



U N I V E R S I T Y O F  
**SOUTH CAROLINA**

AMENDMENT NO.1 TO SOLICITATION

TO: ALL VENDORS  
FROM: Kevin Sanders, Procurement Manager  
SUBJECT: SOLICITATION NUMBER: USC-RFQ-2688-KS  
Office Move

DATE: September 22, 2014

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This Amendment **No.1** modifies the Request for quote only in the manner and to the extent as stated herein.

**Vendor Questions and Answers**

**Replacement Bid Schedule to be used when submitting bids**

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

\_\_\_\_\_  
Authorized Signature

\_\_\_\_\_  
Name of Offeror

\_\_\_\_\_  
Date

## Question from Vendor A:

I would like to have the main point of contact, who will be able to answer questions specifically related to the move and access product to inventory control.

**The 'primary point of contact' for USCPD (DLES) will Toby Freeman and David Dannels Contact information will be provided to the awarded contractor.**

## Question from Vendor B:

1. Per the walk through we will need to load and deliver a good bit of excess product to the inventory control area behind the Colonial Center.

If so, this is not part of the scope of work within the original quote request and there will need to be an addendum to the original scope of work.

**we will dispose of waste and leave all other unneeded items behind – law school or someone else can do with it what they want**

2. I want to make sure that the staff of the USCPD will be assisting with the labeling and move management coordination. As well as being on site during the relocation days to assist with questions and concerns.

**USCPD (DLES) staff shall be on-site during the move, and will provide moving contractor with a roster and/or floor plans (including room numbers) at 1600 Hampton Annex for any items to be moved. Moving contractor shall be responsible for working with USCPD (DLES) staff to coordinate where items are coming from and moving to using any labeling or tracking system the moving contractor suggests, recommends and provides.**

3. What are the dates we are looking at for this furniture relocation?

**The moving period shall be Thursday-23-OCT and Friday-24-OCT-2014 (not including any items being moved to inventory control). Items being moved to Inventory Control shall be Monday-27-OCT , no later than Tuesday-28-OCT-2014.**

I heard mention of middle of October was in the plan. If so I was wondering if the staff already had a timeline in mind especially since some of the rooms – i.e. Evidence needs to be moved at specific times to accommodate the security of the items.

**Any and all Evidence will be moved Thursday-23-OCT and Friday-24-OCT-2014, before or during the initial move.**

The white boards and wall boards in the training room as well as in the offices, Will they need to be taken down and put back up or will they already be down and just need to be moved to the new location?

Same question for the “wall of honor” photos and railing?

**The photos on the ‘wall of honor’ will be taken down and boxed up by DLES staff. The moving contractor shall be responsible for moving boxed items. The ‘hall of honor’ railing system will remain, as is. And will not be the responsibility of the moving contractor to take down and reinstall (by others)**

Who is responsible for unbolting the lockers from the walls?

**Do they need to be bolted to the walls at destination? The moving contractor shall unfasten (unbolt) lockers from walls, if required. The moving contractor shall move and re-fasten lockers in their new location.**

The storage room with the metal racking, will you be packing the items on the shelves or would you need us to do that?

**Any small / loose items on shelving in the storage room (known as Emergency Management Storage) shall be boxed up and packed by DLES staff, and moved by the contractor. All items on the shelves shall be moved by the contractor. Bulky items on the floor such as bicycles, traffic cones and automobile tires shall be moved by DLES staff. Cardboard boxes shall be provided by others.**

The walls of the cubicles, will they be already disassembled or will they need to be taken down? Do you need us to put them back up at new location?

**The existing blue cubby walls shall remain, as is. They shall not be taken down, nor moved to Inventory Control.**

Will we handle the double door cooler and "Ice & Water" machine? Will these be disconnected and wiped down prior to moving?

**The existing 'Double-door cooler' and 'Ice & Water Machine' shall remain, as is. They shall not be taken down, nor moved to Inventory Control.**

Will we move with trophies in the case in the lobby?!

