

December 2, 2013

REQUEST FOR PROPOSAL "RFP" No. PS20130786
MOVE CONSULTANT & MOVE SERVICES FOR TENANT RELOCATION

AMENDMENT No. 3

RE: PART A - INFORMATION AND INSTRUCTIONS, 6.3 CONTRACT REQUIREMENTS

PLEASE DELETE:

- 6.3 The term of any Agreement is expected to be a three-year period, with two possible one-year extensions, for a maximum total term of five years.

RE: PART B - CITY REQUIREMENTS AND ITEMS TO BE ADDRESSED IN PROPOSALS, 2.10 ITEMS TO BE ADDRESSED IN EACH PROPOSAL

CURRENTLY READS:

- 2.10 Each Proposal must contain a section titled "Work Plan," which should detail the sequential process by which the Proponent proposes to undertake the work, and which should include a timeline as necessary. The Requirements identified in Annex 1 should be carried forward to the timeline, also presented in Gantt Chart format. The Proponent's work plan should make reference to the Requirements as appropriate. This section of the Proposal may be completed by cross-referencing the "Technical Proposal" section where appropriate.

REPLACE WITH:

- 2.10 Each Proposal must contain a section titled "Work Plan," which should detail the sequential process by which the Proponent proposes to undertake the work, and which should include a timeline as necessary. The Requirements identified in Annex 1 should be carried forward to the timeline, ~~also presented in Gantt Chart format~~. The Proponent's work plan should make reference to the Requirements as appropriate. This section of the Proposal may be completed by cross-referencing the "Technical Proposal" section where appropriate.

RE: ANNEX 1 - SCHEDULE OF DETAILED REQUIREMENTS, 1.3 REQUIREMENTS

CURRENTLY READS:

- e) The Consultant will be required to coordinate the Move Contractor ("Contractor") to ensure security clearances if required are performed for all applicable staff and that items are being tracked securely.

REPLACE WITH:

- e) The Consultant will be required to coordinate the Move Contractor ~~(“Contractor”)~~ to ensure ~~security clearances if required are performed for~~ all applicable staff are bonded and that items are being tracked securely.

CURRENTLY READS:

- g) The Consultant will be required to attend all pre-moving meetings with the Contractor(s) and City representatives. The Consultant will also be required to record the minutes of the meeting, note the action items and distribute the minutes of the meeting.

REPLACE WITH:

- f) The Consultant will be required to attend all pre-moving meetings with the *Move* Contractor(s) and City representatives. The Consultant will also be required to record the minutes of the meeting, note the action items and distribute the minutes of the meeting.

RE: ANNEX 1 - SCHEDULE OF DETAILED REQUIREMENTS, 1.11 CITY’S RESPONSIBILITIES FOR PROJECT

PLEASE DELETE:

- a) providing copies of the City of Vancouver drawings of the sites, showing existing structures and services. It will be the Consultant’s responsibility to verify the existing structures and services through a site survey;

RE: ANNEX 1 - SCHEDULE OF DETAILED REQUIREMENTS, 1.12 INTRODUCTION AND SCOPE OF WORK

CURRENTLY READS:

Table 1 - Tentative Move Schedule

Sequence	Number of Staff	From Location	To Location	Tentative Move Date
Wave #1	235	Van City	814 Richards St	January to March 2014
Wave #2	83	Van City	Cross Roads	January to March 2014
Wave #3	132	Cross Roads	Cross Roads *	January 2014
Wave #4	210	Yukon Street	Van City	Early March 2014
Wave #5	206	Yukon Street	Van City	Late March 2014

* denotes an internal move within the confines of 507 West Broadway (Cross Roads)

REPLACE WITH:

Table 1 - Tentative Move Schedule

Sequence	No. of Staff	From	To	Tentative Move Date	No. of Days
Wave 1	255	Vancity/Crossroads	814 Richards	Late Jan - March	Approx. 9 days
Wave 2	135	Crossroads*	Crossroads*	Jan - Feb	Approx. 5 days
Wave 3	80	Vancity	Crossroads	Feb- March	Approx. 2 days
Wave 4	350	East Wing	Vancity	March	Approx. 9 days

- *denotes internal moves at Crossroads
- Given the capacity of COV I.T. department to disconnect and reconnect computers, we estimate 35 - 40 people can be moved per day

**RE: ANNEX 2 - LIST OF ITEMS TO BE MOVED, 814 RICHARDS STREET - MOVE #1:
ESTIMATED IT ITEMS TO BE MOVED**

REPLACE WITH THE ATTACHED TABLE.

All other conditions and specifications remain unchanged.

This amendment must be completed, and attached to your Proposal/Tender form.

If you have already submitted your Tender, this amendment shall be submitted to the Purchasing Services Office, City of Vancouver, 453 West 12th Avenue, Vancouver, British Columbia, Canada, V5Y 1V4, (Courier Delivery and Drop off is at the Information Desk, Main Floor Rotunda of the same address), prior to the Closing Time: 3:00:00 pm Local Vancouver, BC Time, December 12, 2013 in an envelope clearly marked "AMENDMENT No. 2 to RFP No. PS20130786 MOVE CONSULTANT & MOVE SERVICES FOR TENANT RELOCATION".

