



State of West Virginia
 Department of Administration
 Purchasing Division
 2019 Washington Street East
 Post Office Box 50130
 Charleston, WV 25305-0130

Solicitation

NUMBER
WSH14172

PAGE
1

ADDRESS CORRESPONDENCE TO ATTENTION OF:
BOB KILPATRICK 304-558-0067

RFQ COPY

TYPE NAME/ADDRESS HERE

VENDOR

SHIP TO

HEALTH AND HUMAN RESOURCES
 WILLIAM R. SHARPE JR. HOSPITAL
 CENTRAL RECEIVING
 936 SHARPE HOSPITAL ROAD
 WESTON, WV
 26452 304-269-1210

DATE PRINTED
04/01/2014

BID OPENING DATE: 04/03/2014

BID OPENING TIME 1:30PM

LINE	QUANTITY	UOP	CAT. NO.	ITEM NUMBER	UNIT PRICE	AMOUNT
				ADDENDUM NO. 1		
				ADDENDUM ISSUED TO:		
				1. PROVIDE RESPONSES TO QUESTIONS SUBMITTED REGARDING THE ORIGINAL SOLICITATION. QUESTIONS AND ANSWERS ARE ATTACHED.		
				2. TO PROVIDE ADDENDUM ACKNOWLEDGEMENT. THIS DOCUMENT SHOULD BE SIGNED AND RETURNED WITH YOUR BID. FAILURE TO SIGN AND RETURN MAY RESULT IN THE DISQUALIFICATION OF YOUR BID.		
				***** END OF ADDENDUM NO.1 *****		
0001	1	LS		962-56		
				MOVING SERVICES, PER THE ATTACHED SPECIFICATIONS		

SIGNATURE		TELEPHONE	DATE
TITLE	FEIN	ADDRESS CHANGES TO BE NOTED ABOVE	

WHEN RESPONDING TO SOLICITATION, INSERT NAME AND ADDRESS IN SPACE ABOVE LABELED 'VENDOR'

SOLICITATION NUMBER: WSH14172

Addendum Number: 1

The purpose of this addendum is to modify the solicitation identified as (“Solicitation”) to reflect the change(s) identified and described below.

Applicable Addendum Category:

- Modify bid opening date and time
- Modify specifications of product or service being sought
- Attachment of vendor questions and responses
- Attachment of pre-bid sign-in sheet
- Correction of error
- Other

Description of Modification to Solicitation:

Addendum #1 issued to provide Agency responses to submitted technical questions, per the attachment A.

BID OPENING REMAINS 4/3/2014 at 1:30pm.

NO OTHER CHANGES

Additional Documentation: Documentation related to this Addendum (if any) has been included herewith as Attachment A and is specifically incorporated herein by reference.

Terms and Conditions:

1. All provisions of the Solicitation and other addenda not modified herein shall remain in full force and effect.
2. Vendor should acknowledge receipt of all addenda issued for this Solicitation by completing an Addendum Acknowledgment, a copy of which is included herewith. Failure to acknowledge addenda may result in bid disqualification. The addendum acknowledgement should be submitted with the bid to expedite document processing.

ATTACHMENT A

Questions for WSH14172:

Question 1.

Page 10 item 12. Liquidated damages – currently says \$3000.00 per day Penalty for “Failure to provide moving services”

Can you be more specific on what failure to perform is?

Answer: Failure to perform is if the Contractor shall neglect, fail or refuse to complete the Work once started within the time specified as determined by WVDHHR. Failure to move out and store furniture and kitchen equipment within 48 hours. Failure to move stored furniture back in and reinstall (place back) kitchen equipment within 48 hours.

The statement can be interpreted many ways.

Question 2. How would inclement weather handled for failure to provide moving services?

Answer: inclement weather should not be a factor since all furniture and equipment to be moved is located in the hospital and stored on site. The hospitals shipping and receiving is an enclosed area with a loading dock.

Question 3.

Page 18, number 3 Qualifications

3.1 Why does a vendor **only** have to have performed **one** move?

This is not sufficient qualifications for a very large complex move such as this. Only proven Commercial moving companies should be considered to ensure proper performance.

Answer: 3.1 is to be removed per attached modification 2. Vendor must have staff and equipment capacity to perform work to complete services as described above in 2.1. Bidders should provide any type of documentation they choose which demonstrates that they have adequate staff and equipment to undertake the project.

Question 4.

3.2 Can you give us guidelines on the information requested?

Such as, Years in business as a COMMERCIAL MOVER, Contact list of references of comparable sized moves, list of Comparable moves, list of trucks, specialized commercial moving equipment and skilled Commercial move coordinators.

