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: RS904215 / OPENING DATE (1:00 p.m.): February 9, 2015	STREET ADDRESS ☐ Check if remit address is different and list on separate sheet
	CITY / STATE / ZIP
General Services Division Office of Procurement Services 4200 Surface Road Columbus, OH 43228-1395 Attn: Bid Desk	COUNTY / MBE/EDGE CERTIFICATE NUMBER
	TELEPHONE NO. ( ) / TOLL FREE NO. 1 - ( )
	CONTACT PERSON / FAX NO. ( )
REQ./INDEX NO. GDC023 / BID NOTICE DATE 1/23/15	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)

☐ E-Mail ☐ 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.

ADDENDUM FOR CHANGE
ADDENDUM NO.: 1
REVISION DATE: 2/4/2015

THE DEPARTMENT OF ADMINISTRATIVE SERVICES, OFFICE OF PROCUREMENT SERVICES IS SOLICITING BIDS FOR:

MOVING, HAULING AND LABOR SERVICES (OFFICE FURNITURE/EQUIPMENT) & MOVING SUPPLIES

Attached are pages 1-29 to this Invitation to Bid. Remove the corresponding pages from the existing bid and replace with the attached.

As indicated herein this addendum is issued to extend the bid opening date, to add Minimum Order requirements to the Special Terms and Conditions, add mileage as a cost to be evaluated with the ITB, revision of Move and Move Schedule information (Paragraph VI., A.), to include Allocation of Costs Tables, and to repaginate ITB pages. Due to the revisions being made, all pages to the ITB will be included with this addendum. Pages being revised will be notated at the bottom of each page.

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: RS904215 — OPENING DATE (1:00 p.m.): *February 13, 2015	STREET ADDRESS ☐ Check if remit address is different and list on separate sheet
	CITY / STATE / ZIP
General Services Division Office of Procurement Services 4200 Surface Road Columbus, OH 43228-1395 Attn: Bid Desk	COUNTY / MBE/EDGE CERTIFICATE NUMBER
	TELEPHONE NO. ( ) / TOLL FREE NO. 1 – ( )
	CONTACT PERSON / FAX NO. ( )
REQ./INDEX NO. GDC023 / BID NOTICE DATE 1/23/15	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)

☐ E-Mail ☐ 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.

MINORITY SET-ASIDE BID IN ACCORDANCE WITH ORC CH. 125.081

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 03/01/15 or upon the date when DAS signs the Contract, whichever is later in time. The Contract will expire 02/28/18 unless DAS terminates the Contract based upon reasons set forth in Article I-C of 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.

INSTRUCTIONS TO BIDDERS AND CONTRACT TERMS AND CONDITIONS, Revised 10/2013, 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.

By submitting this Invitation to Bid, the Contractor certifies that Contractor has truthfully disclosed the location(s) where all services are to be performed; the location(s) where all applicable State contract data is to be maintained or made available; and the principal location of business for the Contractor and all subcontractors. The Contractor further certifies and acknowledges that Contractor will not change the country of the location(s) where services are performed and will not change the country of the location(s) where data is maintained or made available without prior written consent of the State.

INQUIRIES: All inquiries should be submitted a minimum of five (5) working days prior to the bid opening date through the Procurement website, www.procure.ohio.gov. Click "Find it Fast," select "Doc/Bid/Schedule#" in Step 1, enter the Bid Number in Step 2, click "Find it Fast." The "Submit Inquiry" button is at the bottom 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.

*Indicates change to bid opening date.

CERTIFICATION STATEMENTS

I. **DOMESTIC AND/OR OHIO PREFERENCE**: Bidders claiming preference for Domestic Source End Products and/or the Ohio preference, pursuant to Revised Code Sections 125.09 and 125.11 and Administrative Code Section 123:5-1-06 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.** Bidders who qualify as an "Ohio" bidder (offer an Ohio product or who have significant Ohio economic presence) or who qualify as a Border State bidder are eligible to receive a five percent (5%) preference over non-Ohio/Border state bidders. The state reserves the right to clarify any information during the evaluation process. **BIDDERS MUST COMPLETE THIS CERTIFICATION TO RECEIVE THE PREFERENCE.**

A. DOMESTIC PREFERENCE (BUY AMERICAN): [Not applicable to "Excepted Products"]

1. 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)

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)

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)

   _____(Item) _____(Country of Origin)

A domestic end source product is deemed to be excessively priced if it exceeds the cost of the foreign product by more than 6%. Pursuant to FAR, Part 25, the state of Ohio does not acquire supplies or services that cannot be imported lawfully into the United States. The contractor, their subcontractor(s) and any agent of the contractor or subcontractor must not acquire any supplies or services originating from sources within, or that were located in or transported from or through Cuba, Iran, Iraq, Libya, North Korea, Sudan Territory of Afghanistan controlled by the Taliban, or Serbia (excluding the territory of Kosovo).

