



**DISTRICT OF COLUMBIA DEPARTMENT OF MENTAL HEALTH  
 CONTRACTS AND PROCUREMENT ADMINISTRATION  
 64 NEW YORK AVENUE, NE 4<sup>TH</sup> FLOOR, WASHINGTON, DC 20002  
 PHONE: (202) 671-3174 \* FAX: (202) 671-3395**

February 24, 2010

**AMENDMENT ONE (1) RM-010-IFB-050-BY0-DJW for RELOCATION OF THE LIBRARY  
 AND MEDICAL RECORDS for SAINT ELIZABETHS HOSPITAL**

**TO ALL PROSPECTIVE BIDDERS:**

This Amendment is in two parts.

**PART I** Questions from Bidders and answers from the Program

**PART II** Administrative Revisions and Additions to the Solicitation

**PART I**

Question Number	IFB Section	Question
1.	N/A	Please confirm available working hours in each building where books/records are to be handled?
<b>DMH RESPONSE:</b> Preparing the Departments should be during normal business hours 8:00 a.m. to 4:30 p.m., with prior approval the Vendor can start earlier than normal business hours in some Departments and for the actual move DMH had planned for this to occur in the evening to avoid disruptions.		
Question Number	IFB Section	Question
2.	C	Please confirm the total number of linear feet of patient records to be moved is 1170.75 linear feet.
<b>DMH RESPONSE:</b> In Section C.2. of the Solicitation specifies that it is the responsibility of the vendor to validate the linear feet.		
Question Number	IFB Section	Question
3.	C	Please confirm the total number of linear feet of volumes to be relocated is 5294.50 linear feet.
<b>DMH RESPONSE:</b> In Section C.2.of the Solicitation specifies that it is the responsibility of the vendor to validate the linear feet.		
Question	IFB Section	Question

<b>Number</b>		
4.	C	<b>Will the moving company be able to load volumes in multiple locations simultaneously....more than one starting point?</b>
<b>DMH RESPONSE:</b> DMH's plan is to move the Library one week and the Medical Records one week. This should be part of the proposed plan by the Vendor. The tentative target date to commence both moves is March 15, 2010.		
<b>Question Number</b>	<b>IFB Section</b>	<b>Question</b>
5.	C	<b>Will you quantify the new shelving (number of shelf sections) that will already be in place at destination?</b>
<b>DMH RESPONSE:</b> Old Shelving shall make up all of shelving. The new pieces already are in place consist of periodical shelves and 3 wooden large bookcases.		
<b>Question Number</b>	<b>IFB Section</b>	<b>Question</b>
6.	C	<b>Will you quantify the old shelving (number of shelf sections) that will need to be moved from existing locations?</b>
<b>DMH RESPONSE:</b> In Section C.of the Statement of Work specifies that this is to be done by the Vendor.		
<b>Question Number</b>	<b>IFB Section</b>	<b>Question</b>
7.	C	<b>Please confirm that moving company will only be responsible for relocating volumes, files, and specified shelving (not inclusive of any electronics, furniture, and miscellaneous office supplies)?</b>
<b>DMH RESPONSE:</b> The Office furniture shall be relocated by a separate Vendor.		
<b>Question Number</b>	<b>IFB Section</b>	<b>Question</b>
8.	C	<b>In this section it is stated "All Labor, equipment, tools, materials and disposal charges shall be included in this bid". What shall be disposed of and what quantities are expected?</b>
<b>DMH RESPONSE:</b> For the purposes of the Relocation of the Library and Medical Records, there shall be nothing disposed of for this Contract.		

Question Number	IFB Section	Question
9.	C	<b>C.2.1. Statement of Needs &amp; Services</b> <b>There is furniture &amp; equipment mentioned in this section that will be relocated to the new Annex building. What furniture &amp; equipment is being referenced?</b>
<b>DMH RESPONSE:</b> For the purposes of the Relocation of the Library and Medical Records, there shall be nothing relocated to the Annex building.		
Question Number	IFB Section	Question
10.	C	<b>C.2.5. Disconnect / Reconnect Furniture Items</b> <b>There are whiteboards, bookcases, tables etc mentioned in this section. Specifically what items and quantities require disconnect / reconnect?</b>
<b>DMH RESPONSE:</b> For the purposes of the Relocation of the Library and Medical Records, there shall be nothing to Disconnect/Reconnect.		
Question Number	IFB Section	Question
11.	C	<b>C.2.8. Handling</b> <b>This section states the Contractor shall be responsible for the disassembly, exact positioning, reassembly and leveling of all relocated furniture. What furniture is moving that requires leveling?</b>
<b>DMH RESPONSE:</b> The Library shelving is the only furniture that is being moved that shall require leveling if uneven.		

END OF PART 1

**PART II**

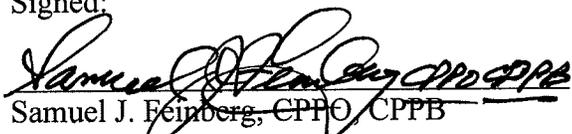
The above referenced IFB is hereby amended as follows:

- 1. **THE CLOSING DATE AND TIME SHALL BE MARCH 1, 2010 AT 12:00 P.M. EST**
- 2. **SECTION L – INSTRUCTIONS, CONDITIONS AND NOTICES TO VENDORS**  
**DELETE L.15 “BEST AND FINAL OFFERS” IN ITS ENTIRITY**
- 3. **SECTION C - BACKGROUND, SCOPE OF SERVICES AND REQUIREMENTS**  
**C.9 ADD NUMBER( 4) TO READ “VENDOR SHALL PROVIDE THREE (3) REFERENCES”**

**ALL OTHER TERMS AND CONDITIONS OF THE INVITATION FOR BID (IFB) REMAIN UNCHANGED.**

Only one copy of this amendment is being sent to prospective Offerors. Offerors shall sign below and attach a signed copy of this amendment to each Bid to be submitted to the place specified for receipt of Bids. Bids shall be mailed or delivered in accordance with the instructions provided in the original IFB. In the event your Bid has been previously deposited with the Department of Mental Health, Contracts and Procurement Administration (DMH/CPA), submit this signed Amendment in a sealed envelope, identified on the outside by the IFB number and submission date. This signed Amendment must be received by the DMH/CPA on or before **March 1, 2010 at 12:00 PM EST** the date and time for closing. **Failure to acknowledge receipt of Amendment One (1) for Solicitation Number RM-10-IFB-050-BY0-DJW may be cause for rejection of any Bid submitted in response to the subject IFB.**

Signed:

  
Samuel J. Feinberg, CPPC, CPTB  
Director, Contracts and Procurement  
Agency Chief Contracting Officer

2/24/010  
Date

Amendment Number One (1) is hereby acknowledged and is considered a part of the Bid for Solicitation Number **RM-010-IFB-050-BY0-DJW**

\_\_\_\_\_  
Signature of Authorized Representative

\_\_\_\_\_  
Date

\_\_\_\_\_  
Title of Authorized Representative

\_\_\_\_\_  
Print or Type Name of Offeror

**END OF PART II**