**ADDENDUM 1**

DATE: April 27, 2015

PROJECT: Laboratory and Office Moving Services

ITB NO: 744-B1523

OWNER: The University of Texas Health Science Center at Houston

TO: Prospective Proposers

This Addendum forms part of and modifies Proposal Documents dated, April 3, 2015, with amendments and additions noted below.

**1. ITB 744-B1523 LATORABORY AND OFFICE MOVING SERVICES PROSPECTIVE BIDDER’S SUBMITTED QUESTIONS/ RESPONSES**

* **QUESTION 1:** In Section 5.1, we are asked to perform Move Management. In Section 5.1.2, we are asked to provide a Move Coordinator. In Section 7 I. Pricing, there is not a line item to quote the Move Coordinator. Will that line item be added?
* ANSWER 1: The reference to “move management” in 5.1 a) is considered a responsibility of a Crew Supervisor role. Pricing line items C. & D. should be used to provide the hourly rates of the Crew Supervisor. The reference to “move coordinator” in 5.1.2 a) is considered a responsibility of the assigned Account Representative.
* **QUESTION 2:** In Section 7 I. Pricing, e.   Fees for the following specialty vehicles:  Stake Truck and Refrigerated Truck have requested rates.

With regard to Stake Truck, is that considered a bobtail truck with an enclosed box?

With regard to Refrigerated Truck, is there a requirement for a refrigerated truck?

If so, how many occurrences is there for a refrigerated truck?

* ANSWER 2: Addendum 1, Exhibit A has been provided as a visual of the required Stake Truck. Services are to be provided to University healthcare teaching facilities which may include temperature sensitive research material as well as administrative facilities. Yes; a refrigerated truck is required. University is unable to provide the number of occurrences of refrigerated truck use.
* **QUESTION 3:** In Section 7 II. DELIVERY:  How do we answer the number of Calendar Days to complete project?
* ANSWER 3: Section 7. II Delivery does not apply to this service. University has revised the Pricing Schedule to omit. Please utilize the revised version with your bid submission.
* **QUESTION 4:** Page 24 Pricing Schedule, 2. Delivery:         Calendar Days to complete project. What is meant by this?
* ANSWER 4: Section 7. II Delivery does not apply to this service. University has revised the Pricing Schedule to omit. Please utilize the revised version with your bid submission.
* **QUESTION 5:** There are several common materials and job classifications associated with providing these services that are not listed on the pricing schedule. Are we able to add these items to the pricing schedule?
* ANSWER 5: University has revised the Pricing Schedule to remove “*I. Pricing. F. Fees for following supplies:”* and to require Proposer’s complete product cost list be submitted as an exhibit of proposal. Please utilize the revised version with your bid submission.
* **QUESTION 6:** So that we can provide our most competitive pricing, can you share the average annual spend by UT Health associated with this contract?
* ANSWER 6: University does not disclose financial information related to contracted services during its formal bidding process.

**2. SECTION 7. PRICING SCHEDULE:** A revised pricing schedule has been issued with this addendum and shall be used with bid submissions.

**3. ADDENDUM 1, EXHIBIT A:**

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**END OF ADDENDUM 1**