Answer: Vendor must have staff and equipment capacity to perform work to complete services as described above in 2.1. Bidders should provide any type of documentation they choose which demonstrates that they have adequate staff and equipment to undertake the project.

Question 5.

Page 19, Number 4.1.1 Vendor Responsibilities

4.1.1.1 Vendor to be on site within 24 hrs.

The construction contractor and mover should be more in touch with each other to avoid such a small window. It will be extremely difficult at times, not all, to mobilize the correct crew size in 24 hrs. , depending on the schedule, time of year and weather conditions.

Answer: Vendor shall be on site within 48 hours of being notified.

Question 6.

Can the window be changed to 48 hours for the smaller phases and 72hrs for the larger phases?

Answer: Vendor shall move, store, and protect all furniture and kitchen equipment within a 48 hour time frame after start. Vendor shall move and install all stored and protected furniture and reinstall (place) kitchen equipment within a 48 hour time frame after start.

Question 7.

Is the window time frame M-F? So a notification on a Friday Morning means we have to be on site Tuesday Morning under a 48 hr. notification scenario? Or are weekends included and that means a Sunday morning report time?

Answer: All work is to be completed Monday through Friday. Notifications are inclusive of weekends, with all work to be started at the beginning of the following business day following the 48-hour notification. For example, if notification is given on a Thursday or Friday, work is to start the following Monday. This 48-hour notification is considered a

maximum grace period for the notification; vendor will coordinate starting **before** the end of the notification grace period with the Agency, when applicable.

Question 8.

4.1.1.2 Did the scope change on the kitchen equipment?

Answer: No

Question 9.

My understanding is that the kitchen equipment would be dismantled and reassembled by another party. The mover was to move out, protect, store and place back in the kitchen as instructed.

Answer: William R. Sharpe, Jr. Hospital will disconnect and unbolt any equipment anchored to the floor that will be moved.

Question 10.

4.1.1.5 What if items stored in the main building, or can't be moved and the mover covers / protects them and the items are damaged by another party. How will this be handled?

Answer: Vendor will agree to accept sole responsibility for any damage to any furniture and equipment. Existing damage must be identified/documentated to Agency prior to moving and prior to covering and protecting furniture and kitchen equipment.

Question 11.

4.1.1.8 Why would storage trailers placed in a designated area need moved other than for loading and unloading? Is there any idea of how many times this might happen, 5 or 50? Does this include weekends?

A one hour response time is not enough time to get a tractor trailer driver on site. Can this be changed to 4 hours?

Answer: Storage trailers may need to be moved for various reasons; we anticipate them to be moved a maximum of 50 times. All work is to be completed Monday through Friday. Vendor will provide and maintain tractor on site at Sharpe Hospital or Vendors site to reposition trailers within twenty four (24) hours of receiving notification.

Question 12.

4.1.1.9 Is the tractor to be kept and maintained at the vendor's site or kept and maintained at the Sharp Hospital site? If its Sharp hospital, what is the reasoning?

Answer: Vendor will provide and maintain tractor on site at Sharpe Hospital or Vendors site to reposition trailers within twenty four (24) hours of receiving notification.

Question 13.

Page 10 item 12.

Liquidated Damages: \$3000.00 per day for failure to provide moving services

Who shall determine the scope of the failure to provide moving services? This could be a difference of opinion for a non-professional mover and a professional mover. A professional mover can see pitfalls and complications of way the services may not be performed. Failure to perform should be reserved for withdrawal of contract exclusively.

Answer: Failure to perform is if the Contractor shall neglect, fail or refuse to complete the Work once started within the time specified as determined by WVDHHR. Failure to move out and store furniture and kitchen equipment within 48 hours. Failure to move stored furniture back in and reinstall (place back) kitchen equipment within 48 hours.

Question 14.

Page 19 item 4.1.1

4.1.1.3 – Vendor to be on site with 24 hours of notification

Under this provision, does this mean after all equipment is out of existing facility into storage, then it should be moved back in the same facility. Is the move back to the facility for the 48 hours time frame?

Answer: Yes, all stored furniture and equipment will be moved back to the same facility. Vendor shall move, store, and protect all furniture and kitchen equipment within a 48 hour time frame after start. Vendor shall move and install all stored and protected furniture and reinstall (place) kitchen equipment within a 48 hour time frame after start.

Question 15.

4.1.1.8 – Vendor will move any truck trailer within one hour of notification

One hour is not feasible; this should be a minimum of 4 hours notice.

Answer: Vendor will provide and maintain tractor on site at Sharpe Hospital or Vendor's site to reposition trailers within twenty four (24) hours of receiving notification.

Question 16.

