



DOWNTOWN PARTNERSHIP

ADDENDUM NO. 1

Request for Proposals (RFP): Office Relocation Services 2026 Downtown Partnership of Baltimore (DPOB)

Original Solicitation Issue Date: May 4, 2026

Original Proposal Due Date: June 10, 2026 at 2:00 PM (EST)

Addendum Issue Date: May 19th, 2026

NOTICE TO ALL PROSPECTIVE RESPONDENTS

Addendum No. 1 is issued to clarify and revise the above-referenced RFP and is incorporated into the original RFP. Respondents must acknowledge this addendum in their proposals.

Except as expressly modified herein, all terms and conditions of the original RFP remain unchanged.

1. MODIFICATION TO SCOPE OF SERVICES

The “**Packing and Labeling**” section of the RFP scope of services is **removed in full** and is **not included** in this solicitation. Respondents must **exclude all packing and labeling costs and narrative** from their proposals.

- The awarded vendor will **not provide packing or labeling services**; DPOB will handle those functions internally.

2. PROPOSAL SUBMISSION INSTRUCTIONS

- Respondents who have **already submitted proposals** may revise and resubmit them to reflect this change without penalty.
- All pricing must reflect the revised scope and exclude packing and labeling services.



3. PROPOSAL DEADLINE EXTENSION

The proposal deadline is extended as follows:

- **New Proposal Due Date:** June 16, 2026
- **Time:** 2:00 PM (EST)

All other submission requirements remain unchanged.

4. ACKNOWLEDGMENT OF ADDENDUM

Respondents must acknowledge receipt of Addendum No. 1 in their proposal submission. Failure to do so may result in disqualification.

5. CONTACT INFORMATION

Questions regarding this addendum must be submitted in accordance with the original RFP instructions.

touRequest for Proposal Cover Page

Solicitation Issue Date: Monday, May 4, 2026	
Solicitation Closing Date: Wednesday, June 10, 2026	Solicitation Closing Time 2:00PM (EST)
Issued By: Downtown Partnership of Baltimore	
Address: 20 S Charles St #6th FL Baltimore, MD 21201 and 10 E. Lombard St. Baltimore, MD 21201	
Telephone Number: 410-244-1030	
DPOB is a non-profit organization in Baltimore, MD founded in 1983 and exempt from all state, federal and local taxes.	
Responses must be received on or before Wednesday, June 10, 2026 , by 2:00 PM (EST).	
Electronic Responses: Please submit your Proposal to bidbidders@dpob.org referencing “Office Relocation Services 2026” in the subject line.	
<p>For questions/information, please email vphillips@dpob.org referencing “Office Relocation Services 2026” in the subject line. Questions/information must be emailed no later than Wednesday May 27, 2026. All questions received by the Q&A closing date will be answered within Five (5) business days and will be made available to all respondents. If a guided tour is needed to adequately provide pricing, prospective respondents may request a guided walk-through of the facility to support the development of accurate pricing. Requests must be submitted with a minimum of one (1) week’s advance notice and will be scheduled by appointment only. Please submit your tour request to vphillips@dpob.org referencing “Tour Request” in the subject line. Walk-throughs will be conducted on Mondays, Tuesdays, or Wednesdays, subject to availability.</p> <p>Please limit your file size to less than 25mb and no more than 15 pages in total.</p> <p>Please note that the walk-through is intended solely for observational purposes and will not serve as a question-and-answer session. All questions must be submitted in writing during the established Q&A period outlined in this RFP to ensure that all respondents have equal access to information.</p> <p>Questions sent to bidbidders@dpob.org will not be answered as this email address is not monitored on a regular basis. This is meant to receive proposals only.</p> <p>DPOB reserves the right to waive informalities or irregularities, to reject any or all proposals received, to accept the proposal deemed best for the organization, and/or request new proposals if necessary.</p> <p>Any objection to the above conditions must be clearly indicated in the proposals.</p> <p>In compliance with this RFP and to all the conditions imposed herein, the undersigned offers and agrees to furnish the services in accordance with the attached signed proposal or as mutually agreed by subsequent negotiation.</p>	
VENDOR IDENTIFICATION	
Company Name:	
Address:	

Telephone:			
Email:			
Federal ID:			
Print Name	Title	Authorized Signature	Date

REQUEST FOR PROPOSALS (RFP): OFFICE RELOCATION SERVICES

Downtown Partnership of Baltimore (DPOB)

Background and Overview

[Downtown Partnership of Baltimore](#) (DPOB) is the catalyst for investment and innovation in Downtown Baltimore, providing essential services to the Downtown Management Authority benefits district. We work to enhance the quality of life for the growing number of residents, businesses, and visitors through economic development, public space management, marketing initiatives, and a range of year-round programming aimed at increasing vitality.

