

INVITATION TO BID

State of Ohio
Department of Administrative Services
General Services Division
Office of Procurement Services

The Original Signed Bid must be submitted to the Office of Procurement Services to receive consideration for award.		BIDDER NAME	
BID NUMBER RS901722	OPENING DATE (1:00 p.m.) August 25, 2021	STREET ADDRESS <input type="checkbox"/> Check if remit address is different and list on separate sheet	
General Services Division Office of Procurement Services 4200 Surface Road Columbus, OH 43228-1395 Attn: Bid Desk		CITY STATE ZIP	
		COUNTY	MBE/EDGE CERTIFICATE NUMBER
		TELEPHONE NO. ()	TOLL FREE NO. 1 - ()
		CONTACT PERSON	FAX NO. ()
REQ./INDEX NO. GDC023	BID NOTICE DATE 7/30/2021	CONTRACTOR'S E-MAIL ADDRESS	
SELECT YOUR PREFERRED METHOD OF RECEIVING PURCHASE ORDERS AND ENTER THE E-MAIL OR FAX NUMBER INFORMATION (ONLY SELECT ONE METHOD)			
<input type="checkbox"/> E-Mail <input type="checkbox"/> Fax			
In addition to the standard terms for payment, the payment terms for state agency(ies) will be 2%, 10 Days, Net 30 Days unless otherwise stated in the following space. If no discount is offered, bidder should circle "Net 30 Days". ____%, ____ Days, Net 30 Days			
PARTICIPATING AGENCY(IES): ALL STATE AGENCIES, AND PROPERLY REGISTERED COUNTIES, TOWNSHIPS, MUNICIPAL CORPORATIONS, REGIONAL TRANSIT AUTHORITIES, REGIONAL AIRPORT AUTHORITIES, PORT AUTHORITIES, SCHOOL DISTRICTS, CONSERVANCY DISTRICTS, TOWNSHIP PARK DISTRICTS AND PARK DISTRICTS, PURSUANT TO SECTION 125.04(B) OF THE OHIO REVISED CODE, THE COOPERATIVE PURCHASING ACT. STATE UNIVERSITIES, STATE VOCATIONAL SCHOOLS, STATE COMMUNITY COLLEGES OR OTHER INSTITUTIONS OF HIGHER EDUCATION MAY USE THESE CONTRACTS. SUCH USE, HOWEVER, IS BASED UPON EACH ENTITY'S PROCUREMENT AUTHORITY.			
<h2>MINORITY SET-ASIDE BID IN ACCORDANCE WITH ORC CH. 125.081</h2>			
THE DEPARTMENT OF ADMINISTRATIVE SERVICES, OFFICE OF PROCUREMENT SERVICES, IS SOLICITING BIDS FOR:			
MOVING, HAULING AND LABOR SERVICES (OFFICE FURNITURE/EQUIPMENT) & MOVING SUPPLIES			
TERM OF CONTRACT: This Invitation to Bid is to establish a requirements contract to procure the described supplies or services on behalf of the above participating agency(ies). The agency(ies) may place orders against the Contract beginning <u>10/01/21</u> or upon the date when DAS signs the Contract, whichever is later in time. The Contract will expire <u>09/30/24</u> unless DAS terminates the Contract based upon reasons set forth in the Standard Contract Terms and Conditions. No agencies may place purchase orders against the Contract beyond the expiration date unless DAS renews the Contract by amendment. The Contractor may begin performance under the Contract only upon receipt of a valid order from a participating agency.			
CONTRACT RENEWAL. This Contract may be renewed after the ending date of the Contract solely at the discretion of the Contracting Agency for a period of one month. Any further renewals will be by mutual agreement between the Contractor and the Contracting Agency for any number of times and for any period of time. The cumulative time of all mutual renewals may not exceed <u>thirty-six (36)</u> months unless the Contracting Agency determines that additional renewal is necessary.			
INSTRUCTIONS TO BIDDERS and STANDARD TERMS AND CONDITIONS , Revised 05/15/20, are a part of this Invitation to Bid. Copies may be downloaded by clicking the link above. All prior versions of Instructions to Bidders, Contract Terms and Conditions are null and void.			
Contract Components. Once awarded, the Contract will consist of: the complete Invitation to Bid, including the Instructions to Bidders, the Standard Contract Terms and Conditions, any Special Contract Terms and Conditions, the bid specifications and any written addenda or amendments to the Invitation to Bid or Contract; the completed competitive sealed bid, including proper modifications, clarifications and samples; and applicable, valid State of Ohio purchase orders or other ordering documents ("Contract").			
INQUIRIES: All inquiries should be submitted a minimum of five (5) working days prior to the bid opening date through the Procurement website, http://procure.ohio.gov/ . Locate the "Quick Links" menu on the right, select "Bid Opportunities Search"; Step 1, enter the "Bid Number; Step 2, click "Search"; Step 3, click the "Document/Bid Number." The "Submit Inquiry" button is at the bottom right of the Opportunity Detail page. Bidders will not receive a personalized e-mail response to their question, nor will they receive notification when the question is answered. Responses may be viewed by clicking the "View Q & A" button located beneath the "Submit Inquiry" button.			
		AUTHORIZED SIGNATURE (ORIGINAL SIGNATURE ONLY) (Please sign in blue ink)	DATE

The ORIGINAL signed Bid must be submitted to the Office of Procurement Services by 1:00 o'clock p.m., on the above listed opening date to receive consideration for award. It is requested that the Bidder NOT sign their bid in BLACK ink. BIDDER CERTIFIES, by signature affixed to its bid, that the information provided by it in its bid including the certified statements, is accurate and complete. Bidder declares to have read and understood and agrees to be bound by all of the instructions, terms, conditions and specifications of this Invitation to Bid and agrees to fulfill the requirements of any awarded contract at the prices bid.

CERTIFICATION STATEMENTS

Bidders claiming preference for Domestic Source End Products, the Ohio preference, and/or the Veteran Friendly Business Enterprise (VBE) must complete the following information. **Any bidder who intentionally submits false or misleading information in an attempt to receive a bid preference will be immediately disqualified and may be subject to legal action up to and including debarment.** The state reserves the right to clarify any information during the evaluation process.

*****BIDDERS MUST COMPLETE THE APPROPRIATE CERTIFICATION BELOW TO RECEIVE THE PREFERENCE.*****

A. DOMESTIC PREFERENCE (BUY AMERICAN): Revised Code 125:11 and Administrative Code 123:5-1(K)
[Not applicable to "[Excepted Products](#)"]

- Where is each product/services being offered mined, raised, grown, produced or manufactured?
 United States: _____(State) Canada Mexico (Go to B-1)
 Other: (Specify Country) _____ (Go to A-2)
- End product is manufactured outside the United States and at least 50% of the cost of its components are produced, mined, raised, grown or manufactured within the United States. The cost of components may include transportation costs to the place of manufacture and, in the case of components of foreign origin, duty whether or not a duty free entry certificate is issued. Yes (Go to Section B-1) No (Go to Section A-3)
- The Bidder hereby certifies that each end product, except the products listed below, is a domestic source end product as defined in the Buy American Act and that components of unknown origin have been considered to have been mined, produced, grown or manufactured outside the United States.

