

STATE OF OHIO
DEPARTMENT OF ADMINISTRATIVE SERVICES
GENERAL SERVICES DIVISION
OFFICE OF PROCUREMENT SERVICES
4200 SURFACE ROAD, COLUMBUS, OH 43228-1395

REQUIREMENTS CONTRACT: OFFICE MOVING PLUS ADDITIONAL SERVICES

CONTRACT No.: OT902910

EFFECTIVE DATES: 03/01/10 to 02/28/13

The Department of Administrative Services has accepted bids submitted in response to Invitation to Bid No. OT902910 that opened on 11/06/09. The evaluation of the bid response(s) has been completed. The bidder(s) listed herein have been determined to be the lowest responsive and responsible bidder(s) and have been awarded a contract for the items(s) listed. The respective bid response, including the [Terms and Conditions for Bidding, Standard Contract Terms and Conditions, and Supplemental Contract Terms and Conditions](#), special contract terms & conditions, any bid addenda, specifications, pricing schedules and any attachments incorporated by reference and accepted by DAS become a part of this Requirements Contract.

This Requirements Contract is effective beginning and ending on the dates noted above unless, prior to the expiration date, the Contract is renewed, terminated or cancelled in accordance with the Contract Terms and Conditions.

This Requirements Contract is available to OHIO DEPARTMENT OF JOB AND FAMILY SERVICES, as applicable.

Agencies are eligible to make purchases of the listed supplies and/or services in any amount and at any time as determined by the agency. The State makes no representation or guarantee that agencies will purchase the volume of supplies and/or services as advertised in the Invitation to Bid.

SPECIAL NOTE: State agencies may make purchases under this Requirements Contract up to \$2500.00 using the state of Ohio payment card. Any purchase that exceeds \$2500.00 will be made using the official state of Ohio purchase order (ADM-0523). Any non-state agency, institution of higher education or Cooperative Purchasing member will use forms applicable to their respective agency.

Questions regarding this and/or the Requirements Contract may be directed to:

Harry Graham
harry.graham@das.state.oh.us

This Requirements Contract and any Amendments thereto are available from the DAS Web site at the following address:



<http://www.ohio.gov/procure>

Minority Business Enterprise Award in accordance with ORC CH. 125.081

Signed: _____
Hugh Quill, Director Date

TABLE OF CONTENTS

<u>CLAUSES</u>	<u>PAGE NO.</u>
Appendix A	15-16
Appendix B	17
Award	3
Evaluation	3
Usage Reports	3
Specifications	5-12

<u>CONTRACT ITEMS</u>	<u>PAGE NO.</u>
Contractor Index	14
Price Schedule	13

SPECIAL CONTRACT TERMS AND CONDITIONS

WHERE APPLICABLE, THE FOLLOWING TERMS AND CONDITIONS SUPERSEDE ANY STANDARD TERMS AND CONDITIONS SHOWN IN THIS BID.

DELIVERY AND ACCEPTANCE: Services will be performed as set forth in the Contract and in accordance with paragraphs S-8, S-9, and S-10 of the SUPPLEMENTAL CONTRACT TERMS AND CONDITIONS. The location of performance will be noted on the purchase order issued by the participating agency. Payment for services rendered will occur upon the inspection and written confirmation by the ordering agency that the services provided conform to the requirements set forth in the Contract. Unless otherwise provided in the Contract, payment shall be conclusive except as regards to latent defects, fraud, or such gross mistakes as amount to fraud.

GOODS AND SERVICES INSURANCE: The Contractor shall provide insurance coverage on all goods and services. The Contractor performing work in accordance with the contract shall be responsible for any damage to goods in their care, custody, and control including, but not limited to, furniture, fixtures, and electronic data processing equipment, up to the full replacement cost of such goods. A certificate of insurance showing the types of coverage should be submitted with the bid. If not, the bidder must provide the said certificate within five (5) business days, after notification, to the Office of State Purchasing. Furthermore, accompanying the certificate of insurance, providing the bidder does not currently carry the amount of coverage specified above, shall be a letter from the insurance company stating that the bidder's coverage will be increased to the specified amounts upon award of the ensuing contract. Failure to provide the certificate and coverage increase letter, as applicable, within the stated time period will result in the bidder being deemed as not-responsive.

SPECIAL CONDITIONS: The Director, Department of Administrative Services reserves the right to bid large or unusual requirements, for items that may be a part of the awarded contract, under a separate bid.

AWARD: There will be one (1) low lot total award made to the lowest responsive and responsible bidder meeting all bid specifications and requirements listed herein.

EVALUATION: To determine the low lot total price of the bid, the state will multiply the estimated annual usage of supervisor, mover, installer, straight truck, moving cartons, color-coded labels and tape by its corresponding unit price and then add these totals together for each year and subtract the total for credit for moving cartons returned for each year for an estimated contract cost. Failure to bid all items may result in the bidder being deemed as not-responsive.

