

May 16, 2019

**ADDENDUM #3  
INVITATION FOR BIDS #Y19-1084-AV  
MOVING SERVICES OF FURNITURE, EQUIPMENT & FURNISHINGS  
TERM CONTRACT**

This Addendum is hereby incorporated into the bid documents of the project referenced above. The following items are clarifications, corrections, additions, deletions, and/or revisions to and shall take precedence over the original documents, Additions are indicated by underlining and deletions via ~~strikethrough~~.

A. Opening date remains, Tuesday, May 28, 2019, at 2:00PM (local time)

B. Modification to the Qualification of Bidders:

The Bidder shall submit the following information with the bid:

- [ ] 2. Provide a statement affirming your firm understands the required resources and equipment, as stated in the Scope of Services.

C. Modification to the following Section 3, Scope of Services, Paragraph 2 (c) and 2 (d):

**2. STAFFING**

- C. All personnel provided by the Contractor, shall be competent, experienced, and skilled in the work to be performed. The Contractor shall provide a list of personnel, by name and title to perform the scope specified herein. Employee listing shall also include years of experience. Contractor shall also provide a copy of valid driver's license for all drivers inclusive of any CDLs. Copies of heavy equipment operator certifications shall be included if applicable. The list must be submitted within two (2) business days of contract award. The Contractor must maintain this list for the life of the contract and provide any changes to the County within 24 hours of any revisions.
- D. Contractor shall be able to perform multiple concurrent projects. These projects shall be handled independently of each other. At minimum, the Contractor shall employ a minimum of three crews and possess access to an adequate fleet to accommodate concurrent projects as specified in the Scope of Services. One crew shall consist of one driver, and two movers at minimum. Contractor shall own or have access to a minimum of three high cube straight trucks with minimum dimensions of 12'6" high and 24" 24' (twenty-four feet) long or equivalent vehicle with equivalent dimensions.

D. Modification to the following Section 3, Scope of Services, Paragraph 9:

**9. WORK REQUIREMENTS AND SPECIFICATIONS, 1<sup>st</sup> paragraph has been revised as follows:**

The Contractor shall furnish all facilities, including but not limited to, all required labor, tools, blankets, office tote boxes, packing materials, equipment, machines, permits and transportation to relocate items in the move. The Contractor shall provide all labor and other resources necessary to provide the services in strict accordance with the specifications defined in the solicitation for the items specified in the Bid Response Form, inclusive of overhead, profit and any other costs. All costs shall be built in the unit prices on the bid response form as shown below, including but limited to, labor, truck, millage, gas, moving equipment and tools, boxes, consumable supplies, permits and transportation to relocate items in the move. The items consist mainly of major pieces of furniture, office equipment and boxed files. Locations to be moved, include but are not limited to, offices, lobbies/breakrooms, libraries/file rooms, and warehouses.

E. Adding the following to Section 3, Scope of Services, Paragraph 9 (O):

O. Upon completion of the project, the Contractor's Project Manager shall provide a work ticket to the designated County representative summarizing the details of the work completed and total hours worked. The County representative shall sign the work ticket as acknowledgement of service completed. When service is completed during non-standard hours the Contractor shall provide the work ticket to the County representative for signature the next business day. A copy of the signed work ticket shall be included with the Contractor's invoice as written confirmation and supporting documentation for payment.

F. Modification to the following Section 3, Scope of Services, Paragraph 12 :

**12. BID RESPONSE FORM: LINE ITEM DESCRIPTIONS, Section 3, Paragraph 1, (a-i) have been deleted in its entirety and replaced with the following:**

The Contractor shall provide all labor and other resources necessary to provide the services in strict accordance with the scope of services defined in this solicitation for the amounts specified in this Bid Response Form, inclusive of overhead, profit and any other costs. All costs shall be built in the unit prices on the bid response form as shown below. Work ticket shall be provided with invoice as verification of work performed and hours worked.