4.1.1.9 – Vendor to reposition trailers within one hour notification

One hour is not feasible; this should be a minimum of 4 hours notice.

Answer: Vendor will provide and maintain tractor on site at Sharpe Hospital or Vendor's site to reposition trailers within twenty four (24) hours of receiving notification.

Question 17.

Page 19 item 4.1.2

4.1.2.3 thru 4.1.2.5

The vendor has a responsibility to provide moving services under Page 10 item 12 or the penalty is \$3000.00 per day for failure to provide moving services. In this provision, William R Sharpe Jr Hospital has responsibilities, upon our arrival, what is the penalty for failure if the responsibilities are not complete?

Answer: The items mentioned in 4.1.2.3, 4.1.2.4, and 4.1.2.5 will be disconnected, unbolted, and moved prior to the Moving Services start as per William R. Sharpe, Jr. Hospital. The hospital's Maintenance Department is responsible for documenting that all their work is complete and WVDHHR Project Managers will verify before the Moving Services start.

WSH14172 Modifications

Modification 1.

Page 19, 4.1.1 Vendor Responsibilities

4.1.1.1. Vendor shall be on site within 24 hours of being notified.

Replace with: Vendor shall be on site within 48 hours of being notified.

Modification 2.

Page 18, 3. Qualifications:

Specification 3.1. is to be removed in its entirety.

Modification 3.

Page 18, 3. Qualifications:

3.2. Vendor must have staff and equipment capacity to perform work to complete services as described above in 2.1. Bidders should provide a letter which documents that they have such resources.

Replace with: Vendor must have staff and equipment capacity to perform work to complete services as described above in 2.1. Bidders should provide any type of documentation they choose which demonstrates that they have adequate staff and equipment to undertake the project.

Modification 4.

Page 19, 4.1.1 Vendor Responsibilities

4.1.1.3 Vendor shall move, store, and reinstall all furniture and kitchen equipment within a 48 hour time frame for each phase.

Replace with: Vendor shall move, store, and protect all furniture and kitchen equipment within a 48 hour time frame after start. Vendor shall move and install all stored and protected furniture and reinstall (place) kitchen equipment within a 48 hour time frame after start.

Modification 5.

Page 19, 4.1.1 Vendor Responsibilities

4.1.1.5 Vendor will agree to accept sole responsibility for any damage to any furniture and equipment. Existing damage must be identified/documentated to Agency prior to moving.

Replace with: Vendor will agree to accept sole responsibility for any damage to any furniture and equipment. Existing damage must be identified/documentated to Agency prior to moving and prior to covering and protecting furniture and kitchen equipment.

Modification 6.

Page 19, 4.1.1 Vendor Responsibilities

4.1.1.8 Vendor will move any truck trailer within one (1) hour of receiving notification.

Replace with: Vendor will move any truck trailer within twenty four (24) hours of receiving notification.

Modification 7.

Page 19, 4.1.1 Vendor Responsibilities

4.1.1.9 Vendor will provide and maintain tractor on site to reposition trailers within one (1) hour of notification.

Replace with: Vendor will provide and maintain tractor on site at Sharpe Hospital or Vendors site to reposition trailers within twenty four (24) hours of receiving notification.

ADDENDUM ACKNOWLEDGEMENT FORM
SOLICITATION NO.: WSH14172

Instructions: Please acknowledge receipt of all addenda issued with this solicitation by completing this addendum acknowledgment form. Check the box next to each addendum received and sign below. Failure to acknowledge addenda may result in bid disqualification.

Acknowledgment: I hereby acknowledge receipt of the following addenda and have made the necessary revisions to my proposal, plans and/or specification, etc.

Addendum Numbers Received:

(Check the box next to each addendum received)

- | | |
|---|--|
| <input type="checkbox"/> Addendum No. 1 | <input type="checkbox"/> Addendum No. 6 |
| <input type="checkbox"/> Addendum No. 2 | <input type="checkbox"/> Addendum No. 7 |
| <input type="checkbox"/> Addendum No. 3 | <input type="checkbox"/> Addendum No. 8 |
| <input type="checkbox"/> Addendum No. 4 | <input type="checkbox"/> Addendum No. 9 |
| <input type="checkbox"/> Addendum No. 5 | <input type="checkbox"/> Addendum No. 10 |

I understand that failure to confirm the receipt of addenda may be cause for rejection of this bid. I further understand that any verbal representation made or assumed to be made during any oral discussion held between Vendor's representatives and any state personnel is not binding. Only the information issued in writing and added to the specifications by an official addendum is binding.

Company

Authorized Signature

Date

NOTE: This addendum acknowledgment should be submitted with the bid to expedite document processing.
 Revised 6/8/2012