In recent years, Downtown Baltimore has experienced meaningful momentum with significant backing from the city. It's a city on the [RISE](#) with nearly \$7 billion of investment in completed and planned development projects and initiatives through 2028. Beyond major developments, Downtown Partnership manages several key initiatives, such as [BOOST](#), the digital sign district and [large-format billboards](#), and [Baltimore Restaurant Week](#), along with other targeted grant programs and business support efforts to make Downtown even more dynamic, culturally unique and welcoming.

Purpose of the RFP

The company is seeking a qualified moving company to manage and execute a full-service relocation from our current office building to a new facility. The selected vendor will be responsible for planning, coordinating, and completing all aspects of the move, including packing, transportation, setup, and disposal of unwanted equipment and materials.

Pre-Move Planning and Coordination:

- Conduct an on-site walkthrough of both the current and new locations
- Develop a detailed move plan and timeline in coordination with company leadership
- Designate a primary project manager as the single point of contact
- Identify staffing requirements, equipment needs, and move-day logistics
- Coordinate move in phases, if applicable, to minimize business disruption
- Arrange and coordinate shredding services in advance of the move (work with coordinator to determine the time frame)

Packing and Labeling:

- Provide all packing materials (boxes, crates, labels, protective materials)
- Pack office contents including furniture, files (if needed) , equipment, and common areas
- Label all items clearly to ensure accurate placement at the new location
- Handle sensitive and confidential materials in a secure manner
- Provide detailed directions on the move process to include expectations from the staff

Furniture, Equipment, and IT Handling:

- Disassemble and reassemble furniture as needed!
- Safely move office furniture, fixtures, and equipment
- Coordinate with internal IT staff or vendors for the relocation of technology equipment, as required!
- Ensure proper handling of fragile and high value items

Transportation and Move Execution

- Transport all items from the current building to the new location
- Provide all vehicles, labor, and equipment required for the move
- Execute the move according to the approved schedule
- Ensure minimal disruption to business operations

Unpacking and Setup:

- Unpack and place furniture, equipment, and boxes in designated locations
- Set up workstations, conference rooms, and common areas per provided floor plans
- Remove and dispose of all packing materials after setup is complete

- **Disposal and Decommissioning**

Identify, remove, and dispose of unwanted furniture, equipment, and materials

- Dispose of items in accordance with local regulations and environmental standards

Post-Move Support:

- Address any move-related issues or adjustments following relocation
- Conduct a post-move walkthrough to confirm completion and satisfaction
- Provide final documentation and closeout of services

Evaluation Criteria:

Proposals will be evaluated using a 100-point scoring system based on criteria described below. Evaluations will be conducted by a review committee using a standardized evaluation worksheet and further validated by a Procurement Official. Only one score may be assigned per category. Failure to address a criterion may result in a score of zero (0) for that category.

- Responsiveness to the RFP (Maximum: 15 Points)
- Written Narrative Proposal (Maximum: 25 Points)
- Organizational Experience and Capacity (Maximum: 30 Points)
- Proposal Pricing (Maximum: 30 Points)

RFP Questions asked for the Moving Company

Pre-Move Planning and Coordination:

- 1. Are there any building requirements for origin: 20 S. Charles St. e.g. COI building protection, etc.**

Currently, we have not received confirmation from our current building management regarding any specific move-out requirements, including Certificate of Insurance (COI), building protection measures, elevator reservations, or other related requirements. We will communicate any applicable requirements to the selected vendor as soon as they are confirmed by the building management.

- 2. Are there any time restrictions for moving into 7 St. Paul St. or any building requirements e.g., COI, building protection, etc.**

Normal loading dock delivery is 7am-5pm. Dock use during normal business hours is limited to 20 minutes or less. Any time outside of these hours will require scheduling in advance with the Kenmar Management Office. Copy of insurance requirements attached. Movers are responsible for providing adequate protection to all building surfaces to prevent damage and are responsible for any damage caused. Dock use during normal business hours is limited to 20 minutes or less. Copy of all loading dock procedures attached.

- 3. Will the moving company be responsible for identifying a shredding company and overseeing that project, along with a designated DPOB representative?**

No, DPOB has decided to be responsible for securing a shredding company for the move. Do not include this in your pricing.

Packing and Labeling:

- 1. Will employees pack their personal belongings and office contents?**

yes

- 2. Or will the moving company be responsible for packing employees' offices?**

No, the moving company will not be responsible for packing employee offices and personal belongings.

- 3. Will the moving company pack common areas e.g. kitchens, supply/storage rooms.**

No, the Downtown Partnership of Baltimore employees will pack the common areas to include the items above.

