

STATEMENT OF WORK  
MOVING AND STORAGE SERVICES  
IFB - 6100030560

**CONTRACT OVERVIEW:** The Commonwealth of Pennsylvania, Department of General Services is issuing this Invitation for Bid (IFB) to establish a multiple award contract for Moving and Storage Services. These services will be used on an as-needed basis by all using agencies throughout the Commonwealth of Pennsylvania. **ONLY Certified Small Businesses are eligible for award. See additional language regarding eligibility requirements contained within this document.**

**SERVICE CATEGORIES:** The following categories of service are included in this IFB:

**Category 1 - Moving Services:** Contractors will be responsible for preparation, transportation and relocation of all equipment, furniture, files and other miscellaneous office content as specified by the requesting agency. These moves may include location to location or within a location. Contractors must possess the appropriate expertise to orderly and efficiently relocate office facilities and all related equipment, furniture and content.

Office equipment is inclusive of, but not limited to, the following types of equipment and furniture: (**Note:** Requesting Agency should review any applicable statewide contract before moving leased equipment.)

- |  |   |
|--|---|
| • Freestanding Furniture                       | • Office and storage contents                       |
| • Specialty Office Equipment                   | • Safes   |
| • Office equipment (fax, typewriter, etc.)     | • Palletized stock                                  |
| • High-density file systems                    | • Shelving and active archival records              |
| • File and storage cabinets                    | • Records center and archival materials             |
| • May be required to move loaded file cabinets | • Other miscellaneous office equipment and supplies |

All specialty equipment, such as copy machines, multifunctional devices and plotters, must be properly prepared for transport. All specialty equipment will be moved in an upright position, unless otherwise specified by the Commonwealth and/or requesting agency. The Contractor must move these items to their proper location(s) at the new facilities but it must be reassembled by the equipment representative.

**Category 2 - Storage Services:** Contractor will be responsible for retrieving, transporting and storing equipment, furniture and/or other property specified by the requesting agency. All Commonwealth property must be stored in a facility which is secure, weather proof, free from rodents, safe from mold/mildew, and contain sufficient lighting and access for Commonwealth and requesting agency personnel. In addition, all Commonwealth property must be stored separate from the Contractor's other customers' property.

Prior to any Commonwealth property being removed from the requesting agency's location a Property Sheet must be prepared identifying all items to be stored. The Property Sheet should, at a minimum, identify the requesting agency, request date, each type of item, the quantity and condition. Both the requesting agency and Contractor must review and sign the Property Sheet before the property is removed. The Contractor and requesting agency should retain a copy of the Property Sheet for their individual record. If any items are damaged during transport or storage it will be the responsibility of the Contractor to reimburse the requesting agency for the damaged property.

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**EXCLUSIONS:** The following equipment, furniture and property are excluded from this contract. Requesting agencies should use the appropriate contracts identified below, if noted, or use other means to relocate these items. Please refer to the DGS PA eMarketplace website for more information on the identified contracts.

- Systems Furniture (cubicles): Agencies must use the DGS Commercial Furniture Contract.
- Firearms, Explosives, Flares/Fusees, Ammunition, & other Related Materials: There is no contract in place for these items.
- IT Peripherals (Computers, Small MFDs): Agencies must use the OA/OIT Procurement IT Peripherals Contracts
- Telephone Equipment/Systems: Agencies must use the OA/OIT Procurement PBX & Key Telephone Systems, Equipment and Other Related Services Contract.
- Leased Copiers/MFDs: This equipment must be moved by the Contractor from which they are leased. Agencies must use the OA/IT Procurement Digital Multifunctional Devices Contracts.

**METHOD OF AWARD:** This will be a multiple award Contract to all responsible and responsive bidders who meet the eligibility requirements set forth in this IFB. Bidders may submit pricing on one or both of the categories of service, bidders are not required to bid on both categories. There is no guarantee that the award of a Contract will result in the award of a Purchase Order.

**PRICING:** Bidders are required to submit pricing for each category of service they intend to bid, using the appropriate cost and bid sheet as identified in the instructions in this section.