_____ (Item) _____ (Country of Origin)

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B. OHIO PREFERENCE (BUY OHIO): Revised Code 125:09 and Administrative Code 123:5-1-06

- The products/services being offered are raised, grown, produced, mined or manufactured in Ohio.
 Yes No (Go to B-2)
- Bidder has significant economic presence within the state of Ohio. Yes (Answer a, b, c, d below) No (Go to B-3)
 - Bidder has paid the required taxes due the state of Ohio Yes No
 - Bidder is registered with the Ohio Secretary of State
 Yes (Charter/Registration No.: _____) No
Questions regarding registration should be directed to (614) 466-3910 or visit their web site at:
<http://sos.state.oh.us/>
 - Bidder has ten or more employees based in Ohio or border state. Yes No (Go to B-2d)
 - Bidder has seventy-five percent or more employees based in Ohio or border state. Yes No (Go to B-3)
- Border state bidder: (Except products mined in Michigan)
 Yes (Specify which state then go to B-2c): KY MI NY PA IN No (Go to B-4)
- Border state bidder: mined products mined in respective border state (Except for products mined in Michigan)
Yes No Not Applicable

C. VETERANS PREFERENCE (BUY VETERAN): Revised Code 9.318 and Administrative Code 123:5-1-16

Is the bidder a certified Veteran Friendly Business Enterprise as defined in Administrative Code 123:5-1-01(KK)
 Yes No

SPECIAL CONTRACT TERMS AND CONDITIONS

AMENDMENTS TO CONTRACT TERMS AND CONDITIONS: The following Amendments to the Contract Terms and Conditions do hereby become a part hereof. In the event that an amendment conflicts with the Contract Terms and Conditions, the Amendment will prevail.

MINORITY BUSINESS ENTERPRISE (MBE) SET ASIDE: The State is committed to making more State contracts and opportunities available to minority business enterprises (MBE) certified by the Ohio Department of Administrative Services (DAS) pursuant to Section 123.151 of the Ohio Revised Code and Rule 123:2-15-01 of the Ohio Administrative Code. This ITB is being issued as a minority set aside contract in accordance with Section 125.081 of the Ohio Revised Code. All bidders must be an Ohio certified MBE as of the Bid due/opening date. If a certification application has been submitted that needs to be expedited to meet the solicitation due/opening date, contact the DAS Equal Opportunity Division at 614-466-8380. For more information regarding Ohio MBE certification requirements, including a list of Ohio certified MBE businesses, please visit the DAS Equal Opportunity Division web site at: <http://das.ohio.gov/Divisions/EqualOpportunity.aspx>

Any bidder seeking to submit a bid must be an Ohio certified MBE as of the bid due date, be in good standing, and must provide a copy of its Ohio MBE certification with its bid. Bidder must maintain a valid certification throughout the term of the Contract, including any renewals. Failure to maintain a valid certification will be considered a breach of the Contract.

The UNSPS Commodity Code for this solicitation is 78101800, Road Cargo Transport. Bidders must be MBE certified in this Commodity Code to be considered for award as of the Bid due/opening date and maintain certification throughout the term of the Contract, including any renewals.

DELIVERY AND ACCEPTANCE: Services will be performed as set forth in the Contract. 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.

MINIMUM ORDER: The minimum time for any one requirement for use of this contract is established at three (3) hours. The agency may utilize this contract for less-than minimum requirements, however, a minimum charge of three (3) hours for any one applicable labor rate will apply.

DESCRIPTIVE LITERATURE: The Bidder may be required to submit descriptive literature of the supplies or services being offered. If requested, the literature will be used in the evaluation process to determine the lowest responsive and responsible bidder. If not provided as part of the bid response, the Bidder must provide said literature within five (5) business days after request/notification by the Office of Procurement Services to do so. Any references, that may appear in the descriptive literature, that may alter the terms and conditions and specifications of the bid (e.g. F.O.B. Shipping Point or Prices Subject to Change), will not be part of any contract and will be disregarded by the state of Ohio. Failure of the bidder to furnish descriptive literature either as part of their bid response or within the time specified herein will deem the bidder not responsive.

INSURANCE: The following are changes/additions to the Insurance included in the Standard Terms and Conditions:

Commercial General Liability is amended as follows: Commercial General Liability (CGL): written on an "occurrence" basis, including products and completed operations, property damage, bodily injury and personal & advertising injury with limits no less than \$2,000,000 per occurrence. If a general aggregate limit applies, either the general aggregate limit shall apply separately to this project/location or the general aggregate limit shall be twice the required occurrence limit. The defense costs shall be outside the policy limit.

Auto Liability is removed and replaced with the following: Motor Carrier Liability insurance with a limit no less than \$2,000,000 per accident for bodily injury and property damage.

The following is added: Cargo Liability insurance covering direct physical damage, theft, and disappearance to state property during transport, and while loading and unloading. Coverage must be written on a replacement value basis, up to the value declared on the bill of lading.

The following is added: Employee Dishonesty Insurance with a limit of not less than \$1,000,000 per occurrence or claim, for the loss of money, securities or negotiable instruments, or property of the State in the Contractor's care, custody and control, including coverage for theft, forgery, embezzlement, wire transfer fraud, counterfeiting and disappearance or destruction. Coverage shall include a Client's Property endorsement and a loss payable clause in favor of the State.

SPECIAL CONTRACT TERMS AND CONDITIONS (CONT'D)

EVALUATION: Bids will be evaluated in accordance with Article I-17 of the "Instructions to Bidders". In addition, the state will: Multiply the estimated annual usage of those items listed within Hourly Labor Rates, Hourly Vehicle Rates, Services, and Material and Equipment by its corresponding unit cost for an extended cost. Then, the extended cost will be added together, subtracting the credit terms, to arrive at the total for that region. If estimated usages are unknown, a quantity of one (1) will be used for the evaluation.

Bidders are eligible to be awarded multiple bid regions, provided they are the lowest responsive and responsible bidder meeting all bid specifications and requirements listed within. Failure to bid all items may result in the bidder being deemed not responsive for that bid region.

Bid Region Map (Supplement A) will disclose counties within each Bid Region.

CONTRACT AWARD: The contract will be awarded to the lowest responsive and responsible bidder by each region.

COOPERATIVE PURCHASING CONTRACT: This Contract may be relied upon by Ohio institutions of higher education and Ohio political subdivisions. Ohio political subdivisions include any county, township, municipal corporation, school district, conservancy district, township park district, park district created under Chapter 1545 of the Revised Code, regional transit authority, regional airport authority, regional water and sewer district, port authority or any other political subdivision as described in the Ohio Revised Code. To qualify to use this Contract the political subdivision must be currently enrolled in the State's Cooperative Purchasing Program. Purchases made from this Contract by a political subdivision that is not properly registered with the State's Cooperative Purchasing Program will be a violation of law and may be contrary to the political subdivision's competitive bidding requirements. If a political subdivision or institution of higher education relies upon this Contract to issue a purchase order or other ordering document, the political subdivision or institution of higher education "steps into the shoes" of the State under this Contract. The political division's or institution of higher education's order and this Contract are between the Contractor and the political subdivision or institution of higher education. The Contractor must look solely to the political subdivision or institution of higher education for performance, including payment. The Contractor agrees to hold the state of Ohio harmless with regard to political subdivisions and institution of higher education's orders and political subdivision's and institution of higher education's performance. DAS may cancel this Contract and may seek remedies if the Contractor fails to honor its obligations under an order from a political subdivision or institution of higher education.

CONTRACTOR QUARTERLY SALES REPORT: The Contractor must report the quarterly dollar value (in U.S. dollars and rounded to the nearest whole dollar) of the sales, to include both state agencies and political subdivisions under this Contract by calendar quarter (e.g. January-March, April-June, July-September and October-December). The dollar value of the sale is the price paid by the Contract user for the products and/or services listed on the purchase order or other encumbering document, as recorded by the Contractor.

To submit this quarterly sales report, the Contractor is responsible for obtaining access to Ohio|Buys and must report the quarterly dollar value of sales to Cooperative Purchasing Members to the Department of Administrative Services (DAS) via the Internet using Ohio|Buys at the following web address: <https://supplier-emarketplace.ohio.gov/>. If no sales occur, the Contractor must report zero. The report must be submitted no later than thirty (30) days following the completion of the reporting period.

The Contractor shall also submit a close-out report within one hundred and twenty (120) days after the expiration of this Contract. The Contract expires upon the physical completion of the last outstanding task or delivery order of the Contract. The close-out report must cover all sales not shown in the final quarterly report and reconcile all errors and credits. If the Contractor reported all contract sales and reconciled all errors and credits on the final quarterly report, then the Contractor should show zero "0" sales in the close-out report.