USAGE REPORTS: Every six (6) months the Contractor must submit a report (written or on disk) indicating sales generated by this contract. The report shall list usage by customer, by line item, showing the quantities/dollars generated by this contract. The report shall be forwarded to the Office of Procurement Services, 4200 Surface Road, Columbus, Ohio 43228-1395, Attn: Harry Graham

PREVAILING WAGE: The Ohio Department of Commerce, Division of Labor and Worker Safety, Wage and Hour Bureau has determined that work identified in this bid and to be performed under contract is subject to the requirements of Ohio Revised Code Sections 4115.03 to 4115.16, Prevailing Wage. The prevailing wage scale, as published by the Ohio Department of Commerce, Division of Labor and Worker Safety, Wage and Hour Bureau is herewith attached to and becomes a part of this bid. Upon award of a Contract by DAS, the successful bidder ("Contractor"), and all of his sub-contractors, guarantees that the prevailing wage for the area, to include any adjustments thereto, as published by the Ohio Department of Commerce, Division of Labor and Worker Safety, Wage and Hour Bureau will apply to any workman assigned by him or all of his sub-contractors to this project. The participating state agency will serve as prevailing wage coordinator and will be responsible for proper application of labor rates as required by the Ohio Department of Commerce. Responsibilities of the Prevailing Wage Coordinator include, but are not limited to; setting up and maintaining payroll reports, monitoring when payments of wages are made, receiving the Contractor's complete payroll records of each employee, establish procedures to monitor compliance, notify Contractor of any adjustment to the prevailing wage scales and report delinquencies on the part of the Contractor. The successful bidder and all of his sub-contractors shall strictly comply with the wage provisions of the contract.

[Click on this Link to view the Prevailing Wage Scales for SUMMIT County.](#)

[Click on this Link to view the Prevailing Wage Scales for WOOD County.](#)

[Click on this Link to view the Prevailing Wage Scales for BELMONT County.](#)

[Click on this Link to view the Prevailing Wage Scales for STARK County.](#)

[Click on this Link to view the Prevailing Wage Scales for ROSS County.](#)

SPECIAL CONTRACT TERMS AND CONDITIONS (Cont'd)

[Click on this Link to view the Prevailing Wage Scales for HAMILTON County.](#)

[Click on this Link to view the Prevailing Wage Scales for CUYAHOGA County.](#)

[Click on this Link to view the Prevailing Wage Scales for FRANKLIN County.](#)

[Click on this Link to view the Prevailing Wage Scales for MONTGOMERY County.](#)

[Click on this Link to view the Prevailing Wage Scales for SHELBY County.](#)

[Click on this Link to view the Prevailing Wage Scales for OTTAWA County.](#)

[Click on this Link to view the Prevailing Wage Scales for LAWRENCE County.](#)

[Click on this Link to view the Prevailing Wage Scales for JACKSON County.](#)

[Click on this Link to view the Prevailing Wage Scales for ALLEN County.](#)

[Click on this Link to view the Prevailing Wage Scales for LORAIN County.](#)

[Click on this Link to view the Prevailing Wage Scales for RICHLAND County.](#)

[Click on this Link to view the Prevailing Wage Scales for WASHINGTON County.](#)

[Click on this Link to view the Prevailing Wage Scales for LUCAS County.](#)

[Click on this Link to view the Prevailing Wage Scales for DEFIANCE County.](#)

[Click on this Link to view the Prevailing Wage Scales for ATHENS County.](#)

[Click on this Link to view the Prevailing Wage Scales for SENECA County.](#)

[Click on this Link to view the Prevailing Wage Scales for MAHONING County.](#)

[Click on this Link to view the Prevailing Wage Scales for MUSKINGUM County.](#)

FIXED-PRICE WITH PREVAILING WAGE ADJUSTMENTS: During the life of the contract changes may occur in the prevailing wage scales that may substantially affect the labor expenses of the Contractor. In the event of any such adjustments to the prevailing wage scales, the Contractor may petition DAS to increase the contract price(s) by the exact amount of the increase as approved in the labor agreement. The Contractor must give DAS a minimum of thirty (30) calendar days notice prior to the effective date of the wage increase. The petition must be accompanied by documentary evidence to fully support the claim. If approved the increase will become effective on the date set forth in the adjusted prevailing wage scales, and will remain in effect for the duration of the contract. Approval of said increase is at the sole discretion of DAS. No petition for increase will be considered for wage rate adjustment that occurred prior to the effective date of the contract.

