



City of Raleigh

Request for Proposals #: 274-RPD6-26

Title: Relocation and Moving Services for Police Facilities

Proposal Due Date and Time: Thursday, February 12, 2026, at 4:00 p.m.

ADDENDUM NO. 1

Issue Date: Tuesday, January 27, 2026

Issuing Department:

Direct all inquiries concerning this RFP to:

Daymon Asbury
Facilities Manager
Daymon.Asbury@[raleighnc.gov](mailto:Daymon.Asbury@raleighnc.gov)

Issue Date: Tuesday, January 27, 2026

To: All Proposers

This Addendum, containing the following additions, clarifications, and/or changes, is issued prior to receipt of proposal packages and does hereby become part of the original RFP documents and supersedes the original RFP documents in case of conflict.

Receipt of this addendum must be acknowledged by signing in the area indicated below. Please make the following additions, clarifications, and/or changes to the RFP as listed below and **sign and return this addendum with your proposal package.**

1. Would you be open to posting the RFP to an additional vendor network to increase visibility, without changing your existing process?

The RFP is posted by the City's Procurement Department. That would be their decision and not the Police Department's.

2. Will the mover be responsible for moving TVs, dry-erase boards, or copiers?

Any TVs or dry-erase boards that need to be moved will be removed from the wall and leaned up against the wall. Copiers will not be moved by the mover.

3. Vendor requested additional guidance on submission requirements, timelines, or bid walk through.

All these items are provided in RFP 274-RPD6-26 which is posted on the North Carolina electronic Vendor Portal (eVP) at <https://evp.nc.gov/>.

4. At 6716 Six Forks Road location, are we moving the entire floor?

No, only selected offices. There are a total of 10 offices on the 3rd floor and 2 offices on the 2nd floor. See diagram below on question 7.

5. Will we be moving any conference tables at 6716 Six Forks Road?

No.

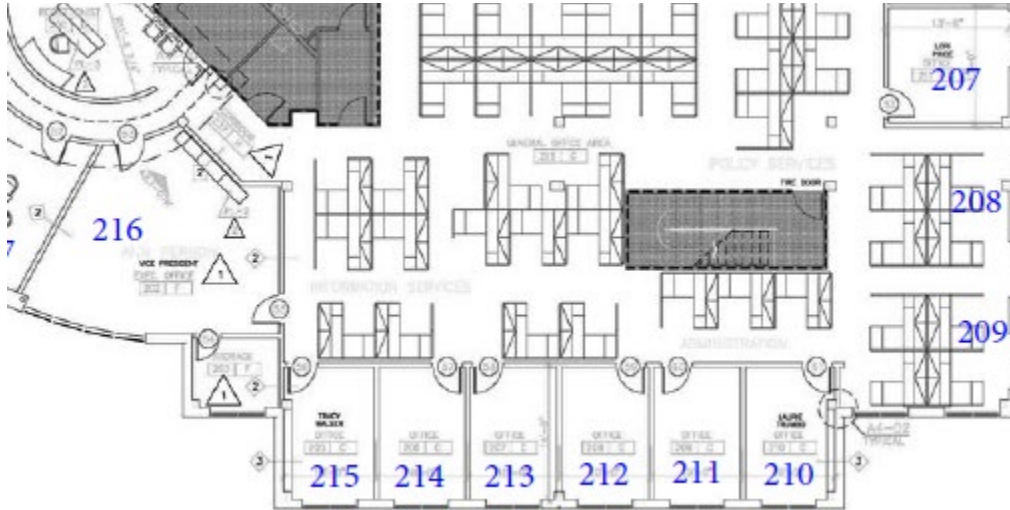
6. Do you want vendor to provide cardboard boxes to pack up items in office or plastic bins with moving dollies.

We require plastic bins with dollies.

7. Will we have access to a floor plan for 6716 Six Forks location?

Floor plans are shown below, with a listing of the office numbers that need to be moved:

Second Floor: Offices 208 and 216



**Third Floor: 309, 310, 311, 312, 313, 315, 316, 318, 319, 320
(disregard yellow highlighted areas)**



8. What offices will move on 2nd floor of 6716 location?

Two offices will be moved on the second floor of 6716 Six Forks Road, as shown on the floor plan schematic above.

9. Do we have to move the back portions of the two offices on the second floor?

There is one closet in one of the offices that contains items that need to be moved. The other office does not have an attached closet.

10. Do we have to assemble, disassemble, and move cubicles at 1221 Front Street?

No.

11. Will you give us an inventory sheet of everything you are moving? If not, do you want us to create an inventory list?