Furniture, Equipment and IT Handling:

- 1. Will the moving company be responsible for disconnecting and reconnecting employees' computers, CPU's and phones?**

No, DPOB will be responsible for disconnecting and reconnecting the computers, CPU's and phones.

- 2. Or will IT disconnect the equipment? WRI will provide keyboard bags, monitor bags and labels, if so.**

See the answer above

Disposal and Decommissioning:

- 1. Is there an inventory list of items slated for disposal or decommissioning?**

We are in the process of determining that list and will share once determined. However, we may not have that list before the RFP is submitted. Therefore, adjustments may need to be made after we select the vendor.

- 2. Does the current facility at 20 S Charles St have a loading dock or designated freight elevator? If so, are there any size or weight restrictions? Please also confirm the same for the new facility.**

Yes, 20 S. Charles St. has a loading dock, but there is not a designated freight elevator for the move. The building elevators will be locked down specifically for the move if you have high truck usage of the loading dock may be limited. For 7 St. Paul where we are moving, the weight restrictions are 3500 lbs. (see attachment).

- 3. Are there any parking restrictions, permits, or reserved loading zones that will need to be coordinated for moving trucks at either location? Given the Downtown Baltimore location, will the vendor be responsible for securing street parking permits, or will DPOB coordinate that?**

There are loading docks at both locations. The vendor will be responsible for securing street parking permits, if needed. If you need assistance from Downtown Partnership, please let us know.

- 4. Can you provide an approximate total square footage across all floors being relocated?**

At this time, we have not received total square footage confirmation across all floors being relocated from building management.

- 5. The anticipated move dates of September 4–7, 2026 fall over Labor Day weekend. Can DPOB confirm these dates, and is there flexibility if unforeseen circumstances arise? Will DPOB staff be available on-site during the move for coordination and access?**

This was an anticipated date. We will no longer be moving over Labor Day weekend. Based on the current construction timeline, the move will likely take place sometime between mid-September to the end of September. There will be staff on site to assist with coordination and access. In terms of flexibility, that would need to be determined as we get closer to the actual move in date.

- 6. Regarding shredding services referenced in the RFP — can DPOB provide an estimated volume of documents requiring shredding, and is there a preferred timeframe for shredding to be completed prior to the move?**

Shredding services will no longer be needed for this project.

- 7. For the wall-mounted televisions and ceiling-mounted projector — is the moving vendor responsible for unmounting at the current location and remounting/installing at the new facility, or will DPOB handle AV installation separately? I believe you stated your IT guy will handle it but would like to confirm.**

At this time, the projector and TV's will not be removed by Downtown Partnership. We plan on purchasing new ones for the for the new location. However, there will be items we are not taking and will be given to our staff. If on the day of the move the TV's or projector have not been claimed by an employee, you may have to unmount whatever is left and discard with other remaining items on our floors.