BUSINESS REFERENCES: All bidders should submit with their bid, a list of at least three (3) companies and/or organizations with which they have had recent (within two [2] years) office moving service contracts. This list shall include the name and one number of a contact person who will be familiar with the bidder's job performance. The state may verify the bidder's experience based upon the list of business references submitted and any other sources which the state deems appropriate.

SPECIFICATIONS

I. PURPOSE

The purpose of this invitation to bid is to establish a term contract for the purchase of transportation and related moving services as needed from March 1, 2010, through February 28, 2013. The awarded Contractor shall provide all material, equipment, and personnel to relocate existing Ohio Department of Job and Family Services (ODJFS) office areas, furniture, records retention boxes and equipment throughout the state to their new locations. Central Ohio will be the primary service area and services will be on an as-needed basis.

ODJFS anticipates possibly spending \$20,000 a month for moving services, but, bidders are cautioned that the anticipated usage is an estimate only. The bulk of the moves will be small moves (1-50 staff at a frequency of 2-3 per week), Moves originating at 30 East Broad St. cannot begin until 3:30 P.M.

II. BACKGROUND

ODJFS is currently operating facilities throughout the state as listed in Appendix A. Facility size by location is outlined in Appendix B.

III. SCOPE OF WORK

A. Overview

1. The Contractor shall furnish all labor, materials, equipment, and resources necessary to accomplish the services as herein described. The Contractor shall possess expertise in the orderly relocation of office facilities when needed, including, but not limited to freestanding and systems furniture, specialty equipment, data centers, PCs and peripheral electronic equipment, telephones, office equipment, high-density file system, file and storage cabinets (may be required to move loaded file cabinets), office and storage contents, safes, palletized stock, shelving and active archival records. The Contractor shall be required to have a chain of command and demonstrate past experience in the efficient completion of moves similar in scope, size, and complexity. The disassembly and reassembly of system furniture falls within the scope of the prevailing wage guidelines (see attachment II).
2. Representatives of ODJFS will supervise the Contractor, which shall include monitoring the Contractor's performance to ensure compliance with the terms of the contract. Failure to comply with the provisions of the contract may result in the cancellation of the contract.
3. The Contractor shall be responsible for relocating equipment, furniture, and contents as specified in the pre-move planning stage. Materials to be relocated include, but are not limited to:
 - a) Freestanding furniture, seating, systems furniture, file cabinets, safes, and storage cabinets
 - b) Office equipment
 - c) Computer equipment
 - d) Telephone equipment
 - e) Production equipment including photographic, reprographic, mailing and printing equipment, etc.
 - f) High-density file systems
 - g) Office and work area/storage area contents
 - h) Records center and archival holdings
 - i) Refrigerators, microwaves, kitchen appliances, water coolers, water bottles
4. The Contractor will prepare all electronic equipment, computer equipment, and specialty equipment for transport. The Contractor shall be responsible for determining and documenting the condition of the equipment before and after the move. All electronic and specialty equipment shall be moved in an upright position, unless otherwise specified by ODJFS. The Contractor shall be responsible for moving the aforementioned equipment to its proper location(s) at the new facility. The Contractor shall transport all computer and specialty equipment on computer and/or equipment carts which have foam padding on each shelf, in vehicles equipped with air-ride suspension, or as otherwise specified by ODJFS. The Contractor shall provide adequate blanket wraps for electronic components, as required by ODJFS. The Contractor shall protect all equipment from inclement weather.

SPECIFICATIONS (Cont'd)

5. The Contractor is responsible for determining the quantities and types of equipment required to relocate the office work area and storage area contents that will be relocated. The Contractor is also responsible for providing the appropriate number of packing cartons, cardboard speed packs, book carts, library carts, equipment carts, panel carts, bubble-wrap, bubble bags, news stock, china bins, barrels, commercial bins, pressure sensitive move tags (which shall leave no residue), sealable plastic bags, and/or other special packing materials as suggested by the Contractor, etc. to accomplish this.
6. The Contractor shall take every necessary precaution by means of crating and padding to safeguard all equipment and property from damage. ODJFS Office of Information Services (OIS) staff will prepare LCD and plasma flat panel monitors for the move. OIS staff will apply cardboard sheathes to monitors and apply bubble wrap. The Contractor will pack prepared monitors in speed packs using additional padding for safe transport. Please note: LCD and plasma flat panel monitors cannot be handled by touching the screens with bare hands.
7. The Contractor shall provide library carts, in sufficient quantity for ODJFS personnel to use to pack high-density file contents. Carts shall be delivered to the appropriate location(s) in advance of the packing activity. The Contractor is responsible for moving the carts to the new location and for removing the carts after ODJFS personnel have relocated the shelving units.
8. The Contractor shall provide adequate personnel to perform checkout activities at the sending side of each move. Move checkout shall be scheduled prior to when the move activities occur. The Contractor's proposal must contain their chain-of-custody procedures for handling sensitive and confidential information, materials and documents.