No. We will not be providing a detailed inventory listing. The specification sheets that were handed out for 1221 Front Street and 2501 N. Raleigh Blvd were just a basic list of main items to move, but it does not include everything that needs to be moved. During the discussion and planning of specific move dates, the selected vendor will be invited back to the move locations to conduct a more specific and thorough inventory of the items that will be moved.

12. I would like to request documents for proposed project.

All documents are provided in RFP 274-RPD6-26 which is posted on the North Carolina electronic Vendor Portal (eVP) at <https://evp.nc.gov/>.

13. Who will move the HAZMAT cabinets? There are specific rules regarding their movements.

Yes. The Hazmat cabinets will be moved by the moving vendors. Any cabinet containing explosives will be moved with the contents remaining inside. Designated officers will ride with the movers when these items are transported.

14. Will the cages at 1221 Front Street be moved?

Yes. This includes moving, relocating and installing them at the new site.

15. Will we need to mark the exact location in the new building or racking, and cages? Do we need to make our own markings?

No. Locations will be predetermined and marked and there will be an RPD staff member onsite to ensure locations are confirmed before drilling is started.

16. Will Gym equipment and fencing be moved at 1221 Front Street?

Yes.

17. Will hazardous devices cabinet at 1221 Front Street be moved?

Yes. There are no hazardous devices in this cabinet. Other special items to move include refrigerators, rolling toolboxes, warehouse ladder, shelves, cabinets, fans, and workstations.

18. Will the vendor need to disconnect any utilities?

No. City staff will disconnect all utilities.

19. Will there be any items that need to be taken to dump?

No. All items that need to be taken to salvage will be taken care of by the City and will be gone before the move starts.

20. Can vendors use their own forklift drivers?

Yes, however, they cannot use City-owned forklifts due to insurance and risk management concerns. Vendors must use their own forklifts.

21. Will the warehouse shelving from Front Street fit in the new location?

Yes.

22. What is time frame for Front Street move?

The moves will be done in phases, and Front Street will move around August or September. A definite date has not been determined yet.

23. Are the supplies on the pallets at Front Street to be moved?

Yes.

24. What is the length of time to do these moves?

These moves will be done in phases: April – May and August – September. The actual dates and times are to be determined. However, these times could be delayed per property owners' update. Both locations have new construction going on within the building and could be subject to construction delay.

25. Is this an all-in-one bid?

Yes. This is not a multiple bid. All locations will be bid, and one vendor will be chosen for all locations.

26. Do we move the cage in the back left corner of Front Street along with racking and fencing?

Yes.

27. Can we subcontract out the moving and installation of items like lift, fence, and cage?

Yes. You can subcontract these items out, but the contract will be with the vendor and not the subcontractor. Arrangements for payment will be between vendor and the subcontractor. Once the payment is made to your subcontractor, we will require a signed lien waiver to be submitted to the City.

28. If we want to use a subcontractor, can they come out here again and look at the fence, lift, cage?

Once the contract has been awarded, the chosen proposer will be allowed to bring their subcontractor out on one occasion to look at the fence, lift, and cage areas. For RFP response purposes, estimate these costs as best as your industry allows.

29. Does the vendor have to move the police bicycles?

No.

30. Does the vendor have to move the lockers and safes for SEU at Front Street?

Yes. All lockers in facility both fleet, SEU, women's restroom, and any others in the building, etc.

31. Do we move the items that are stored on the mezzanine at Front Street?

Yes. Along with the freezers, six (6) lock boxes, Animal Control safes, vacuum cleaners, trash cans, tables, chairs, desks, and air compressor.

32. Do we have to disconnect the air compressor before moving.

No. We will take care of the air hoses and electric disconnections. Vendor will just move and bolt down air compressor at new location.

33. Does vendor move the body camera rack and equipment?

No. City staff will move this equipment.

34. Will the SEU workstations be moved?

No. The SEU workstations will be left where they are.

35. Is Atlantic Avenue location all on one floor? Are there any stairs?

Yes. The Atlantic Avenue building is all on one level.

36. Does the receptionist desk at Front Street need to be moved to new location?

No.

37. Does Atlantic Avenue have many dock spaces? Are they 48 inches high?

Yes. There are more than enough dock spaces at Atlantic Avenue. There will also be a ramp at Atlantic that you can use.

38. In the 2501 N. Raleigh Blvd location does the conference room furniture need to be moved?

No. All other furniture, cabinets, stools, Tech desks, chairs, tables, carts, etc. will be moved, except the City radio shop staff will move the 2 rolling carts that have mounted electronic equipment.

39. At 2501 N. Raleigh Blvd. do the lifts in the bay area need to be moved?

No.

