AMENDMENT OF SOLICITATION/MODIFICATION OF CONTRACT

1. Contract Number
   GF-2012-D-0037

2. Amendment/Modification Number
   GF-2012-D-0037-002

3. Effective Date
   See 16C

4. Requisition/Purchase Request No.

5. Solicitation/Caption
   IDIQ for Relocation Services

6. Issued By:
   University of the District of Columbia
   Capital Procurement Division
   4200 Connecticut Avenue, NW
   Washington, DC 20008

7. Administered By (If other than line 6)
   University of the District of Columbia
   Capital Procurement Division
   4200 Connecticut Avenue, NW
   Washington, DC 20008

8. Name and Address of Contractor (No. Street, city, country, state and ZIP Code)

9A. Amendment of Solicitation No.
   GF-2012-D-0037

9B. Dated (See Item 11)
   March 30, 2012

10A. Modification of Contract/Order No.

10B. Dated (See Item 13)

11. THIS ITEM ONLY APPLIES TO AMENDMENTS OF SOLICITATIONS

   X The above numbered solicitation is amended as set forth in item 14. The hour and date specified for receipt of Offers
   is extended. is not extended.

   Offers must acknowledge receipt of this amendment prior to the hour and date specified in the solicitation or as amended, by one of
   the following methods: (a) By completing items 9 and 15, and returning 1 copy of the amendment; (b) By acknowledging receipt of this
   amendment and on each copy of the offer submitted; or (c) By separate letter or fax which includes a reference to the solicitation and
   amendment number. FAILURE OF YOUR ACKNOWLEDGEMENT TO BE RECEIVED AT THE PLACE DESIGNATED FOR THE RECEIPT OF OFFERS
   PRIOR TO THE HOUR AND DATE SPECIFIED MAY RESULT IN REJECTION OF YOUR OFFER. If by virtue of this amendment you desire to change
   an offer already submitted, such change may be made by letter or fax, provided each letter or telegram makes reference to the
   solicitation and this amendment, and is received prior to the opening hour and date specified.

12. Accounting and Appropriation Data (If Required)

13. THIS ITEM APPLIES ONLY TO MODIFICATIONS OF CONTRACTS/ORDERS,
   IT MODIFIES THE CONTRACT/ORDER NO. AS DESCRIBED IN ITEM 14

   A. This change order is issued pursuant to: (Specify Authority)
   The changes set forth in Item 14 are made in the contract/order no. in Item 10A.

   B. The above numbered contract/order is modified to reflect the administrative changes (such as changes in paying office, appropriation
   date, etc.) set forth in Item 14, pursuant to the authority of 27 DCMR, Chapter 36, Section 3601.2.

   C. This supplemental agreement is entered into pursuant to authority of:

   D. Other (Specify type of modification and authority)

E. IMPORTANT: Contractor is not, X is required to sign this document and return 1 copy to the issuing office.

14. Description of amendment/modification (Organized by UCF Section headings, including solicitation/contract subject matter where feasible.)

Solicitation No. GF-2012-D-0037 for IDIQ for relocation services is hereby amended as follows:

1) Pre-Proposal Conference Sign-in Sheet (Attachment A).

2) Questions and Answers (Attachment B).

3) The closing date for submission of proposals is extended from Monday, April 30, 2012 by 2:00 pm (EST) to Wednesday, May 2, 2012 by 2:00 pm (EST).

4) All other Terms and Conditions remain unchanged.

Except as provided herein, all terms and conditions of the document referenced in Item (9A or 10A) remain unchanged and in full force and effect.

15A. Name and Title of Signer (Type or print)
   Sherry Jones-Quashie

15B. Name of Contractor

15C. Date Signed
   4/30/12

16A. Name of Contracting Officer
   Sherry Jones-Quashie

16B. District of Columbia

16C. Date Signed
   4/30/12
Attachment A
Pre-Proposal Conference
Sign-in Sheet
**SOLICITATION NO.: GF-2012-D-0037**

