

December 5, 2014,

TO: ALL POTENTIAL OFFERORS

RE: ADDENDUM NO. 1, 2, and 3 for Solicitation P-004445, "Moving & Storage Services for Evictions & Relocations for PAPMC"

Dear Sir/Madam:

Attached is Addendum No. 1, 2, and 3 dated December 5, 2014 in regard to the above referenced solicitation. This addendum shall be attached to the noted solicitation and take precedence over the same.

If you should have any questions, please contact Rovshan Safarov at (215) 684-4059.

Sincerely,  
Philadelphia Housing Authority

Rovshan Safarov  
Sourcing Manager - Procurement

Attachment: Addendum No. 1, 2, 3

cc: File P-004445

THE PHILADELPHIA HOUSING AUTHORITY  
3100 Penrose Ferry Road, Philadelphia, PA 19145  
ADDENDUM NO. 3

Dated December 05, 2014

Solicitation No. P-004445

“Moving & Storage Services for Evictions & Relocations for PAPMC”

ITEM 1: Q-1: According to the addendum you would like us to insert our own packing supply prices. Will you be revising pricing sheets to accommodate this? We also need a place to put additional relocation cancelation fees.

A-1: Please refer to updated pricing chart (H-section) where Cancelation fee for relocation is added and packing fee space is blank.

Year Two-Base Period Two

<b>Relocation/Move Service=Move-Out+Move-In at New Location:</b>			
<u>Unit Type</u>	<u>Estimated # of Units</u>	<u>Price per Unit</u>	<u>Extension</u>
1 Bedroom	1	\$ -	\$ -
2 Bedroom	5	\$ -	\$ -
3 Bedroom	5	\$ -	\$ -
4 Bedroom	1	\$ -	\$ -
5 Bedroom	0	\$ -	\$ -
		<b>Subtotal</b>	<b>\$ -</b>
<b>Additional Relocation Services:</b>			
<u>Description</u>	<u>Estimated # Units</u>	<u>Price per Unit</u>	<u>Extension</u>
Packing Service-Flat fee per Residential Unit	5	\$ -	\$ -
Weekend Move-Premium Charge	5	\$ -	\$ -
Cancellation with five (5) to twenty four (24) hours advance notice-flat fee	21	\$ -	\$ -
Cancellation with less than five (5) hours advance notice-flat fee	30	\$ -	\$ -
		<b>Subtotal</b>	<b>\$ -</b>
<b>Eviction Services=Move-Out+15 Day Storage or Move-In at New Location:</b>			
<u>Eviction Type</u>	<u>Estimated # Units</u>	<u>Price per Unit</u>	<u>Extension</u>
1 Bedroom	17	\$ -	\$ -
2 Bedroom	15	\$ -	\$ -
3 Bedroom	19	\$ -	\$ -
4 Bedroom	6	\$ -	\$ -
5 Bedroom	3	\$ -	\$ -
		<b>Subtotal</b>	<b>\$ -</b>
<b>Additional Eviction Services:</b>			
<u>Description</u>	<u>Estimated # Units</u>	<u>Price per Unit</u>	<u>Extension</u>
Packing Service-Flat fee per Residential Unit	5	\$ -	\$ -
Cancellation with five (5) to twenty four (24) hours advance notice-flat fee	21	\$ -	\$ -
Cancellation with less than five (5) hours advance notice-flat fee	30	\$ -	\$ -
		<b>Subtotal</b>	<b>\$ -</b>
<b>Packing Supplies</b>			
<u>Supply Description</u>	<u>Unit of Measure</u>	<u>Price per Unit</u>	
Small Box, 25/bundle	Bundle	\$	
Med Box, 25/bundle	Bundle	\$	
Large Box, 12/bundle	Bundle	\$	
X-Large Box, 6/bundle	Bundle	\$	
Packing Tape, 55 yards per roll, 12/carton	Carton	\$	
		<b>Subtotal</b>	<b>\$ -</b>
		<b>Total</b>	<b>\$ -</b>

\*The number of Units is subject to increase/decrease.