40. At 2501 N. Raleigh Blvd, what will need to be moved from the upstairs warehouse area?

The racking will need to be moved. The materials on the rack will be moved or disposed of by the City of Raleigh staff. The racking will be clear and ready to be disassembled and moved by the moving vendor. The cage will not go.

41. At 2501 N. Raleigh Blvd. is there a freight elevator to the warehouse?

There is no freight elevator to warehouse. There is only an opening that allows a forklift to raise the material to that level.

42. At 2501 N. Raleigh Blvd. location, does vendor move the yellow Hazmat container?

Yes. The vendor will move the container only. The contents will be removed from the cabinet and moved by City of Raleigh Radio shop staff, so the cabinet will be empty when moved.

43. At 111 N. Boylan Avenue location, does the cabinet with the granite top get moved?

No. This cabinet stays in building.

44. At 111 N. Boylan Avenue location does the copier get moved?

No. That will be handled by City staff.

45. At 111 N. Boylan Avenue do the contents in IT closet need to be moved?

All IT items will be removed by City staff and there may be some non-related items in the IT closet. If so, these items will be designated to be moved.

46. At 111 N. Boylan location, do the contents of the janitorial supplies closet need to be moved?

Yes.

47. At 111 N. Boylan location does conference room, breakroom, and refrigerator get moved.

Yes. All contents in conference room, breakroom, refrigerator get moved. Also, all furniture, tables, chairs, lockers, bookshelves, etc. throughout the building are moved. City staff will move all computers.

48. At 218 W. Cabarrus location, does the Clean EatZ refrigerator get moved?

No.

49. At 218 W. Cabarrus location, does the parcel locker in the front lobby get moved?

Yes.

50. At 218 W. Cabarrus location, does the ice machine get moved?

Yes.

51. At 218 W. Cabarrus and 1221 Front Street locations, do the tires get moved?

Yes.

52. At 218 W. Cabarrus, does the weight room get moved?

Yes.

53. What is the time frame for 218 W. Cabarrus to be moved?

The approximate time frame for the move is April or May.

54. At 218 W. Cabarrus, do the black Mobile Field Force bags in the storage room on the shelves need to be moved.

No. The officers will be responsible for moving those.

55. Will there be any other meetings?

There are no other scheduled meetings, unless the RPD chooses to hold vendor interviews for the finalists.

56. Will chemicals be moved from flammable/hazmat cabinets by vendors? If yes, can we get a detailed list of flammables, corrosives, etc.

Vendor will move the hazmat cabinets. The cabinets will contain flammables, corrosives, and explosives. The awarded proposer will be informed of all the materials in the hazmat containers closer to the actual dates of the moves.

57. Does pallet racking require anchor on each of the feet, or will they be installed in alternating (zigzag) pattern?

The items that require reattachment will be reattached in the same manner as they were attached originally.

58. Do any locations require moves to be done after hours or weekend only?

All moves will be conducted during regular business hours, Monday through Friday. Specific start and end times will be designated for each of the move locations when the moves are scheduled with the chosen proposer.

59. Will electronic floor plans of each location be available for the company that wins the bid?

Yes.

60. Will background checks of each crew member be needed?

This is addressed on page 14 of the RFP in section 4E, which is shown below:

E. EMPLOYEES

1. All employees of the Contractor shall be in a company uniform that identifies the name of the company and the name of the employee. The uniforms shall be clean and neat in appearance. All employees working at City facilities will be required to obtain and display a visitor's pass.
2. The Contractor shall submit a complete list of the personnel that will be participating in each move ("Assigned Employee") that includes each employee's full name, address, driver's license number, and date of birth.
3. The City shall complete background checks and shall perform criminal background checks on all Assigned Employees, and no Assigned Employee who fails to pass the background check will be allowed to participate in moving services for the City.
4. If an Assigned Employee appears to the City to be incompetent or act in a disorderly or improper manner, in the sole opinion of the City, such person shall

be removed immediately on the request of the City and shall not be re-employed on the same project except with prior written consent of the City.

5. All work shall be performed according to the standards of City building codes and the complete satisfaction of the City.
6. Contractor shall provide on-site supervision during all moves.

61. What is the deadline to turn in the RFP proposal?

The deadline as listed in the RFP to turn in proposals is **Thursday, February 12, 2026, at 4:00 PM**. The deadline to submit written questions was by close of business on **Thursday, January 22, 2026**. All questions that were recorded during the pre-proposal meeting and that were submitted by email to Daymon Asbury by the deadline have been answered in the addendum to the RFP, which was posted on the same website as the RFP by **Thursday, January 29, 2026**. Questions that were received after the deadline to submit written questions were not answered. Each addendum must be signed and dated and submitted with the proposal.

