

## How to Use This Contract

### Group 79004 Award 22723

The Moving Services Statewide contract(s) is intended to provide a procurement mechanism for State and Non-State Agencies to procure moving services. Additionally, services may be utilized by political subdivisions, school districts and others authorized by law, as set forth in Section 3.8 "*Pricing Information*".

New York State political subdivisions and others authorized by New York State law may participate in Contracts. These include, but are not limited to, local governments, public authorities, public school and fire districts, public and nonprofit libraries, and certain other nonpublic/nonprofit organizations. See Appendix B, §39 *Participation in Centralized Contracts*. For purchase orders issued by the Port Authority of New York and New Jersey (or any other authorized entity that may have Delivery locations adjacent to New York State), the terms of the "Price" clause shall be modified to include Delivery to locations adjacent to New York State.

Upon request, all eligible non-State agencies **must** furnish Contractors with the proper tax exemption certificates and documentation certifying eligibility to use State Contracts. A list of categories of eligible entities is available on the OGS web site <http://www.ogs.state.ny.us/purchase/snt/othersuse.asp>. Questions regarding an organization's eligibility to purchase from New York State Contracts may also be directed to OGS New York State Procurement's Customer Services at (518) 474-6717.

**Authorized User's are encouraged to solicit best and final quotes based on the actual move requirements using a Project Definition (sample document contained herein) from Contractors within the regions where the move will take place, however, it is not mandatory.**

The moving company awarded the move in response to the individual Authorized Users' needs will be held to the best and final quote in response to the project definition. **If the actual move is accomplished in less time and/or with fewer employees / trucks that are provided for in the best and final quote, the final charges to the agency for all items affected MUST be adjusted downward to reflect the actual hours and/or employees/trucks. The Authorized User must verify the actual hours/employees and trucks used for each move. However, if the actual move requires more time and/ or more employees/trucks than provided for in the bid, the final charge MAY NOT be adjusted upward. That is, item hour, item rate and number of employee/truck charges CANNOT exceed those provided in response to the Authorized User's best and final quote. Exceptions where additional charges would be allowed may include but not be limited to acts of God, building equipment malfunction, or police department/fire company blocking access to, or egress from, a building where a move is taking place. All such charges MUST be fully documented as to occurrence, location, time and duration and will require the authorization of OGS Procurement (NYSPro) or the Authorized User. Also, it is REQUIRED that every attempt be made to notify the agency representative of the problem during the actual occurrence. No charges will be allowed for traffic delays that do not directly block access to the building.** The Contractor further certifies that these prices do not exceed their bid in the initial OGS Proposal No. 22723 and resultant contract.

**Moving Services – Statewide**  
**Group 79004 - Award 22723**

**Frequently Asked Questions:**

1. What is the Moving Services Contract?

The moving services contract is intended to provide a procurement mechanism for State and Non-State Agencies to procure moving services. Additionally, services may be utilized by political subdivisions, school districts and others authorized by law.

2. What regions and counties does the moving services contract cover?

<b>Region</b>	<b>Counties</b>
1	Nassau, Suffolk
2	Bronx, Kings, New York, Queens, Richmond
3	Dutchess, Orange, Putnam, Rockland, Sullivan, Ulster, Westchester
4	Albany, Columbia, Greene, Rensselaer, Saratoga, Schenectady, Warren, Washington
5	Clinton, Essex, Franklin, Hamilton, Jefferson, Lewis, St. Lawrence
6	Fulton, Herkimer, Montgomery, Oneida, Otsego, Schoharie
7	Broome, Chemung, Chenango, Delaware, Schuyler, Steuben, Tioga, Tompkins
8	Cayuga, Cortland, Madison, Onondaga, Oswego
9	Genesee, Livingston, Monroe, Ontario, Orleans, Seneca, Wayne, Wyoming, Yates
10	Allegany, Cattaraugus, Chautauqua, Erie, Niagara

3. What contractor's cover which regions?

<b>Contractor</b>	<b>Region</b>									
	<b>1</b>	<b>2</b>	<b>3</b>	<b>4</b>	<b>5</b>	<b>6</b>	<b>7</b>	<b>8</b>	<b>9</b>	<b>10</b>
1. Business Relocation Services, Inc. (BRS) PC66196	x	x	x							
2. Champion Moving & Storage, Inc. PC66197				x	x	x	x	x	x	x