IV. SITE COORDINATION

- A. The Contractor shall be responsible for coordinating access to the existing and new buildings with ODJFS personnel.
- B. The Contractor shall be responsible for obtaining and abiding by all rules and regulations from the building property manager and/or owner at each location.
- C. The Contractor shall be responsible for protecting the buildings at both the sending and receiving sides during the move activity. This will include but not be limited to floors, thresholds, walls, doors and doorframes, ceiling sprinkler system, and elevator cabs.
 1. At a minimum, the following will be adhered to:
 - a) Floors along the move route shall be protected by clean 1/4" tempered hardboard (Masonite, or equal) sections or approved alternate material furnished by the Contractor. Terrazzo or other stone surfaces shall have butcher paper or corrugated cardboard placed under the tempered hardboard. All sections of tempered hardboard shall be taped together to prevent sliding.
 - b) Columns, walls, corners, doors, doorframes, or furniture items along the move routes shall be protected by corrugated cardboard or similar material provided by the Contractor.
 - c) The Contractor shall provide protective padding for all elevators that are used. The Contractor shall assure that weight capacities of elevators used by its personnel during the move process shall not be exceeded.
 2. Immediately before the commencement of any move activity and prior to the placement of building protective materials, the Contractor, along with ODJFS personnel, shall inspect each work area included in the move's activity and jointly note existing conditions and damages to the buildings. Following the completion of the move activity, each work area shall be jointly re-inspected and Contractor-caused damage, if any, documented.
 3. The Contractor shall be responsible for keeping the site orderly, clean, and safe at all times. Miscellaneous debris generated by the Contractor pursuant to the move must be removed daily from the property and lawfully disposed of by the Contractor at its expense and in containers provided by the Contractor.

SPECIFICATIONS (Cont'd)

4. At both the sending and receiving locations, the Contractor shall take necessary precautions to avoid overloading the floors or producing excessive stresses in the structure and prevent the same, including hoisting and staging materials. The Contractor shall be responsible for obtaining weight and stress limits from the building property manager at each location.
 5. At some locations, staging areas for moving equipment and move activity may be limited. The Contractor must consider this limitation in the planning and execution of the move.
- D. Prior to performing any moving services, the Contractor shall verify and review, at departure and destination locations, all applicable site conditions, especially loading dock height(s) and overhead door clearances, code compliance requirements, and any other pertinent information in order to ensure safe moving of items. For remote locations ODJFS, will provide digital pictures of any loading and unloading areas, i.e. docks, doorways, hallways, etc. that may be a potential problem. Prior to execution of the move, the Contractor shall review the floor plans including an on-site verification, to ensure that proper quantities of building protection materials are ordered, delivered, and installed to protect against damage. Any deficiencies shall be brought to the immediate attention of ODJFS personnel.

V. MOVE AND MOVE SCHEDULE

- A. The Contractor shall be available seven (7) days a week, 7:00 AM to 12:00 AM with one (1) hour notice for two (2) men and a truck. While these short notice requirements will not be the common situation, and ODJFS will always try to provide adequate notice to the Contractor, there could still be rare situations when the 1-hour notice would apply. Larger moves and after hour moves will be given twenty-four (24) hour notice.
- B. ODJFS Facilities Services will provide, to the Contractor, up to three telephone numbers to contact the JFS move team member to advise them of their expected arrival time and potential delay. A reduction in the reimbursement rate may be applied for late arrivals on scheduled move days. The following penalties will apply:
 1. If the Contractor is more than 15 minutes late, ODJFS may charge a reduction rate of 7.5% for late arrivals.
 2. If the Contractor is 30 minutes late or more, ODJFS may charge a reduction rate of 10%.

This is in response to chronic problems with movers arriving up to 2 hours late creating costly down time for ODJFS. ODJFS may take into consideration any extenuating circumstances such as traffic jams, snow, accidents, etc. that may have caused the delay. Each situation will be reviewed and considered on its' own merit.

- C. The Contractor shall provide secure overnight storage, when required, of loaded trucks for delivery the next day.
- D. The Contractor shall furnish trained and experienced labor and supervision, equipment, and supplies for proper packing and preparation, protected transportation, unpacking and placement of all items designated for location, in accordance with tagging instructions, floor plans provided by ODJFS, and under direction of ODJFS personnel.
- E. All Contractor personnel must be bonded.
- F. The Contractor shall accomplish the move activities in accordance with the move schedule. This move schedule shall be mutually agreed upon between the Contractor and ODJFS in advance of the move.
- G. Move activities (those scheduled to occur over a weekend) may begin no earlier than 6:00 PM Friday and must be completed no later than 11:00 PM Sunday, unless otherwise specified in the move schedule.
- H. The Contractor shall move all PCs, printers and peripheral equipment at the beginning of each move activity. This is necessary to facilitate the reinstallation of computer equipment.
- I. In the event that inclement weather prohibits a move from starting or move activities are interrupted due to inclement weather, the Contractor shall resume moving activities as soon as possible and shall work, uninterrupted if required, to ensure timely completion. The Contractor shall include in their bid response a description of the specific weather conditions, which will prevent them from conducting moving activities.