**IDIQ for Relocation Services**  
Thursday, April 12, 2012 – 11:00 AM – Building 39, Third Floor, Board Room

**PRE-PROPOSAL CONFERENCE SIGN-IN SHEET**

**PLEASE PRINT**

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<thead>
<tr>
<th>NO.</th>
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<tbody>
<tr>
<td>1</td>
<td>JANET C. CONCEPCION</td>
<td>UDC - CAPITAL PROCUREMENT</td>
<td>(202) 274-6914</td>
<td><a href="mailto:janet.concepcion@udc.edu">janet.concepcion@udc.edu</a></td>
</tr>
<tr>
<td>2</td>
<td>W. J. Giles</td>
<td>Acquisition Solutions</td>
<td>301-717-3172</td>
<td><a href="mailto:wilgiles6a@gmail.com">wilgiles6a@gmail.com</a></td>
</tr>
<tr>
<td>3</td>
<td>ODIEE MACDONALD</td>
<td>MKY DESIGN</td>
<td>312-498-7347</td>
<td><a href="mailto:osiee@mkydesign.com">osiee@mkydesign.com</a></td>
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<td>4</td>
<td>Fred Woodward</td>
<td>RWD</td>
<td>202-215-0222</td>
<td><a href="mailto:fwoodward@rwdConsult.com">fwoodward@rwdConsult.com</a></td>
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<tr>
<td>5</td>
<td>Joan Scott</td>
<td>RWD</td>
<td>240-683-2488</td>
<td><a href="mailto:jsaott@rwdconsult.com">jsaott@rwdconsult.com</a></td>
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<td>6</td>
<td>Patrick Mccas</td>
<td>Trinity II Corp</td>
<td>202-621-8212</td>
<td><a href="mailto:pmccas@trinitycorp.com">pmccas@trinitycorp.com</a></td>
</tr>
<tr>
<td>7</td>
<td>Charles Williams</td>
<td>Trinity I Corp</td>
<td>571-221-8853</td>
<td><a href="mailto:cwilliams@trinitycorp.com">cwilliams@trinitycorp.com</a></td>
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<td>8</td>
<td>Jason Moody</td>
<td>Capital Procurement</td>
<td>302-374-5774</td>
<td><a href="mailto:jmooody@udc.edu">jmooody@udc.edu</a></td>
</tr>
<tr>
<td>9</td>
<td>Tonya Mills</td>
<td>Capital Procurement</td>
<td>H274-6913</td>
<td><a href="mailto:tonya.mills@udc.edu">tonya.mills@udc.edu</a></td>
</tr>
<tr>
<td>10</td>
<td>Alex Garrett</td>
<td>UDC - FACILITIES &amp; REAL ESTATE</td>
<td>274-535-3</td>
<td><a href="mailto:ajgarrett@udc.edu">ajgarrett@udc.edu</a></td>
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<tr>
<td>11</td>
<td>Muhiko Baden</td>
<td>Capital Procurement</td>
<td>274-5191</td>
<td><a href="mailto:mgaden@udc.edu">mgaden@udc.edu</a></td>
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**SOLICITATION NO.: GF-2012-D-0037**

IDIQ for Relocation Services  
Thursday, April 12, 2012 – 11:00 AM – Building 39, Third Floor, Board Room

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<tr>
<td>16</td>
<td>James McChinney</td>
<td>GREICHAN DEV LLC</td>
<td>202-725-6503</td>
<td><a href="mailto:bst579rg@991.com">bst579rg@991.com</a></td>
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<tr>
<td>17</td>
<td>Greg Booker</td>
<td>GREICHAN DEV LLC</td>
<td>202-494-7032</td>
<td><a href="mailto:gcb6923000@aol.com">gcb6923000@aol.com</a></td>
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<td>18</td>
<td>Noah Israel</td>
<td>TWINS Van Lines</td>
<td>202-987-1376</td>
<td><a href="mailto:norman.turkis@gmail.com">norman.turkis@gmail.com</a></td>
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<td>19</td>
<td>John B. Hill</td>
<td>The Pacific Group</td>
<td>202-644-8522</td>
<td><a href="mailto:johnb@docgroup.com">johnb@docgroup.com</a></td>
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<tr>
<td>31</td>
<td>Sheila Hoit</td>
<td>Spectrum</td>
<td>2/302-7323</td>
<td><a href="mailto:helih@spectrumassociates.com">helih@spectrumassociates.com</a></td>
</tr>
<tr>
<td>32</td>
<td>Bryan Martin</td>
<td>Rush Technologies</td>
<td>2/591-8751</td>
<td><a href="mailto:kelley1@rushtechnologies.com">kelley1@rushtechnologies.com</a></td>
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<td>33</td>
<td>Robert Martin</td>
<td>Capital Services</td>
<td>2/327-0022</td>
<td><a href="mailto:rmartin@capitalservices.ne">rmartin@capitalservices.ne</a></td>
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<td>34</td>
<td>Levine Forsythe</td>
<td>Capital Services + Supplies</td>
<td>2/655-0900</td>
<td><a href="mailto:Forsythe123@capitalservices.ne">Forsythe123@capitalservices.ne</a></td>
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<td>35</td>
<td>Robert Kershaw</td>
<td>Motif Service Inc.</td>
<td>2/699-0118</td>
<td><a href="mailto:kershaw@motifservices.com">kershaw@motifservices.com</a></td>
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<td>36</td>
<td>Miguel Turner</td>
<td>M OT Rush Delivery</td>
<td>2/1330-7182</td>
<td><a href="mailto:info@motrashdelivery.com">info@motrashdelivery.com</a></td>
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<td>37</td>
<td>Barbara Ayers</td>
<td>Apple Transfer</td>
<td>7036908445</td>
<td>Ayers@<a href="mailto:operations@apptransfer.com">operations@apptransfer.com</a></td>
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<td>38</td>
<td>Derrick Wilson</td>
<td>Wilson Technologies</td>
<td>202-529-4900</td>
<td><a href="mailto:dwilson@wilsontechnologies.ne">dwilson@wilsontechnologies.ne</a></td>
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Attachment 2
List of Questions and Answers
1) QUESTION – Will there also be a need for movement of household goods?