**Category 1- Moving Services:** Bidders must complete and submit **Attachment A, Moving Services Bid Sheet**, by providing hourly rate information for the following job classifications in Category 1: Moving Services for each of the designated time frames below:

- Mover/Laborer: Weekday, Weekday After 5:00 p.m., and Weekend/Emergency
- Supervisor: Weekday, Weekday After 5:00 p.m., and Weekend/Emergency
- Driver: Weekday, Weekday After 5:00 p.m., and Weekend/Emergency

In addition, a separate price list can be attached to the bid with any ancillary moving and packing products that the bidder may offer, including, but not limited to, truck sizes, storage boxes, computer boxes, packing tape, bubble wrap, lifts, dollies, etc. These products can be purchased (with the exception of the trucks, lifts and dollies – they are for use only) by the requesting agencies to be used in conjunction with a contracted move. **PLEASE NOTE:** The requesting agencies will be permitted to negotiate pricing on any ancillary items purchased from the Contractor which will be used in conjunction with the contracted move.

**Category 2 - Storage Services:** Bidders must complete **Attachment B, Storage Services Bid Sheet**, by listing the types of storage services they offer, the sizes of storage facilities they offer, and their monthly and/or weekly storage rates.

**GEOGRAPHIC COVERAGE:** Bidders must indicate on **Attachment C, Coverage by County Spreadsheet**, which of the 67 counties they are able to provide services. If a county is chosen by the bidder they must be able to provide service for the entire county.

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**BEST VALUE DETERMINATION:** The requesting agency will be required to solicit quotes from all Contractors who can provide the required services in the appropriate county. The agencies quote request must include a scope of service, specifications and Cost Sheet. Price will be used as the primary best value factor but other considerations such as ability to meet agency time-line, availability, supplier proximity to move site, or past performance can also be utilized. The requesting agency will specify the best value determination criteria on the request for quote (RFQ).

**ELIGIBILITY:**

- A. **ONLY CERTIFIED SMALL BUSINESSES ARE ELIGIBLE FOR AWARD.** The Department of General Services has designated this contract as a Small Business Procurement Initiative. Only certificated small businesses are eligible to submit a bid and receive an award. The small business requirements and certification process can be found on the following site, [www.smallbusiness.pa.gov](http://www.smallbusiness.pa.gov).

The Small Business Certificate will be provided after the self-certification process is completed on the SBPI site <http://www.smallbusiness.pa.gov/>. A copy of your valid Department of General Services (DGS) Small Business certificate shall be submitted with your bid. Failure to submit a copy of your valid small business certificate or any business without a valid certificate as of the bid due date and time may be rejected as non-responsive.

- B. **SECURITY:** All employees of the Contractor shall be uniformed at all times and wear identification badges, Photo ID preferred. The Contractor shall provide truck manifests with each truck transported. At a minimum the manifests must include:

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|---------------------------|---|
| • Manifest number         | • Driver name                             |
| • Date                    | • Commonwealth signature – sending side   |
| • Time                    | • Contractor signature – sending side     |
| • Truck number            | • Commonwealth signature – receiving side |
| • Seal number             | • Contractor signature – receiving side   |
| • Description of contents |   |

Numbered seals must be used on every door on vehicles used. Seal numbers must be recorded on the truck manifest and retained until broken by a Commonwealth representative at the receiving site. The Contractor's drivers and vehicles must have the proper licensing for the work required.

- C. **INSURANCE AND CONFIDENTIALITY:** The Contractor must provide a copy of their current **Liability Insurance** and all staff must be **Fidelity Bonded**. The Contractor must also provide a photo ID for all staff personnel (PA Driver's License or PA ID shall meet this requirement). It will be the responsibility of the requesting agency to provide badges to the Contractor which should be visibly worn while on Commonwealth Property.

**SITE COORDINATION:** The Contractor must coordinate all logistics to the existing and new buildings, as necessary, and abide by all rules and regulations of the building property management/owner. The Contractor must protect the existing and new buildings during the move, including but not be limited to floors, thresholds, walls, doors, doorframes, ceiling sprinkler systems and elevators.

