

ADDENDUM # 1: Questions and Answers
IFB # S26-33386
Office Moving Services
(Greater LA Districts)
Notice to Prospective Bidders

The purpose of this addendum is to respond to questions received.

1. Attachment 2 does not request a truck or fuel rate for instances when a truck is required. Please clarify.

Attachment 2 requires bidders to submit all-inclusive hourly labor rates for each labor classification. As stated in Attachment 2 and reinforced in Exhibit A, Section 2(c), these hourly rates must encompass all associated costs, including but not limited to fuel, vehicle use, equipment, overhead, indirect costs, and any other allowances. Because all transportation-related expenses must be incorporated into the hourly rates, the IFB does not permit or request separate truck or fuel rates.

2. Attachment 2 requests a monthly storage rate for a 53' x 8' unit. Does this allow for trailer storage, or must storage be warehouse-based?

Attachment 2 requires bidders to provide a flat monthly storage rate for a storage unit measuring 53' x 8' (424 square feet). Exhibit A, Section 10 specifies the size but does not dictate the type of storage facility. Accordingly, the Department will accept either secured trailer storage or secured warehouse storage, provided the facility meets the security and functional requirements outlined in Exhibit A.

3. Exhibit A – Purpose states that work may occur prior to 7:00 a.m., after 5:00 p.m., or on weekends. This appears to conflict with Exhibit A, Section 11(i) regarding normal working hours. Please clarify.

Exhibit A – Purpose establishes that the Department may require moving services outside normal business hours when operationally necessary.

Exhibit A, Section 11(i) states that work is to be performed during normal workdays and hours unless the Department specifically requests an alternative schedule.

Together, these sections clarify that while normal hours are standard, the contractor must be able to accommodate early, late, or weekend work when directed by the Department.

4. Exhibit A, Section 2(e) states that moves exceeding 100 miles must use a mileage rate. Exhibit A, Section 5(d) references weighing vehicles. Is the Department using mileage-based or weight-based tariffs?

Under this IFB, moves exceeding 100 miles (line-haul moves) must be billed using mileage-based rates, as specified in Exhibit A, Section 2(e).

Exhibit A, Section 5(d) requires weighmaster documentation for long-distance moves; however, this requirement is for verification purposes only and does not establish a weight-based tariff system.

The applicable pricing method for all line-haul moves under this solicitation is mileage-based billing.

5. Exhibit A, Section 11(l) allows the contractor to charge for the delivery and removal of equipment and materials. What rate should be applied for truck and fuel costs?

Per Attachment 2 and Exhibit A, Section 2(c), all hourly labor rates must be fully burdened and include fuel, vehicle costs, and other transportation-related expenses. As such, delivery and removal of equipment or materials must be billed using the appropriate hourly labor classification rate submitted in Attachment 2.

Separate charges for truck use, fuel, or equipment delivery are not permitted under this IFB.