If the Contractor fails to submit sales reports, falsifies reports or fails to submit sales reports in a timely manner, DAS may terminate this Contract.

SPECIAL CONTRACT TERMS AND CONDITIONS (CONT'D)

CONTRACTOR REVENUE SHARE: The Contractor must pay the Department of Administrative Services (DAS) a revenue share of the sales transacted under this Contract. The Contractor must remit the revenue share in U.S. dollars within thirty (30) days after the end of the quarterly sales reporting period. The revenue share equals 0.75% of the total quarterly sales reported. The revenue share is included in the contracted price(s) and reflected in the total amount charged to ordering agencies which includes both state agencies and Cooperative Purchasing Members using this Contract.

The Contractor must remit any monies due as the result of the close-out report at the time the close-out report is submitted to DAS. The Contractor may pay the revenue share amount due by check or, online with a credit card by visiting: epay.das.ohio.gov/Payment.

For payments made by credit card, the Contractor must provide the Quarterly Sales Report and Revenue Share Remittance forms to csc@ohio.gov.

For payments made by check, the Contractor must make the check payable to: Treasurer, State of Ohio and forward the check to the following address:

Department of Administrative Services
L-3686
Columbus, OH 43260-3686

To ensure the payment is credited properly, the Contractor must identify the check as a "Revenue Share" and include the Quarterly Sales Report and Revenue Share Remittance form.

If the full amount of the revenue share is not paid within thirty (30) calendar days after the end of the applicable reporting period, the non-payment constitutes a debt to the State. The State may either initiate withholding or setting off payments or employ the remedies available under Ohio law for the non-payment of the revenue share.

If the Contractor fails to pay the revenue share in a timely manner, DAS may terminate this Contract.

BID MOTOR CARRIER LIABILITY INSURANCE:

Contractor will indicate, by checking the appropriate box(es) below, which mode of transportation will apply to this contract.

- Bidder/Broker ("The Contractor") or their Sub Contractor will make delivery or be performing services using a vehicle that is owned, leased or rented. Provide Certificate of Insurance documenting motor carrier liability with a Combined Single Limit of \$2,000,000.00.
- Goods/Services will be delivered via common carrier.
- No employee or representative of the Contractor will have cause to be on state property to make deliveries or to perform services.

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.

SPECIAL CONTRACT TERMS AND CONDITIONS (CONT'D)

FIXED-PRICE WITH ECONOMIC ADJUSTMENT: The contract price(s) will remain firm for the first twelve (12) months duration of the contract. Thereafter, the Contractor may submit a request to increase their price(s) to be effective thirty (30) calendar days after acceptance by DAS. No price adjustment will be permitted prior to the effective date of the increase received by the Contractor from his suppliers, or on purchase orders that are already being processed, or on purchase orders that have been filled and are awaiting shipment. If the Contractor receives orders requiring quarterly delivery, the increase will apply to all deliveries made after the effective date of the price increase.

The price increase must be supported by a general price increase in the cost of the finished supplies, due to increases in the cost of raw materials, labor, freight, Workers' Compensation and/or Unemployment Insurance, etc. Detailed documentation, to include a comparison list of the contract items and proposed price increases, must be submitted to support the requested increase. Supportive documentation should include, but is not limited to: copies of the old and the current price lists or similar documents which indicate the original base cost of the product to the Contractor and the corresponding increase, and/or copies of correspondence sent by the Contractor's supplier on the supplier's letterhead, which contain the above price information and explains the source of the increase in such areas as raw materials, freight, fuel or labor, etc.

Should there be a decrease in the cost of the finished product due to a general decline in the market or some other factor, the Contractor is responsible to notify DAS immediately. The price decrease adjustment will be incorporated into the contract and will be effective on all purchase orders issued after the effective date of the decrease. If the price decrease is a temporary decrease, such should be noted on the invoice. In the event that the temporary decrease is revoked, the contract pricing will be returned to the pricing in effect prior to the temporary decrease. For quarterly deliveries, any decrease will be applied to deliveries made after the effective date of the decrease. Failure to comply with this provision will be considered as a default and will be subject to the "Suspension/Termination" and the "Contract Remedies" sections of the "Standard Contract Terms and Conditions".

TEMPORARY FUEL ADJUSTMENT: No request for a temporary fuel adjustment may be requested for the first six (6) months duration of the Contract. Thereafter, should a statewide or national increase in the cost of fuel occur, that is greater than 20% of the cost for fuel in place at the time of Contract award, the Contractor may petition DAS to increase the Contract price(s). The Contractor will be required to provide a cost breakdown of each item to indicate the portion of their product cost that is attributed to fuel. If approved, the Contractor will be permitted to adjust the price(s) by the exact amount of the fuel increase. The increase will be effective seven (7) calendar days after approval. Future requests for fuel cost adjustment will be considered in six (6) month intervals, for the duration of the Contract, under the above conditions. Should a statewide or national decrease in the cost of fuel occur, that is greater than 20% of the cost of fuel at the time of Contract award or approved increase, the Contractor will advise Procurement Services of said decrease and the Contract will be adjusted accordingly. Said decrease will become effective seven (7) calendar days after notification. Failure of the Contractor to notify Procurement Services of a decrease will be considered as a default and the Contractor will be responsible to reimburse the state for any overpayments. Said increases or decreases will be effective on all orders placed on or after the approval date of the adjustment.

SPECIFICATIONSI. SCOPE OF WORK

The purpose of this Invitation to Bid is to establish a term contract for transportation and related moving services and equipment/supplies as required for various State Agencies and registered Cooperative Purchasing Program Members, hereafter known as the Ordering Agency. The awarded Contractor shall furnish all labor, supervision, material, equipment and supplies to provide the necessary services, within the provisions of the contract. The awarded Contractor shall be required to relocate Ordering Agency items such as, but not limited to, office areas, furniture, records retention boxes and equipment throughout the State to their new locations. Services will be on an as-needed basis.

Bidders are cautioned that the anticipated usage is a yearly estimate only, and that actual usage may vary.

II. CONTRACTOR REQUIREMENTS

- A. The Contractor shall furnish all labor, supervision, material, equipment, supplies and resources necessary to accomplish the services as described herein. The Contractor shall possess expertise in the orderly relocation of Ordering Agency material, equipment and supplies 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 systems, file and storage cabinets (may be required to move loaded file cabinets), office and storage contents, safes, palletized stock, shelving and active archival records.
- B. The Contractor shall be responsible for relocating equipment, furniture, and contents as specified in the pre-move planning stage. Materials to be relocated may include, but are not limited to:
1. Freestanding furniture, seating, systems furniture, file cabinets, safes, and storage cabinets
 2. Office equipment
 3. Computer equipment
 4. Telephone equipment
 5. Production equipment including photographic, reprographic, mailing and printing equipment, etc.
 6. High-density file systems
 7. Office and work area/storage area contents
 8. Records center and archival holdings
 9. Refrigerators, microwaves, kitchen appliances, water coolers, water bottles
- C. The Contractor will properly 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 the Ordering Agency. The Contractor shall be responsible for moving the aforementioned equipment to its proper location(s) at the receiving location. 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 the Ordering Agency. The Contractor shall provide adequate blanket wraps for electronic components, as required by the Ordering Agency.
- D. The Contractor shall provide transportation that will protect all equipment and supplies included in each moving project from inclement weather and secure all equipment and supplies from loss and/or theft.
- E. 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 to accomplish the move. The prices of some packing materials, including return credit for returnable items, will be evaluated as part of this solicitation. Other packing materials shall be billed at appropriate market rates. For Ordering Agency purposes, all packing materials quoted as part of a move under this contract will be considered contract items.
- F. The Contractor shall take every necessary precaution by means of crating and padding to safeguard all equipment and property from damage. Speed packs may be required for additional padding for safe transport on items requested by the Ordering Agency. Please note: Items such as LCD and plasma flat panel monitors cannot be handled by touching the screens with bare hands.

