

REQUEST FOR PROPOSAL (RFP) ADDENDUM

RFP Title: Moving and Relocation Services

Addendum No.: 1

RFP No.: 59-MVS-25

Date of Addendum: February 7, 2025

Closing Date & Time: February 14, 2025, 1:00 PM EST

Issued by: Jennifer Smith

REVISED Closing Date & Time: NO CHANGE

SCOPE OF ADDENDUM

This addendum details revisions to pre-existing language to the **Moving and Relocation Services (59-MVS-25) RFP**, answers to questions received, and an amended Bid Form. Revisions will be indicated either by ~~strike through~~ for deletions and underlining for insertions. **Please use the amended Bid Form (attached at the end of this addendum) for your proposal.**

REVISIONS

REVISION 1 - ADDITION

Page 10, Scope

The Kenton County School District is soliciting proposals for a qualified moving contractor to move/relocate equipment, furnishing, supplies, and materials from multiple locations within the District to the newly built Support Operations Center (11800 Taylor Mill Rd., Taylor Mill, KY 41015), with a few items to be moved to the Transportation Department Northern Hub (2550 American Ct., Erlanger, KY 41017).

REVISION 2 - ADDITION

Page 10, Scope

DESTINATION ADDRESS:	
Support Operations Center	11800 Taylor Mill Rd., Taylor Mill, KY 41015
<u>Transportation Department Northern Hub</u>	<u>2550 American Ct. Erlanger, KY 41017</u>

REVISION 3 - ADDITION

Page 11, Location Specifications

Transportation Department Northern Hub

Items designated to be moved to this location:

- Office furniture – desks, file cabinets, combo storage/file cabinets, tables, chairs, etc.
- Mobile-column lifts (qty 4)

QUESTIONS/ANSWERS

- Q. *What is the priority of the locations to be moved?*
- A. Week of March 24th – Support Operations Office and Transportation Administration Office
Week of March 31st – Bus Lot and KCAIT
Week of April 7th – Transportation Garage
- Q. *Who will be responsible for unhooking electric and disassembling the large lift?*
- A. Owner will be responsible

CLARIFICATION

1. Items will be expected to be placed in the exact space/room as indicated at the destination location.
2. 2-post car lift (JohnBean) will be relocated to the Support Operations Center.

This addendum shall become part of the RFP and shall be returned with the proposal

Bidder Acknowledgement/Acceptance

Company: _____

Name: _____

Signature: _____

Title: _____

Date: _____

BIDDER IS TO ATTACH THIS FORM AND SUBMIT WITH THE RESPONSE IN ITS ENTIRETY

ADDENDUM #1 - AMMENDED BID FORM

6. **BID FORM**

6.1 **MOVING COST**

Based on the information provided within the bid documents and obtained from each site-visit, please provide a TOTAL PROJECT PRICE to move all the locations listed, in accordance with the bid specifications. The total project price should include all labor, equipment, supervision, and vehicle transport to complete the move from origin to destination.

Do not include pricing for packing materials in section 6.1. Please provide separate pricing in section 6.2.

Total Project Price \$ _____

6.2 **PACKING MATERIALS**

- Packing materials shall be ordered on an as needed basis, billed separately from the "Moving Cost"
- "Package Quantity" – please specify the quantity in how these items are sold (*each, 25/PK, Roll, etc.*)

Small Boxes (17x11x11)	Package Quantity _____	\$ _____
Medium Boxes (21x15x16)	Package Quantity _____	\$ _____
Large Boxes (27x16x15)	Package Quantity _____	\$ _____
Extra Large Boxes (24x21x20)	Package Quantity _____	\$ _____
Packing Tape	Package Quantity _____	\$ _____
Bubble Wrap	Package Quantity _____	\$ _____
Shrink Wrap	Package Quantity _____	\$ _____
Labels	Package Quantity _____	\$ _____
Other _____	Package Quantity _____	\$ _____

(BID FORM CONTINUED)

6.3 PACKING SERVICE

Please provide pricing (*hourly rate, flat rate, per box, etc.*) for packing items on behalf of the District, such as bus parts, small tools/machinery, office supplies, etc.

\$ _____

6.4 ASSEMBLY/INSTALLATION SERVICES

Does your company provide assembly and installation services
for owner provided furniture/metal shelving/industrial storage solutions?

YES or NO
(*please circle one*)

If yes, please include in section 6.5.

6.5 ADDITIONAL SERVICES

Please list any additional services and/or products your company provides:

_____	\$ _____
_____	\$ _____
_____	\$ _____
_____	\$ _____
_____	\$ _____

I, the undersigned, submit this bid/proposal in accordance with the specifications, which are part of this solicitation. My signature also certifies that I am authorized to submit this bid/proposal, sign as a representative for the company, and carry out the services solicited in this solicitation.

Signature of Authorized Agent _____ Date _____

Printed Name and Title _____

Name of Company _____

BIDDER IS TO SIGN AND SUBMIT THIS FORM WITH THE BID IN ITS ENTIRETY