

AMENDMENT OF SOLICITATION/MODIFICATION OF CONTRACT			1. Contract Number GF-2012-D-0037	Page of Pages 1 1	
2. Amendment/Modification Number GF-2012-D-0037-002	3. Effective Date See 16C	4. Requisition/Purchase Request No.		5. Solicitation Caption IDIQ for Relocation Services	
6. Issued By: University of the District of Columbia Capital Procurement Division 4200 Connecticut Avenue, NW Washington, DC 20008		Code	7. Administered By (If other than line 6) University of the District of Columbia Capital Procurement Division 4200 Connecticut Avenue, NW Washington, DC 20008		
8. Name and Address of Contractor (No. Street, city, country, state and ZIP Code)			(X)	9A. Amendment of Solicitation No. GF-2012-D-0037	
				9B. Dated (See Item 11) March 30, 2012	
				10A. Modification of Contract/Order No.	
				10B. Dated (See Item 13)	
Code	Facility				
11. THIS ITEM ONLY APPLIES TO AMENDMENTS OF SOLICITATIONS					
<input checked="" type="checkbox"/>	The above numbered solicitation is amended as set forth in Item 14. The hour and date specified for receipt of Offers <input checked="" type="checkbox"/> is extended. <input type="checkbox"/> is not extended. Offers must acknowledge receipt of this amendment prior to the hour and date specified in the solicitation or as amended, by one of the following methods: (a) By completing Items 8 and 15, and returning <u>1</u> copy of the amendment; (b) By acknowledging receipt of this amendment on each copy of the offer submitted; or (c) By separate letter or fax which includes a reference to the solicitation and amendment number. FAILURE OF YOUR ACKNOWLEDGEMENT TO BE RECEIVED AT THE PLACE DESIGNATED FOR THE RECEIPT OF OFFERS PRIOR TO THE HOUR AND DATE SPECIFIED MAY RESULT IN REJECTION OF YOUR OFFER. If by virtue of this amendment you desire to change an offer already submitted, such change may be made by letter or fax, provided each letter or telegram makes reference to the solicitation and this amendment, and is received prior to the opening hour and date specified.				
12. Accounting and Appropriation Data (If Required)					
13. THIS ITEM APPLIES ONLY TO MODIFICATIONS OF CONTRACTS/ORDERS, IT MODIFIES THE CONTRACT/ORDER NO. AS DESCRIBED IN ITEM 14					
<input type="checkbox"/>	A. This change order is issued pursuant to: (Specify Authority) The changes set forth in Item 14 are made in the contract/order no. in item 10A.				
<input type="checkbox"/>	B. The above numbered contract/order is modified to reflect the administrative changes (such as changes in paying office, appropriation date, etc.) set forth in item 14, pursuant to the authority of 27 DCMR, Chapter 36, Section 3601.2.				
<input type="checkbox"/>	C. This supplemental agreement is entered into pursuant to authority of:				
<input type="checkbox"/>	D. Other (Specify type of modification and authority)				
E. IMPORTANT: Contractor <input type="checkbox"/> is not, <input checked="" type="checkbox"/> is required to sign this document and return <u>1</u> copy to the issuing office.					
14. Description of amendment/modification (Organized by UCF Section headings, including solicitation/contract subject matter where feasible.)					
Solicitation No. GF-2012-D-0037 for IDIQ for relocation services is hereby amended as follows:					
1) Pre-Proposal Conference Sign-in Sheet (Attachment A).					
2) Questions and Answers (Attachment B).					
3) The closing date for submission of proposals is extended from Monday, April 30, 2012 by 2:00 pm (EST) to Wednesday, May 2, 2012 by 2:00 pm (EST).					
4) All other Terms and Conditions remain unchanged.					
Except as provided herein, all terms and conditions of the document referenced in Item (9A or 10A) remain unchanged and in full force and effect					
15A. Name and Title of Signer (Type or print)			16A. Name of Contracting Officer Sherry Jones-Quashie		
15B. Name of Contractor (Signature of person authorized to sign)		15C. Date Signed	16B. District of Columbia <i>Sherry Jones-Quashie</i> (Signature of Contracting Officer)		16C. Date Signed 4/26/12