SPECIFICATIONS (Cont'd)

- G. The Contractor shall provide the necessary equipment in order for the moving services to be performed accordingly. The Contractor shall provide the following to assist with all moving services: furniture and appliance dollies, hydraulic jacks, speed packs, pads, ramps, floor covering, elevator protection, and any other equipment required to perform each moving project. This list is not all inclusive.
- H. The Contractor shall provide library carts in sufficient quantity for Ordering Agency personnel to use to pack high-density file storage 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 receiving location and for removing the carts after the Ordering Agency personnel have relocated the shelving units.
- I. The Contractor shall provide adequate personnel to perform checkout activities at the sending location of each move. Move checkout shall be scheduled prior to the time that move activities occur. Checkout activities should include any items related to chain of custody tracking, if applicable.
- J. The Contractor shall assure that all trucks and vans that will be used or owned by the Contractor or Subcontractor shall be legally registered and inspected and during the term of this Contract comply with all Federal and State of Ohio vehicle inspection and safety laws. All Contractor's drivers shall be duly licensed to drive the trucks and vans. Insurance shall meet all legal requirements and requirements of this Contract. All vehicles used in the performance of the work under this contract shall be in safe operating conditions.
- K. Ordering Agencies may have items that need to be relocated to the Department of Administrative Services, State and Federal Surplus Services facility. The facility is located at: 4200 Surface Road, Columbus, OH 43228.

III. SERVICE ORDER REQUEST

- A. Ordering Agency personnel may request for the Contractor to perform a site inspection in order to receive a cost estimate for the subject moving services. In order to receive a more accurate cost estimate, Ordering Agencies requiring a move of more than 10 employees should request a site inspection.
- B. Upon notification to the Contractor that service by the Ordering Agency is being requested, the Contractor will have 24 hours to arrange for a site inspection if required by the Ordering Agency. 24 hours after site inspection or notification of service request, the Contractor will provide a detailed cost estimate to the Ordering Agency. The cost estimate shall disclose a breakdown of truck or van, labor, material, equipment and any other charges required for the service.
- C. Pricing will be based upon the Region of the sending location. If a moving project has a sending location and receiving location in different Bid Regions, the sending location Region pricing shall apply. For example, if the sending location is in Franklin County (Region 5) and the receiving location is in Hamilton County (Region 2), the pricing for Region 5 will apply.
- D. If the cost estimate is found to be acceptable by the Ordering Agency, the Ordering Agency will issue the Contractor a purchase order. Work under this contract shall only be performed after the Ordering Agency has generated a purchase order authorizing the Contractor to begin work. A purchase order will be issued to the Contractor with the amount that is stated on the cost estimate by the Contractor to the Ordering Agency according to the subject moving project. Any changes or additional charges required outside of the quoted project must be approved by the Ordering Agency. An additional purchase order may be issued in order to support the additional requirements.
- E. The Ordering Agency must provide the following information to the Contractor for each moving service that is requested:
 - 1. Location(s) of work to be performed.
 - 2. Name of Ordering Agency personnel overseeing moving services being provided by the Contractor.
 - 3. Description and indication of the type of work to be performed.
 - 4. Time period or schedule for performing the work.

SPECIFICATIONS (Cont'd)IV. SITE COORDINATION

- A. The Contractor shall be responsible for coordinating access to the necessary move locations with Ordering Agency 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 locations during the move activity. This will include, but not limited to, floors, thresholds, walls, doors and doorframes, ceiling sprinkler system, and elevator cabs.
 - 1. In order to maintain and protect building finishes, at a minimum, the following will be observed by the Contractor:
 - 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 Ordering Agency 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 any damage caused by the Contractor, if any, will be 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 the Contractor's own expense and in containers provided by the Contractor.
 - 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 sending and receiving 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 the Ordering Agency contact 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 Ordering Agency personnel.

SPECIFICATIONS (Cont'd)V. MOVE AND MOVE SCHEDULE

- A. The majority of the service provided will be during normal business days of Monday through Friday, however, the Contractor shall provide services outside of normal business days if requested by the Ordering Agency, excluding State of Ohio holidays. All price schedule categories shall be billed at the regular hourly rates. Regular, straight time hour rates are the only rates that will be paid to the Contractor. No overtime shall be paid. The labor and vehicle hourly rates shall apply only to hours where work is actually performed and travel time. Labor rates shall not apply to lunch or other breaks.
- B. Ordering Agency designated contacts will provide to the Contractor up to three telephone numbers to contact the Ordering Agency move team member(s) to advise them of their expected arrival time and potential delay. A reduction in the 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, the Ordering Agency may charge a reduction rate of 5% for late arrivals.
 2. If the Contractor is 30 minutes late or more, the Ordering Agency may charge a reduction rate of 10% for late arrivals.
 3. The Contractor shall plan and perform all move activities so as to minimally impact the ongoing operations of the Ordering Agency. If the Contractor fails to adhere to the previously announced and accepted move schedule date, the Ordering Agency may deduct 20% of the total value of service that is the subject of the default, for every day that the default is not cured by the Contractor.

Ordering Agencies 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. Representatives of each Ordering Agency may supervise the Contractor, which shall include monitoring the Contractor's performance to ensure compliance with the terms of the contract. A representative or a point of contact from each Ordering Agency shall be determined at the time of the services being requested. Failure to comply with the provisions of the contract may result in the cancellation of the contract.
- D. The Contractor shall provide secure overnight storage, when required, of loaded trucks or vans for delivery the next day.
- E. 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 may be provided by the Ordering Agency, and under the direction of Ordering Agency personnel.
- F. All Contractor personnel must be bonded. Proof of Contractor personnel bonding may be requested by the Ordering Agency.
- G. 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 the Ordering Agency in advance of the move.
- H. The Ordering Agency may request that the Contractor move all PCs, printers and peripheral equipment at the beginning of each move activity. Some Ordering Agencies will find this process 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 Bidder shall include in their bid response a description of the specific weather conditions which will prevent them from conducting moving activities.
- J. The Contractor will ensure that they are appropriately handling sensitive and confidential material. Upon Ordering Agency request, 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.

SPECIFICATIONS (Cont'd)

- K. The Contractor shall staff each move activity with an experienced and productive crew. The Ordering Agency 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 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 an orientation meeting, if needed, and attend planning meetings and pre-move briefings, as required, by the Ordering Agency. 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 Ordering Agency organizations and their respective contents and equipment.
- C. The Ordering Agency may provide a copy of a Move Information Packet to the Contractor which outlines expectations for Contractor personnel, directions for labeling furniture and equipment, etc.
- D. The Ordering Agency may 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. The Ordering Agency may provide a color coded floor plan with location numbers to assist with placement of items at the receiving location.
- E. The Contractor is responsible for providing adequate staffing for each moving project. Staffing levels provided by the Contractor will be based on the size of each moving project and must be agreed upon with the Ordering Agency's Management at the time of scheduling. The Ordering Agency may request more staff if necessary.
- 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 any floor plans and other documentation (i.e. labels and identifier tags) that may be provided by the Ordering Agency. Contractor staff shall be instructed to place contents and equipment in accordance with directions from Ordering Agency 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 Ordering Agency 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 Ordering Agency personnel from opening or accessing the furniture.
 3. Palletized materials shall be placed in accordance with the instructions provided by Ordering Agency personnel.
- H. The Contractor and the Ordering Agency will work together to 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 THAT MAY BE REQUESTED (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. POST-MOVE SERVICES THAT MAY BE REQUESTED (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.
 - 2. 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 Ordering Agency 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), and all necessary equipment to conduct post-move services. Post-move services include, but are not limited to, adjusting furniture placement, removal of furniture items not deemed appropriate, and transport of additional furniture and equipment from the sending location.
- H. The Contractor is responsible for damages caused by the move.
 - 1. Any damages caused by the Contractor will be repaired within 48 hours of notification of damages reported. The Contractor shall make arrangements for skilled and experienced mechanics (repair personnel, furniture refinishers, etc.) to repair all damages that occurred from the subject moving project.
 - 2. All damaged repairs serviced under the Contractor's arrangements must be considered as complete and approved by the Ordering Agency. If repairs are not made in a timely manner, and does not meet with its approval by the Ordering Agency, the Ordering Agency may elect to make repairs or to replace damaged property and deduct the cost from the monies due the Contractor.
 - 3. The Contractor shall be able to insure 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 Ordering Agency's facility. Credit shall be issued for boxes and bins that are returned in good and usable condition.