B. OHIO PREFERENCE (BUY OHIO):

1. The products/services being offered are raised, grown, produced, mined or manufactured in Ohio.
   ☐ Yes (Go to C) ☐ No (Go to B-2)

2. Bidder has significant economic presence within the state of Ohio.
   ☐ Yes (Answer a, b, c, d below) ☐ No (Go to B-3)
   a) Bidder has paid the required taxes due the state of Ohio ☐ Yes ☐ No
   b) 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://www.sos.state.oh.us/
   c) Bidder has ten or more employees based in Ohio or border state. ☐Yes ☐ No (Go to B-2d)
   d) Bidder has seventy-five percent or more employees based in Ohio or border state.
      ☐ Yes ☐ No (Go to B-3)

3. Border state bidder:
   ☐ Yes (Specify which state then go to B-2c): ☐ KY ☐ MI ☐ NY ☐ PA ☐ IN ☐ No (Go to B-4)

4. Border state bidder: mined products mined in respective border state ☐ Yes ☐ No ☐ Not Applicable

II. **E.D.G.E. DESIGNATION:** Is the bidder a certified E.D.G.E. business ☐ Yes ☐ No

For information on E.D.G.E. designation, please visit the DAS Equal Opportunity Division website at: http://www.das.ohio.gov/Divisions/EqualOpportunity/tabid/80/Default.aspx

III. **INDEPENDENT CONTRACTOR ACKNOWLEDGEMENT:** Contractor certifies that Contractor is a "**business** entity" as that term is defined in O.R.C. Section 145.037. See SUPPLEMENTAL CONTRACT TERMS AND CONDITIONS, S-21. Independent Contractor Acknowledgement.

Bidder is defined as a business entity ☐ 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.

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.

*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. The minimum order shall not apply to vehicle rates or mileage.

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 seven (7) calendar 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.

*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 supervisor, mover, installer, straight truck, van, moving cartons, color-coded labels, tape and mileage by its corresponding unit price and then add these totals together for each region per year and subtract the total for credit for moving cartons returned for each year for an estimated contract cost. 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.

*Indicates revision to Special Terms and Conditions, addition of Minimum Order and revision to Evaluation paragraphs.

SPECIAL CONTRACT TERMS AND CONDITIONS (CONT'D)

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.

The Contractor will receive an email with a User ID and password and must report the quarterly dollar value of sales to the Department of Administrative Services (DAS) via the Internet using the web form at the Ohio DAS Contract Management Contractor Portal, https://cm.ohio.gov/. If no sales occur, the Contractor must show zero. The report must be submitted thirty (30) days following the completion of the reporting period. The Contractor is responsible for emailing the Analyst listed on page one of the contract with any company contact changes.

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.

The Contractor must forward the Quarterly Sales Report to the following address:

Department of Administrative Services
Office of Finance
30 E. Broad Street, 40th Floor
Columbus, OH 43215

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

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. Contractors must include the revenue share in their prices. The revenue share is included in the award price(s) and reflected in the total amount charged to ordering agencies which includes both state agencies and political subdivisions 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 must pay the revenue share amount due by check. To ensure the payment is credited properly, the Contractor must identify the check as a "Revenue Share" and include the Ohio Contract Management Remittance Report

The Contractor should make the check payable to: Treasurer, State of Ohio and forward the check to the following address:

Department of Administrative Services
Office of Finance
30 E. Broad Street, 40th Floor
Columbus, OH 43215

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 contract 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 suspend, terminate or cancel this Contract.

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, OH 43228-1395, Attn: Alice Ewing.

*Indicates page repagination.

