



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

REQUIREMENTS CONTRACT: COMMERCIAL MOVING SERVICES

CONTRACT NUMBER: CRP17613

EFFECTIVE DATES: 01/07/13 – 12/31/14

The Department of Administrative Services (DAS), Office of Procurement from Community Rehabilitation Programs (OPCRP) has accepted the proposal submitted in response to proposal CRP17613 by the certified Community Rehabilitation Program (CRP) and/or the certified Agent of a Community Rehabilitation Program (Agent). The CRP and/or Agent listed herein has been awarded a contract for the services or supplies listed. The respective ordering office contract approval form, contract terms and conditions, supplemental terms and conditions, pricing schedules, specifications, 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 the State agencies, State institutions of higher education, and any or all political subdivisions within the State of Ohio, 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 initially advertised or described.

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 Requirements Contract may be directed to:

Kristen Johnson
Kristen.Johnson@das.ohio.gov

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

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

Office of Procurement from Community Rehabilitation Program Contract Award in accordance with Sections 125.60 to 125.6012 of the Revised Code.

Signed: _____
Robert Blair, Director Date

SCOPE OF WORK

The ViaQuest Foundation (VQF) will relocate office equipment, furniture, and office contents as agreed upon in a memorandum of understanding for facilities up to 60,000sf in a 30 mile geographic area of our facilities (See Map). Materials we will locate include:

- Freestanding furniture, seating, systems furniture, file cabinets, and storage cabinets
 - Office equipment
 - Computer equipment
 - Telephone equipment
 - High-density file systems
 - Office and work area/storage area contents
 - Records center and archival holdings
- A. The ViaQuest Foundation will prepare all electronic equipment, computer equipment, and specialty equipment for transport. The ViaQuest Foundation will determine and document the condition of the equipment before and after the move. All electronic and specialty equipment will be moved in an upright position, unless otherwise specified. The ViaQuest Foundation will move the aforementioned equipment to its proper location(s) at the new facility. The ViaQuest Foundation will 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. The ViaQuest Foundation will provide adequate blanket wraps for electronic components as required. The ViaQuest Foundation will protect all equipment from inclement weather.
- B. The ViaQuest Foundation will determine the quantities and types of equipment required to relocate the office work area and storage area contents that will be relocated. The ViaQuest Foundation will provide 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 will leave no residue), sealable plastic bags, and/or other special packing materials as suggested by The ViaQuest Foundation, to accomplish this.
- C. The ViaQuest Foundation will provide library carts, in sufficient quantity for the customer's personnel to use to pack high-density file contents. Carts will be delivered to the appropriate location(s) in advance of the packing activity. The ViaQuest Foundation will move the carts to the new location and remove the carts after the customer's personnel have relocated their high density file contents.
- D. The ViaQuest Foundation will provide personnel to perform checkout activities at the sending side of each move. Move checkout will be scheduled prior to when the move activities occur.
- E. Services Rendered include, but not limited to:

SITE COORDINATION

- The ViaQuest Foundation will coordinate access to the existing and new buildings with THE CUSTOMER personnel.
- The ViaQuest Foundation will obtain and abide by all rules and regulations from the building property manager and/or owner at each location.
- Prior to performing any moving services, The ViaQuest Foundation will 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.
- As appropriate, The ViaQuest Foundation will adhere to the following:
 - Floors along the move route will be protected by 1/4" tempered hardboard sections or approved alternate material furnished by The ViaQuest Foundation. All sections of tempered hardboard will be taped together to prevent sliding.
 - Columns, walls, corners, doors, doorframes, or furniture items along the move routes will be protected by corrugated cardboard or similar material provided by The ViaQuest Foundation.
 - Immediately before the commencement of any move activity and prior to the placement of building protective materials, The ViaQuest Foundation and Customer will inspect each work area included in the move's activity and jointly note existing conditions and damages to the building. Following the completion of the move activity, each work area will be jointly re-inspected and any damage caused by The ViaQuest Foundation will be documented.
 - The ViaQuest Foundation will be responsible for keeping the site orderly, clean, and safe at all times. Miscellaneous debris generated by The ViaQuest Foundation pursuant to the move will be removed from the property and lawfully disposed of by The ViaQuest Foundation.
 - At both the sending and receiving locations, The ViaQuest Foundation will take necessary precautions to avoid overloading the floors or producing excessive stresses in the structure and prevent the same, including hoisting and staging materials.