Description of bid line items are as follows:

- a. **Bid Item #1:** One enclosed high cube straight truck or equivalent (minimum dimensions of 12'6" high and 24' long) with a three (3) man crew, comprised of one driver and two helpers, including travel time for a minimum of two (2) hours (total 6 man hours plus truck).
- b. **Bid Item #2:** One enclosed high cube straight truck or equivalent (minimum dimensions of 12'6" high and 24' long) with a three (3) man crew, comprised of one driver and two helpers, including travel time for a minimum of four (4) hours (total 12 man hours plus truck).

- c. **Bid Item #3:** One enclosed high cube straight truck or equivalent (minimum dimensions of 12'6" high and 24' long) with a three (3) man crew, comprised of one driver and two helpers, including travel time for a minimum of six (6) hours (total 18 man hours plus truck).
- d. **Bid Item #4:** One enclosed high cube straight truck or equivalent (minimum dimensions of 12'6" high and 24' long) with a three (3) man crew, comprised of one driver and two helpers, including travel time for a minimum of eight (8) hours (total 24 man hours plus truck).
- e. **Bid Item #5 Supplemental Labor – per Man Hour** - Rate per man hour for one (1) additional employee to supplement a crew, if needed, to complete move. This hourly rate is inclusive of truck and equipment usage. This hourly rate may be used to supplement other bid line items (Bid Items 1-5 and 10-13). The Contractor will be paid in one (1) hour increments.
- f. **Bid Item #6: Supplemental Labor- per Crew Hour** - Rate per hour of a three (3) man crew, to supplement move. This hourly rate is inclusive of truck and equipment usage. This hourly rate may be used to supplement other bid line items (Bid Items 1-5 and 10-13). The Contractor will be paid in one (1) hour increments.
- g. **Bid Item #7: On-Site Moving Service** - Rate per man hour for interoffice moves and moves that do not require a truck. Line items include all material, labor, equipment, and supplies. Work shall include but is not limited to the breakdown and re-installation of modular furniture. The Contractor will be paid in one (1) hour increments. Not to be used in conjunction with truck and crew bid line items (Bid Items 1-5), see NOTE under Bid Item #8.
- h. **Bid Item #8: Modular and Specialty Furniture Service** – Rate per man hour is inclusive of all labor/manpower, materials, equipment, tools, and any other facilities needed for disassemble/reassemble of modular furniture and perform to include cubicles and furniture systems. Does not include independent pieces of furniture. The Contractor will be in one (1) hour increments. Contractor shall ensure that personnel are trained, experienced, and qualified to perform services.

**NOTE:** Contractor shall not be paid for Modular and Specialty Furniture Services while performing any other services unless performed by a separate crew which must be identified prior to performance, approved, and noted on the delivery order/change order. For example: If an onsite move is estimated to take eight (8) hours. Contractor shall not be paid for a full eight hours if four (4) hours were spent performing modular furniture services, unless services were performed by separate crew as previously stated.

- i. **Bid Item # 9: Heavy Equipment Rental** - Reimbursement for the rental of Forklifts and additional equipment shall be at cost. This does not replace the Contractor's obligation to supply all equipment/machinery. Rental of equipment shall be at the County's discretion and per County request if deemed necessary by the County. Contractor shall provide invoice from a third party rental company showing total cost of equipment and other detailed rental information. The invoice shall be submitted with final invoice for payment. Rental dates shall coincide with moving period.

j. **Bid Item(s) #9-16 10-18:** Coincide with the above, except they reflect Non-Standard working hours.

G. All references to (minimum dimensions of 12'6" high and 24" long) throughout this IFB is replaced with (minimum dimensions of 12'6" high and 24' (twenty-four foot) long).

H. Bid Response Form in the solicitation has been deleted in its entirety and replaced with the following:

Bid Response Form Revised A.