SPECIAL CONTRACT TERMS AND CONDITIONS (CONT'D)

DISCLOSURE OF SERVICE PROVIDERS (See Standard Contract Terms and Conditions, Section [Roman Numeral] V. General Provisions:, Paragraph G.):

Bidders seeking to enter into a service contract shall disclose the following:

a) Principal location of business for the contractor (Name/City/State/Country)

_____

b) Principal location of all subcontractors (Name/City/State/Country)

_____

_____

_____

c) Location where services will be performed (Name/City/State/Country)

_____

_____

_____

d) Location where any State data, applicable to the Contract, will be maintained or made available (Name/City/State/Country)

_____

_____

_____

By the signature affixed to Page 1 of this Bid, Bidder hereby certifies that the above information is true and accurate. The Bidder agrees that no changes will be made to this list of subcontractors or locations where work will be performed or data will be stored without prior written approval of DAS. Any attempt by the Bidder/Contractor to change or otherwise alter subcontractors, locations where services will be performed or locations where data will be stored, without prior written approval of DAS, will be deemed as a default. If a default should occur, DAS will seek all legal remedies as set forth in the Terms and Conditions which may include immediate cancellation of the Contract. Failure to complete this page may deem your bid not responsive.

BID AUTOMOBILE LIABILITY INSURANCE:

A. 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 automobile liability with a Combined Single Limit of $500,000.00.

*Indicates page repagination.

SPECIAL CONTRACT TERMS AND CONDITIONS (CONT'D)

☐ 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.

FIXED-PRICE WITH ECONOMIC ADJUSTMENT: The contract prices(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 Provision I.C. "Termination/Suspension" and Provision II. of the "Contract Remedies:" 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.

*Indicates page repagination.

SPECIFICATIONS

I. SCOPE OF WORK

The purpose of this invitation to bid is to establish a term contract for the purchase of transportation and related moving services and equipment/supplies as required for various State Agencies and registered Cooperative Purchasing Program Members. 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 Customer 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 an estimate only.

II. BACKGROUND

A. In accordance with Sections 125.60 to 125.6012 of the Ohio Revised Code, Agencies are required to purchase services through the Community Rehabilitation Programs (CRP) which are capable of meeting Agency needs. The current State of Ohio CRP Commercial Moving Services contract will be considered by Agencies prior to the use of this contract. State of Ohio purchasers as defined in Section 125.60 (B) of the Ohio Revised Code must obtain a waiver from the Office of Procurement Services, Community Rehabilitation Programs to procure services and items available from CRP's or their agents through other sources, including this contract.

B. Currently the State of Ohio has many facilities throughout the state that may require services under this contract. State Agencies and properly registered Cooperative Purchasing Program Members may purchase through this contract.

C. Agencies may have items that need to be relocated to the Department of Administrative Services, State and Federal Surplus Services facility. This facility is located at:

4200 Surface Road,
Columbus, OH 43228

D. Usage information provided is a yearly estimate, the actual usage may vary.

III. 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 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 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.

B. 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:

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 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 Agency. 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 the Agency. The Contractor shall provide adequate blanket wraps for electronic components, as required by the 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.

SPECIFICATIONS (Cont'd)

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, etc. to accomplish this.

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 an Agency. Please note: Items such as LCD and plasma flat panel monitors cannot be handled by touching the screens with bare hands.

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 Agency 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 the Agency personnel have relocated the shelving units.

I. The Contractor shall provide adequate personnel to perform checkout activities at the sending side of each move. Move checkout shall be scheduled prior to the time that move activities occur. The Contractor's proposal must contain their chain-of-custody procedures for handling sensitive and confidential information, materials and documents.

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.

IV. SERVICE ORDER REQUEST

A. An Authorized 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, 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 of the service.

C. 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 be performed when an authorized Agency personnel 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. The Contractor shall not perform any work without receipt of a purchase order authorized by the ordering Agency.

D. 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 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)

V. SITE COORDINATION

A. The Contractor shall be responsible for coordinating access to the existing and new buildings with 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 sides 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 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 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 the 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 Agency personnel.

*Indicates page repagination.

SPECIFICATIONS (Cont'd)

VI. 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 (Link to State of Ohio holidays: http://ohio.gov/stateemployee/benefits/). 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. Labor rates shall not apply to travel time to and from the work site, lunch or other breaks.

B. Agency designated contacts will provide, to the Contractor, up to three telephone numbers to contact the 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 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.