NAME OF VENDOR

SIGNATURE OF AUTHORIZED SIGNATORY

DATE

Alison Hall, Contracting Specialist

Current Location:	Item	Qty All quantities are approx.	New Location:	Additional Notes
East Wing	Storage cubes (30" x 30")	100	Vancity	
East Wing	Microfiche drawers (each are 36" w x 19" d)	6	Vancity	
East Wing	Microfiche drawers (each are 25" w x 29" deep)	4	Vancity	
East Wing	Microfiche reader/printer 29" x 21"	2	Vancity	
East Wing	Microfiche view stations (60" w x 36" d)	3	Vancity	
East Wing	Estimated total linear feet of shelving for DE files in vault rooms 1 and 2 (files only)	950 feet	Vancity	
East Wing	Plan registry filing cabinets	12	Vancity	
East Wing	Plan registry storage cubes for rolled drawings (30" x 30")	43	Vancity	
East Wing	Shredding bins	20	Vancity	
East Wing	Wooden display boards	46	Vancity	
East Wing	Single cross-stix	10	Vancity	Makes 5 single displays - 36" x 48" panels
East Wing	Doubles	38	Vancity	Makes 19 double panel displays @ 72" wide
East Wing	Triples	11	Vancity	Makes 5 triple panel displays @ 108"
East Wing	Computers (including monitors, keyboards and	385	Vancity	

	CPUs)			
East Wing	Printers	76	Vancity	
East Wing	Task Chairs	385	Vancity	
East Wing	Totes	3850 (based on 10 totes on average per person)	Vancity	
East Wing Storage Room	Totes	35	Vancity 3 rd Floor	
East Wing Storage Room	Metal cabinet 36" x 24" x 81"	1	Vancity 3 rd Floor	
East Wing Storage Room	Steel shelves 66" x 42" x 18"	6	Vancity 3 rd Floor	
East Wing Storage Room	LED Monitors	20	Vancity 3 rd Floor	
East Wing Storage Room	CPUs	20	Vancity 3 rd Floor	
East Wing Storage Room	Laptops	20	Vancity 3 rd Floor	
East Wing Storage Room	Desktop Printer	2	Vancity 3 rd Floor	
East Wing Storage Room	Large printer 22" x 24" x 14"	1	Vancity 3 rd Floor	
Crossroads	Computers or laptops	52	814 Richards Street	
Crossroads	Monitors	72	814 Richards Street	
Crossroads	Phones	35	814 Richards Street	
Crossroads	Plotter	1	814 Richards Street	
Vancity 3 rd Floor	Computers (includes phones, keyboard trays, CPUs and monitors)	90	507 West Broadway	
Vancity 3 rd Floor	Totes	900 (Based on 10 totes on average per person)	507 West Broadway	
Vancity 3 rd Floor	Task Chairs	90	507 West Broadway	
Vancity 3 rd Floor	Contents of File Room	Approximately 600 lineal feet	507 West Broadway	

Vancity 2 nd Floor	Computers	380	814 Richards Street	
Vancity 2 nd Floor	Printers	11	814 Richards Street	
Vancity 2 nd Floor	Monitors	460	814 Richards Street	
Vancity 2 nd Floor	Phones	240	814 Richards Street	
Vancity 2 nd Floor	Chairs	240	814 Richards Street	
Vancity 2 nd Floor	Totes	2400 (based on 10 totes on average per person)	814 Richards Street	
Vancity 2 nd Floor	Projectors and Screens	2	814 Richards	
Vancity 2 nd Floor IT Lab	Metal cabinets 36" x 24" x 81"	5	814 Richards	
Vancity 2 nd Floor IT Lab	server rack 24" x 40' x82"	1	814 Richards	
Vancity 2 nd Floor IT Lab	Switches 27" x 19" x 4"	60	814 Richards	
Vancity 2 nd Floor IT Lab	Server cabinet 24" x22" x 23"	1	814 Richards	
Vancity 2 nd Floor Lab	Totes	40	814 Richards	
Vancity 2 nd Floor Lab	Desktop printers	2	814 Richards	
Vancity 2 nd Floor Lab	24" LED Monitors	10	814 Richards	
Vancity 2 nd Floor Lab	Bookcase (metal) 30" x15" x 65"	1	814 Richards	
Vancity 2 nd Floor Lab	CPU	16	814 Richards	
Vancity 2 nd Floor Storage	Metal shelves	3	814 Richards	
Vancity 2 nd floor Storage	CPUs	15	814 Richards	
Vancity 2 nd Floor Storage	Desktop printers (10" x 16" x 18")	8	814 Richards	
Vancity 2 nd Floor Storage	Totes	18	814 Richards	
Vancity 2 nd Floor Storage	24" LED Monitors with stand	15	814 Richards	
Vancity 2 nd	Printer Trays	12	814 Richards	

Floor Storage	22" x 26" x11"			
Vancity 2 nd Floor Storage	Laptop bags	3	814 Richards	
Vancity 3 rd floor Data Room	Totes	85	814 Richards	
Vancity 3 rd Floor Data Room	Metal Shelves 78" x 78" x 25"	1	814 Richards	
Vancity 3 rd Floor Data Room	Metal Shelves 66" x 42" x 18"	2	814 Richards	
Vancity 3 rd Floor Data Room	Metal cabinets with drawers 36" x 32" x 18"	2	814 Richards	
Vancity 3 rd Floor Data Room	Switches 12" x17" x2"	125	814 Richards	
Vancity 3 rd Floor Data Room	UPS 17" x 23" x 4"	10	814 Richards	
Vancity 3 rd Floor storage	Boxes of Phones 12" x16" x 16"	160	814 Richards	
Vancity 3 rd Floor Storage	Boxes of Phone equipment 22" x 10" x 7"	200	814 Richards	
Vancity 3 rd Floor Storage	Metal Cabinets 36" x 32" x 18"	6	814 Richards	
Vancity 3 rd Floor Storage	Totes	10	814 Richards	