**We will box up all items to be moved from the case in the lobby**

Since you rent the large water jugs, will we move the full ones or will the company you rent from want to handle those

**need to be included in the move**

Can the large mailbox slot case be taken apart? Is it bolted to the wall? If so, who will unbolt and does it need to be bolted at destination?

**Not included in moving contract. USC Facilities Carpentry shop shall take down, refurbish (if necessary), move and re-install at new location.**

Do you own all of the printers and copiers in that side room and will we be moving those or is that part of the electronics?

**Any and all items by Pollack, shall be moved by Pollack. Any and all other items, printers and equipment shall be moved by the moving contractor.**

(We were told that none of the electronics, computers, or phones will be handled by the mover and that the Pollacks items were under lease)

Is the elevator reliable and stable enough to be utilized during the move?

**Yes. To the best our knowledge. It is maintained by a service contract with Otis, which includes a 30-minute or less response time. The elevator does not have any lighting.**

We were told the time line could be anywhere from Oct 1<sup>st</sup> to the 15<sup>th</sup> to the 23<sup>rd</sup>, do you have a more specific one?

**The moving period shall be Thursday-23-OCT and Friday-24-OCT-2014 (not including any items being moved to inventory control). Items being moved to Inventory Control shall be Monday-27-OCT , no later than Tuesday-28-OCT-2014.**

Will you have a list of what goes to the new building and what goes to inventory or will that just be coded by labels and sticker colors the days of the move?

**Moving contractor shall coordinate and confirm with USCPD (DLES) upon award of contract. Moving contractor shall base their proposal on pre-bid meeting on site. No specific inventory list is available, nor shall be provided prior to bidding or award.**

We were shown the attics and basement and no one was sure if much more than the records and totes would be going from them. Would that be correct? They mentioned they would have everything on the main floor, is this correct?

**No items in the Attic are being moved to 1600 Hampton Annex, nor to Inventory Control. The 'record files' in the basement shall be moved to 1600 Hampton Annex. No items in the basement shall be moved to Inventory Control.**

Is it safe to say that 25% of everything will go to each floor at destination? During the walkthrough they stopped saying what went where at destination?

**That would be an approximate, fair and reasonable assumption.**

**Revised Bid Schedule USC RFQ-2688-KS (9.22.14)**

**BID SCHEDULE**

Item	Quantity	Unit of Measure	Description		Extended Price
1	1	Job	Relocate offices (equipment, supplies and accessories) from 1501 Senate St. Columbia SC to 1600 Hampton street Annex, Columbia SC		

Resident Contractor Preference \_\_\_\_\_

Resident Sub-Contractor Preference (2%) \_\_\_\_\_ Number of Sub-Contractors \_\_\_\_\_

Resident Sub-Contractor Preference (4%) \_\_\_\_\_ Number of Sub-Contractors \_\_\_\_\_

Item	Quantity	Unit of Measure	Description	Unit Price	Extended Price
2	1	Job	Move excess items (as tagged) from 1501 Senate Street to USC Surplus Property 925 Gadsden Street, Columbia SC		

Resident Contractor Preference \_\_\_\_\_

Resident Sub-Contractor Preference (2%) \_\_\_\_\_ Number of Sub-Contractors \_\_\_\_\_

Resident Sub-Contractor Preference (4%) \_\_\_\_\_ Number of Sub-Contractors \_\_\_\_\_

**Note:** The service preferences do not apply to a bid for an item of work by the bidder if the annual price of the bidder's work exceeds \$50,000 or the total potential price of the bidder's work exceeds \$500,000. [11-35-1524(E)(3)]

Please refer to the preference clauses listed in the additional conditions of this solicitation to ensure that you qualify to select the above preferences.

Bidder is to submit the following for preferences requested above:

- 1) Identify the subcontractor to perform the work:
- 2) Identify the work the subcontractor is to perform:
- 3) Bidder's factual basis for concluding that the subcontractor's work constitutes the required percentage of the work to be performed in the procurement.

**TOTAL FOR ITEMS 1 & 2 \$ \_\_\_\_\_**