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 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 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 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 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 Contractor shall include in their bid response a description of the specific weather conditions, which will prevent them from conducting moving activities.

*Indicates revision to Paragraph VI.-A. and page repagination.

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 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.

VII. 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 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 do's and don'ts for all Agency 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 Agency may 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 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 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 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 Agency personnel from opening or accessing the furniture.

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

*Indicates page repagination.

SPECIFICATIONS (Cont'd)

VIII. 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).

IX. 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 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), 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, transport of additional furniture and equipment from the former facility.

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 Contractors 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 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 Agency's facility. Credit shall be issued for boxes and packing materials that are returned in good and usable condition.

*Indicates page repagination.

SPECIFICATIONS (Cont'd)

X. 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 Agency.

B. Pick up excess office furniture and equipment, salvage items, etc., and deliver to a specific warehouse or 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 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.

XI. 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 sites. 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 at least five (5) years of experience on projects similar in scope, complexity, and various sized projects. The Supervisor's name and professional resume shall be submitted with the bid.

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.

XII. 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.

*Indicates page repagination.

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 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. Agency authorized personnel signature - sending side
9. Contractor signature - sending side
10. Agency authorized personnel 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 or van manifest and retained once broken by Agency representative at the receiving side.

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 selected Contractor must assure that a clear, documented chain of custody is maintained for all sensitive and confidential documents identified by specific Agency 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. 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 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 Agency.

XIII. 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.

XIV. INSURANCE

A. Coverage must be maintained for the duration of the contract.

*Indicates page repagination.

SPECIFICATIONS (Cont'd)

B. Certificate of Insurance/Accord form must identify the bid number, agency name and or the State of Ohio.

C. Copies of insurance certificate(s) must be filed with the Office of Procurement Services for State Government Agencies.

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.

XV. BIDDER QUALIFICATIONS

A. The Bidder 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. The bidder shall submit a corporate history and experience with the bid submittal.

B. The Bidder must provide at least three (3) references of the companies or organizations where they have performed the same or similar services within the last three (3) consecutive years. References must include:

1. Company/organization
2. Name and telephone number of the contact person in that company/organization
3. A description of the service performed. Description summary must provide the following: project size, number of locations moved, total square feet, special requirements or logistics requirements (i.e. libraries, warehouses, security, etc.)
4. Duration and dollar value of the contract

The Bidder must complete and return the Company Reference Form (Supplement B) with the bid submittal.

*Indicates page repagination.

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

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	ITEM ID NO.	ESTIMATED ANNUAL USAGE	COST 03/01/15 through 02/28/16	COST 03/01/16 through 02/29/17	COST 03/01/17 through 02/28/18
Supervisor		1,000 hours	$ /hour	$ /hour	$ /hour
Mover		6,000 hours	$ /hour	$ /hour	$ /hour
Installer (shelving/furniture) Prevailing Wage		1,000 hours	$ /hour	$ /hour	$ /hour
HOURLY VEHICLE RATES *(Includes Driver)	ITEM ID NO.	ESTIMATED ANNUAL USAGE	COST 03/01/15 through 02/28/16	COST 03/01/16 through 02/29/17	COST 03/01/17 through 02/28/18
Straight Truck		1,700 hours	$ /hour	$ /hour	$ /hour
Van		1 hours	$ /hour	$ /hour	$ /hour
*MILEAGE RATE	ITEM ID NO.	ESTIMATED ANNUAL USAGE	COST 03/01/15 through 02/28/16	COST 03/01/16 through 02/29/17	COST 03/01/17 through 02/28/18
Mileage		5,000	$ /mile	$ /mile	$ /mile
SERVICES	ITEM ID NO.	ESTIMATED ANNUAL USAGE	COST 03/01/15 through 02/28/16	COST 03/01/16 through 02/29/17	COST 03/01/17 through 02/28/18
Pre-Move Services		600 hours	$ /hour	$ /hour	$ /hour
Post-Move Services		600 hours	$ /hour	$ /hour	$ /hour
Bi-Annual Services		1200 hours	$ /hour	$ /hour	$ /hour

*Indicates page repagination, to note that the driver should be included with the Vehicle Rate, and to add Mileage as a cost to be evaluated.