ANSWER – As stated at the Pre-Proposal Conference, the Job may require the movement of household goods. This will be determined as part of the task order agreement to be issued at the time for a specific move.

2) QUESTION – Are we to provide four copies or five?

ANSWER – One original and four (4) copies.

3) QUESTION – Who will be responsible for final clean after a move has been completed?

ANSWER – The Contractor will be responsible for a final sweep after the move is completed.

4) Can the past performance of a subcontractor count toward the total required number of past performance and each dollar amount up to $100,000.00?

ANSWER – No, the University is interested in the past performance of Prime Contractor for this project.

5) Since the maximum value of the relocation BPA has been reduced down to $300,000, does that also reduce the maximum dollar amount requested for past performances as well?

ANSWER – No.

6) How much furniture and equipment will be dismantled (CLIN 0002)?

ANSWER – As stated at the Pre-Proposal Conference, the amount of furniture and equipment will be determined as part of the task order agreement to be issued at the time for a specific move.

7) How much furniture and equipment will be reassembled (CLIN 0003)?

ANSWER – As stated at the Pre-Proposal Conference, the amount of furniture and equipment will be determined as part of the task order agreement to be issued at the time for a specific move.
8) What will be relocated in physical move; will it all going from one building to another?

ANSWER – The items to be moved and locations will be determined as part of the task order agreement to be issued at the time for a specific move. The University has multiple locations to include Bldgs. 32, 38, 39, 41, 42, 43, 44, 46E, 46W, 47 and 52. Items will include but not limited to furniture and boxes.

9) Can we get a list of the other buildings outside of the UDC campus where work will be done on this contract?

ANSWER - Additional locations outside of the Van Ness Campus may include but will not be limited to:
   a) Intelsat – 4000 Connecticut Avenue, NW
   b) Backus Site – South Dakota Avenue, NE
   c) Community College – 801 North Capital Street
   d) PR Harris – Livingston Street, SE
   e) UDC Warehouse – 1221 Taylor Street, NW
   f) University Residence – 3520 Rittenhouse Street, NW
   g) National Airport Hangar
   h) University Farm – Muirkirk Rd, Beltsville, MD

10) It is requested the Contractor’s hourly rate include management, oversight, labor, truck, dollies and packing supplies. Is there a forecast of the number of people who could be moved during the duration of this contract that would require boxes? Are there file cabinets to be moved? If so, what kind and how many? The request to include a “box price” in the hourly rate is difficult to calculate as currently stated. Usually, the Contractor is requested to provide materials, such as boxes or crates, as a separate line item. This facilitates fair cost comparisons among proposals and in the long run verifies actual usage numbers for cost effectiveness for the client.

ANSWER – As stated at the Pre-Proposal Conference, the specifics of each move will be determined as part of the task order agreement to be issued at the time for a specific move. As mentioned in Section B, the hourly rates shall include the packing supplies which include the boxes. Please anticipate office furniture to include file cabinets.

11) In the Price Proposal, please define “0004 Physical Move.” To properly provide a price, the Contractor is requesting the size of the move, the MHE required and any other essential information to allow the Contractor to price the buying need. If UDC is expecting this price to reflect, for example, 1 Truck, 1 Supervisor, 2 Laborers, for 40 hrs., please clarify.

ANSWER – As stated at the Pre-Proposal Conference, the specifics of each move will be determined as part of the task order agreement. As stated at the pre-proposal conference, the specifics of each move has not yet been determined. The Contractor will be given a walk thru for each requirement and asked to price the specific move.
12) Section B.5 Price Schedule, CLIN 0004 Physical Move should we include the cost for a truck and crew?

ANSWER - Yes

13) Does every document referenced in Section J need to be included in the proposal?

ANSWER – No. Only Attachments J.3, J.4 and J.7 need to be completed and submitted along with the proposal. Please download these forms from [http://oop.dc.gov](http://oop.dc.gov) and click “Solicitation Attachments”.