MOVE AND MOVE SCHEDULE

- The ViaQuest Foundation will furnish trained and experienced direct labor, staff and project supervision, equipment, supplies for proper packing and preparation, protected transportation, unpacking and placement of all items designated for specified locations, in accordance with tagging instructions and floor plans provided by the customer.
- The ViaQuest Foundation will accomplish the move activities in accordance with the move schedule. This move schedule will be mutually agreed upon between The ViaQuest Foundation and the customer in advance of the move.

PRE-MOVE PLANNING

- The ViaQuest Foundation will appoint supervisors who will attend move planning meetings and will be responsible for planning and coordinating each move for its duration and will be present during move activities.
- The ViaQuest Foundation will complete a survey of the facilities scheduled to be moved in order to become familiar with the organizations and their respective contents and equipment.
- The ViaQuest Foundation will conduct a walk-through prior to all scheduled moves to discuss labeling and color coding of items that are to be moved.

PRE-MOVE SERVICE NEEDS (Provided up to 60 days prior to a move)

- The ViaQuest Foundation services will include the removal and installation of white boards, bulletin boards, conference boards, clocks, office accessory items, indoor signage.
- The ViaQuest Foundation will disassemble modular and free-standing furniture.
- The ViaQuest Foundation will provide packing materials (boxes, speed packs, tape, move labels, bubble bags for computer keyboards and accessories).

