

STATE OF FLORIDA
DEPARTMENT OF LEGAL AFFAIRS
OFFICE OF THE ATTORNEY GENERAL



INVITATION TO BID

DLA- 2025.05

ADDENDUM NO. 1

September 17, 2025

FAILURE TO FILE A PROTEST WITHIN THE TIME PRESCRIBED IN SECTION 120.57(3), FLORIDA STATUTES, OR FAILURE TO FILE A BOND OR OTHER SECURITY WITHIN THE TIME ALLOWED FOR FILING A BOND SHALL CONSTITUTE A WAIVER OF PROCEEDINGS UNDER CHAPTER 120, FLORIDA STATUTES.

The purpose of this Addendum is to answer questions received in accordance with section 2.4, Question and Answer Period. In the event of a conflict between previously released information and the information contained in this Addendum, the information herein will control. The information included in this Addendum is incorporated and made part of this solicitation. **Note:** This Addendum No. 1 does not need to be returned with the Reply.

Questions and Answers

Contained herein are the responses to the questions submitted to the Department of Legal Affairs, Office of the Attorney General (OAG) for ITB DLA-2025.05, Moving Services.

#	QUESTION	ANSWER
1.	Can this job be completed on a Saturday and Sunday? Can our crews arrive between 7-8 AM each morning?	Yes. The move should begin on Friday after 5pm and continue through Saturday and Sunday.
2.	Do you have exact dates that you would like to have this job done? Are you fine with having this done over one weekend on a Saturday and Sunday?	No, the exact date has not been determined. Yes, see answer to Question #1.
3.	Are you all planning on doing some sort of labelling system where all of the office furniture is going to in Tampa? For example, will Mrs. Smith's filing cabinet, desk, or computer be labelled or color-coded so that our movers know exactly where it goes at the unload?	Yes.
4.	Will your employees be packing up their individual offices (personal belongings)? Will we be moving these boxes?	Yes.
5.	Are all elevators available to us at each location?	Yes.
6.	Do you have a preference where you would like our trucks to be parked at for the load and unload?	Location #1 St. Petersburg: Yes, park in the back; however, park in the space used to pull into the bank teller, in the back of the building. Do not block the ramps where Publix delivers in the back. Locations #2 and #3 Tampa: No preference.
7.	Can you please provide us with a list of exactly what items you would like to be disposed of?	Ten file cabinets, one modular desk with storage, one office chair, all shelving from the file room except for five shelving units.

8.	Will your IT people be moving any of the electronics such as computers and phones on each desk or would you like for us to pack those items accordingly?	See Attachment A, Scope of Work, Task 3.1.3.
9.	Will the cubicles be moved and set back up prior to us performing the job? If so, will the computers, phones, and chairs from each cubicle workspace be on the floor when we arrive?	We anticipate cubicles being fully moved and set back up prior to the move; however, we cannot guarantee they will.
10.	Are the boxes in any type of order?	No.
11.	They mentioned that the move out had to take place after normal business hours, my question would be what time would that be?	See answer to Question #1.
12.	Will they need a crew to come in to move all the computer monitors and phone off the cubicles so they can take down the cubicles and move them?	No.
13.	It looks like they will have everything packed, so does that mean we will not need to provide boxes or Crates?	No, you will still need to provide boxes and crates.
14.	Can this move take place in 2 days if needed?	See answer to Question #1.
15.	Will any items need to be removed from the walls such as whiteboards/nameplates and if so will patch/sand services be requested?	No.
16.	Will the office staff pack/label their own contents	Yes, with the packing material provided by the movers.
17.	Is there a preference between cardboard boxes to be provided for staff packing or plastic moving crates with zip ties and wheel sets?	No.
18.	Is the move out of origin an after-hours move starting at 5pm?	See answer to Question #1.
19.	Can we unload/deliver at either of the two destinations during normal business hours?	See answer to Question #1.
20.	Will there be at least 1 contact on site per location to advise in which office and how to set back up the office furniture for each person, or do we follow a uniform layout in each office?	Yes.
21.	Are we responsible for packing the contents inside of the file cabinets that are located inside of the cubicles?	No, employees will be responsible for packing items inside their offices and cubicles.