PRICE SCHEDULE (Cont'd)

MATERIAL & EQUIPMENT	ITEM ID NO.	ESTIMATED ANNUAL USAGE	COST 03/01/15 through 02/28/16	COST 03/01/16 through 02/29/17	COST 03/01/17 through 02/28/18
Moving Cartons 1.5 cubic feet capacity		12,000 Ctns.	$ Ctn.	$ Ctn.	$ Ctn.
Moving Cartons 3 cubic feet capacity		1000 Ctns.	$ Ctn.	$ Ctn.	$ Ctn.
Credit for Returned Moving Cartons, 1.5 cubic feet capacity		10,000 Ctns.	Less $ Ctn.	Less $ Ctn.	Less $ Ctn.
Credit for Returned Moving Cartons, 3 cubic feet capacity		800 Ctns.	Less $ Ctn.	Less $ Ctn.	Less $ Ctn.
Color-coded Labels (2" X 3")		10,000 Each	$ Each	$ Each	$ Each
Bubble Wrap		100 Ctn	$ Ctn.	$ Ctn.	$ Ctn.
Bubble Bags		1500 ea	$ Ctn.	$ Ctn.	$ Ctn.
Library Carts		40 ea	$ Each	$ Each	$ Each
Panel Carts		40 ea	$ Roll	$ Roll	$ Roll
Cardboard Sheets		1500 ea	$ Ctn.	$ Ctn.	$ Ctn.

*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%

*Indicates page repagination and to include Allocation of Costs table.

PRICE SCHEDULE

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

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	ITEM ID NO.	ESTIMATED ANNUAL USAGE	COST 03/01/15 through 02/28/16	COST 03/01/16 through 02/29/17	COST 03/01/17 through 02/28/18
Supervisor		1,000 hours	$ /hour	$ /hour	$ /hour
Mover		6,000 hours	$ /hour	$ /hour	$ /hour
Installer (shelving/furniture) Prevailing Wage		1,000 hours	$ /hour	$ /hour	$ /hour
HOURLY VEHICLE RATES *(Includes Driver)	ITEM ID NO.	ESTIMATED ANNUAL USAGE	COST 03/01/15 through 02/28/16	COST 03/01/16 through 02/29/17	COST 03/01/17 through 02/28/18
Straight Truck		1,700 hours	$ /hour	$ /hour	$ /hour
Van		1 hours	$ /hour	$ /hour	$ /hour
*MILEAGE RATE	ITEM ID NO.	ESTIMAGED ANNUAL USAGE	COST 03/01/15 through 02/28/16	COST 03/01/16 through 02/29/17	COST 03/01/17 through 02/28/18
Mileage		5,000	$ /mile	$ /mile	$ /mile
SERVICES	ITEM ID NO.	ESTIMATED ANNUAL USAGE	COST 03/01/15 through 02/28/16	COST 03/01/16 through 02/29/17	COST 03/01/17 through 02/28/18
Pre-Move Services		600 hours	$ /hour	$ /hour	$ /hour
Post-Move Services		600 hours	$ /hour	$ /hour	$ /hour
Bi-Annual Services		1200 hours	$ /hour	$ /hour	$ /hour

*Indicates page repagination, to note that the driver should be included with the Vehicle Rate, and to add Mileage as a cost to be evaluated.

PRICE SCHEDULE (Cont'd)

MATERIAL & EQUIPMENT	ITEM ID NO.	ESTIMATED ANNUAL USAGE	COST 03/01/15 through 02/28/16	COST 03/01/16 through 02/29/17	COST 03/01/17 through 02/28/18
Moving Cartons 1.5 cubic feet capacity		12,000 Ctns.	$ Ctn.	$ Ctn.	$ Ctn.
Moving Cartons 3 cubic feet capacity		1000 Ctns.	$ Ctn.	$ Ctn.	$ Ctn.
Credit for Returned Moving Cartons, 1.5 cubic feet capacity		10,000 Ctns.	Less $ Ctn.	Less $ Ctn.	Less $ Ctn.
Credit for Returned Moving Cartons, 3 cubic feet capacity		800 Ctns.	Less $ Ctn.	Less $ Ctn.	Less $ Ctn.
Color-coded Labels (2" X 3")		10,000 Each	$ Each	$ Each	$ Each
Bubble Wrap		100 Ctn	$ Ctn.	$ Ctn.	$ Ctn.
Bubble Bags		1500 ea	$ Ctn.	$ Ctn.	$ Ctn.
Library Carts		40 ea	$ Each	$ Each	$ Each
Panel Carts		40 ea	$ Roll	$ Roll	$ Roll
Cardboard Sheets		1500 ea	$ Ctn.	$ Ctn.	$ Ctn.