62. Can you confirm how many plastic packing totes you would like for each location?

We are estimating that three (3) totes per room will be needed. More should be readily available for those who have larger offices or multiple items in a particular office. Regarding the total number of rooms, if this is required by bidder, bidder should have been counted at walkthrough.

63. Can you confirm an inventory count for the items that need to be relocated from each location?

No, any counting of items should have been completed by each participant at the pre-proposal walk through.

64. Can you confirm if the lift at 1221 Front Street is being disassembled, relocated, and reassembled?

Yes, confirmed.

65. Can you confirm that the entire project can be completed during normal business hours?

Yes, confirmed.

66. Can you confirm that the Garrett Magna Scanner at 218 W. Cabarrus Street is being relocated? If it is relocating, who is responsible for disconnecting/reconnecting it?

Yes, confirmed. The power will be disconnected by RPD.

67. Regarding the bomb cabinet, please confirm all materials will be removed.

Yes, confirmed.

68. Can you confirm the dimensions of all the fencing/cage areas?

No, this should have been done by each participant at the pre-proposal walk through.

69. Can you confirm that the seating in the evidence area is not being relocated?

Yes, confirmed. The car seating in the evidence area will be disposed of before the move.

70. Will the City issue a formal written authorization or Notice to Proceed prior to each individual move, or is the contractor expected to initiate coordination once the master contract is executed?

During contract negotiations, RPD will discuss with the vendor roughly estimated dates for the moves. When these dates are more firm, RPD will discuss proposed times and dates of each move with the selected vendor to confirm availability, and when these dates/times have been confirmed, RPD will provide written confirmation of the agreed-upon dates and times. The vendor will coordinate the staff, totes, vehicles, etc. to complete the move.

71. Who has final authority over sequencing between the five moves, including buildings, floors, and departments, and will sequencing be driven by operational priority or City discretion?

The sequence of the moves will be determined by the City RPD designee, taking into consideration the needs of the units that are being moved.

72. What minimum advance notice can the contractor expect before each move to allow for staffing, equipment staging, and scheduling of background-cleared personnel?

The vendor will be notified of the moving schedule as soon as possible once the new locations have been upfitted. We are unable to advise on a specific length of time for the advance notice.

73. Is a preliminary move schedule available identifying target months or windows for each of the five move locations?

These moves will be done in phases: April – May and August – September. The actual dates and times are to be determined. However, these times could be delayed per property owners' update. Both locations have new construction going on within the buildings, and the availability of the new spaces are subject to construction delay.

74. For each move or phase, will there be defined completion timeframes that dictate crew size, daily production expectations, or extended work hours?

Yes, once we know construction completion date there will be definite completion timeframes.

75. Are moves limited to standard business hours, or should the contractor anticipate after-hours, overnight, or weekend work to minimize disruption to police operations?

Moves will be done during standard business hours.

76. If an active police operation or emergency requires a move to pause mid-day or mid-phase, how will downtime, rescheduling, and remobilization be addressed contractually?

The move will take place as per contract timelines. If any emergency arises, it will be addressed at that time. Moves should be quoted on a fixed price basis, and proposers should not be concerned about rescheduling or pauses in the move operations.

77. Will departments be fully vacated during scheduled moves, or should the contractor expect departments to remain partially operational?

Departments will be operational at time of move, and proposers should expect that there will be City staff present at the move sites.

78. Will contractor personnel require City or police escorts within secured areas, and should escort wait times be assumed as part of move duration?

Police escorts will not be required, but there will be RPD employees within secure areas that will be supervising the move activities. No delays should be expected due to this presence of police supervision.

79. Are there noise, vibration, or operational disruption limitations during certain hours that could affect equipment use or crew size?

There are no specific limitations on noise, vibration, or disruption during the move, as RPD staff will understand that moving activities are going on and will plan their work activities accordingly. With that being said, noise should be kept within reasonable limits for an office move; for example, shouting and/or playing music is not appropriate.

80. For after-hours or overnight work, are there additional security procedures or approvals required that could impact staffing or scheduling?

The moves will be done within standard business hours.

81. Will background checks and clearance approvals be issued once for the full contract term, or will separate clearances be required for each individual move?

See response to question 60 above. Separate lists must be submitted for the personnel who will be participating in each individual move.

82. What is the anticipated turnaround time for City-conducted background checks to ensure personnel are cleared prior to scheduled move dates?

The RPD will begin conducting background checks on personnel as soon as the list is submitted. These checks are usually completed within approximately 3-5 days.

83. Is there a preferred or maximum number of movers permitted within a building, secured area, or on a single floor at any one time?

