



**ADDENDUM I**

**SUBJECT:** Request for Competitive Sealed Proposal for Annual Contract for Moving Services, (RFCSP 6100016800, 23-063), Scheduled to Close: July 7, 2023; Date of Issue: June 2, 2023

**FROM:** Denise Gómez Esquivel, C.P.M., CPPB  
Procurement Administrator

**DATE:** June 26, 2023

**THIS NOTICE SHALL SERVE AS ADDENDUM NO. I - TO THE ABOVE REFERENCED REQUEST FOR COMPETITIVE SEALED PROPOSAL**

**THE ABOVE MENTIONED REQUEST FOR COMPETITIVE SEALED PROPOSAL IS HEREBY AMENDED AS FOLLOWS:**

On June 7, 2023, the City of San Antonio hosted a Pre-Submittal Conference to provide information and clarification for the Annual Contract for Moving Services. Below is a list of questions that were asked at the pre-submittal conference and in accordance with Section 003 – INSTRUCTIONS FOR RESPONDENTS, PART A, Restrictions on Communication. The City's official response to questions asked is as follows:

**Question 1:** In the case where existing modular furniture needs to be relocated, will a design for the new layout for modular furniture be provided by COSA?

**Response:** Yes, a new layout for the modular furniture will be provided by COSA.

**Question 2:** When relocating and reconfiguring existing modular and additional parts are needed, will COSA be providing those parts?

**Response:** The additional parts will be provided by COSA.

**Question 3:** Is there an average of the size of moves that COSA usually does for contracts of this type?

**Response:** The size of the moves varies by department and program, and range from small to large moves.

**Question 4:** What will be done for charges to contractor in the case that parking permits are needed, dump fees and other ancillary charges that cannot be foreseen from the description in RFX?

**Response:** The ancillary charges need to be included in the all-inclusive worker rates.

**Question 5:** What type of filing systems does COSA have; are there any mobile rolling files that will be needed to move for this contract?

**Response:** The filing systems can vary either stationary or mobile with wheels throughout City departments.

**Question 6:** On page 47 where it says "worker rate", is this the hourly rate per mover?

**Response:** Yes. This is the hourly rate per mover.

**Question 7:** Since box counts and other miscellaneous supplies would be slightly different by the job, how can we account for that in an hourly rate? Or is that for us to decide?

**Response:** The vendor shall conduct a site visit to view the items that are going to be moved. Any ancillary charges should be included in the hourly rate.

**Question 8:** For supply pickup and delivery, will that be charged by the hour as well? Or will that need to be included in the same hourly rate?

**Response:** Supply pickup and delivery should be included in the hourly rate.

for  
Denise Gómez Esquivel, C.P.M., CPPB  
Procurement Administrator  
Finance Department – Procurement Division