H-1a

**Year Two-Base Period Two**

<b>Relocation/Move Service=Move-Out+Move-In at New Location:</b>			
<u>Unit Type</u>	<u>Estimated # of Units</u>	<u>Price per Unit</u>	<u>Extension</u>
1 Bedroom	1	\$ -	\$ -
2 Bedroom	5	\$ -	\$ -
3 Bedroom	5	\$ -	\$ -
4 Bedroom	1	\$ -	\$ -
5 Bedroom	0	\$ -	\$ -
		<b>Subtotal</b>	<b>\$ -</b>
<b>Additional Relocation Services:</b>			
<u>Description</u>	<u>Estimated # Units</u>	<u>Price per Unit</u>	<u>Extension</u>
Packing Service-Flat fee per Residential Unit	5	\$ -	\$ -
Weekend Move-Premium Charge	5	\$ -	\$ -
Cancellation with five (5) to twenty four (24) hours advance notice-flat fee	21	\$ -	\$ -
Cancellation with less than five (5) hours advance notice-flat fee	30	\$ -	\$ -
		<b>Subtotal</b>	<b>\$ -</b>
<b>Eviction Services=Move-Out+15 Day Storage or Move-In at New Location:</b>			
<u>Eviction Type</u>	<u>Estimated # Units</u>	<u>Price per Unit</u>	<u>Extension</u>
1 Bedroom	17	\$ -	\$ -
2 Bedroom	15	\$ -	\$ -
3 Bedroom	19	\$ -	\$ -
4 Bedroom	6	\$ -	\$ -
5 Bedroom	3	\$ -	\$ -
		<b>Subtotal</b>	<b>\$ -</b>
<b>Additional Eviction Services:</b>			
<u>Description</u>	<u>Estimated # Units</u>	<u>Price per Unit</u>	<u>Extension</u>
Packing Service-Flat fee per Residential Unit	5	\$ -	\$ -
Cancellation with five (5) to twenty four (24) hours advance notice-flat fee	21	\$ -	\$ -
Cancellation with less than five (5) hours advance notice-flat fee	30	\$ -	\$ -
		<b>Subtotal</b>	<b>\$ -</b>
<b>Packing Supplies</b>			
<u>Supply Description</u>	<u>Unit of Measure</u>	<u>Price per Unit</u>	
Small Box, 25/bundle	Bundle	\$	
Med Box, 25/bundle	Bundle	\$	
Large Box, 12/bundle	Bundle	\$	
X-Large Box, 6/bundle	Bundle	\$	
Packing Tape, 55 yards per roll, 12/carton	Carton	\$	
		<b>Subtotal</b>	<b>\$ -</b>
		<b>Total</b>	<b>\$ -</b>

\*The number of Units is subject to increase/decrease.

H-1b

**Year Three- Option Period One**

<b>Relocation/Move Service=Move-Out+Move-In at New Location:</b>			
<u>Unit Type</u>	<u>Estimated # of Units</u>	<u>Price per Unit</u>	<u>Extension</u>
1 Bedroom	1	\$ -	\$ -
2 Bedroom	5	\$ -	\$ -
3 Bedroom	5	\$ -	\$ -
4 Bedroom	1	\$ -	\$ -
5 Bedroom	0	\$ -	\$ -
		<b>Subtotal</b>	<b>\$ -</b>
<b>Additional Relocation Services:</b>			
<u>Description</u>	<u>Estimated # Units</u>	<u>Price per Unit</u>	<u>Extension</u>
Packing Service-Flat fee per Residential Unit	5	\$ -	\$ -
Weekend Move-Premium Charge	5	\$ -	\$ -
Cancellation with five (5) to twenty four (24) hours advance notice-flat fee	21	\$ -	\$ -
Cancellation with less than five (5) hours advance notice-flat fee	30	\$ -	\$ -
		<b>Subtotal</b>	<b>\$ -</b>
<b>Eviction Services=Move-Out+15 Day Storage or Move-In at New Location:</b>			
<u>Eviction Type</u>	<u>Estimated # Units</u>	<u>Price per Unit</u>	<u>Extension</u>
1 Bedroom	17	\$ -	\$ -
2 Bedroom	15	\$ -	\$ -
3 Bedroom	19	\$ -	\$ -
4 Bedroom	6	\$ -	\$ -
5 Bedroom	3	\$ -	\$ -
		<b>Subtotal</b>	<b>\$ -</b>
<b>Additional Eviction Services:</b>			
<u>Description</u>	<u>Estimated # Units</u>	<u>Price per Unit</u>	<u>Extension</u>
Packing Service-Flat fee per Residential Unit	5	\$ -	\$ -
Cancellation with five (5) to twenty four (24) hours advance notice-flat fee	21	\$ -	\$ -
Cancellation with less than five (5) hours advance notice-flat fee	30	\$ -	\$ -
		<b>Subtotal</b>	<b>\$ -</b>
<b>Packing Supplies</b>			
<u>Supply Description</u>	<u>Unit of Measure</u>	<u>Price per Unit</u>	
Small Box, 25/bundle	Bundle	\$	
Med Box, 25/bundle	Bundle	\$	
Large Box, 12/bundle	Bundle	\$	
X-Large Box, 6/bundle	Bundle	\$	
Packing Tape, 55 yards per roll, 12/carton	Carton	\$	
		<b>Subtotal</b>	<b>\$ -</b>
		<b>Total</b>	<b>\$ -</b>

\*The number of Units is subject to increase/decrease.