*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%

*Indicates page repagination and to include Allocation of Costs table.

PRICE SCHEDULE

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

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	ITEM ID NO.	ESTIMATED ANNUAL USAGE	COST 03/01/15 through 02/28/16	COST 03/01/16 through 02/29/17	COST 03/01/17 through 02/28/18
Supervisor		1,000 hours	$ /hour	$ /hour	$ /hour
Mover		6,000 hours	$ /hour	$ /hour	$ /hour
Installer (shelving/furniture) Prevailing Wage		1,000 hours	$ /hour	$ /hour	$ /hour
HOURLY VEHICLE RATES *(Includes Driver)	ITEM ID NO.	ESTIMATED ANNUAL USAGE	COST 03/01/15 through 02/28/16	COST 03/01/16 through 02/29/17	COST 03/01/17 through 02/28/18
Straight Truck		1,700 hours	$ /hour	$ /hour	$ /hour
Van		1 hours	$ /hour	$ /hour	$ /hour
*MILEAGE RATE	ITEM ID NO.	ESTIMAGED ANNUAL USAGE	COST 03/01/15 through 02/28/16	COST 03/01/16 through 02/29/17	COST 03/01/17 through 02/28/18
Mileage		5,000	$ /mile	$ /mile	$ /mile
SERVICES	ITEM ID NO.	ESTIMATED ANNUAL USAGE	COST 03/01/15 through 02/28/16	COST 03/01/16 through 02/29/17	COST 03/01/17 through 02/28/18
Pre-Move Services		600 hours	$ /hour	$ /hour	$ /hour
Post-Move Services		600 hours	$ /hour	$ /hour	$ /hour
Bi-Annual Services		1200 hours	$ /hour	$ /hour	$ /hour

*Indicates page repagination, to note that the driver should be included with the Vehicle Rate, and to add Mileage as a cost to be evaluated.

PRICE SCHEDULE (Cont'd)

MATERIAL & EQUIPMENT	ITEM ID NO.	ESTIMATED ANNUAL USAGE	COST 03/01/15 through 02/28/16	COST 03/01/16 through 02/29/17	COST 03/01/17 through 02/28/18
Moving Cartons 1.5 cubic feet capacity		12,000 Ctns.	$ Ctn.	$ Ctn.	$ Ctn.
Moving Cartons 3 cubic feet capacity		1000 Ctns.	$ Ctn.	$ Ctn.	$ Ctn.
Credit for Returned Moving Cartons, 1.5 cubic feet capacity		10,000 Ctns.	Less $ Ctn.	Less $ Ctn.	Less $ Ctn.
Credit for Returned Moving Cartons, 3 cubic feet capacity		800 Ctns.	Less $ Ctn.	Less $ Ctn.	Less $ Ctn.
Color-coded Labels (2" X 3")		10,000 Each	$ Each	$ Each	$ Each
Bubble Wrap		100 Ctn	$ Ctn.	$ Ctn.	$ Ctn.
Bubble Bags		1500 ea	$ Ctn.	$ Ctn.	$ Ctn.
Library Carts		40 ea	$ Each	$ Each	$ Each
Panel Carts		40 ea	$ Roll	$ Roll	$ Roll
Cardboard Sheets		1500 ea	$ Ctn.	$ Ctn.	$ Ctn.

*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%

*Indicates page repagination and to include Allocation of Costs table.

