ADDENDUM ONE TO ALL FIRMS:

Reference: Request for Proposal (RFP) #LP110801

Commodity: Relocation Services for the Medical Research Building (MR-5)

Dated: November 8, 2001

Proposal Due: November 28, 2001

Please reference the following for clarifications and changes to the RFP #LP110801 issued on November 8, 2001 for Relocation Services for the Medical Research Building (MR-5):

RFP Section I, Background Information, change the end of the last sentence to read:
The move into MR-5 will begin the week of February 4, 2002.

RFP Section II, Scope of Services, add to the end of this section the following:
Any chemicals that the Selected Firm is to move will be labeled and identified as to the contents and any precautions noted.

The Selected Firm will not be responsible for moving any radioactive material or containers.

The University’s Environmental Health & Safety Department (EH&S) will conduct a one to two hour training class for the Selected Firm on how to properly move chemicals.

It will be the University’s responsibility to disconnect, prepare for transport and reconnect any equipment hooked to a utility such as gas or water.

It will be the University’s responsibility to disassemble and prepare any equipment too large to fit into elevator as one unit.

There are approximately four pieces of equipment with a present value over $50,000.

If the Selected Firm spills any chemicals during the move, they must immediately notify someone from EH&S to take care of the hazardous waste clean-up. The Selected Firm will reimburse EH&S for the cost of the clean-up. A contact person with EH&S will be available to the Selected Firm during the move.
RFP Section IV, Contents of Proposal, Section B, Financial Proposal, add the following:
3. The proposed fee will include an hourly fee based on moving chemicals as well as one without moving chemicals.
4. The proposed fee must outline any overtime charges and what the Selected Firm considers to be overtime hours.

RFP Section VI:
Proposal Deadline, change to read as follows:
All proposals must be received at the University by 3:00 p.m., Friday, November 30, 2001.

If you have any questions concerning this Addendum or the RFP, please contact me at (434) 924-4216. Thank you for your participation in this RFP Process. I look forward to receiving your proposal.

Sincerely,

Lori Ponton
Senior 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