8. Will DPOB provide a labeling or color-coding scheme for their self-packed boxes and items.

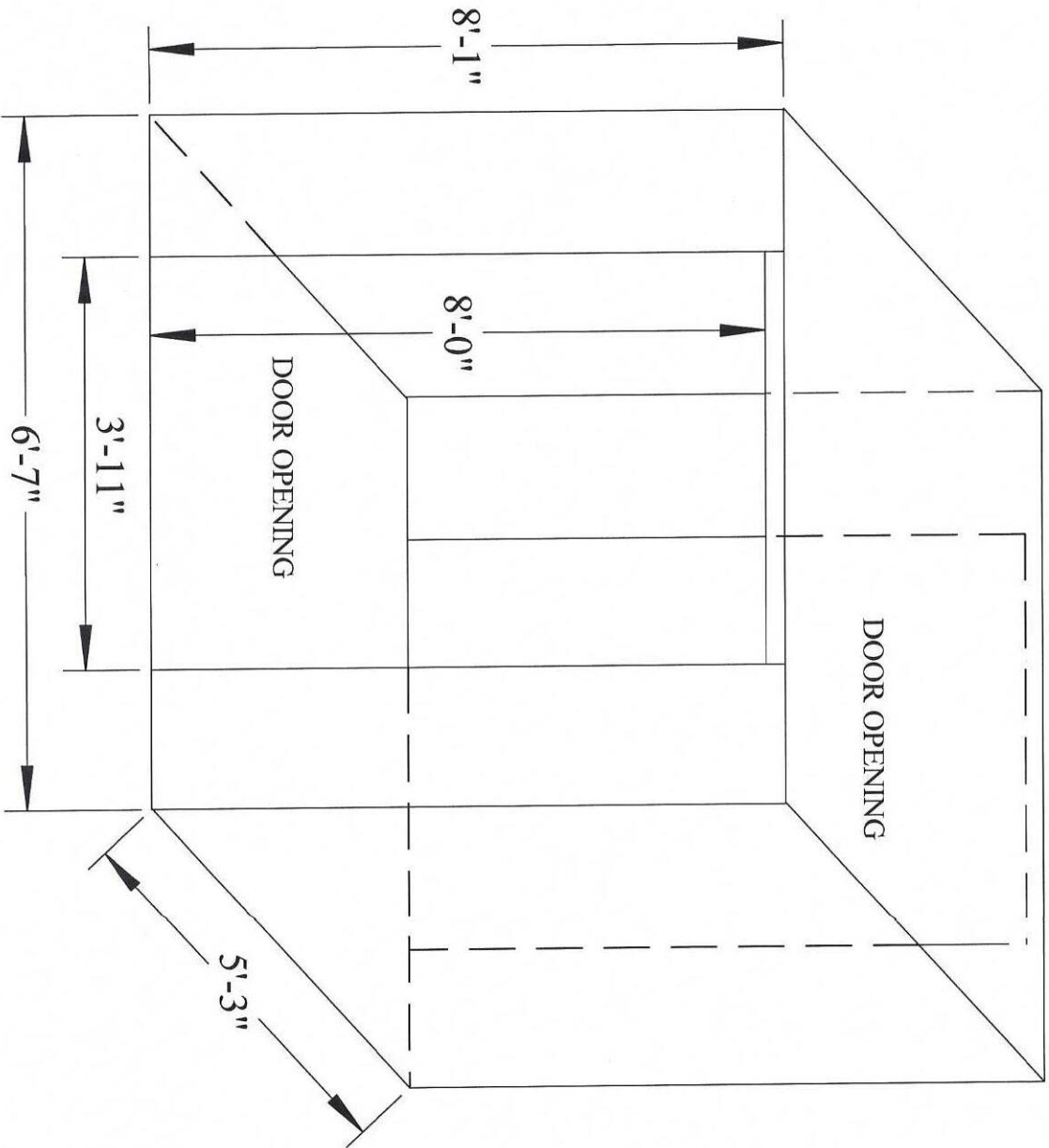
No, we'd like the moving company to work with us to provide this service.

9. Does DPOB anticipate the move occurring in phases (ex: one floor at a time), or is the expectation that all three floors will be moved simultaneously over the September 4–7 window?

All three floors should be moved simultaneously over the move in dates provided.

10. Is there a budget range or not-to-exceed amount established for this relocation?

Currently, we are not disclosing a budget range for the relocation project. We ask that respondents provide their most competitive and comprehensive pricing based on the scope of work outlined in the RFP.



3500 Lbs Capacity

FE-1	FREIGHT ELEVATOR 7 SAINT PAUL ST
DATE: 2/27/26	DRAWN BY: C E MURRY
NO SCALE	



Loading Dock Use

Purpose	The purpose of this procedure is to assure the orderly operation of the loading dock and accommodate the needs of all 7 Saint Paul Tenants.
Normal Operating Hours	The loading dock is open for routine, short term deliveries requiring 20 minutes or less Monday-Friday from 7:00am – 5:00pm. All deliveries outside of these hours or deliveries requiring greater than 20 minutes must be scheduled in advance with the KennMar Management Office.
Use	The loading dock is intended for use by delivery vehicles while making deliveries to 7 St. Paul requiring use of the service elevator. Vehicles making hand carried deliveries not requiring use of the service elevator are to park in the parking garage and use the main lobby/passenger elevators. Two parking spaces are available in the loading dock, <u>by permit only</u> , for use by service contractors when working in the building. See Parking .
Access	Access to the loading dock is limited to vehicles less 12'-0' in height. Tractor-trailers cannot be accommodated in the loading dock. Tractor-trailer deliveries must be done from Fayette Street after Normal Working Hours and scheduled in advance with the KennMar management office. Tenants are to be responsible for any required coordination with Baltimore City.
Security	Access to the service elevator vestibule is controlled from the main lobby security desk. All persons entering the building through the loading dock must be logged in by the security officer on duty.
Service Elevator	At no time is the service elevator to be stopped using the Emergency Stop button or held at a floor by prohibiting the doors from closing. These or any other abusive actions may result in permanent loss of access to the building.
Parking	Use of the loading dock parking spaces will be provided for contractor's vehicles too high to utilize the parking garage (over 6'-3"). Use of these spaces is by prior authorization, subject to availability. Authorization to use these spaces may be obtained by contacting the KennMar management office. Authorization will be granted at KennMar's sole discretion.