SPECIFICATIONS (Cont'd)

- J. The Contractor should provide with their bid response a detailed summary of the methods and procedures necessary to ensure a smooth and efficient move. The Contractor will provide in its bid response detailed plans, which will specify the manner in which equipment failure and other contingencies will be countered. These plans will include provisions for vehicle replacement and staff replacement, which may be required during the move.
- K. The Contractor will provide a detailed outline of their crew and driver guidelines for the handling and transporting of sensitive and confidential materials, documents and information.
- L. The Contractor shall plan and perform all move activities so as to minimally impact the ongoing operations of ODJFS. If the Contractor fails to adhere to the previously announced and accepted move schedule, ODJFS may deduct a portion of the charges from the invoice for that particular move.
- M. The Contractor shall staff each move activity with an experienced and productive crew. ODJFS reserves the right to require the Contractor to remove and replace staff that is not in compliance with this requirement or those who are deemed unproductive.

VI. PRE-MOVE PLANNING

- A. The Contractor shall appoint supervisors, subject to the approval of ODJFS, who will be required to attend move planning meetings, will be responsible for planning and coordinating each move for its duration and will be present during move activities. The supervisors shall participate in orientation meeting, if needed, and attend planning meetings and pre-move briefings, as required, by ODJFS. The Contractor shall appoint other management staff to support their supervisors as necessary to ensure the smooth execution of the move(s).
- B. The Contractor shall perform a detailed survey of facilities scheduled to be moved to become fully familiar with the ODJFS organizations and their respective contents and equipment.
- C. ODJFS will provide a copy of the Move Information Packet to the Contractor which outlines do's and don'ts for all ODJFS personnel, directions for labeling furniture and equipment, etc.
- D. ODJFS will conduct a walk through with the Contractor prior to all scheduled moves to discuss labeling and color coding of items that are to be moved. ODJFS will provide a color coded floor plan with location numbers to assist with placement of items at the receiving site.
- E. The Contractor is responsible for providing adequate staffing for each move project. Staffing levels must be agreed upon with ODJFS Management at the time of scheduling. ODJFS reserves the right to request more staff.
- F. The Contractor shall be responsible for conducting briefing sessions for their crew(s) prior to the commencement of move activities.
- G. The Contractor shall have sufficient supervisory personnel on site to accomplish all scheduled activities in a professional manner. In addition, Contractor supervisory personnel shall be responsible for ensuring relocated items are placed in the new location(s) in accordance with provided floor plans and other documentation (i.e. labels and identifier tags). Contractor staff shall be instructed to place contents and equipment in accordance with directions from ODJFS personnel, to include, but not limited to the following:
 - 1. No items, other than standard desktop items may be placed on work surfaces, unless otherwise instructed by ODJFS personnel. For example, computer equipment, in/out boxes, calculators, desk mats, telephones, standing files, etc. may be placed on a work surface, but cartons, artwork and furniture may not.
 - 2. Cartons shall be stacked, where possible, 3-4 high with labels facing out. Cartons may be placed under desks and other work surfaces. Cartons or other items shall not be placed in front of file drawers or shelving units in such a way as to prohibit ODJFS personnel from opening or accessing the furniture.

Palletized materials shall be placed in accordance with the instructions provided by ODJFS personnel.

- H. ODJFS will prepare all required directional material, including color-coded floor plans, and appropriate signage to facilitate the move crews' work, prior to commencement of any move activities.

SPECIFICATIONS (Cont'd)

VII. PRE-MOVE SERVICE NEEDS (To be provided up to 60 days prior to a move)

- A. Removal and installation of white boards, bulletin boards, conference boards.
- B. Removal and installation of artwork, clocks, office accessory items, indoor signage.
- C. Disassembly of modular and free-standing furniture.
- D. Providing packing materials (boxes, speed packs, tape, move labels, bubble bags for computer keyboards and accessories).

VIII. MOVING SERVICES

- A. Provide trained and experienced labor and supervision.
- B. Provide equipment (furniture and appliance dollies, speed packs, pads, ramps, floor covering, elevator protection, etc.
- C. Provide transportation that is protected from the weather and is secured against loss and/or theft.
- D. Unpacking and placement of all items designated for location, in accordance with tagging instructions and floor plans provided by ODJFS and under the control of ODJFS personnel.