H-1c

**Year Four-Option Period Two**

<b>Relocation/Move Service=Move-Out+Move-In at New Location:</b>			
<u>Unit Type</u>	<u>Estimated # of Units</u>	<u>Price per Unit</u>	<u>Extension</u>
1 Bedroom	1	\$ -	\$ -
2 Bedroom	5	\$ -	\$ -
3 Bedroom	5	\$ -	\$ -
4 Bedroom	1	\$ -	\$ -
5 Bedroom	0	\$ -	\$ -
<b>Subtotal</b>			<b>\$ -</b>
<b>Additional Relocation Services:</b>			
<u>Description</u>	<u>Estimated # Units</u>	<u>Price per Unit</u>	<u>Extension</u>
Packing Service-Flat fee per Residential Unit	5	\$ -	\$ -
Weekend Move-Premium Charge	5	\$ -	\$ -
Cancellation with five (5) to twenty four (24) hours advance notice-flat fee	21	\$ -	\$ -
Cancellation with less than five (5) hours advance notice-flat fee	30	\$ -	\$ -
<b>Subtotal</b>			<b>\$ -</b>
<b>Eviction Services=Move-Out+15 Day Storage or Move-In at New Location:</b>			
<u>Eviction Type</u>	<u>Estimated # Units</u>	<u>Price per Unit</u>	<u>Extension</u>
1 Bedroom	17	\$ -	\$ -
2 Bedroom	15	\$ -	\$ -
3 Bedroom	19	\$ -	\$ -
4 Bedroom	6	\$ -	\$ -
5 Bedroom	3	\$ -	\$ -
<b>Subtotal</b>			<b>\$ -</b>
<b>Additional Eviction Services:</b>			
<u>Description</u>	<u>Estimated # Units</u>	<u>Price per Unit</u>	<u>Extension</u>
Packing Service-Flat fee per Residential Unit	5	\$ -	\$ -
Cancellation with five (5) to twenty four (24) hours advance notice-flat fee	21	\$ -	\$ -
Cancellation with less than five (5) hours advance notice-flat fee	30	\$ -	\$ -
<b>Subtotal</b>			<b>\$ -</b>
<b>Packing Supplies</b>			
<u>Supply Description</u>	<u>Unit of Measure</u>	<u>Price per Unit</u>	
Small Box, 25/bundle	Bundle	\$	
Med Box, 25/bundle	Bundle	\$	
Large Box, 12/bundle	Bundle	\$	
X-Large Box, 6/bundle	Bundle	\$	
Packing Tape, 55 yards per roll, 12/carton	Carton	\$	
<b>Subtotal</b>			<b>\$ -</b>
<b>Total</b>			<b>\$ -</b>

\*The number of Units is subject to increase/decrease.

