

Solicitation Amendment No. 002

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To: Prospective Bidder/Offeror:	Date:
Prospective Proposers	April 01, 2014
Project Title:	Project No.:
Moving and Storage Services	RFP 14-09

The Request For Proposal (Project RFP No. 14-09) is hereby amended as set forth below:

1. **VI. Proposal Evaluations 1. Evaluation Criteria** found on page 23 of 43 is amended and attached below.
2. **Attachment 8 "Moving and Storage Pricing Worksheet" found on pages 42, 43 is hereby replaced with Section V. "Schedule of Items and Prices" attached.**

Except as provided herein, all terms and conditions of the solicitation remain unchanged and in full force and effect.

Acknowledgement of Amendment No.002	Date:
Company Name (Bidder/Offerer):	
Signed by:	
Name (Type or Print):	Title:

VI. PROPOSAL EVALUATIONS

1. Evaluation Criteria:

An Evaluation Committee ("Committee") will review all proposals to determine which proposers have qualified for consideration according to the criteria stated herein. The Committee's evaluations will be based on all available information, including qualification statements, subsequent interviews, if necessary, reports, discussions, reference checks, and other appropriate checks. The highest rated proposer(s) evaluated by the Committee **may** be invited to make an oral presentation of their written proposal to the Committee.

Proposals will be evaluated using the following criteria:

Evaluation Criteria	Available Points
Firm's Profile Overview Section III, D,1.1	10
Demonstrated Qualifications and Experience of Personnel and Team Section III, D,1.4 Firm's	15
Approach and Methodology Section III, D,1.5	15
Past Performance & References Section III, D,1.6	10
Business Relationship Strength Section III, D,1.9	5
Firm's Financial Status Section III, D,1.2	10
Price Proposal Section III, D,1.7	25
Small Business Practices Section III, D,1.8	10
Total Points	100

2. Eligibility for Award:

- a. In order for a proposer to be eligible to be awarded the contract, the proposal must be responsive to the solicitation and HCC must be able to determine that the proposer is responsible and has the resources and capacity to perform the resulting contract satisfactorily.
- b. Responsive proposals are those that comply with all material aspects of the solicitation, conform to the solicitation documents, and meet the requirements set forth in this solicitation. Proposals, which do not comply with all the terms and conditions of this solicitation, will be rejected as non-responsive.
- c. Responsible proposers, at a minimum, must meet the following requirements:
 - i. Have adequate financial resources, or the ability to obtain such resources as required during the performance of any resulting contract;
 - ii. Be able to comply with the required performance schedule, taking into consideration all existing business commitments;
 - iii. Have a satisfactory record of past performance;
 - iv. Have necessary personnel and management capability to perform any resulting contract;
 - v. Be qualified as an established firm regularly engaged in the type of business necessary to fulfill the contract requirements;

SECTION V

SCHEDULE OF ITEMS AND PRICES

Firm Name: _____

The proposer shall provide a firm fixed percentage for each of the following for providing the services in accordance with the provisions and requirements of this RFP. All costs associated with the providing the required services shall be included in the stated prices.

PRICING MATRIX – Provide pricing in the following Format......

HOURLY SERVICE CHARGES

Charges for the following services are billable per HOUR. HCC's Project Manager will stipulate all services required for each move based on the College needs for that specific move. All hourly rates are billed on actual time. For example: 4 hours, 30 minutes will be billed at 4.5 Hours.

NOTE: IT IS IMPORTANT TO NOTE THAT PRICES MUST BE STATED AS A PER HOUR RATE.

- Price must be clearly stated.
- All prices shall include inside delivery charges.
- Moves/relocations will be scheduled at the sole discretion of HCC. No additional charges will be accepted.
- All vehicles shall include, as standard equipment, the following: dollies, pallet jack, panel cart, cloth pads, straps and basic hand tools (screwdrivers, electric drill and hammer).
- Crew pricing is a lump sum hourly charge for the total crew. **All personnel provided shall also be trained in moving techniques and will assist with each move.

If other services not listed herein are provided by your company, please attach to the price proposal in your response.

SECTION V. SCHEDULE OF ITEMS AND PRICES

GENERAL OFFICE MOVE /LABOR

	Normal Hourly Rate	After Hourly Rate
Moving Supervisor	_____	_____
Driver	_____	_____
Mover	_____	_____
Move Coordinator	_____	_____
Project Coordinator	_____	_____
Foreman	_____	_____
Assembler	_____	_____
Packer	_____	_____

HEAVY (INDUSTRIAL OR MECHANICAL) EQUIPMENT MOVE/LABOR

	Normal Hourly Rate	After Hourly Rate
Coordinator	_____	_____
Project Manager	_____	_____
Supervisor	_____	_____
Lead Man	_____	_____
Movers	_____	_____
Driver	_____	_____
Packer	_____	_____
Mechanic	_____	_____
Assembler	_____	_____
Spider Crane Tech	_____	_____
Computer Technician	_____	_____

OFFICE MOVES/Reconfigurations during normal working hours (Monday - Friday 8:00 am to 5:00 pm)

After Hours (Monday - Friday, holidays, and weekends)

Hourly rate for one (1) box truck and one (1) driver	\$ _____	per hour	\$ _____	per hour
Hourly rate for one (1) tractor trailer and one (1) driver	\$ _____	per hour	\$ _____	per hour
Cost of additional helper, hourly rate	\$ _____	per hour	\$ _____	per hour
Cost of site supervisor, hourly rate	\$ _____	per hour	\$ _____	per hour
Total Cost of Packing Materials(Provide Detail as attachment)	\$ _____			

HEAVY(Industrial or Mechanical) Equipment Move (Monday - Friday 8:00 am to 5:00 pm)

After Hours (Monday - Friday, holidays, and weekends)

Hourly rate for one (1) box truck and one (1) driver	\$ _____	per hour	\$ _____	per hour
Hourly rate for one (1) tractor trailer and one (1) driver	\$ _____	per hour	\$ _____	per hour
Cost of additional helper, hourly rate	\$ _____	per hour	\$ _____	per hour
Cost of site supervisor, hourly rate	\$ _____	per hour	\$ _____	per hour

OPTIONAL PRICING-FANNIN WAREHOUSE

	Normal Hour rate	After Hour rate
Warehouse Mover	_____ Per hour	_____ Per hour
Warehouse Mover	_____ Per hour	_____ Per hour
Monthly Storage Fee	\$ _____	lease amount per month

(List available storage unit sizes (per square foot)