PRICE SCHEDULE

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

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	ITEM ID NO.	ESTIMATED ANNUAL USAGE	COST 03/01/15 through 02/28/16	COST 03/01/16 through 02/29/17	COST 03/01/17 through 02/28/18
Supervisor		1,000 hours	$ /hour	$ /hour	$ /hour
Mover		6,000 hours	$ /hour	$ /hour	$ /hour
Installer (shelving/furniture) Prevailing Wage		1,000 hours	$ /hour	$ /hour	$ /hour
HOURLY VEHICLE RATES *(Includes Driver)	ITEM ID NO.	ESTIMATED ANNUAL USAGE	COST 03/01/15 through 02/28/16	COST 03/01/16 through 02/29/17	COST 03/01/17 through 02/28/18
Straight Truck		1,700 hours	$ /hour	$ /hour	$ /hour
Van		1 hours	$ /hour	$ /hour	$ /hour
*MILEAGE RATE	ITEM ID NO.	ESTIMAGED ANNUAL USAGE	COST 03/01/15 through 02/28/16	COST 03/01/16 through 02/29/17	COST 03/01/17 through 02/28/18
Mileage		5,000	$ /mile	$ /mile	$ /mile
SERVICES	ITEM ID NO.	ESTIMATED ANNUAL USAGE	COST 03/01/15 through 02/28/16	COST 03/01/16 through 02/29/17	COST 03/01/17 through 02/28/18
Pre-Move Services		600 hours	$ /hour	$ /hour	$ /hour
Post-Move Services		600 hours	$ /hour	$ /hour	$ /hour
Bi-Annual Services		1200 hours	$ /hour	$ /hour	$ /hour

*Indicates page repagination, to note that the driver should be included with the Vehicle Rate, and to add Mileage as a cost to be evaluated.

PRICE SCHEDULE (Cont'd)

MATERIAL & EQUIPMENT	ITEM ID NO.	ESTIMATED ANNUAL USAGE	COST 03/01/15 through 02/28/16	COST 03/01/16 through 02/29/17	COST 03/01/17 through 02/28/18
Moving Cartons 1.5 cubic feet capacity		12,000 Ctns.	$ Ctn.	$ Ctn.	$ Ctn.
Moving Cartons 3 cubic feet capacity		1000 Ctns.	$ Ctn.	$ Ctn.	$ Ctn.
Credit for Returned Moving Cartons, 1.5 cubic feet capacity		10,000 Ctns.	Less $ Ctn.	Less $ Ctn.	Less $ Ctn.
Credit for Returned Moving Cartons, 3 cubic feet capacity		800 Ctns.	Less $ Ctn.	Less $ Ctn.	Less $ Ctn.
Color-coded Labels (2" X 3")		10,000 Each	$ Each	$ Each	$ Each
Bubble Wrap		100 Ctn	$ Ctn.	$ Ctn.	$ Ctn.
Bubble Bags		1500 ea	$ Ctn.	$ Ctn.	$ Ctn.
Library Carts		40 ea	$ Each	$ Each	$ Each
Panel Carts		40 ea	$ Roll	$ Roll	$ Roll
Cardboard Sheets		1500 ea	$ Ctn.	$ Ctn.	$ Ctn.

*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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%	%	%	%	%	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%

*Indicates page repagination and to include Allocation of Costs table.

PRICE SCHEDULE

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

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	ITEM ID NO.	ESTIMATED ANNUAL USAGE	COST 03/01/15 through 02/28/16	COST 03/01/16 through 02/29/17	COST 03/01/17 through 02/28/18
Supervisor		1,000 hours	$ /hour	$ /hour	$ /hour
Mover		6,000 hours	$ /hour	$ /hour	$ /hour
Installer (shelving/furniture) Prevailing Wage		1,000 hours	$ /hour	$ /hour	$ /hour
HOURLY VEHICLE RATES *(Includes Driver)	ITEM ID NO.	ESTIMATED ANNUAL USAGE	COST 03/01/15 through 02/28/16	COST 03/01/16 through 02/29/17	COST 03/01/17 through 02/28/18
Straight Truck		1,700 hours	$ /hour	$ /hour	$ /hour
Van		1 hours	$ /hour	$ /hour	$ /hour
*MILEAGE RATE	ITEM ID NO.	ESTIMAGED ANNUAL USAGE	COST 03/01/15 through 02/28/16	COST 03/01/16 through 02/29/17	COST 03/01/17 through 02/28/18
Mileage		5,000	$ /mile	$ /mile	$ /mile
SERVICES	ITEM ID NO.	ESTIMATED ANNUAL USAGE	COST 03/01/15 through 02/28/16	COST 03/01/16 through 02/29/17	COST 03/01/17 through 02/28/18
Pre-Move Services		600 hours	$ /hour	$ /hour	$ /hour
Post-Move Services		600 hours	$ /hour	$ /hour	$ /hour
Bi-Annual Services		1200 hours	$ /hour	$ /hour	$ /hour

*Indicates page repagination, to note that the driver should be included with the Vehicle Rate, and to add Mileage as a cost to be evaluated.