IX. POST-MOVE SERVICES (To be provided up to 60 days after a move)

- A. Installation of white boards, bulletin boards, and conference boards.
- B. Hanging of artwork, clocks, office accessory items, and signage.
- C. Modular furniture repair (adjust/repair overhead bins, work surfaces, keyboard arms, file cabinet drawers, etc.
- D. Assemble modular and free-standing furniture.
- E. Vacated facility service needs:
 - 1. Patch holes in walls after white boards, pictures, clocks, etc. have been removed from walls. Patched surfaces need to be paint-ready.
 - a. Remove wall-mounted items that have been declared salvage.
 - 3. Remove trash and salvage items.
- F. After each move is completed and before the Contractor's personnel vacate the premises, a "fine-tuning" walk-through of areas occupied during the move will occur. The Contractor's supervisor will accompany ODJFS personnel to make adjustments required to ensure contents have been properly placed.
- G. The State requires the Contractor provide, at a minimum, a supervisor, a crew, vehicle(s) with driver(s), all necessary equipment to conduct post-move services. Post-move services include, but are not limited to, adjusting furniture placement for ODJFS personnel, removal of furniture items not deemed appropriate, transport of additional furniture and equipment from the old facility.
- H. The Contractor is responsible for damages caused by the move.
 - 1. The Contractor will arrange for competent mechanics, (repair personnel, furniture refinishers, etc.) to repair furniture, walls, etc. within 48 hours of notification of damages, or to contact ODJFS personnel to schedule such repairs.
 - 2. If repairs are not made on a timely basis, nor do not meet with its approval, ODJFS may elect to make repairs or to replace damaged property and deduct the cost from the monies due the Contractor.

SPECIFICATIONS (Cont'd)

3. The Contractor shall be able to insure, at 100% of replacement cost, all items and the physical environment in which the move occurs.

I. Final "sign-off" of each move will occur when every one of the "move activities" has been completed and all damages claimed as a result of the Contractor's work have been satisfied. Invoices will include a copy of the sign off documentation and will not be accepted unless it is provided.

J. The Contractor shall remove all empty move boxes from the ODJFS facility. Credit shall be issued for boxes and packing materials that are returned in good and usable condition.

X. BI-ANNUAL SERVICES

Bi-annual Services shall be at the discretion and direction of ODJFS Facilities Services. The need for Bi-annual Services will vary depending on facility size and may include:

A. Pick up Records Retention boxes and materials scheduled for shredding and deliver them to the Integrity Warehouse, located at 2098 Integrity Drive N., Columbus, OH 43209.

B. Pick up excess office furniture and equipment, salvage items, etc., and deliver to Toronado Warehouse or State Surplus located in Columbus, OH.

C. Repair of modular and free-standing furniture.

D. Delivery of modular and free-standing furniture, equipment, etc. origin may be ODJFS Warehouse, rental storage space or ODJFS offices (statewide).

E. Reconfiguration of modular furniture.

F. Installation of white boards, bulletin boards, conference boards.

G. Hanging of artwork, clocks, office accessory items, indoor signage.

XI. CONTRACTOR PERSONNEL

A. Supervisor

The Contractor shall provide one supervisor to estimate the cost for each move requested by ODJFS. The supervisor will be responsible for planning and organizing facility moves. The supervisor shall be responsible for accomplishing all pre-move planning and overseeing move activity at both the sending and receiving sites. The supervisor shall be on site whenever any moving activity is underway. The supervisor shall coordinate all move activities, pre-move planning, move activity, scheduling, etc. with representatives of ODJFS.

The supervisor will be a full time employee of the Contractor and shall have experience in the commercial moving industry. The supervisor shall have at least five (5) years experience on projects similar in scope, complexity, and size to this project. The supervisor's name and professional resume shall be submitted with the bid.

Resumes provided will identify the following:

1. Moves of organizations similar in size, scope, and complexity supervised within the past five (5) years (minimum of five moves).

2. The Contractor shall submit references for the moves listed on the resume, including contact name, company name, company address and telephone number. A description of the project size (number of locations moved, total square feet), duration of the project (project start date and project completion date), special requirements or logistics requirements (libraries, warehouses, security, etc.) and contract value.

3. The Contractor shall submit a corporate history and experience.

SPECIFICATIONS (Cont'd)

B. Contractor Personnel

Pre-move and move crew, to include, supervisors, movers, drivers, and additional staff shall be permanent employees of the Contractor. The pre-move and move crew shall be trained and experienced in commercial moving. All crew personnel must be able to be identified by uniforms and or identification badges while working on facility moves. Uniforms shall be clean.