Attachment A
Pre-Proposal Conference
Sign-in Sheet

SOLICITATION NO.: GF-2012-D-0037

IDIQ for Relocation Services
 Thursday, April 12, 2012 - 11:00 AM - Building 39, Third Floor, Board Room

PRE-PROPOSAL CONFERENCE SIGN-IN SHEET

PLEASE PRINT

NO	NAME	COMPANY	TELEPHONE NO.	EMAIL ADDRESS
1	JANET C. CONCEPCION	UDC - CAPITAL PROCUREMENT	(202) 274 - 6914	janet.concepcion@udc.edu
2	Wil Giles	Acquisition Solutions	301-717-3177	wilgiles6@gmail.com
3	ORSETTE MCDONALD	TRIX DESIGN	312-498-7347	odette.mcdonald@trixdesign.com
4	Fred Woodward	TRIX RWD	202-215-CR2	FWoodward@RWDConsulting.com
5	JASON SCOTT	RWD	240-682-2488	JScott@rwdconsultingllc.com
6	PATRICK MCGAG	TRINITY II CORP	202 621-8212	pmcrao@trinityii.com
7	Charles Williams	Trinity II Corp	571 221 1853	cwilliams@trinityii.com
8	baseeda Shroods	Capital Procurement	202 374-5774	cmoody@udc.edu
9	Jonnyad hills	Capital Procurement	7274-6913	tonya.mills@udc.edu
10	Alex Garrett	UDC - Facilities & Real Estate	274-5353	ajgarrett@udc.edu
11	Mikihito Sackson	Capital Procurement	274-5191	mgsackson@udc.edu
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PRE-PROPOSAL CONFERENCE SIGN-IN SHEET

PLEASE PRINT

NO	NAME	COMPANY	TELEPHONE NO.	EMAIL ADDRESS
16	James McKinney	GREICHAN DEV LLC	202 725-6503	H1BT5T1A29A01.COM
17	GREG BOEKER	GREICHAN DEV LLC	202 494-2032	606 923000@aol.com
18	Noam Smol	Twins Van Lines	202 487 1376	norman.ip@twinsmoving.com
19	John Beecher	The BLOOM Group	202-644-8500	johnb@bloomgroup.com
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PLEASE PRINT

NO	NAME	COMPANY	TELEPHONE NO.	EMAIL ADDRESS
31	Sheela Holt	Spectrum	2/302-7323	holte@spectrumassurances.com
32	Bryan Macrin	Rush Technologies	2/591.8751	kellen@rushtechnologies.com
33	Robert Martin	Capital Services	2 327-0022	r.martin@capital-services.net
34	Levine Forsythe	Capital Services & Supplies	2/635-0400	lforsythe@cs
35	Robert Kershaw	Motiv Services INC.	2/699-0118	RKERSHAW@MOTIVSERVICES.COM
36	Miguel Taveres	MOTRush Delivery, LLC	(202) 330-7182	info@motrushdelivery.com
37	BARBARA AYERS	Apple Transfer	7036908445	APUAPPLICATIONS@APPLETRANSFER.COM
38	DERRICK WILSON	WILSON TECHNOLOGIES	202-529-4900	DWILSON@WILSONTECHNOLOGIES, INC
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Attachment 2
List of Questions and Answers

**GF-2012-D-0037
IDIQ FOR RELOCATION SERVICES
ATTACHMENT B
QUESTIONS & ANSWERS**

- 1) **QUESTION – Will there also be a need for movement of household goods?**

ANSWER – As stated at the Pre-Proposal Conference, the Job may require the movement of household goods. This will be determined as part of the task order agreement to be issued at the time for a specific move.