H-1d

**Year Five-Option Period Three**

<b>Relocation/Move Service=Move-Out+Move-In at New Location:</b>			
<u>Unit Type</u>	<u>Estimated # of Units</u>	<u>Price per Unit</u>	<u>Extension</u>
1 Bedroom	1	\$ -	\$ -
2 Bedroom	5	\$ -	\$ -
3 Bedroom	5	\$ -	\$ -
4 Bedroom	1	\$ -	\$ -
5 Bedroom	0	\$ -	\$ -
<b>Subtotal</b>			<b>\$ -</b>
<b>Additional Relocation Services:</b>			
<u>Description</u>	<u>Estimated # Units</u>	<u>Price per Unit</u>	<u>Extension</u>
Packing Service-Flat fee per Residential Unit	5	\$ -	\$ -
Weekend Move-Premium Charge	5	\$ -	\$ -
Cancellation with five (5) to twenty four (24) hours advance notice-flat fee	21	\$ -	\$ -
Cancellation with less than five (5) hours advance notice-flat fee	30	\$ -	\$ -
<b>Subtotal</b>			<b>\$ -</b>
<b>Eviction Services=Move-Out+15 Day Storage or Move-In at New Location:</b>			
<u>Eviction Type</u>	<u>Estimated # Units</u>	<u>Price per Unit</u>	<u>Extension</u>
1 Bedroom	17	\$ -	\$ -
2 Bedroom	15	\$ -	\$ -
3 Bedroom	19	\$ -	\$ -
4 Bedroom	6	\$ -	\$ -
5 Bedroom	3	\$ -	\$ -
<b>Subtotal</b>			<b>\$ -</b>
<b>Additional Eviction Services:</b>			
<u>Description</u>	<u>Estimated # Units</u>	<u>Price per Unit</u>	<u>Extension</u>
Packing Service-Flat fee per Residential Unit	5	\$ -	\$ -
Cancellation with five (5) to twenty four (24) hours advance notice-flat fee	21	\$ -	\$ -
Cancellation with less than five (5) hours advance notice-flat fee	30	\$ -	\$ -
<b>Subtotal</b>			<b>\$ -</b>
<b>Packing Supplies</b>			
<u>Supply Description</u>	<u>Unit of Measure</u>	<u>Price per Unit</u>	
Small Box, 25/bundle	Bundle	\$	
Med Box, 25/bundle	Bundle	\$	
Large Box, 12/bundle	Bundle	\$	
X-Large Box, 6/bundle	Bundle	\$	
Packing Tape, 55 yards per roll, 12/carton	Carton	\$	
<b>Subtotal</b>			<b>\$ -</b>
<b>Total</b>			<b>\$ -</b>

\*The number of Units is subject to increase/decrease.

H-1e

THE PHILADELPHIA HOUSING AUTHORITY  
3100 Penrose Ferry Road, Philadelphia, PA 19145  
ADDENDUM NO. 2  
Dated December 02, 2014  
Solicitation No. P-004445

“Moving & Storage Services for Evictions & Relocations for PAPMC”

This addendum shall be attached to the noted solicitation and shall take precedence over the same and previous addenda. Any items not mentioned herein nor affected hereby shall be performed strictly in accordance with the original specifications, drawings, and previous addenda thereto.

**ITEM 1: Frequently Asked Questions:**

- Q1. Why is there no cancellation charges listed under relocations? This charge will likely be the same as we would charge for evictions but I want to make sure it is properly represented on the proposal?  
A1. Cancellation charges used for Eviction services should be utilized for Relocation services. Insert cancellation charges for Relocation services on proposal form.
- Q2. Similar to the above there is not weekend move (premium charge) for evictions. Should this be included?  
A2. No, evictions are scheduled with Philadelphia Sheriff's Department Monday thru Friday.
- Q3. Are the costs for packing supplies mandated in the proposal or should we use our own numbers?  
A3. The costs for packing supplies listed on the attached Pricing sheet (Section H) are symbolic. Please provide your own pricing for all listed items.
- Q4. Please advise how to price packing labor for services on a 1 bedroom, 2 bedroom, 3 bedroom, 4 bedroom, 5 bedroom and 6 bedroom. For the relocation and also the eviction services.  
A4. Cost should be based on contractor's experience with packing comparable units. Ultimately, vendor must submit a single flat fee to be applied to residential units.
- Q5. Please provide with information for prior bids?  
A5. Please contact: Ashley McGuire, Esq. Right to Know Officer Philadelphia Housing Authority 12 South 23rd Street, 6th Floor Philadelphia, PA 19103 [RTK@pha.phila.gov](mailto:RTK@pha.phila.gov) 215-684-4132 and refer to the “Laundry Services”
- Q6. The 1st paragraph in the scope of work mentions that the company must have a storage facility in the City of Philadelphia. Can you issue an addendum advising the company must be based in Pennsylvania or within 35 miles of Philadelphia?  
A6. There is no requirement for the physical location of the vendor, however, we are asking for the storage facility to be in Philadelphia County or within 10 miles.
- Q7. Will you be revising the pricing sheets in order to accommodate the different size units that need to be packed?  
A7. Please refer to the (H-Section) Pricing chart where it refers to the Packing Supplies

THE PHILADELPHIA HOUSING AUTHORITY  
3100 Penrose Ferry Road, Philadelphia, PA 19145  
ADDENDUM NO. 1

Dated November 26, 2014 for  
Solicitation No. P-004445

“Moving & Storage Services for Evictions & Relocations for PAPMC”

This addendum shall be attached to the noted solicitation and shall take precedence over the same and previous addenda. Any items not mentioned herein nor affected hereby shall be performed strictly in accordance with the original specifications, drawings, and previous addenda thereto.

**ITEM 1: Bid Due Date**

The Bid Due Date for has been extended till December 15, 2014 at 11:00 AM

End of Addendum