



PURCHASING AND SUPPLY SERVICES

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ADDENDUM NO. 1

CONTRACT NUMBER ADDENDUM NO. 1

ISSUED BY: PRINCE GEORGE’S COUNTY PUBLIC SCHOOLS OFFICE OF PURCHASING AND SUPPLY 13300 OLD MARLBORO PIKE ROOM 20 UPPER MARLBORO, MARYLAND 20772-9983	Date of this Addendum: February 16, 2023 No. of Pages: 5	Proposal Submission Date: February 24, 2023 (2:00 PM) EST
	RFP No.: PUR-008-23	RFP Issuance Date: January 24, 2023
	TITLE: Prequalification for Move Management Services for Schools and Offices	

TO ALL PROSPECTIVE OFFERORS AND OTHER RECIPIENTS OF SOLICITATION DOCUMENTS

This Addendum is hereby made a part of the Contract Document which will be the basis of a Contract. This Addendum is issued to modify the original Solicitation Documents issued December 15, 2022. Prospective Offerors are requested to attach this Addendum to your Contract Documents. Receipt of this Addendum must be acknowledged in the Proposal Document (see Appendix G). Failure to do so may subject the Offerors disqualification.

THE PURPOSE OF THIS ADDENDUM IS TO:

A. MODIFY PART III PROPOSAL FORMAT, SECTION 1.0

1. Proposal submissions are via eMarylandMarketPlace Advantage only. Follow submission requirement in Part III, Section 1.0.
2. Hard copy and thumb drive submissions are not required. Delete all references of hard copy and thumb drive proposal submittals via mail delivery.

B. RESPOND TO QUESTIONS:

Questions and Responses

1. Volume I – TAB C Experience and Capabilities page 16, stated that “Offeror(s) shall provide information on past and current experience with “rendering” services similar in size and scope to those in this RFP. See Part IV, Section ELIGIBILITY AND QUALIFICATIONS. Please kindly advise?
Answer: Please provide information on past and current experience with “providing” services similar in size and scope to those in this RFP. Offerors should also reference Eligibility and Qualifications section for meeting experience requirements.



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2. Please confirm that three (3) vendors will be awarded for this RFP per the pre-proposal conference on 1-31-2023?
Answer: The reference to three (3) vendors during the preproposal conference was an example. The total number of offerors to be prequalified is not determined at this time. PGCPS reserves the right to determine the number of offerors that qualify to receive a potential contract.
3. Under note on Section 3.1., the RFP stated ..."relocation and reconnection of all communication/computer wiring, inclusive of computers, telephones, communication/computer wiring and cables" – can you please confirm that all telecommunications cabling and associated hardware (i.e., phone jacks, wall plates, etc.) will be installed by the GC?
Answer: PGCPS will be responsible for all work included in this section.
4. We apologize for not being able to attend the Pre-Bid Conference yesterday. Will you be issuing specifics discussed at that meeting?
Answer: Please see Addendum 1.
5. Reference Page 7, Section 13 -- If the offer is a Prince George's County MBE/CBB firm, will another MBE be required to meet the 30% MBE participation requirement?
Answer: Certified MBEs can self-perform this contract and are not subject to meeting the 30% MBE goal.
6. Reference Page 16, TAB E -- The Offeror(s) shall address each major requirement of Part IV (Scope of Work). See Part IV, ORGANIZATION OF TECHNICAL RESPONSE for additional information. In Section IV Scope of Work, Section 9.0 asks that we provide a prequalification proposal that includes the following demonstrated criteria (9.1, 9.2) – is this required in our submission, given that it will be duplicative of Section 10.0 ORGANIZATION OF THE TECHNICAL RESPONSE?
Answer: Respondent proposal shall address all major requirements of the scope of work is addressed. Duplication of the proposal response is not required.
7. Reference Page 17, Section 3, A. Offeror(s) shall enter all price information on Attachment A, "Financial Proposal Form" – should this be Attachment H?
Answer: Please disregard reference to Attachment A. All pricing information shall be entered on Attachment H.
8. Any rooms found not completely packed will be packed by the Offeror and/or destroyed at the direction of PGCPS designee. Please confirm that Offeror will be able to charge additional fees should this occur.
Answer: Yes. Each TORFQ will be provided an allowance to be used at the owner's discretion. Any additional costs above the contract value may be pulled from the owner's allowance with written authorization provided by PGCPS.
9. Reference Page 19, Section 3.1.19, 3.1.20, and 3.1.21 -- School cafeteria tables, chairs, benches. Warehouse will break down refrigerators and move. School kitchen equipment, cafeteria furniture, utensils, Gym equipment. Please clarify what is to occur with these items.
Answer: Nothing at this time. As TORFQs are issued for each project, the scope of work will fully outline the responsibility for moving specific furnishings and equipment. Further, Offerors will have an opportunity to conduct a site visit for each project.



