

**AMENDMENT #2
REQUEST FOR PROPOSAL
MDM0031037946
Moving Services RFP
May 14, 2018**

This Amendment is being issued to amend and clarify certain information contained in the above named IFB. All information contained herein is binding on all Offerors who respond to this IFB. Specific parts of the IFB have been amended. The following changes/additions are listed below; new language has been added in bold and underlined and language deleted has been marked with a ~~strikeout~~ (ex. ~~language deleted~~).

1. Amend RFP **KEY INFORMATION SUMMARY SHEET** as follows:

Closing Date and Time: 11:00 AM Eastern Standard Time (EST) on ~~05/17/2018~~ **05/21/2018**

2. Amend RFP Section 2.3 as follows:

2.3 Detailed Specifications

The Contractor shall:

Furnish all labor, materials, equipment, and necessary resources to accomplish the relocation of offices from 901 Elkridge Landing Road, 2nd floor, Linthicum Heights, MD to 750 E. Pratt Street, 6th Floor, and Baltimore, MD. The Contractor shall possess expertise in the orderly relocation of office facilities including, but not limited to freestanding and systems furniture, Personal Computers and peripheral electronic equipment, office equipment, storage boxes, file and storage cabinets (may be required to move loaded file cabinets), office and storage contents from offices and open space work stations. There are approximately 954 pieces of furniture that will need to be moved. The move is to include all packing materials including boxes for items listed. This move also includes the break down and setup of all the items listed:

Office Furniture

Item Type	Dimensions	Number
Modular Cubicles		
Desk top (Table panels)	2'6" X 5'6" x 2'5"	108
Table Leg Frames	2'6" x 2'5" (Width & Height)	156
Cubicle Panels (Short)	2'6" x 3'5" (Length & Height)	63
Cubicle Panels (Long)	3' x 3'5" (Length & Height)	63

Cabling poles	8'6" plus	26
Under desk pedestal drawers	1' 3" x 1' 10" x 1' 9"	100
TABLES		
Mahogany Wooden Desk with Pedestal drawers	2'5" x 5'6" x 2'6"	12
Unconventional Wooden Desk	3' x 5'6" x 2'6"	1
Training room type desks with wheels	2' x 6' x 2'5"	16
Round Small Conference Table	3' Diameter	12
Oval Small Conference Table	3' x 6' x 2'6"	2
Oval Large Conference Table	4' x 10' x 2'5"	1
Medium Oval Conference Table	3'8" x 8 x 2'5"	2
Oval Large Conference Table	4 x 14 x 2'5"	1
Large Work Tables	2' x 8' x 2'6"	2
Folding Table	2'6" x 5'x2'5"	
LOUNGE FURNITURE		
Rectangular Lounge Table	2'5" x 6'5" x 2'5"	1
Rectangular Lounge Table	2'5" x 5'7" x 2'5"	1
Square Lounge Tables	3' x 3'	3
Lounge Chairs	N/A	16
Mahogany Wooden Cabinet	2' x 3' x 2'5"	1
Small Bulletin Board	3' x 4'	1
Large Bulletin Board	4' x 6'	1
Small Microwave	1'4" x 2 x 1'1"	1
Large Microwave	1'4" x 2'6" x 1'5"	1
Large Refrigerator - Black	2'10" x 3' x 5' 10"	1
Water Cooler Dispenser	1'x1'x3'3"	1
VISITING LOUNGE FURNITURE		

Leather Chairs	N/A	4
Side Table	1'x2'x1'8"	2
Coat Racks with wheels	N/A	1
CHAIRS		
Desk- Rotating Chairs	N/A	221
Visitors Chairs	N/A	43
WHITE BOARDS	6' x 4'	25
Mahogany Book Shelf	1'2" x 2'8" x 6'	1
Metal Storage Shelves	3'x1'4"x6'	9
Small Metal Storage Shelf	2'11"x1'1"x3'6"	1
White Wood Cabinet Small with rollers	2'6"x1'9"x2'3"	1
Security Safe	1'5" X 1'5" X 1'6"	1
IT Equipment		
Desk top Computers	65	na
Monitors	187	na
Switches	12	na
UPS	5	na
Servers	5	na

IT Equipment

Device	Quantity
Desktop Computer	65
Monitors	187
Cisco Telephone Devices	85
Laptops in IT Room	37
Routers	4
Lexmark Printers x954	2
HP Pro Printer 200	1
55" Wall Mountable TV Screens	4
70" Wall Mountable TV Screen	1
Projectors	4
ID Badge Station	1

The location at 750 E. Pratt Street includes a freight elevator that the contractor will be able to use. The Contractor will enter through the loading zone area located on Constellation Way. This relocation of the office will take place over the course of 6 days as described below.

Phase 1		
Relocation/Reassembly of all Usable Furniture to 750 E. Pratt Street		
Date	Start Time	End Time
Thursday, Friday, Saturday and Sunday, Monday Tuesday June 28 – July 3, 2018	8:30 am	4:30 pm

The Vendor Shall:

Prepare/Provide Electrical Services to meet the following deliverables:

1) Provide Electrical Runs as necessary from 750 E Pratt Power Distribution Breaker Closet to Cubicle locations on the 6th floor for 140 cubicles. The contractor will be connecting power to existing cubicles that will be moved from 901 Elkridge Landing Rd and 32 additional cubicles that are being procured with a similar shape and dimensions.

2) The Contractor shall safely disconnect electrical connections and components from existing cubicles at the 901 Elkridge Landing Rd. location.

3) At the new location (750 E. Pratt) the contractor will reconnect and provide power supply to all of the cubicles.

<u>Electrical Construction & Disassembly and Reassembly</u>		
<u>Date</u>	<u>Start Time</u>	<u>End Time</u>
<u>5 days from Notice To Proceed – July 2, 2018</u>	<u>Suite access will be provided 24 hours per day as needed.</u>	<u>Suite access will be provided 24 hours per day as needed.</u>