SPECIFICATIONS (Cont'd)IX. BI-ANNUAL SERVICES

Bi-annual Services shall be at the discretion and direction of the Ordering Agency. 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 requested location by the Ordering Agency. Location will be determined by each Ordering Agency.
- B. Pick up excess office furniture and equipment, salvage items, etc., and deliver to a specific warehouse or to State Surplus located in Columbus, Ohio.
- C. Repair of modular and free-standing furniture.
- D. Delivery of modular and free-standing furniture, equipment, etc. Origin may be a specific warehouse, rental storage space or Ordering Agency 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.

X. CONTRACTOR PERSONNEL

A. Supervisor

The Contractor shall provide one Supervisor to estimate the cost for each move requested by the Ordering Agency. 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 locations. The Supervisor shall be on site whenever any moving activity is in progress. The Supervisor shall coordinate all move activities, pre-move planning, move activity, scheduling, etc. with representatives of the Ordering Agency.

The Supervisor will be a full time employee of the Contractor and shall have experience in the commercial moving industry. The Supervisor shall have appropriate experience on projects similar in size, scope, and complexity to the typical moves performed for Ordering Agencies. The Ordering Agency may request the professional resume of the Supervisor assigned to their move.

B. Moving Services 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/business moving services. All crew personnel must be able to be identified by uniforms and or identification badges while working on facility moves. Uniforms shall be clean.

C. Shelving/Furniture Installer

When moves include the installation of shelving, furniture, or other applicable equipment, the pre-move, move, or post-move crew may contain a Shelving/Furniture Installer. Installers will be permanent employees of the Contractor. Installers may be Prevailing Wage employees and should be identified as such on the move quote. During the move quotation process, the Ordering Agency's Prevailing Wage Coordinator shall work with the Contractor to determine whether a move project will require Prevailing Wage.

XI. SECURITY

- A. The Contractor shall provide a list, which includes the full names of all employees that will be assigned to each moving project requested by the Ordering Agency. Agency personnel reserve the right to limit/reject participation by any Contractor personnel that is determined not to be in the best interest of the Ordering Agency.
- B. All employees of the Contractor shall be uniformed at all times when move activity is in progress. 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.

SPECIFICATIONS (Cont'd)

- C. The Contractor shall provide truck or van manifests to accompany every load of contents transported. The manifest is subject to approval by Ordering Agency 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 or Van number
 5. Seal number
 6. Description of contents
 7. Driver name
 8. Ordering Agency authorized personnel signature - sending location
 9. Contractor signature - sending location
 10. Ordering Agency authorized personnel signature - receiving location
 11. Contractor signature - receiving location
- D. The Contractor shall provide numbered seals to secure every door on each vehicle used. Seal numbers will be recorded on the truck or van manifest and retained once broken by Ordering Agency representative at the receiving location.
- E. The Contractor shall provide adequate security for all locations while the move is in progress. 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. The Contractor must assure that a clear, documented chain of custody is maintained for all sensitive and confidential documents identified by specific Ordering Agency program areas as sensitive and confidential and requiring special handling. The chain of custody process must be initiated through 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 when appropriate:

1. The 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 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. The Contractor should have a membership to a professional moving industry organization/association and adhere to the organization/association guidelines.
4. The Contractor should adhere to their organizations'/association's business ethics and internal governance.
5. All boxes and crates may 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.
6. Other securing mechanisms may be requested by the Ordering Agency and will be mutually agreed upon by the Contractor and the Ordering Agency.

XII. EQUIPMENT

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

SPECIFICATIONS (Cont'd)

XIII. BIDDER QUALIFICATIONS

Bidders must have a minimum of five (5) consecutive years of experience in the commercial/business moving services industry and 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.

Bidders must complete and return the Bidder Profile & Experience Form (Attachment A) to describe the company's corporate history and years of experience with their bid response. This shall include evidence of a minimum of five (5) consecutive years of experience in the commercial/business moving services industry, as well as experience in the efficient completion of move similar in scope, size, and complexity to the requirement of this Bid. Bidder shall include prior project information that validates their experience.

PRICE SCHEDULE

REGION 1 – COUNTIES: WILLIAMS, FULTON, LUCAS, OTTAWA, DEFIANCE, HENRY, WOOD, SANDUSKY, ERIE, PAULDING, PUTNAM, HANCOCK, SENECA, HURON, VAN WERT, ALLEN, HARDIN, WYANDOT, CRAWFORD

UNSPSC: 78101800, Road Cargo Transport

Bidders shall not insert a unit price more than 3 digits after the decimal point. Digit(s) beyond 3, after the decimal point, shall be dropped and not used in the evaluation and any subsequent award.

Hourly labor rates are all inclusive and include, but are not limited to, the Contractor’s labor charges (including benefits) per worker, insurance, taxes, overhead, profit, cell phones, laptops, project management software, reimbursement to employees for travel expenses and administrative labor such as clerical and accounting support.

HOURLY LABOR RATES	OAKS ITEM NO.	ESTIMATED ANNUAL USAGE	UNIT OF MEASURE	UNIT COST
Supervisor	TBD	1,000 hours	Per Hour	\$
Mover	TBD	6,000 hours	Per Hour	\$
Shelving/Furniture Installer (Prevailing Wage may be applicable)	TBD	1,000 hours	Per Hour	\$
HOURLY VEHICLE RATES (Includes Driver)	OAKS ITEM NO.	ESTIMATED ANNUAL USAGE	UNIT OF MEASURE	UNIT COST
Straight Truck	TBD	1,700 hours	Per Hour	\$
Van	TBD	1 hours	Per Hour	\$
SERVICES	OAKS ITEM NO.	ESTIMATED ANNUAL USAGE	UNIT OF MEASURE	UNIT COST
Pre-Move Services	TBD	600 hours	Per Hour	\$
Post-Move Services	TBD	600 hours	Per Hour	\$
Bi-Annual Services	TBD	1,200 hours	Per Hour	\$

INCLEMENT WEATHER: Please describe the specific weather conditions that would prevent your team from conducting moving activities under the terms of this Bid.

PRICE SCHEDULE (Cont'd)

REGION 1 COUNTIES (Cont'd)

MATERIAL & EQUIPMENT	OAKS ITEM NO.	ESTIMATED ANNUAL USAGE	UNIT OF MEASURE	UNIT COST
Moving Cartons 1.5 cubic feet capacity	TBD	12,000 Ctns.	Carton	\$
Moving Cartons 3 cubic feet capacity	TBD	1,000 Ctns.	Carton	\$
Plastic Moving Bins 2.5 cubic feet capacity	TBD	1,000 Bins	Bin	\$
Credit for Returned Moving Cartons, 1.5 cubic feet capacity	TBD	10,000 Ctns.	Carton	Less \$
Credit for Returned Moving Cartons, 3 cubic feet capacity	TBD	800 Ctns.	Carton	Less \$
Credit for Returned Plastic Moving Bins 2.5 cubic feet capacity	TBD	1,000 Bins	Bin	Less \$
Color-coded Labels (2" X 3")	TBD	10,000 Each	Each	\$
Tape (2" x 55 Yards)	TBD	250 Rolls	Roll	\$
Bubble Wrap	TBD	100 Ctn	Carton	\$
Bubble Bags	TBD	1,500 ea	Each	\$
Library Carts	TBD	40 ea	Each	\$
Panel Carts	TBD	40 ea	Each	\$
Cardboard Sheets	TBD	1,500 ea	Each	\$

OAKS #TBD: Additional Moving Materials & Equipment: _____% above Invoice Cost.