- 2) **QUESTION – Are we to provide four copies or five?**

ANSWER – One original and four (4) copies.

- 3) **QUESTION – Who will be responsible for final clean after a move has been completed?**

ANSWER – The Contractor will be responsible for a final sweep after the move is completed.

- 4) **Can the past performance of a subcontractor count toward the total required number of past performance and each dollar amount up to \$100,000.00?**

ANSWER – No, the University is interested in the past performance of Prime Contractor for this project.

- 5) **Since the maximum value of the relocation BPA has been reduced down to \$300,000, does that also reduce the maximum dollar amount requested for past performances as well?**

ANSWER – No.

- 6) **How much furniture and equipment will be dismantled (CLIN 0002)?**

ANSWER – As stated at the Pre-Proposal Conference, the amount of furniture and equipment will be determined as part of the task order agreement to be issued at the time for a specific move.

- 7) **How much furniture and equipment will be reassembled (CLIN 0003)?**

ANSWER – As stated at the Pre-Proposal Conference, the amount of furniture and equipment will be determined as part of the task order agreement to be issued at the time for a specific move.

- 8) **What will be relocated in physical move; will it all going from one building to another?**

ANSWER – The items to be moved and locations will be determined as part of the task order agreement to be issued at the time for a specific move. The University has multiple locations to include Bldgs. 32, 38, 39, 41, 42, 43, 44, 46E, 46W, 47 and 52. Items will include but not limited to furniture and boxes.

- 9) **Can we get a list of the other buildings outside of the UDC campus where work will be done on this contract?**

ANSWER - Additional locations outside of the Van Ness Campus may include but will not be limited to:

- a) Intellsat – 4000 Connecticut Avenue, NW
- b) Backus Site – South Dakota Avenue, NE
- c) Community College – 801 North Capital Street
- d) PR Harris – Livingston Street, SE
- e) UDC Warehouse – 1221 Taylor Street, NW
- f) University Residence – 3520 Rittenhouse Street, NW
- g) National Airport Hangar
- h) University Farm – Muirkirk Rd, Beltsville, MD

- 10) **It is requested the Contractor's hourly rate include management, oversight, labor, truck, dollies and packing supplies. Is there a forecast of the number of people who could be moved during the duration of this contract that would require boxes? Are there file cabinets to be moved? If so, what kind and how many? The request to include a "box price" in the hourly rate is difficult to calculate as currently stated. Usually, the Contractor is requested to provide materials, such as boxes or crates, as a separate line item. This facilitates fair cost comparisons among proposals and in the long run verifies actual usage numbers for cost effectiveness for the client.**

ANSWER – As stated at the Pre-Proposal Conference, the specifics of each move will be determined as part of the task order agreement to be issued at the time for a specific move. As mentioned in Section B, the hourly rates shall include the packing supplies which include the boxes. Please anticipate office furniture to include file cabinets.

- 11) **In the Price Proposal, please define "0004 Physical Move." To properly provide a price, the Contractor is requesting the size of the move, the MHE required and any other essential information to allow the Contractor to price the buying need. If UDC is expecting this price to reflect, for example, 1 Truck, 1 Supervisor, 2 Laborers, for 40 hrs., please clarify.**

ANSWER – As stated at the Pre-Proposal Conference, the specifics of each move will be determined as part of the task order agreement. As stated at the pre-proposal conference, the specifics of each move has not yet been determined. The Contractor will be given a walk thru for each requirement and asked to price the specific move.

- 12) Section B.5 Price Schedule, CLIN 0004 Physical Move should we include the cost for a truck and crew?**

ANSWER - Yes

- 13) Does every document referenced in Section J need to be included in the proposal?**

ANSWER – No. Only Attachments J.3, J.4 and J.7 need to be completed and submitted along with the proposal. Please download these forms from <http://ocp.dc.gov> and click “Solicitation Attachments”.