3. Cook Moving Systems, Inc. PC66198				x	x	x	x	x	x	x
4. Delaney Moving & Storage, Inc. PC66199								x		
5. Dimon & Bacorn, Inc. PC66200							x			
6. Don's Moving & Storage, Inc. PC66201				x		x				
7. Elate Moving, LLC PC66202	x		x	x	x	x	x	x	x	x
8. Fox Hollow Movers, LLC PC66203					x	x	x	x	x	
9. Good & Fair Carting & Moving, Inc. PC66204										x
10. McCollister's Transportation Group, Inc. PC66205			x							
11. Moveway Transfer & Storage, Inc. PC66206		x								
12. Santiago Worldwide, Inc. PC66207			x							
13. Sher-Del Transfer & Relocation Services, Inc. PC66416		x								
14. Smart Moving & Storage, Inc. PC66208	x	x	x							
15. Tri-State Moving Services, Inc. PC66210	x									

16. Viable Holdings, Inc. d/b/a Moving Maven PC66211	x	x									
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4. DOL Information:

a) PRC # for this project:

**PRC # 2013900507**

b) Department of Labor (DOL) Prevailing Wage Schedule website link:

<http://wpp.labor.state.ny.us/wpp/showFindProject.do?method=showIt>

c) Department of Labor (DOL) website link for Prevailing Wage Updates:

<http://wpp.labor.state.ny.us/wpp/publicViewPWChanges.do?method=showIt>

5. Sample Project Definition: See below.

PROJECT DEFINITION  
FOR  
MOVING SERVICES

UTILIZING OGS PROPOSAL NO. 22723  
AT  
<FACILITY NAME>

<*DATE OF ISSUE*>

Prepared By: <*Authorized User's Name & Unit*>

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### Appendices:

Note: All appendices in original IFB and resulting Contract are applicable to this request. These include Appendix A, Appendix B, Insurance Requirements, M/WMBE goals, MacBride Principles and Prevailing Wage Rates.

***Note: All italics require that the Authorized User make a decision to retain the text as is, delete the text or modify it by substituting the Authorized User's name or information. This note should be deleted prior to bidding.***

1. **AUTHORIZED USER'S CONTACT**

*<Name & telephone number of Authorized User's contact>*

2. **PRESENT LOCATION**

*<Address of building & floor(s) where office(s) is/are located>*

3. **NEW LOCATION**

*<Address of building & floor(s) where office(s) is/are moving to>*

4. **DESCRIPTION OF FURNITURE AND/OR EQUIPMENT TO BE MOVED**

*<List quantity and size of furniture and/or equipment>*

5. **PERTINENT DETAILS**

*<List any details that may affect the move such as expected delays, unusual circumstances or special equipment that may be required>*

6. **KEY EVENTS/DATES:**

<u>Event</u>	<u>Date</u>	<u>Time</u>
Site Visit	_____	_____
Submission of Bids	_____	_____
Move	_____	_____

**FACILITY SITE VISIT  
VERIFICATION FORM**

I, \_\_\_\_\_, representing  
(name)

\_\_\_\_\_ by personal examination of the  
(company name)

specifications and review of the actual work to be performed at the

\_\_\_\_\_  
(facility name and address)

on \_\_\_\_\_, at \_\_\_\_\_  
(day and date) (time)

met with the facility manager or designated representative to comply with the site visit verification requirement as stated in the Project Definition.

\_\_\_\_\_, \_\_\_\_\_  
(company representative signature) (date)

**FOR THE AUTHORIZED USER'S USE ONLY**

Print Name: \_\_\_\_\_

Title: \_\_\_\_\_

Signature: \_\_\_\_\_

**CONTRACT NO.** \_\_\_\_\_  
(To be completed by Authorized User's)

*Authorized User*  
*Address*  
*City, State, Zip Code*

**BID PROPOSAL FORM**

NOTE: Bid Proposal Form must be completed and signed.

\_\_\_\_\_ Agrees to provide all necessary Moving Services in accordance with OGS Proposal No. 22723 for the price bid below. **If the actual move is accomplished in less time and or with fewer employees/trucks that are provided for in the best and final quote, the final charges to the agency for all items affected MUST be adjusted downward to reflect the actual hours and/or employees/trucks. The Authorized User must verify the actual hours/employees and trucks used for each move. However, if the actual move requires more time and/ or more employees/trucks than provided for in the bid, the final charge MAY NOT be adjusted upward. That is, item hour, item rate and number of employee/truck charges CANNOT exceed those provided in response to the Authorized User's best and final quote. Exceptions where additional charges would be allowed may include but not be limited to: acts of God, building equipment malfunction, or police department/fire company blocking access to or egress from a building where a move is taking place. All such charges MUST be fully documented as to occurrence, location, time and duration and shall require the authorization of the Office of General Service Procurement Services Group or the Authorized User. Also it is ABSOLUTELY NECESSARY that every attempt be made to notify the agency representative of the problem during the actual occurrence. No charges shall be allowed for traffic delays that do not directly block access to the building.** The Contractor further certifies that these prices do not exceed their bid in the initial OGS Proposal No. 22723 and resultant contract and any approved increases by Procurement Services Group.

