



District of Columbia Housing Authority

1133 North Capitol Street, NE Washington, DC 20002-7599

202-535-1000

Nathan E. Bovele, Interim Executive Director

Addendum

Addendum No. 2

Issued: August 17, 2017

MOVING SERVICES 0032-2017

All respondents shall acknowledge receipt of this addendum, sign below and return it with your proposal. **Failure to acknowledge receipt of this addendum may be cause for rejection of your proposal.** Respondents are informed that the above named solicitation is modified as follows:

- I. The District of Columbia Housing Authority submits its responses to all questions received related to the subject solicitation. Please reference "Attachment A".

ALL OTHER TERMS AND CONDITIONS REMAIN UNCHANGED
End of Addendum No. 2

Cheryl Moore
Contracting Officer

Acknowledgement of Receipt:

Respondent: _____

Name: _____ Title: _____

ATTACHMENT "A"

Moving Services 0032-2017
Inquiries/Questions and Responses

QUESTION 1: Is there a moving contract in place?

DCHA RESPONSE: No, this is the RFP multiple vendors will be selected to perform moving services for the agency after proposals are received.

QUESTION 2: If so, who is providing the services?

DCHA RESPONSE: N/A

QUESTION 3: What is the current contract price?

DCHA RESPONSE: N/A

QUESTION 4: Please provide more information on the Section 3 Program?

DCHA RESPONSE: Please reference RFP

QUESTION 5: What is the minimum insurance requirement for this contract?

DCHA RESPONSE: Please reference RFP

QUESTION 6: What happens when the movers get to a property where the tenants did not pack?

DCHA RESPONSE: Packing Assistance may be required for some residents and a quote for those services should be in Proposals received

QUESTION 7: Will the contractors be responsible to clean out the units?

DCHA RESPONSE: Contractors are responsible for moving all household items to be moved identified by resident (s)

QUESTION 8: Please provide the size of boxes that was mentioned in the prebid conference?

DCHA RESPONSE: 1.5-sml, 3.0-med, 4.5- large, dish Barrels, Wardrobe boxes w/ bars, newsprint, tape

QUESTION 9: Contractors are to provide wardrobe boxes?

DCHA RESPONSE: Yes.

QUESTION 10: Contractors should include packing guides with proposals?

DCHA RESPONSE: No. Packing Guide can be provided once contract is awarded/executed

QUESTION 11: Will DCHA award multiple contracts for moving services based on this solicitation?

DCHA RESPONSE: Yes.

QUESTION 12: Please provide more detail regarding the requirement to provide “Appliance hook-ups such as washers and dryer” as listed in Section B.4(c) on page 4 of the RFP. What other type of appliances are covered under this section. Will moving contractor be required to provide plumbing and electrical technicians to complete hook-ups? Do appliance disconnect services also need to be provided?

DCHA RESPONSE: Other appliances may include, but is not limited to deep freezers and refrigerators. No - moving contractor be required to provide plumbing and electrical technicians to complete hook-ups

QUESTION 13: Section A.3, Qualifications, on page 2 of the RFP requires that the selected contractor must have a minimum of 2 years in business as a dedicated moving company. Will DCHA consider award to start-up companies whose principals have more than 10 years’ experience managing a moving service company?

DCHA RESPONSE: Yes, all attributes will be considered.

QUESTION 14: According to the Bonus Point section on page 30 of the RFP, Respondents may receive up to 10 additional points for being designated as a Local, Small, Minority, Woman-Owned by DCHA. What is the process for obtaining DCHA Business Enterprise Designation?

DCHA RESPONSE: For new applicants the steps to becoming a CBE are:

- Successfully complete the Certified Business Enterprise (CBE) Program Webinar (not applicable for recertification, upgrade, and joint venture certification);
- Submit the online CBE application (online application must include the uploaded checklist items)
- DSLBD review and determination.

Please contact the DC Department of Small and Local Business Development: Phone: (202) 727-3900, Fax: (202) 724-3786, TTY: (202) 727-3900, or email dslbd@dc.gov for further inquiry.

QUESTION 15: The RFP it states that DCHA will recognize firms with a DC CBE Certification and allocate additional points based on the table shown on page 31 of the RFP. Under the DC CBE Certification program firms receive points for being a Local and Small business enterprise. Please confirm that Respondents are eligible to receive points as a Local and Small business under both the DCHA Business Enterprise Designation and DC CBE Certification program?

DCHA RESPONSE: With regards to the solicitation the CBE Participation Bonus Points are based upon the District of Columbia's CBE certification and the pre preference points awarded by the District. Please contact the DC Department of Small and Local Business Development (contact information included in Response 14) for CBE Program regarding the award and applicability of points.

QUESTION 16: The information being requested in the Price Schedules/Format under Exhibit A does not appear to be consistent with the Price Proposal instructions delineated in Section C.8 beginning on page 10 of the RFP. Specifically, the second sentence in Section C.8.1 states, "The price is required to be proposed in a fixed fee in terms of hourly costs for each personnel classification specified and travel costs." Exhibit A does not include a line item for the listing of personnel classifications nor travel cost.

DCHA RESPONSE: Flat rates based upon BR size are preferred. Hourly rates are requested due to unforeseen circumstances, additional staff or equipment needs.

QUESTION 17: What is the maximum annual contract amount anticipated under the resulting ID/IQ contract?

DCHA RESPONSE: Refer to Section D "Contract Terms" within the solicitation.

QUESTION 18: Will DCHA consider modifying Exhibit A that shows line items which requires the Respondent to provide an hourly rate for each category of services (i.e. Move Items Only; Pack & Unpack Only; Move, Pack & Unpack; Weekend Rate-Move Only; Weekend Rate-Pack, Unpack and Move). This would eliminate the need to indicate the type and size of the unit where moving services are to be performed.

DCHA RESPONSE: No.

QUESTION 19: Will DCHA consider eliminating Exhibit A and simply have Offerors complete a revised Exhibit B as suggested below? Since the Contractor will be required to provide a quote in a format determined by DCHA for each move (See Section B.5(b)) the unit type, accessibility, size and nature of moving services being performed will be covered under agreed upon hourly rates.

**Exhibit B
MOVING SERVICES PRICE SCHEDULE**

JOB CLASSIFICATION	HOURLY RATE	OVERTIME RATE	HOLIDAY RATE	DAILY RATE
Light Truck				
Medium Truck				
Heavy Truck				
Truck Driver				
Material Handler Laborer				

***All hourly rates should be fully loaded to cover Contractor's Expenses excluding moving supplies shown in Exhibit C.**

DCHA RESPONSE: No.