Additional Moving Materials & Equipment are moving materials and equipment not identified on the Price Schedule. These moving materials and equipment are to be provided as a percentage above the contractor's invoice cost and must be identified as part of the quote. If no Additional Moving Materials & Equipment percentage is provided by the Bidder, the State will assume that the price will be equal to invoice cost. The State reserves the right to not award this item if the percentage is deemed unreasonable. Additional Moving Materials & Equipment will not be used for evaluation of the bid.

ALLOCATION OF COSTS: The Bidder must submit a percentage breakdown of the various cost factors of their hourly prices below. These figures will be used in consideration of price increases during the term of any contract issued pursuant to this Invitation to Bid. Failure to provide this information may deem your Bid not responsive and further consideration for award may not be given. The percentages provided below must total one hundred percent (100%).

Cost of Wages	Cost of Health Care	Cost of Workers' Compensation	Cost of Unemployment	Cost of Other	Total
%	%	%	%	%	100%

EXAMPLE:

Cost of Wages	Cost of Health Care	Cost of Workers' Compensation	Cost of Unemployment	Cost of Other	Total
25%	25%	15%	25%	Educational Training 10%	100%

PRICE SCHEDULE

REGION 2 COUNTIES: MERCER, AUGLAIZE, LOGAN, DARKE, SHELBY, CHAMPAIGN, MIAMI, CLARK, PREBLE, MONTGOMERY, GREENE, BUTLER, WARREN, CLINTON, HAMILTON, CLERMONT, BROWN

UNSPSC: 78101800, Road Cargo Transport

Bidders shall not insert a unit price more than 3 digits after the decimal point. Digit(s) beyond 3, after the decimal point, shall be dropped and not used in the evaluation and any subsequent award.

Hourly labor rates are all inclusive and include, but are not limited to, the Contractor's labor charges (including benefits) per worker, insurance, taxes, overhead, profit, cell phones, laptops, project management software, reimbursement to employees for travel expenses and administrative labor such as clerical and accounting support.

HOURLY LABOR RATES	OAKS ITEM NO.	ESTIMATED ANNUAL USAGE	UNIT OF MEASURE	UNIT COST
Supervisor	TBD	1,000 hours	Per Hour	\$
Mover	TBD	6,000 hours	Per Hour	\$
Shelving/Furniture Installer (Prevailing Wage may be applicable)	TBD	1,000 hours	Per Hour	\$
HOURLY VEHICLE RATES (Includes Driver)	OAKS ITEM NO.	ESTIMATED ANNUAL USAGE	UNIT OF MEASURE	UNIT COST
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SERVICES	OAKS ITEM NO.	ESTIMATED ANNUAL USAGE	UNIT OF MEASURE	UNIT COST
Pre-Move Services	TBD	600 hours	Per Hour	\$
Post-Move Services	TBD	600 hours	Per Hour	\$
Bi-Annual Services	TBD	1,200 hours	Per Hour	\$

INCLEMENT WEATHER: Please describe the specific weather conditions that would prevent your team from conducting moving activities under the terms of this Bid.

PRICE SCHEDULE (Cont'd)

REGION 2 COUNTIES (Cont'd)

MATERIAL & EQUIPMENT	OAKS ITEM NO.	ESTIMATED ANNUAL USAGE	UNIT OF MEASURE	UNIT COST
Moving Cartons 1.5 cubic feet capacity	TBD	12,000 Ctns.	Carton	\$
Moving Cartons 3 cubic feet capacity	TBD	1,000 Ctns.	Carton	\$
Plastic Moving Bins 2.5 cubic feet capacity	TBD	1,000 Bins	Bin	\$
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Tape (2" x 55 Yards)	TBD	250 Rolls	Roll	\$
Bubble Wrap	TBD	100 Ctn	Carton	\$
Bubble Bags	TBD	1,500 ea	Each	\$
Library Carts	TBD	40 ea	Each	\$
Panel Carts	TBD	40 ea	Each	\$
Cardboard Sheets	TBD	1,500 ea	Each	\$

OAKS #TBD: Additional Moving Materials & Equipment: _____% above Invoice Cost.

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ALLOCATION OF COSTS: The Bidder must submit a percentage breakdown of the various cost factors of their hourly prices below. These figures will be used in consideration of price increases during the term of any contract issued pursuant to this Invitation to Bid. Failure to provide this information may deem your Bid not responsive and further consideration for award may not be given. The percentages provided below must total one hundred percent (100%).

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EXAMPLE:

Cost of Wages	Cost of Health Care	Cost of Workers' Compensation	Cost of Unemployment	Cost of Other	Total
25%	25%	15%	25%	Educational Training 10%	100%

PRICE SCHEDULE

REGION 3 COUNTIES: FAYETTE, ROSS, HOCKING, ATHENS, HIGHLAND, PIKE, VINTON, MEIGS, JACKSON, ADAMS, SCIOTO, LAWRENCE, GALLIA

UNSPSC: 78101800, Road Cargo Transport

Bidders shall not insert a unit price more than 3 digits after the decimal point. Digit(s) beyond 3, after the decimal point, shall be dropped and not used in the evaluation and any subsequent award.

Hourly labor rates are all inclusive and include, but are not limited to, the Contractor's labor charges (including benefits) per worker, insurance, taxes, overhead, profit, cell phones, laptops, project management software, reimbursement to employees for travel expenses and administrative labor such as clerical and accounting support.

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Bi-Annual Services	TBD	1,200 hours	Per Hour	\$

INCLEMENT WEATHER: Please describe the specific weather conditions that would prevent your team from conducting moving activities under the terms of this Bid.

PRICE SCHEDULE (Cont'd)

REGION 3 COUNTIES (Cont'd)

MATERIAL & EQUIPMENT	OAKS ITEM NO.	ESTIMATED ANNUAL USAGE	UNIT OF MEASURE	UNIT COST
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EXAMPLE:

Cost of Wages	Cost of Health Care	Cost of Workers' Compensation	Cost of Unemployment	Cost of Other	Total
25%	25%	15%	25%	Educational Training 10%	100%

PRICE SCHEDULE

REGION 4 COUNTIES: HOLMES, TUSCARAWAS, CARROLL, JEFFERSON, COSHOCTON, HARRISON, MUSKINGUM, GUERNSEY, BELMONT, PERRY, MORGAN, NOBLE, MONROE, WASHINGTON

UNSPSC: 78101800, Road Cargo Transport

Bidders shall not insert a unit price more than 3 digits after the decimal point. Digit(s) beyond 3, after the decimal point, shall be dropped and not used in the evaluation and any subsequent award.

Hourly labor rates are all inclusive and include, but are not limited to, the Contractor's labor charges (including benefits) per worker, insurance, taxes, overhead, profit, cell phones, laptops, project management software, reimbursement to employees for travel expenses and administrative labor such as clerical and accounting support.

HOURLY LABOR RATES	OAKS ITEM NO.	ESTIMATED ANNUAL USAGE	UNIT OF MEASURE	UNIT COST
Supervisor	TBD	1,000 hours	Per Hour	\$
Mover	TBD	6,000 hours	Per Hour	\$
Shelving/Furniture Installer (Prevailing Wage may be applicable)	TBD	1,000 hours	Per Hour	\$
<hr/>				
HOURLY VEHICLE RATES (Includes Driver)	OAKS ITEM NO.	ESTIMATED ANNUAL USAGE	UNIT OF MEASURE	UNIT COST
Straight Truck	TBD	1,700 hours	Per Hour	\$
Van	TBD	1 hours	Per Hour	\$
<hr/>				
SERVICES	OAKS ITEM NO.	ESTIMATED ANNUAL USAGE	UNIT OF MEASURE	UNIT COST
Pre-Move Services	TBD	600 hours	Per Hour	\$
Post-Move Services	TBD	600 hours	Per Hour	\$
Bi-Annual Services	TBD	1,200 hours	Per Hour	\$

INCLEMENT WEATHER: Please describe the specific weather conditions that would prevent your team from conducting moving activities under the terms of this Bid.