XII. SECURITY

- A. The Contractor shall provide a list, which includes the full names of all employees that will be assigned to each move. ODJFS reserves the right to limit/reject participation by any Contractor personnel that is determined not to be in the best interest of ODJFS.
- B. All employees of the Contractor shall be uniformed at all times when move activity is underway. Employees may also be required to wear identification badges, Photo I.D. preferred, issued by the Contractor which will be displayed at all times while working on the move. Anyone not displaying an I.D. badge may not be permitted to stay on the move.
- C. The Contractor shall provide truck manifests to accompany every truckload of contents transported. The truck manifest is subject to approval by ODJFS personnel. At a minimum, the manifests will be pre-numbered and include areas for the following information:
1. Manifest number
 2. Date
 3. Time
 4. Truck number
 5. Seal number
 6. Description of contents
 7. Driver name
 8. ODJFS signature - sending side
 9. Contractor signature - sending side
 10. ODJFS signature - receiving side
 11. Contractor signature - receiving side
- D. The Contractor shall provide numbered seals to secure every door on each vehicle used. Seal numbers will be recorded on the truck manifest and retained, once broken by ODJFS representative at the receiving side.
- E. The Contractor shall provide adequate security for all locations while the move is underway. The Contractor shall be responsible for all losses that may occur as a result of the Contractor's failure to provide adequate security.
- F. The Contractor shall be responsible for safeguarding confidential data in their possession against loss and theft in connection with the performance of work under this contract. The Contractor shall be responsible for any monetary remedy for lost or damaged files.
- G. All of the Contractor's drivers and vehicles must have the proper licensing for the work being done.
- H. The selected Contractor must assure that a clear, documented chain of custody is maintained for all sensitive and confidential documents identified by ODJFS program areas as sensitive and confidential and requiring special handling. The chain of custody process must be initiated thru compliance with an agreed upon checklist at the start of the move (Location A) and continue until the move is completed (Location B).

The chain of custody process should include:

1. The selected Contractor must provide a notarized affidavit certifying that all the steps in the chain of custody process were adhered to for those designated shipments/assignments.
2. The selected Contractor must, in accordance with the Health Insurance Portability and Accountability Act (HIPAA) of 1996, protect against any reasonably anticipated threats or hazards to the security of all confidential information in its possession during the course of the move.

3. It is preferred the selected Contractor should have a membership to a professional moving industry organization/association and adhere to the organization/association guidelines.
4. The selected Contractor should adhere to their organizations'/association's business ethics and internal governance.
5. All boxes and crates will need to be secured using some type of locking mechanism or with thick, 5 mm clear tape that has been signed on across the center.

XIII. EQUIPMENT

The Contractor is responsible for providing all necessary equipment to accomplish these moves. The Contractor may not use any equipment owned by ODJFS.

XIV. INSURANCE

- A. Coverage must be maintained for the duration of the contract.
- B. Certificate of Insurance/Accord form must identify the bid number and agency name.
- C. Copies of insurance certificate(s) must be filed with the Office of Procurement Services.
- D. All policies are to be written by companies licensed to do business in the state of Ohio.
- E. The Contractor shall be responsible for and maintain property insurance coverage, at its option and expense, to cover tools, equipment, etc., owned or rented. These items are to be included in the coverage required by this bid.

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PRICE SCHEDULE

ITEM CODE NO.:

HOURLY RATES	ESTIMATED ANNUAL USAGE	COST 03/01/10 through 02/28/11	COST 03/01/11 through 02/29/12	COST 03/01/12 through 02/28/13
Supervisor	1,000 hours	\$42.00 /hour	\$42.00 /hour	\$42.00 /hour
Mover	6,000 hours	\$10.00 /hour	\$10.00 /hour	\$10.00 /hour
Installer (shelving/furniture) Prevailing Wage	1,000 hours	\$29.00 /hour	\$29.00 /hour	\$29.00 /hour
*Straight Truck	1,700 hours	\$20.00 /hour	\$20.00 /hour	\$20.00 /hour
SERVICES	ESTIMATED ANNUAL USAGE	COST 03/01/10 through 02/28/11	COST 03/01/11 through 02/29/12	COST 03/01/12 through 02/28/13
PRE-MOVE SERVICES	600 hours	\$50.00 /hour	\$50.00 /hour	\$50.00 /hour
POST-MOVE SERVICES	600 hours	\$52.00 /hour	\$52.00 /hour	\$52.00 /hour
BI-ANNUAL SERVICES	1200 hours	\$60.00 /hour	\$60.00 /hour	\$60.00 /hour
MATERIAL & EQUIPMENT	ESTIMATED ANNUAL USAGE	COST 03/01/10 through 02/28/11	COST 03/01/11 through 02/29/12	COST 03/01/12 through 02/28/13
Moving Cartons 1.5 cubic feet capacity	12,000 Ctns.	\$3.00 Ctn.	\$3.00 Ctn.	\$3.00 Ctn.
Credit for Returned Moving Cartons, 1.5 cubic feet capacity	10,000 Ctns.	Less \$3.60 Ctn.	Less \$3.60 Ctn.	Less \$3.60 Ctn.
Color-coded Labels (2" X 3")	10,000 Each	\$ No Charge	\$ No Charge	\$ No Charge
Tape (50 feet/roll)	1,200 rolls	\$ No Charge	\$ No Charge	\$ No Charge
Bubble Wrap	100 Ctn	\$ No Charge	\$ No Charge	\$ No Charge
Bubble Bags	1500 ea	\$ No Charge	\$ No Charge	\$ No Charge
Library Carts	40 ea	\$ No Charge	\$ No Charge	\$ No Charge
Panel Carts	40 ea	\$ No Charge	\$ No Charge	\$ No Charge
Cardboard Sheets	1500 ea	\$ No Charge	\$ No Charge	\$ No Charge