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Prior to the move of any equipment, the Contractor and the requesting agency will inspect each work area included in the move and jointly note any existing conditions and damages to the buildings. These areas will be jointly re-inspected at the completion of the move and any damage caused by the Contractor will be documented by the requesting agency.

The Contractor must keep the site orderly, clean and safe at all times. All debris generated by the move must be removed daily from the property and lawfully disposed of by the Contractor at its expense. The Contractor must verify and review all applicable site conditions; especially loading dock height, overhead door clearances, code compliance requirements and any other information necessary to ensure a safe move.

The Contractor is responsible for all damages caused by the move. The Contractor will be responsible for providing competent personnel to repair damage caused by the Contractor within 48 hours of notification of damages. If repairs are not made on a timely basis or do not meet the approval of the requesting agency; the requesting agency reserves the right to make the repairs and deduct the cost of the repairs from any outstanding payments due the Contractor.

**MOVE AND MOVE SCHEDULE:** The Contractor must provide all labor, materials and equipment necessary to accomplish each move. The Contractor must also perform each move with a reasonable notice and accommodation period given; which will vary depending upon the needs of the requesting agency. The requesting agency will notify the Contractor and give as much lead-time as is possible prior to each move. The lead time may vary from seven (7) days to three (3) weeks. The requesting agency must provide the Contractor, within a reasonable time-frame prior to the move, a complete list of items to be moved. This list should include quantity of each item, description of item, current location, new location, and condition of item (if applicable).

The Contractor must perform the moving services weekdays between the hours of 7:30 a.m. (EST) and 5:00 p.m. (EST), excluding state holidays. In certain special circumstances there may be an emergency or other situation which may require moving services to be performed weekdays after 5:00 p.m. (EST) or weekends. In the event of any of these special circumstances the date and time of the move will be specified and notice given when the quote is requested.

In the event that inclement weather prohibits a move from beginning or interrupts move activities in progress, the Contractor shall resume moving activities as soon as possible and shall work, uninterrupted if required, to ensure timely completion. The bidders must include in their bid response a description of the specific weather conditions which will prevent them from conducting moving activities. Bidders shall provide their response on **Attachment D, Description of Weather Conditions**.

The Contractor shall provide supervisors, at the time of agency request, which will be required to attend any move planning meetings, be responsible for planning and coordinating each move for its duration and will be present during the move. The requesting agency may require the Contractor to participate in a final walk through of the facility after the completion of the move.

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**DOMESTIC WORKFORCE UTILIZATION CERTIFICATION:** To the extent that any services could be performed outside of the geographical boundaries of the United States, the bidder will be required to certify that those services will be performed exclusively within the geographical boundaries of the United States or specify the percentage of the direct labor that will be performed outside the United States. The certification form is included with the IFB in **Attachment E** and must be completed and submitted by the bidder.

**REPORTING REQUIREMENTS:** The awarded Contractors shall prepare and submit to the Contracting Officer a quarterly report detailing contract activity. The report shall be submitted no later than 15 calendar days following the end of each quarter. The report should be created in Microsoft Excel® format and e-mailed to the Contracting Officer of record.

Moving Services reports must include:

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|-------------------------|-----------------------|
| • Requesting Agency     | • Originating Address |
| • Date of Service       | • Destination Address |
| • Purchase Order Number | • Total Cost          |

Storage Services reports must include:

- |                           |                            |
|---------------------------|----------------------------|
| • Requesting Agency       | • Pick-up Location         |
| • Dates/Length of Service | • Type of Storage Facility |
| • Number of Items         | • Total Cost               |

**ADDITION/DELETIONS OF SERVICES:** Contractors must submit, in writing, to the Contracting Officer any requests for changes to service categories and/or county coverage. Contractors are not permitted to unilaterally change their service categories or coverage areas on their Contract. All changes require prior approval by the Department of General Services, Bureau of Procurement.

**INQUIRIES:** Direct all questions concerning this contract to:

Wanda Bowers, Contracting Officer  
Department of General Services  
Bureau of Procurement  
555 Walnut Street  
6<sup>th</sup> floor, Forum Place Building  
Harrisburg, PA 17101-1914  
Phone: (717) 346-3840  
Fax: (717) 783-6241  
Email: wbowers@pa.gov