PRICE SCHEDULE (Cont'd)

REGION 4 COUNTIES (Cont'd)

MATERIAL & EQUIPMENT	OAKS ITEM NO.	ESTIMATED ANNUAL USAGE	UNIT OF MEASURE	UNIT COST
Moving Cartons 1.5 cubic feet capacity	TBD	12,000 Ctns.	Carton	\$
Moving Cartons 3 cubic feet capacity	TBD	1,000 Ctns.	Carton	\$
Plastic Moving Bins 2.5 cubic feet capacity	TBD	1,000 Bins	Bin	\$
Credit for Returned Moving Cartons, 1.5 cubic feet capacity	TBD	10,000 Ctns.	Carton	Less \$
Credit for Returned Moving Cartons, 3 cubic feet capacity	TBD	800 Ctns.	Carton	Less \$
Credit for Returned Plastic Moving Bins 2.5 cubic feet capacity	TBD	1,000 Bins	Bin	Less \$
Color-coded Labels (2" X 3")	TBD	10,000 Each	Each	\$
Tape (2" x 55 Yards)	TBD	250 Rolls	Roll	\$
Bubble Wrap	TBD	100 Ctn	Carton	\$
Bubble Bags	TBD	1,500 ea	Each	\$
Library Carts	TBD	40 ea	Each	\$
Panel Carts	TBD	40 ea	Each	\$
Cardboard Sheets	TBD	1,500 ea	Each	\$

OAKS #TBD: Additional Moving Materials & Equipment: _____% above Invoice Cost.

Additional Moving Materials & Equipment are moving materials and equipment not identified on the Price Schedule. These moving materials and equipment are to be provided as a percentage above the contractor's invoice cost and must be identified as part of the quote. If no Additional Moving Materials & Equipment percentage is provided by the Bidder, the State will assume that the price will be equal to invoice cost. The State reserves the right to not award this item if the percentage is deemed unreasonable. Additional Moving Materials & Equipment will not be used for evaluation of the bid.

ALLOCATION OF COSTS: The Bidder must submit a percentage breakdown of the various cost factors of their hourly prices below. These figures will be used in consideration of price increases during the term of any contract issued pursuant to this Invitation to Bid. Failure to provide this information may deem your Bid not responsive and further consideration for award may not be given. The percentages provided below must total one hundred percent (100%).

Cost of Wages	Cost of Health Care	Cost of Workers' Compensation	Cost of Unemployment	Cost of Other	Total
%	%	%	%	%	100%

EXAMPLE:

Cost of Wages	Cost of Health Care	Cost of Workers' Compensation	Cost of Unemployment	Cost of Other	Total
25%	25%	15%	25%	Educational Training 10%	100%

PRICE SCHEDULE

REGION 5 COUNTIES: MARION, MORROW, RICHLAND, UNION, DELAWARE, KNOX, MADISON, FRANKLIN, LICKING, PICKAWAY, FAIRFIELD

UNSPSC: 78101800, Road Cargo Transport

Bidders shall not insert a unit price more than 3 digits after the decimal point. Digit(s) beyond 3, after the decimal point, shall be dropped and not used in the evaluation and any subsequent award.

Hourly labor rates are all inclusive and include, but are not limited to, the Contractor's labor charges (including benefits) per worker, insurance, taxes, overhead, profit, cell phones, laptops, project management software, reimbursement to employees for travel expenses and administrative labor such as clerical and accounting support.

HOURLY LABOR RATES	OAKS ITEM NO.	ESTIMATED ANNUAL USAGE	UNIT OF MEASURE	UNIT COST
Supervisor	TBD	1,000 hours	Per Hour	\$
Mover	TBD	6,000 hours	Per Hour	\$
Shelving/Furniture Installer (Prevailing Wage may be applicable)	TBD	1,000 hours	Per Hour	\$
HOURLY VEHICLE RATES (Includes Driver)	OAKS ITEM NO.	ESTIMATED ANNUAL USAGE	UNIT OF MEASURE	UNIT COST
Straight Truck	TBD	1,700 hours	Per Hour	\$
Van	TBD	1 hours	Per Hour	\$
SERVICES	OAKS ITEM NO.	ESTIMATED ANNUAL USAGE	UNIT OF MEASURE	UNIT COST
Pre-Move Services	TBD	600 hours	Per Hour	\$
Post-Move Services	TBD	600 hours	Per Hour	\$
Bi-Annual Services	TBD	1,200 hours	Per Hour	\$

INCLEMENT WEATHER: Please describe the specific weather conditions that would prevent your team from conducting moving activities under the terms of this Bid.

PRICE SCHEDULE (Cont'd)

REGION 5 COUNTIES (Cont'd)

MATERIAL & EQUIPMENT	OAKS ITEM NO.	ESTIMATED ANNUAL USAGE	UNIT OF MEASURE	UNIT COST
Moving Cartons 1.5 cubic feet capacity	TBD	12,000 Ctns.	Carton	\$
Moving Cartons 3 cubic feet capacity	TBD	1,000 Ctns.	Carton	\$
Plastic Moving Bins 2.5 cubic feet capacity	TBD	1,000 Bins	Bin	\$
Credit for Returned Moving Cartons, 1.5 cubic feet capacity	TBD	10,000 Ctns.	Carton	Less \$
Credit for Returned Moving Cartons, 3 cubic feet capacity	TBD	800 Ctns.	Carton	Less \$
Credit for Returned Plastic Moving Bins 2.5 cubic feet capacity	TBD	1,000 Bins	Bin	Less \$
Color-coded Labels (2" X 3")	TBD	10,000 Each	Each	\$
Tape (2" x 55 Yards)	TBD	250 Rolls	Roll	\$
Bubble Wrap	TBD	100 Ctn	Carton	\$
Bubble Bags	TBD	1,500 ea	Each	\$
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ALLOCATION OF COSTS: The Bidder must submit a percentage breakdown of the various cost factors of their hourly prices below. These figures will be used in consideration of price increases during the term of any contract issued pursuant to this Invitation to Bid. Failure to provide this information may deem your Bid not responsive and further consideration for award may not be given. The percentages provided below must total one hundred percent (100%).

Cost of Wages	Cost of Health Care	Cost of Workers' Compensation	Cost of Unemployment	Cost of Other	Total
%	%	%	%	%	100%

EXAMPLE:

Cost of Wages	Cost of Health Care	Cost of Workers' Compensation	Cost of Unemployment	Cost of Other	Total
25%	25%	15%	25%	Educational Training 10%	100%

PRICE SCHEDULE

REGION 6 COUNTIES: LORAIN, CUYAHOGA, LAKE, ASHTABULA, GEauga, ASHLAND, MEDINA, SUMMIT, PORTAGE, TRUMBULL, WAYNE, STARK, MAHONING, COLUMBIANA

UNSPSC: 78101800, Road Cargo Transport

Bidders shall not insert a unit price more than 3 digits after the decimal point. Digit(s) beyond 3, after the decimal point, shall be dropped and not used in the evaluation and any subsequent award.

Hourly labor rates are all inclusive and include, but are not limited to, the Contractor's labor charges (including benefits) per worker, insurance, taxes, overhead, profit, cell phones, laptops, project management software, reimbursement to employees for travel expenses and administrative labor such as clerical and accounting support.

