

# ***City of Charleston***

## ***Procurement Division***

75 Calhoun Street, Suite 3500  
Charleston, SC 29401



### **ADDENDUM #1 Q&A**

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**DATE:** April 24, 2025  
**TO:** All Bidders  
**FROM:** Robin B. Robinson  
**RE:** 25-P008R – Commercial Moving Services

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This addendum #1 to the solicitation is being made for the following reasons:

**Q-1 Can you provide floor plans or layout diagrams for the origin and destination locations to help us better estimate equipment and labor needs?**

**A-1 See attached.**

**Q-2 Will elevators be available for contractor use at all facilities? If so, are there any size, weight, or time restrictions?**

**Q-2 Elevators are available at 2 George, 75 Calhoun, and 200 Meeting. 85 Calhoun is a two story building without an elevator that has interior and exterior stairs. 108 Meeting Street is a one story building.**

The service elevator at 2 George has a 5000 lbs. weight limit. The interior measurements are 9' deep, 5'6" wide, and 8' tall. The door frame for the elevator is 7' high and 4' wide. There are no time restrictions.

The elevators at 75 Calhoun have a weight limit of 3500 lbs. These elevators are 6'7" deep, 5'3" wide, and 8' tall. The door frame for the elevators measures 7' tall and 3'6" wide. There are no time restrictions.

A service entrance is available from Hayne Street at 200 Meeting. There is not a pull in loading zone for trucks, but the service entrance leads to a service elevator that can be used by the movers. The service elevator has a weight limit of 3500 lbs. and has the same measurements as the elevators at 75 Calhoun. There are no known time restrictions.

**Q-3 Are there items that require special handling or disposal (e.g. electronics, hazardous materials, confidential files)?**

**A-3** City staff will handle all disposal of materials or files not being moved. Special handling and care will be required for all electronic equipment, including computers, monitors, televisions, telephones, etc.

**Q-4 Are IT/network disconnect and reconnect services to be provided by City staff, or should we include that in our scope?**

**A-4** City IT staff will do all of the disconnecting and reconnecting of computers, printers, monitors, workstations, etc. to include network, power, and device interconnections.

**Q-5 Is a detailed departmental move schedule available at this time, or will that be developed post award?**

**A-5** A proposed schedule was included in the RFP as Attachment A and provided at the Mandatory Pre-Proposal meeting. A copy is included here. The schedule is expected to be fluid based on when spaces become available, however, the large majority of the move is expected to occur in June.

**Q-6 Are there any blackout dates or time restrictions for moving services (e.g. nights, weekends, or holidays)?**

**A-6** No.

**Q-7 Will loading docks or freight elevators be available at all origin and destination sites?**

**A-7** Loading docks and freight elevators are available at 2 George. The loading dock at 2 George is accessible from Anson Street. 75 Calhoun does not have a loading dock or separate freight elevators, however, these elevators are equipped with hooks and/or moving pads. Access is through the main lobby on the ground floor. 200 Meeting Street has a service elevator that is accessible from Hayne Street, but not a loading dock.

**Q-8 Is secure parking available at all move sites for trucks and personnel?**

**A-8** Secure parking will be made available for the moving trucks. Personnel vehicles may be parked at the Gaillard Garage and/or the Charleston Place Garage, and the City will make every effort to provide parking vouchers for personnel vehicles.

**Q-9 How will pricing be evaluated – based solely on cost or using a best-value approach?**

**A-9 This is not a bid and the proposals will be evaluated on the criteria listed in the RFP document.**

**Q-10 Will local, minority-owned, or veteran-owned businesses receive preference in the evaluation?**

**A-10 The City has a Minority and Woman Owned goals that is outlined in the RFP document.**

**Q-11 Is the City open to cost-saving alternatives such as phased moving or consolidated transport strategies?**

**A-11 Yes. The City is open to suggested alternatives that would provide cost-savings as long as the priority is placed on completing all move phases no later than June 30.**

**Q-12 Are there additional bonding or insurance requirements beyond what's outlined in the RFP?**

**A-12 No additional requirements other than what is outlined in the RFP.**

**Q-13 In the event of property damage during the move, what is the City's preferred claim process?**

**A-13 City is to be included as a named insured on all insurance policies required under the RFP, and any claims for property damage should be payable directly to the City.**

**Q-14 Will background checks be required for all contractor personnel?**

**A-14 No.**

**Q-15 Is sub-contracting permitted, and if so, are there disclosure or approval requirements prior to use?**

**A-15 Sub-contracting will be permitted only if subcontractor either carries the same types and minimum insurance coverages required to be maintained by the mover as set forth in the RFP, or is added to the movers insurance policies required under the RFP as an additional insured. A copy of the subcontractors COI or an updated copy of the movers COI showing the subcontractor as an additional insured must be provided to the City prior to the subcontractors beginning work.**

**Q-16 Are there any needs for disposal/recycling?**

**A-16** No. City will handle all disposal and recycling.

**Q-17 Is there a need for offsite storage?**

**A-17** City expects storage will be needed for surplus furniture. Storage will either be at 85 Calhoun Street, or at the City warehouses located at 1950 Milford Street.

**Q-18 Will the mover be required to disconnect & reconnect power for workstations?**

**A-18** City IT staff will do all of the disconnecting and reconnecting of computers, printers, monitors, workstations, etc. to include network, power, and device interconnections. Movers will be asked to carefully dissemble and reassemble the workstations that are being moved.

**Q-19 Do we have a more in-depth layout of the cubicles that are being moved and reconfigured?**

**A-19** Attached are all cubicle layouts that are available for pre-locations. City is still determining the post-location layouts for reinstallation.

**Q-20 Would you like movers to quote moving the artwork de-install, re-install and packing?**

**A-20** City staff will handle the uninstallation, packing, moving, and reinstallation of all City artwork.

**Q-21 Are the whiteboards being moved? If so, is this the mover's responsibility to de-install and re-install?**

**A-21** Yes. All white boards installed at either 75 Calhoun or 85 Calhoun will be de-installed and re-installed by the movers at the post-locations.

**Q-22 Will overtime rates be applicable if work is done after normal business hours?**

**A-22** The City has a hard deadline to entirely move out of 75 Calhoun no later than June 30, 2025. Subject to pre-approval by the City, overtime rates may be applied for work that is necessarily performed outside of the City's regular business hours.

**Q-23** Would you like the mover to quote tenant turnover requirements such as broom sweeping, patch and paintwork?

**A-23** No.

**Q-24** Would you like us to quote packing services as an additional perk if needed?

**A-24** Please include optional packing services in the quote.

**Q-25** Will this RFP be awarded based off of the lowest cost or value provided?

**A-25** The committee will score the proposals based on the criteria in the RFP.

If you have any questions, please feel free to call 843-724-7314. Thank you in advance for your cooperation.

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Signature of Acknowledgement

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Date

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Company Name