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10. Reference Page 20, Sections 3.2.6 -- The Offeror may have to schedule work in cooperation with other Offerors working... Is it the intent to qualify/award one or multiple offerors for this RFP?
Answer: No, this reference is to alert Offerors that there may be other contractors working in the building.
11. Reference Page 7, Section 20, 3.2.9 -- Offeror shall furnish vehicles of sufficient size to accommodate all moving activities contracted. Please list all vehicle requirements to be utilized during the duration of this contract.
Answer: Offerors shall provide a response that lists all vehicle equipment that the Offeror has at their disposal to utilize for this potential contract.
12. Reference Page 21, Section 9.2 -- Company Experience: Responses must include a statement of qualifications that demonstrates Offeror met the qualifications and eligibility requirements as detailed in Part IV, Section 7.0. Should it be Section 6.0 rather than Section 7.0?
Answer: Confirmed. Eligibility Requirements are located in Section 6.0.
13. Reference Page 9, Section h PRODUCT OFFERED BY THE VENDOR: The product offered by the Vendor shall be new, not used, and the latest version of the product. Given that newly ordered FF&E, products are not part of this RFP, can this be removed?
Answer: This section is not applicable to this solicitation.
14. Reference Page 30, Sections c, d, e, f. -- GUARANTEE PERIOD, FURNITURE AND EQUIPMENT, OFFICE EQUIPMENT, OTHER EQUIPMENT... Given that physical ordering of new product is not part of this RFP, can these items be removed?
Answer: This section is not applicable to this solicitation.
15. Is there a complete inventory list available of all potential items to be moved? If so, can it be shared to assist offerors with the preparation of their proposal responses?
Answer: Specific detailed list of project needs will be provided in the TORFQ.
16. If an offeror is part of a PGCPS Blueprint Phase 2 team response, are they able to participate on this RFP?
Answer: Yes.
17. Please confirm if this RFP is the same originally envisioned in PGCPS Blueprint Phase 1 logistics portion.
Answer: No.
18. What are the names of the schools/number of schools to be included each year?
Answer: At this time, we do not know the exact names and number of schools that will be included each year. However, we do anticipate multiple schools being included each year for the foreseeable future.
19. Does a Certified Business Enterprise in DC qualify as an MBE in Maryland (reciprocity)?
Answer: Yes, as long as the vendor holds a current certification from MDOT, WMATA, or Prince Georges County (SDDD).



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20. Can we have a list of the MBE's in Maryland that have expressed an interest in this opportunity?

Answer: Please note the preproposal conference attendance sheet has been posted on the PGCPS website. Note: Attendees include MBE participants (Vecra, Nix Development, and The Elocen Group).

21. Is the MBE participation required 30% or 15% of the total contract value?

Answer: MBE Goal is 30%

22. Page number 31 of RFP mentions: "The "Minority Business Enterprise Utilization Affidavit, Attachment 1" MUST BE submitted AT THE TIME OF BID OR PROPOSAL OPENING." No such attachment 1 is present in the solicitation, Also, Page no 17 of the RFP mentions: "Offeror(s) shall include all documents as required in Appendix J (See Appendix J- Part A-Instructions). Any proposal that does not include and comply with the MBE Participation Disclosure Form, signed Statement of Intent Forms(s), and MBE Participation Affidavit is non-responsive and will be rejected. " but Appendix J does not mention any such MBE documents nor there is any Part A-Instructions section there, it consists of only one MBE form only. Does the offeror need to fill only Appendix J as it is and submit appendix J alone in Volume III? Please advise what needs to be submitted in VOLUME III: MINORITY BUSINESS ENTERPRISE (MBE).

Answer: Answer: Please complete and submit Appendix J included in the RFP and Attachment 1 (see below link for Attachment 1)

<https://www.pgcps.org/offices/general-counsel/administrative-procedures/3000---business--non-instructional-operations/ap-3325---minority-business-enterprise-procurement-procedures>

23. Page number 13 of RFP mentions: "Offeror(s) shall submit a State of Maryland Certificate of Good Standing or other State of Maryland issued documentation verifying the offeror is in Good Standing with the Department of Assessment and Taxation of Maryland and/or registered to do business in the State of Maryland." but there is no such Appendix form attached in the solicitation like there are other certificates as an appendix with the solicitation that needs to be submitted with a technical proposal. Is it mandatory for offerors to download and submit a State of Maryland Certificate of Good Standing with their proposal?

Answer: Yes, this submission is mandatory. A link to the state of Maryland is indicated in the RFP.

Certificates of Status may be obtained online at <http://www.dat.state.md.us>.

24. Do we need to include 3 separate thumb drives with the submitted hard copies? Do we need to submit the proposal via eMMA electronically and mail in hard copies, sealed with each section and a thumb drive for each section?

Answer: Please see Addendum 1

25. Will you be providing Attachment A per section 3.0 Volume II Financial Proposal it is not in the package?

Answer: See Question and Response No. 8.



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26. Can you add the position of installer to Appendix H? If there are any workstations an installer is required to assemble and disassemble the workstations. This is a tool carrying position.

Answer: Offeror should add additional position as required for execution of the scope of work.

27. Will PGPS need to utilize rented equipment or purchase materials? This is normally added to the RFP. Products not covered by services would be renting crates, book carts, etc. Purchased materials would be labels, boxes, bubble wrap shrink wrap. These are a separate additional cost. Please advise if you need the standard list of items. Are these items listed on Attachment A?

Answer: PGCPS warehouse provides boxes and bubble shrink wrap to the schools for use for moves. PGCPS expects the costs of renting crates, etc. and labels to be included in responses to particular Task Orders based on the required scope. Further, we anticipate requesting that each vendor include an allowance for any additional materials needed on a particular Task Order.

END OF ADDENDUM NO. 1