**ADDENDUM 1**

DATE: May 31, 2018

PROJECT: Campus Furniture and Office Moving Services

ITB NO: 744-R1817

OWNER: The University of Texas Health Science Center at Houston

TO: Prospective Proposers

This Addendum forms part of and modifies Bid Documents dated, May 7, 2018, with amendments and additions noted below.

The following questions were received prior to the question deadline of May 29, 2018:

1. Does UTHealth have internal plans for relocation of electronic equipment within an existing office for the phased moves to the swing space and then back to the permanent office after renovations for each user?
For the two specific projects noted, UTHealth IT will move computers and phones.  However, it is possible that the selected contractor will be asked to move ice machines, copiers, printers, fax machines, refrigerators, or other such equipment.  Please note, the MSB and JJL projects are driving this particular bid, however, with a contract in place the campus may opt to use the contractor for other projects of similar scope.  These future project scopes are unknown at this time, but could also include other equipment.
2. Other than the furniture disassembly from private offices, stage in storage, reassembly after renovation completion and box moves for each user from their office to swing space then back to their office after renovation, is there any other equipment or items that will require to be relocated within this RFP?
See response to question 1.  In addition, these two projects will also move common area furniture such as break alcoves and conference rooms.
3. In reading the RFP and notes from the pre-bid meeting, it appears that the scope of work will require the awarded firm to relocate individuals out of offices, into temporary swing spaces provided by UT Health, box move required, relocating existing furniture to off-site storage while renovation is going on, bring furniture back and assemble in original location and orientation when renovation is complete and box move for individual from swing space back into permanent office space.  Is this correct?
Yes, this is the correct scope for the JJL and MSB project office moves.  In addition, these two projects will also move common area furniture such as break alcoves and conference rooms.  Please note, the contract could also include future projects of unknown scope at this time and is not limited to just JJL and MSB.
4. Will individuals be required to pack up their own boxes in preparation for the “box move” and label each box?
Yes, each individual office is to pack their own office.  They may opt to contract directly with the vendor (at an additional charge) to assist in packing.

**END OF ADDENDUM 1**