**Medium loading capacity van/truck shall mean any van with a box length of less than 24 feet. Large loading capacity van/truck shall mean any van with a box length of 24 feet or more. The word "truck" shall be interchangeable with "van" for the purposes of this offering.**

**Contractor Name:** \_\_\_\_\_

1. Hourly rate for each Mover  
 \$\_\_\_\_\_ X \_\_\_\_\_ Movers X \_\_\_\_\_ Hours = \$\_\_\_\_\_
  2. Hourly rate for each Driver  
 \$\_\_\_\_\_ X \_\_\_\_\_ Drivers X \_\_\_\_\_ Hours = \$\_\_\_\_\_
  3. Hourly rate for each Supervisor (Mandatory to remain on-site)  
 \$\_\_\_\_\_ X \_\_\_\_\_ Supervisor X \_\_\_\_\_ Hours = \$\_\_\_\_\_
  4. Hourly rate for medium capacity Truck\*  
 \$\_\_\_\_\_ X \_\_\_\_\_ Truck X \_\_\_\_\_ Hours = \$\_\_\_\_\_
  5. Hourly rate for large capacity Truck\*  
 \$\_\_\_\_\_ X \_\_\_\_\_ Truck X \_\_\_\_\_ Hours = \$\_\_\_\_\_
- \*Hourly rate for items 4 and 5 should not include hourly rate for driver.**
6. Miscellaneous labor rate (for services such as removing & installing shelves, etc.)
    - a. Electrician \$\_\_\_\_\_ X \_\_\_\_\_% up charge X \_\_\_\_\_ Hours = \$\_\_\_\_\_
    - b. Carpenter \$\_\_\_\_\_ X \_\_\_\_\_% up charge X \_\_\_\_\_ Hours = \$\_\_\_\_\_

Overnight storage of furniture/equipment on van per night

7. Medium Truck \$\_\_\_\_\_ X \_\_\_\_\_ Truck X \_\_\_\_\_ Nights = \$\_\_\_\_\_
8. Large Truck \$\_\_\_\_\_ X \_\_\_\_\_ Truck X \_\_\_\_\_ Nights = \$\_\_\_\_\_

9. Rate charge for all ancillary costs (boxes, cartons and other miscellaneous items):

Size/Item	Unit Cost	Number of Units	Total Cost
_____	\$_____ X	_____ =	\$_____
_____	\$_____ X	_____ =	\$_____
_____	\$_____ X	_____ =	\$_____
_____	\$_____ X	_____ =	\$_____
_____	\$_____ X	_____ =	\$_____
_____	\$_____ X	_____ =	\$_____
_____	\$_____ X	_____ =	\$_____
_____	\$_____ X	_____ =	\$_____

**Grand Total Cost Estimate of Move Items 1-9: \$** \_\_\_\_\_

**NOTE:**

1. The hourly rate paid to the Contractor will be portal-to-portal for each move (i.e., from the Contractor's location to move site and back to location). However, portal-to-portal charges will be limited to a maximum of one (1) hour each way. No toll charges will be allowed for travel to transport personnel and equipment to and from the facility. Acceptable portal-to-portal charges will be the hourly rate (up to the maximum one (1) hour each way) for the personnel involved including the overtime rate if it is absolutely necessary to perform the move in an efficient manner. Also, if a truck is used to transport personnel and equipment to and from the move site, the applicable rate may also be charged for portal to portal for a maximum of one (1) hour each way.

2. Hours worked in excess of eight (8) hours per day or forty (40) hours per week is deemed overtime. Overtime must be paid in accordance with DOL requirements. Contractors must pay employees for work performed under this contract, a minimum of one and one half (1.5) times the prevailing hourly rate, excluding supplementals, for hours worked in excess of eight (8) hours in any one day or in excess of forty (40) hours in any one week (regardless of where the work was performed).

3. Overtime will not be billed to the Authorized User for work in excess of eight (8) hours per day or forty (40) hours per week without prior approval for that overtime payment from the Authorized User. The Authorized User may demand certified payroll records to verify payment rates. The amount charged to the Authorized User may not exceed 1.4 times the contract rate for such overtime charges.

4. Toll charges will be allowed for the actual move only if a toll road is the most direct route and results in the shortest length of time overall charged to the agency. These charges must be included in response to the individual agency's Project Definition and an **original receipt** must be submitted with the billing in order to receive payment. **Photocopies of toll charges will not be accepted.** It is in the Contractor's best interest to plan the route so that the lowest cost of time and/or other charges are incurred.

5. Charges for **overnight lodging** of moving employees **are not allowed** under this contract.

**Agency Check off List**

**Cargo Insurance**

**Site Visit Form**

**Cost Estimate including allowed toll charges, overtime**

**Roster of Employees**

**Mover**

**Driver**

**Supervisor**

**Misc. Laborer**

**Service Report**

**End of Sample Project Definition**