*Hourly rate includes mileage from origin location to receiving location.

CONTRACTOR INDEX

CONTRACTOR AND TERMS:

Encouraging Diversity, Growth & Equity (EDGE)



0000072895
E. E. Ward Moving & Storage Co. (EDGE)
1177 Joyce Avenue, Suite A
Columbus, OH 43219

BID CONTRACT NO.: OT902910-1 (02/28/13)

DELIVERY: per ITB

TERMS: 2% 10 Days, Net 30 Days

CONTRACTOR'S CONTACT: Brian Brooks,

Toll Free: (877) 428-8431
Telephone: (614) 298-8414
FAX: (614) 298-8346
E-Mail: eward@wemovecolumbus.com

Receiving Purchase Order: E-Mail

Appendix A

AKRON	161 South High Street	Akron	OH	44311
BOWLING GREEN	1234 North Main Street	Bowling Green	OH	43402
BRIDGEPORT	56104 National Road, Suite 115	Bridgeport	OH	43912
CANTON	402 Second Street	Canton	OH	44711
CHILLICOTHE	120 Stoneridge Drive	Chillicothe	OH	45601
CINCINNATI SPRINGDALE	225 Pictoria Drive	Springdale	OH	45246
CLEVELAND REGIONAL OFFICE	615 West Superior Avenue	Cleveland	OH	44113-1882
CLEVELAND/RICHMOND HEIGHTS	26301 Curtiss Wright Parkway	Richmond Heights	OH	44131
COLUMBUS 145	145 South Front Street	Columbus	OH	43215-4156
COLUMBUS AIR CENTER 4020	4020 East Fifth Avenue	Columbus	OH	43219
COLUMBUS AIR CENTER 4200	4200 East Fifth Avenue	Columbus	OH	43219
COLUMBUS INTEGRITY OFFICE & WAREHOUSE	2098 Integrity Drive	Columbus	OH	43209-2747
COLUMBUS LAZARUS	50 West Town Street, Suite 400	Columbus	OH	43215
COLUMBUS RHODES SOT	30 East Broad Street	Columbus	OH	43215-3414
COLUMBUS TORONADO WAREHOUSE	2000 Toronado Street	Columbus	OH	43207-1750
COLUMBUS/OIS	1320 Arthur Adams Drive	Columbus	OH	43219
DAYTON	4429 Interpoint Blvd.	Dayton	OH	45424
FORT LARAMIE	700 East Park Street	Fort Laramie	OH	45845
GENOA TRAILER	20911 State Route 51	Genoa	OH	43430
IRONTON	123 North Third Street, Suite A	Ironton	OH	45638-0747
JACKSON	3 Acy Avenue	Jackson	OH	45640
LIMA	799 North Main Street	Lima	OH	45801
LORAIN	209 Fourth Street	Lorain	OH	44052

Appendix A (cont.'d)

MANSFIELD	2291 West Fourth Street	Mansfield	OH	44906
MARIETTA	27841 St. Rt. 7N, Box 11	Marietta	OH	45750-9060
MAUMEE/TOLEDO	1684 Woodlands Drive	Maumee	OH	43537
PAINESVILLE	90 North State Street	Painesville	OH	44077-0350
SHERWOOD	09915 US Rt. 127, Suite G	Sherwood	OH	43556-9739
THE PLAINS	88 N. Plains Road, Suite 104	The Plains	OH	45780-1008
TIFFIN	668 Miami Street	Tiffin	OH	44883
TOLEDO REGIONAL	One Government Center	Toledo	OH	43604-2239
YOUNGSTOWN	2026 South Avenue	Youngstown	OH	44502
ZANESVILLE	1540 Coal Run Road, Suite 100	Zanesville	OH	43701

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Appendix B

