

November 17, 2017

University of Virginia
Procurement and Supplier Diversity Services
P.O. Box 400202
Charlottesville, Virginia 22904-4202
(434) 924-4212

ADDENDUM ONE (001) TO ALL FIRMS:

Reference: Request for Proposal (RFP) #AC111017

Commodity: Moving & Relocation

Dated: 17 November, 2017

Proposal Due: 6 December, 2017

Greetings:

Please reference the following for clarifications and changes to the RFP #AC111017 issued on November 10, 2017 for Moving & Relocation Services:

- Section A is updated in the following ways:
 - Proposal due date has been changed to 5:00 PM, December 6, 2017.
 - Firms may submit Microsoft Word and/or Adobe PDF formatted documents
 - **RFP response must be submitted in Excel format.**
 - Firms may submit .zip files
- Clarification on Section B.4 “Binding Estimates” as follows:
 - If there are costs that would need to be included that your firm cannot include as part of the binding estimate, please articulate that in your proposal.
- Section D.5.a is updated to include:
 - 5 household moves, 1 lab move
 - Assume ground floor access at both origin and destination.

- Section D.5.a.iii list is updated to include:
 - Supplemental insurance, if applicable, in the amount of \$500,000.00

- Clarification on VASCUPP Cooperative, and Zone Map
 - The University is part The VASCUPP Cooperative. This RFP and the resulting agreement will have cooperative language that allows these schools and other public entities to participate in any award.
 - A zone map of the VASCUPP schools can be found at <https://vascupp.org/VASCUPPzonemap.pdf> . Firms may indicate their service areas and clarify any additional services or surcharges per area and include this information in their response to the RFP.

- Clarification on UVA Moving & Relocation Policies

The University’s current moving and relocation policies may be found here:

 - Academic: <http://uvapolicy.virginia.edu/policy/FIN-013>
 - Medical Center: <file:///C:/Users/adc9r/Downloads/HR%20Policy%20108%20-%20Moving%20-%20Relocation%20Reimbursement.pdf>

- Clarification on Section B.16
 - The University’s score card program is conducted by setting performance goals for the vendor and periodically auditing performance to ensure that an acceptable range of performance is maintained. The specifics of the scorecard will be discussed if an award is extended.

- Section E “Background Checks” is updated to remove the requirement for background checks to be through the Virginia State Police. Background checks should be conducted through a nationally recognized firm.

If you have any questions concerning this Addendum or the RFP, please contact me at (434) 297-4705. Thank you for your participation in this RFP Process. I look forward to receiving your proposal.

Sincerely,

Adeline Coe
Buyer

Please sign below, acknowledging receipt of this Addendum and return this document with your response to the RFP.

Signature

Name of Firm

Please Print Name of Person Signing Above

Date