



# 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 19<sup>th</sup>, 2026

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## 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.

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### 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.

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### 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.



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### 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.

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### 4. ACKNOWLEDGMENT OF ADDENDUM

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

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### 5. CONTACT INFORMATION

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

**touRequest for Proposal Cover Page**

<b>Solicitation Issue Date:</b> <b>Monday, May 4, 2026</b>	
<b>Solicitation Closing Date:</b> <b>Wednesday, June 10, 2026</b>	<b>Solicitation Closing Time</b> <b>2:00PM (EST)</b>
<b>Issued By:</b> <b>Downtown Partnership of Baltimore</b>	
<b>Address:</b> <b>20 S Charles St #6<sup>th</sup> FL Baltimore, MD 21201 and 10 E. Lombard St. Baltimore, MD 21201</b>	
<b>Telephone Number:</b> <b>410-244-1030</b>	
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 <b>Wednesday, June 10, 2026</b> , by 2:00 PM (EST).	
<b>Electronic Responses:</b> Please submit your Proposal to <a href="mailto:bidbidders@dpob.org">bidbidders@dpob.org</a> referencing "Office Relocation Services 2026" in the subject line.	
<p>For questions/information, please email <a href="mailto:vphillips@dpob.org">vphillips@dpob.org</a> referencing "Office Relocation Services 2026" in the subject line. Questions/information must be emailed no later than <b>Wednesday May 27, 2026</b>. All questions received by the Q&amp;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 <a href="mailto:vphillips@dpob.org">vphillips@dpob.org</a> referencing "Tour Request" in the subject line. Walk-throughs will be conducted on Mondays, Tuesdays, or Wednesdays, subject to availability.</p> <p><b>Please limit your file size to less than 25mb and no more than 15 pages in total.</b></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 <b>must</b> be submitted in writing during the established Q&amp;A period outlined in this RFP to ensure that all respondents have equal access to information.</p> <p>Questions sent to <a href="mailto:bidbidders@dpob.org">bidbidders@dpob.org</a> 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>	
<b>VENDOR IDENTIFICATION</b>	
Company Name:	
Address:	

Telephone:			
Email:			
Federal ID:			
<b>Print Name</b>	<b>Title</b>	<b>Authorized Signature</b>	<b>Date</b>

# **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)