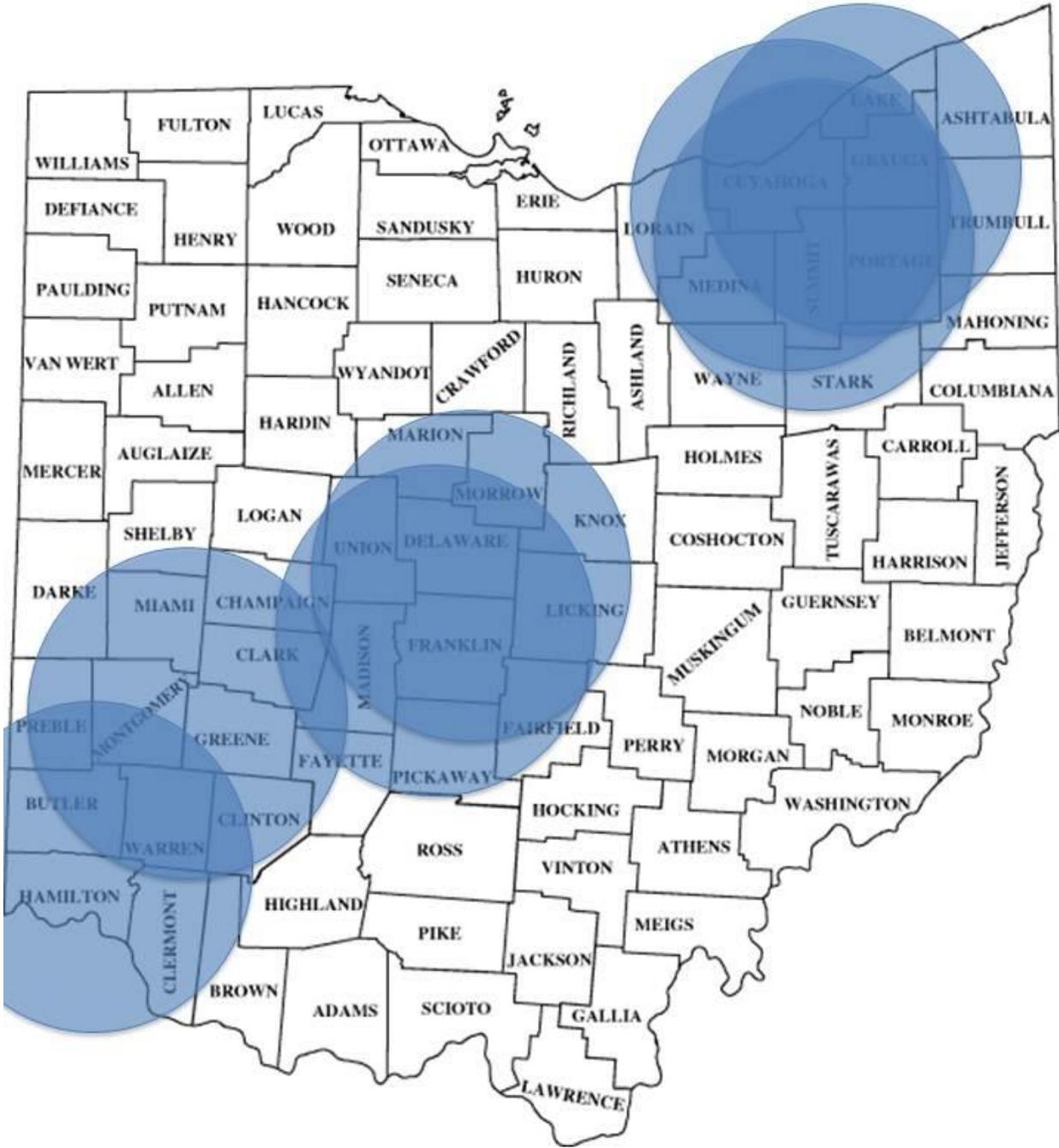
MOVING SERVICES

- The ViaQuest Foundation services are carried out by a trained and experienced group of movers, installers and supervisors.
- The ViaQuest Foundation provides equipment (furniture and appliance dollies, speed packs, pads, ramps, floor covering, elevator protection, etc).
- The ViaQuest Foundation provides transportation that is protected from the weather and is secured against loss and/or theft.
- The ViaQuest Foundation provides unpacking and placement of all items designated for location, in accordance with tagging instructions and floor

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

- The ViaQuest Foundation services include the installation of white boards, bulletin boards, clocks, office accessory items, and signage.
- The ViaQuest Foundation services include the assembly of modular and free-standing furniture.
- The ViaQuest Foundation provides vacated facility service needs:
 - Patch holes in walls after white boards, pictures, clocks, etc. have been removed from walls. Patched surfaces need to be paint-ready.
 - Remove wall-mounted items that have been declared salvage.
 - Remove trash and salvage items.
 - 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 ViaQuest Foundation's work have been satisfied. Invoices will include a copy of the sign off documentation and will not be accepted unless it is provided.

ViaQuest Service Area



PRICE SCHEDULE

ITEM NUMBER	ITEM	PRICE PER HOUR
00000000000024109	Commercial Moving Services Driver Rate	\$25.00
00000000000024110	Commercial Moving Services Helper Rate	\$18.00
00000000000024111	Commercial Moving Services Truck Rate	\$18.00
00000000000024112	Commercial Moving Services Installer Rate	\$28.00

CONTRACTOR INDEX



CONTRACTOR AND TERMS:

0000009288
The ViaQuest Foundation
525 Metro Place North
Dublin, OH 43017

CONTRACT NO: CRP17613 -1 (12/31/14)

TERMS: Net 30 days

DELIVERY: F.O.B. Destination

CONTRACTOR'S CONTACT: Larry Worth

Telephone: (614) 207-3821

Fax: (614) 339-1847

E-Mail: Larry.Worth@viaquestinc.com

SUMMARY OF AMENDMENTS

AMENDMENT NUMBER	REVISION DATE	DESCRIPTION
2	04/25/14	This amendment is issued to update the contractor's contact information.
1	04/07/14	This amendment is issued to update the agency contact and contractor information.