Services</b> (Scope Section: 2.3.2.1 per Addendum #2)	\$ _____	E/A	80	
3	<b>Reports &amp; Quality Control</b> (Scope Sections: 2.3.4 & 2.3.6)	\$ _____	E/A	80	
4	<b>Decommissioning Planning Services</b> (Scope Section 2.3.3.1 per Addendum #2)	\$ _____	E/A	80	
<u>Subcontracted Services</u>		<u>Unit Price</u>	<u>U/M</u>	<u>Qty</u>	<u>Total Price</u>
5	<b>Subcontracted Services (Percentage markup of Subcontractor agreement)</b> <b>(If Applicable)</b> (Scope Section 2.3.2.2, 2.3.3.2.1 per Addendum #2)	_____ %	E/A	1	
<b>Total</b> (Line items 1+2+3+4)					

**Part B. Labor Rates**

LMH and Contractor may agree that the Contractor will provide variable services and resources and will compensate Contractor based on actual hours spent by Contractor personnel on such services by utilizing the hourly rate schedule below

<u>Consultant/Laborer Classification</u> (ex. Relocation Consultant, Mover/laborer, etc.)		<u>Unit Price</u>	<u>U/M</u>
6		\$ _____	Rate Per Hour
7		\$ _____	Rate Per Hour
8		\$ _____	Rate Per Hour
9		\$ _____	Rate Per Hour
10		\$ _____	Rate Per Hour
11		\$ _____	Rate Per Hour
12		\$ _____	Rate Per Hour
13		\$ _____	Rate Per Hour
14		\$ _____	Rate Per Hour
15		\$ _____	Rate Per Hour

Please attach any further forms behind this form for any clarifications in pricing.

I have reviewed price form and know my offer to be an accurate reflection of the cost those services require in order to meet the scope of work put forth in this solicitation.

Initial Here \_\_\_\_\_

Submitted by: \_\_\_\_\_

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

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

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