**ACKNOWLEDGEMENT OF ADDENDA**

a. The bidder shall acknowledge receipt of this addendum by completing the applicable section in the solicitation or by completion of the acknowledgement information on the addendum. Either form of acknowledgement must be completed and returned no later than the date and time for receipt of the bid or proposal.

b. Receipt acknowledged by:

\_\_\_\_\_  
Authorized Signer

\_\_\_\_\_  
Date Signed

\_\_\_\_\_  
Title

\_\_\_\_\_  
Name of Bidder

**BID RESPONSE FORM REVISED A**  
**IFB #Y19-1084-AV**

The Contractor shall provide all labor and other resources necessary to provide the goods and/or equipment in strict accordance with the specifications defined in the solicitation for the items specified in this Bid Response Form Revised A, inclusive of overhead, profit and any other costs. All costs shall be built in the unit prices on the Bid Response Form Revised A as shown below, including but limited to, labor, truck, millage, gas, moving equipment and tools, boxes, consumable supplies, etc. Crew = 3 movers at minimum, including driver.

<b><u>STANDARD WORKING HOURS</u></b>					
<i>Standard Hours: Standard working hours are Monday through Friday, 6:00 AM to 6:00 PM, excluding Orange County holidays.</i>					
<b><u>ITEM NO.</u></b>	<b><u>DESCRIPTION</u></b>	<b><u>ESTIMATED ANNUAL USAGE</u></b>	<b><u>UNIT PRICE</u></b>		<b><u>ESTIMATE ANNUAL TOTAL</u></b>
1	One crew for 2 crew hours, inclusive of truck.	3 X	\$ _____/ea	=	\$ _____
2	One crew for up to 4 crew hours, inclusive of truck.	15 X	\$ _____/ea	=	\$ _____
3	One crew for up to 6 crew hours, inclusive of truck.	10 X	\$ _____/ea	=	\$ _____
4	One crew for up to 8 crew hours, inclusive of truck.	25 X	\$ _____/ea	=	\$ _____
5	Supplemental labor – per one man hour <i>(One (1) employee per hour)</i>	250 X	\$ _____/hr	=	\$ _____
6	Supplemental labor – per crew hour <i>(Three (3) employees per hour)</i>	100 X	\$ _____/hr	=	\$ _____
7	On-site moving service per one man hour	100 X	\$ _____/hr	=	\$ _____
8	Modular and specialty furniture services per one man hour	100 X	\$ _____/hr	=	\$ _____
9	Heavy Equipment Rental Reimbursement at Cost. (Requires 3 <sup>rd</sup> party Invoice)				\$2,000.00
	<b>STANDARD WORKING HOURS ESTIMATED BID TOTAL (Lines 1-9)</b>				\$ _____

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

**BID RESPONSE FORM REVISED A- CONTINUED**  
**IFB #Y19-1084-AV**

**NON-STANDARD WORKING HOURS**

Non-Standard Hours: Non-Standard working hours are Monday through Friday, 6:01 PM to 5:59 AM, weekends, and Orange County holidays.

<u>ITEM NO.</u>	<u>DESCRIPTION</u>	<u>ESTIMATED ANNUAL USAGE</u>	<u>UNIT PRICE</u>	<u>ESTIMATE ANNUAL TOTAL</u>
10	One crew for 2 crew hours, inclusive of truck.	3 X	\$ _____ /ea	= \$ _____
11	One crew for up to 4 crew hours, inclusive of truck.	10 X	\$ _____ /ea	= \$ _____
12	One crew for up to 6 crew hours, inclusive of truck.	5 X	\$ _____ /ea	= \$ _____
13	One crew for up to 8 crew hours, inclusive of truck.	10 X	\$ _____ /ea	= \$ _____
14	Supplemental labor - per one man hour <i>(One (1) employee per hour)</i>	100 X	\$ _____ /hr	= \$ _____
15	Supplemental labor – per crew hour <i>(Three (3) employees per hour)</i>			
16	On-site moving service per man hour	100 X	\$ _____ /hr	= \$ _____
17	Modular and specialty furniture services per man hour	100 X	\$ _____ /hr	= \$ _____
18	Heavy Equipment Rental Reimbursement at Cost. (Requires 3 <sup>rd</sup> party Invoice)			\$1,000.00
<b>NON-STANDARD WORKING HOURS ESTIMATED BID TOTAL (Lines 10-18)</b>				\$ _____
<b>ESTIMATED TOTAL (ALL LINES 1-18 STANDARD AND NON-STANDARD WORKING HOURS)</b>				\$ _____

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