There is no regulation involving the number of movers in any one area.

84. Is on-site supervision required at all times, and does the City require a dedicated project manager for each move?

There should be one main point of contact for the moving company for each move; whether this person is a project manager is up to the moving company. On-site supervision of the moving crew is required at all times.

85. Section 4.B.3 references a signed inventory prior to each move. Will the City provide preliminary inventories in advance to assist with labor planning, vehicle allocation, and scheduling?

This list will be developed and provided and signed by the contractor. The POC will review and sign before and after delivery.

86. Are there additional handling, documentation, or chain-of-custody requirements for sensitive law enforcement records, investigative files, or controlled materials beyond standard inventory procedures?

No. Also, every effort will be made to keep the amount of sensitive law enforcement records, investigative files, or controlled materials moved by the moving company to a minimum.

87. Are evidence rooms, property rooms, or other secured storage areas included within the scope of this RFP, or are these handled internally by the Police Department?

There are no evidence, property rooms, or secured storage areas in any of these moves.

88. Are firearms, ammunition, tactical gear, or specialty law enforcement equipment included in the relocation scope, and what safety protocols apply?

No. Movement of firearms, ammunition, tactical gear, and/or specialty law enforcement equipment will be done by RPD.

89. Are there any items currently under investigation or any biohazardous materials that would be part of this move, and if so, what handling procedures should the contractor follow?

No. Only Hazmat cabinets are being moved. Normal Hazmat regulations will be followed. RPD will escort their Hazmat cabinets.

90. Will destination floor plans, furniture layouts, and workstation configurations be provided in advance, or should final placement be executed based on on-site direction?

There will be an RPD POC with floor plans onsite to facilitate final placement. Proposers are invited to include with their proposal any ideas they may have about labeling items and equipment to ensure that these items are delivered to their destination locations in an organized manner.

91. For cubicle disassembly and reassembly, can the City identify furniture manufacturers or system specifications to ensure proper tools and trained personnel are deployed?

If cubicle disassembly and reassembly is required at any location, RPD staff will provide information about where each specific set of cubicles was purchased closer to the time of the move. Standard breakdown and reassembly practices should be anticipated.

92. Please clarify responsibility for disconnecting, transporting, and reconnecting IT equipment, including servers, printers, AV systems, and surveillance equipment.

This will be performed by City and/or RPD staff.

93. For the oversized shelving systems or specialty installations that potentially or typically require manufacturer-certified crews, is the contractor allowed to engage third-party specialty vendors, and what approval process would apply?

Third-party specialty vendors are allowed. Proposers should keep in mind that the contract will be between the vendor and the City only, and that all hiring of third-party specialty vendors will be between the vendor and the specialty vendor only, meaning that the specialty vendor will not be compensated by the City.

94. Will freight elevators, loading docks, parking areas, and secured entry points be reserved and coordinated by the City, or managed by the contractor through the assigned point of contact?

Elevators, loading docks, parking areas, and secured entry points will be reserved and coordinated by the City. There are no freight elevators at the move locations.

95. Will temporary internal staging areas be designated within facilities for phased moves, or should all items be assumed to move directly to final destinations?

All items will move directly to the final destinations.

96. If destination sites are not ready, will the City require the contractor to provide secure temporary storage, and what requirements would apply?

The destinations will be ready before each move begins.

97. Is there a designated location for dumpsters at destination sites, or must all debris and packing materials be hauled off-site daily?

All debris and packing materials should be hauled off-site daily.

98. In addition to NET 30 payment terms, does the City prefer invoicing by move site, by phase, monthly, or upon completion of all five moves?

Invoicing should be done after the move is completed at each move site.

99. If headcount, inventory, or sequencing changes after contract award, how will scope and pricing adjustments be addressed?

Vendor quote is firm. There will be no changes after contract award.

100. Does the City have a preferred format for presenting pricing, contingencies, and potential change orders within Appendix I?

There should be no price changes or change orders. Vendor quote is firm.

101. In the event of damage, loss, or incident during a move, does the City require a specific claims review process, response timeline, or documentation standard beyond the contractor's standard claims procedure outlined in Section 4.B.11?

No. Vendor should follow 4.B.11.

102. How will pre-existing damage, normal wear and tear, or conditions identified during pre-move walkthroughs be documented and excluded from post-move claims?

This will be documented with a photograph and verified with RPD POC.

SIGN BELOW AND RETURN THIS ADDENDUM WITH YOUR PROPOSAL.

Proposer Name & Company: _____ **Date:** _____

Signature: _____ **Title:** _____

Daymon Asbury
Facilities Manager