



Purchasing Department
Mailing Address: 4400 University Drive, Mailstop 3C5
Street Address: 4441 George Mason Boulevard, 4th Floor, Suite 4200
Fairfax, Va. 22030
Voice: 703.993.2580 | Fax: 703.993.2589

May 12, 2022

RFP ADDENDUM #1

Reference – Request for Proposal:	GMU-1794-22
Title:	Relocation and Moving Services
RFP Dated:	April 27, 2022
For Delivery To:	George Mason University

The following changes are hereby incorporated into the aforementioned RFP:

Please make sure to sign and include this addendum and all other addendums issued under this RFP with your offer/proposal.

- **Answers to Questions submitted by the Question Submission Deadline on May 4, 2022:**

Answers to these questions shall be considered part of the RFP requirements and the offeror should include any changes that result from this addendum into their offer. Failure to consider the information provided below may result in your offer being scored lower:

1. **Question:** If you have storage that needs to be stored off-site, do you have your own off-site places, or should we assume to quote for our storage services in and out?
Answer: Moving company would be required to provide off-site storage at its own warehouse. George Mason University does not have available storage.
2. **Question:** If we provide our entire commercial services rate sheet, will that be sufficient for giving you upfront costs for all the services needed to be performed?
Answer: We are looking for negotiated rates for the University based off requested information provided in the RFP. If your standard commercial rate sheet meets the requirements of the RFP and can be evaluated according to the RFP.
3. **Question:** How will GMU staff communicate relocation needs to the move vendor?
Answer: All moves will be set up and communicated either by email or phone call through the design department contacts. When a need arises, we will have the designated contact from the moving company come to the site to perform a walkthrough and provide a quote.
4. **Question:** Does GMU currently have items stored at the incumbent vendor's facility and will there be a need to pick up items and store them at new move vendor's facility?
Answer: This is a possibility.
5. **Question:** During laboratory relocations who will be responsible for relocating Hazmat materials; move vendor or GMU staff?
Answer: Lab relocations will be coordinated by EHS staff, who will decontaminate items and will relocate all Hazmat materials.
6. **Question:** Will GMU staff provide furniture layout diagrams during office and classroom moves?
Answer: Yes, GMU Design team or GMU contracted entity will provide all layouts and information needed for the moving company for relocations.

7. **Question:** Due to COVID-19 will GMU require move crews to be fully vaccinated?
Answer: **This is evolving, and the moving company will be notified as necessary.**

Previously provided information for vaccination. See below:

Per the guidance document provided previously, contractors of state agencies are required to do the following:

1. Contract workers performing work on-site must disclose their vaccination status to their employers (the contracting vendor that employs them.) **Individual employee statuses should not be disclosed to George Mason University.**
 2. Contracting vendors performing work on-site must certify to George Mason University that covered contract workers who work on site or perform public-facing services are:
 - a. Fully vaccinated or
 - b. If not fully vaccinated, are required to wear a mask, maintain social distancing, and adhere to all other agency safety protocols while working on-site or engaged in-person with the public.
 3. Contracting vendors must provide that written certification to their contracted state agency.
 - a. George Mason University has provided a certification form for contractors to complete.
 4. The certification form must be signed by a person with authority to bind the contracting organization.
8. **Question:** Will George Mason University supply the packing material for the moves? If not, should the moving services vendor include prices for the cost of the required moving materials?
Answer: No. GMU does not supply any packing materials. That is the responsibility of the movers. Yes, provide cost for crates, boxes, computer bags, tags, bubble wrap, and packing paper, etc.
9. **Question:** Should the moving services vendor assume that all moves will be done with straight trucks only or should the moving services vendor include prices for the use of tractor trailers?
Answer: Straight trucks with ramp or lift are generally used but for large relocations tractor trailers will be needed. Please provide a quote for both.
10. **Question:** Is George Mason University able to outline the SWaM goals for the university and for this agreement?
Answer: The Commonwealth of Virginia and Mason do not have agreement/project specific goals. SWaM goals are established through the governor's office and apply to all state agencies.
11. **Question:** Are there liability insurance requirements for this project (e.g., limited liability up to \$0.60/pound for furniture, \$1.00 for records and \$5/pound for electronics)? If so, please clarify.
Answer: The liability insurance requirements are listed in Section X. AA of the RFP.
12. **Question:** What percentage (%) of the scope of this request is related to storage requirements?
Answer: This RFP is project specific.
13. **Question:** What percentage (%) of the scope of the request takes place at the Front Royal, VA location?
Answer: That would be project specific, but the majority of our work is on the Fairfax, Sci Tech, and Arlington campuses. However, any company would need to be able to provide service at all campus locations.
14. **Question:** What percentage (%) of the scope of the request takes place after-hours (After 5PM/Before 7AM)?
Answer: Majority of our work is completed during regular business hours (Monday

through Friday, 8:30am-5:00pm EST). There are occasions when a move may require longer hours and/or after business hours.

15. **Question:** How many providers were awarded in the previous RFP?

Answer: 3

16. **Question:** What providers were awarded in the previous RFP?

Answer: Interstate, Victory Van, Paxton

17. **Question:** Will there be any materials required in the scope of this request?

Answer: See question No. 8

18. **Question:** Will GMU accept a proposal that excludes laboratory specimens from the insurance requirement?

Answer: Not Applicable.

19. **Question:** Can providers include additional line items for services related to this RFP (that were not mentioned in the example pricing template) in their proposal?

Answer: Yes

Please sign and include this addendum as part of your offer.

In Compliance With this RFP And To All The Conditions Imposed Therein And Hereby Incorporated By Reference, The Undersigned Offers And Agrees To Furnish The Goods/Services required by this RFP at the prices indicated in the pricing schedule, and the undersigned hereby certifies that all information provided below and, in any schedule, hereto is true, correct, and complete.

Name and Address of Firm:

Date: _____

By: _____

Title: _____

Fed ID No: _____

Signature: _____

Email: _____

Phone: _____

Regina Bazile
Sr Buyer
rbazile@gmu.edu
703-993-2580
Purchasing Department
George Mason University