HOURLY LABOR RATES	OAKS ITEM NO.	ESTIMATED ANNUAL USAGE	UNIT OF MEASURE	UNIT COST
Supervisor	TBD	1,000 hours	Per Hour	\$
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Shelving/Furniture Installer (Prevailing Wage may be applicable)	TBD	1,000 hours	Per Hour	\$
HOURLY VEHICLE RATES (Includes Driver)	OAKS ITEM NO.	ESTIMATED ANNUAL USAGE	UNIT OF MEASURE	UNIT COST
Straight Truck	TBD	1,700 hours	Per Hour	\$
Van	TBD	1 hours	Per Hour	\$
SERVICES	OAKS ITEM NO.	ESTIMATED ANNUAL USAGE	UNIT OF MEASURE	UNIT COST
Pre-Move Services	TBD	600 hours	Per Hour	\$
Post-Move Services	TBD	600 hours	Per Hour	\$
Bi-Annual Services	TBD	1,200 hours	Per Hour	\$

INCLEMENT WEATHER: Please describe the specific weather conditions that would prevent your team from conducting moving activities under the terms of this Bid.

PRICE SCHEDULE (Cont'd)

REGION 6 COUNTIES (Cont'd)

MATERIAL & EQUIPMENT	OAKS ITEM NO.	ESTIMATED ANNUAL USAGE	UNIT OF MEASURE	UNIT COST
Moving Cartons 1.5 cubic feet capacity	TBD	12,000 Ctns.	Carton	\$
Moving Cartons 3 cubic feet capacity	TBD	1,000 Ctns.	Carton	\$
Plastic Moving Bins 2.5 cubic feet capacity	TBD	1,000 Bins	Bin	\$
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Color-coded Labels (2" X 3")	TBD	10,000 Each	Each	\$
Tape (2" x 55 Yards)	TBD	250 Rolls	Roll	\$
Bubble Wrap	TBD	100 Ctn	Carton	\$
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Cardboard Sheets	TBD	1,500 ea	Each	\$

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%	%	%	%	%	100%

EXAMPLE:

Cost of Wages	Cost of Health Care	Cost of Workers' Compensation	Cost of Unemployment	Cost of Other	Total
25%	25%	15%	25%	Educational Training 10%	100%

SUPPLEMENT A – BID REGION MAP

Region 1: Williams, Fulton, Lucas, Ottawa, Defiance, Henry, Wood, Sandusky, Erie, Paulding, Putnam, Hancock, Seneca, Huron, Van Wert, Allen, Hardin, Wyandot, Crawford

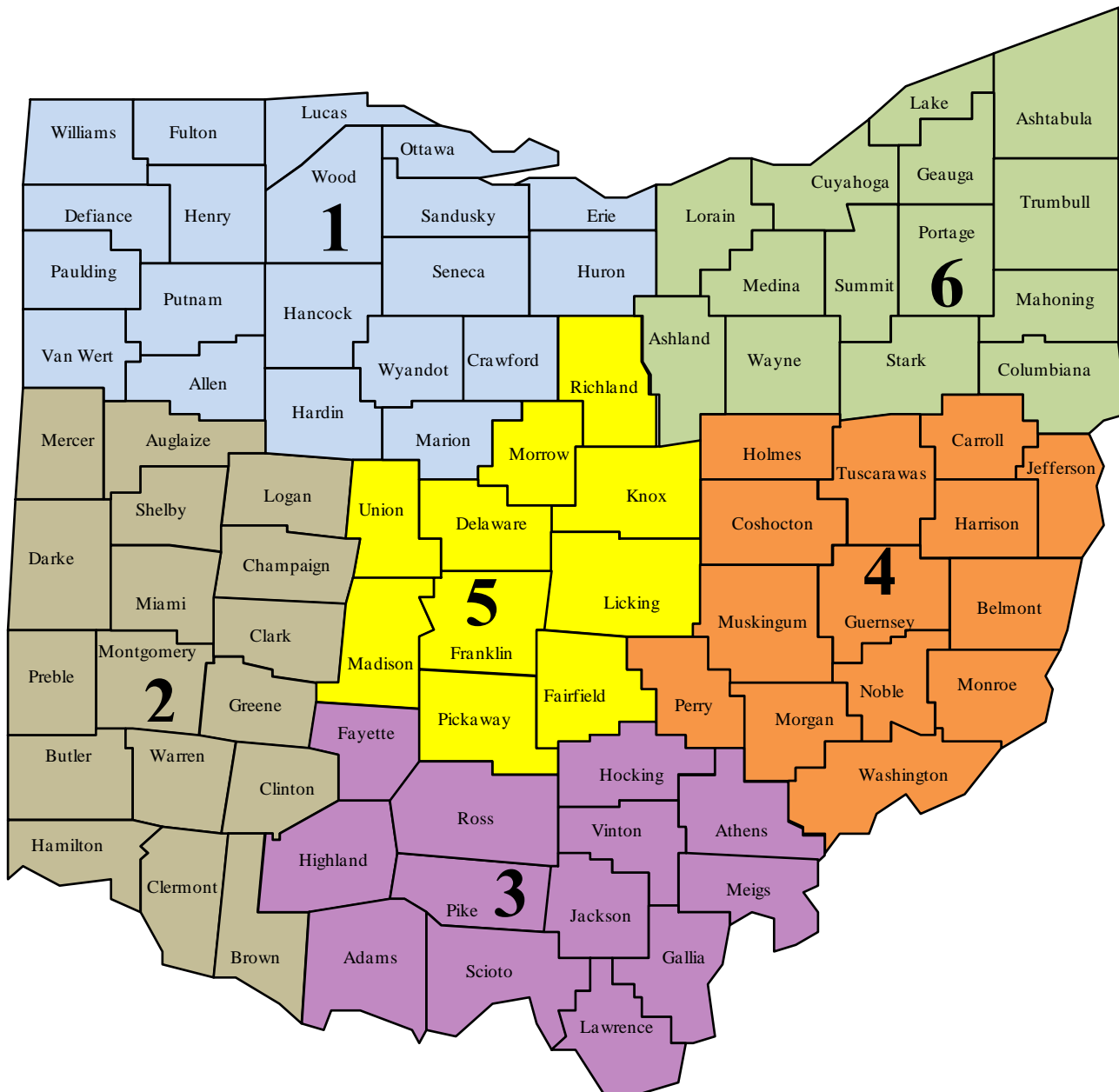
Region 2: Mercer, Auglaize, Logan, Darke, Shelby, Champaign, Miami, Clark, Preble, Montgomery, Greene, Butler, Warren, Clinton, Hamilton, Clermont, Brown

Region 3: Fayette, Ross, Hocking, Athens, Highland, Pike, Vinton, Meigs, Jackson, Adams, Scioto, Lawrence, Gallia

Region 4: Holmes, Tuscarawas, Carroll, Jefferson, Coshocton, Harrison, Muskingum, Guernsey, Belmont, Perry, Morgan, Noble, Monroe, Washington

Region 5: Marion, Morrow, Richland, Union, Delaware, Knox, Madison, Franklin, Licking, Pickaway, Fairfield

Region 6: Lorain, Cuyahoga, Lake, Ashtabula, Geauga, Trumbull, Portage, Medina, Summit, Mahoning, Ashland, Wayne, Stark, Columbiana



ATTACHMENT A - BIDDER PROFILE & EXPERIENCE FORM

Bidder's Legal Name:	Address:	
Phone Number:	Fax Number:	E-mail Address:
Home Office Location:	Date Established:	Ownership:
Firm Leadership:	Number of Employees:	Number of Employees Directly involved in Tasks Directly Related to the Work:

Bidder shall describe their company's corporate history and experience. This shall include evidence of a minimum of five (5) consecutive years of experience in the commercial/business moving services industry, as well as experience in the efficient completion of move similar in scope, size, and complexity to the requirement of this Bid. Bidder shall include prior project information that validates their experience.