PRICE SCHEDULE (Cont'd)

MATERIAL & EQUIPMENT	ITEM ID NO.	ESTIMATED ANNUAL USAGE	COST 03/01/15 through 02/28/16	COST 03/01/16 through 02/29/17	COST 03/01/17 through 02/28/18
Moving Cartons 1.5 cubic feet capacity		12,000 Ctns.	$ Ctn.	$ Ctn.	$ Ctn.
Moving Cartons 3 cubic feet capacity		1000 Ctns.	$ Ctn.	$ Ctn.	$ Ctn.
Credit for Returned Moving Cartons, 1.5 cubic feet capacity		10,000 Ctns.	Less $ Ctn.	Less $ Ctn.	Less $ Ctn.
Credit for Returned Moving Cartons, 3 cubic feet capacity		800 Ctns.	Less $ Ctn.	Less $ Ctn.	Less $ Ctn.
Color-coded Labels (2" X 3")		10,000 Each	$ Each	$ Each	$ Each
Bubble Wrap		100 Ctn	$ Ctn.	$ Ctn.	$ Ctn.
Bubble Bags		1500 ea	$ Ctn.	$ Ctn.	$ Ctn.
Library Carts		40 ea	$ Each	$ Each	$ Each
Panel Carts		40 ea	$ Roll	$ Roll	$ Roll
Cardboard Sheets		1500 ea	$ Ctn.	$ Ctn.	$ Ctn.

*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%

*Indicates page repagination and to include Allocation of Costs table.

PRICE SCHEDULE

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

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	ITEM ID NO.	ESTIMATED ANNUAL USAGE	COST 03/01/15 through 02/28/16	COST 03/01/16 through 02/29/17	COST 03/01/17 through 02/28/18
Supervisor		1,000 hours	$ /hour	$ /hour	$ /hour
Mover		6,000 hours	$ /hour	$ /hour	$ /hour
Installer (shelving/furniture) Prevailing Wage		1,000 hours	$ /hour	$ /hour	$ /hour
HOURLY VEHICLE RATES *(Includes Driver)	ITEM ID NO.	ESTIMATED ANNUAL USAGE	COST 03/01/15 through 02/28/16	COST 03/01/16 through 02/29/17	COST 03/01/17 through 02/28/18
Straight Truck		1,700 hours	$ /hour	$ /hour	$ /hour
Van		1 hours	$ /hour	$ /hour	$ /hour
*MILEAGE RATE	ITEM ID NO.	ESTIMAGED ANNUAL USAGE	COST 03/01/15 through 02/28/16	COST 03/01/16 through 02/29/17	COST 03/01/17 through 02/28/18
Mileage		5,000	$ /mile	$ /mile	$ /mile
SERVICES	ITEM ID NO.	ESTIMATED ANNUAL USAGE	COST 03/01/15 through 02/28/16	COST 03/01/16 through 02/29/17	COST 03/01/17 through 02/28/18
Pre-Move Services		600 hours	$ /hour	$ /hour	$ /hour
Post-Move Services		600 hours	$ /hour	$ /hour	$ /hour
Bi-Annual Services		1200 hours	$ /hour	$ /hour	$ /hour

*Indicates page repagination, to note that the driver should be included with the Vehicle Rate, and to add Mileage as a cost to be evaluated.

PRICE SCHEDULE (Cont'd)

MATERIAL & EQUIPMENT	ITEM ID NO.	ESTIMATED ANNUAL USAGE	COST 03/01/15 through 02/28/16	COST 03/01/16 through 02/29/17	COST 03/01/17 through 02/28/18
Moving Cartons 1.5 cubic feet capacity		12,000 Ctns.	$ Ctn.	$ Ctn.	$ Ctn.
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Color-coded Labels (2" X 3")		10,000 Each	$ Each	$ Each	$ Each
Bubble Wrap		100 Ctn	$ Ctn.	$ Ctn.	$ Ctn.
Bubble Bags		1500 ea	$ Ctn.	$ Ctn.	$ Ctn.
Library Carts		40 ea	$ Each	$ Each	$ Each
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Cost of Wages	Cost of Health Care	Cost of Workers' Compensation	Cost of Unemployment	Cost of Other	Total
%	%	%	%	%	100%

EXAMPLE:

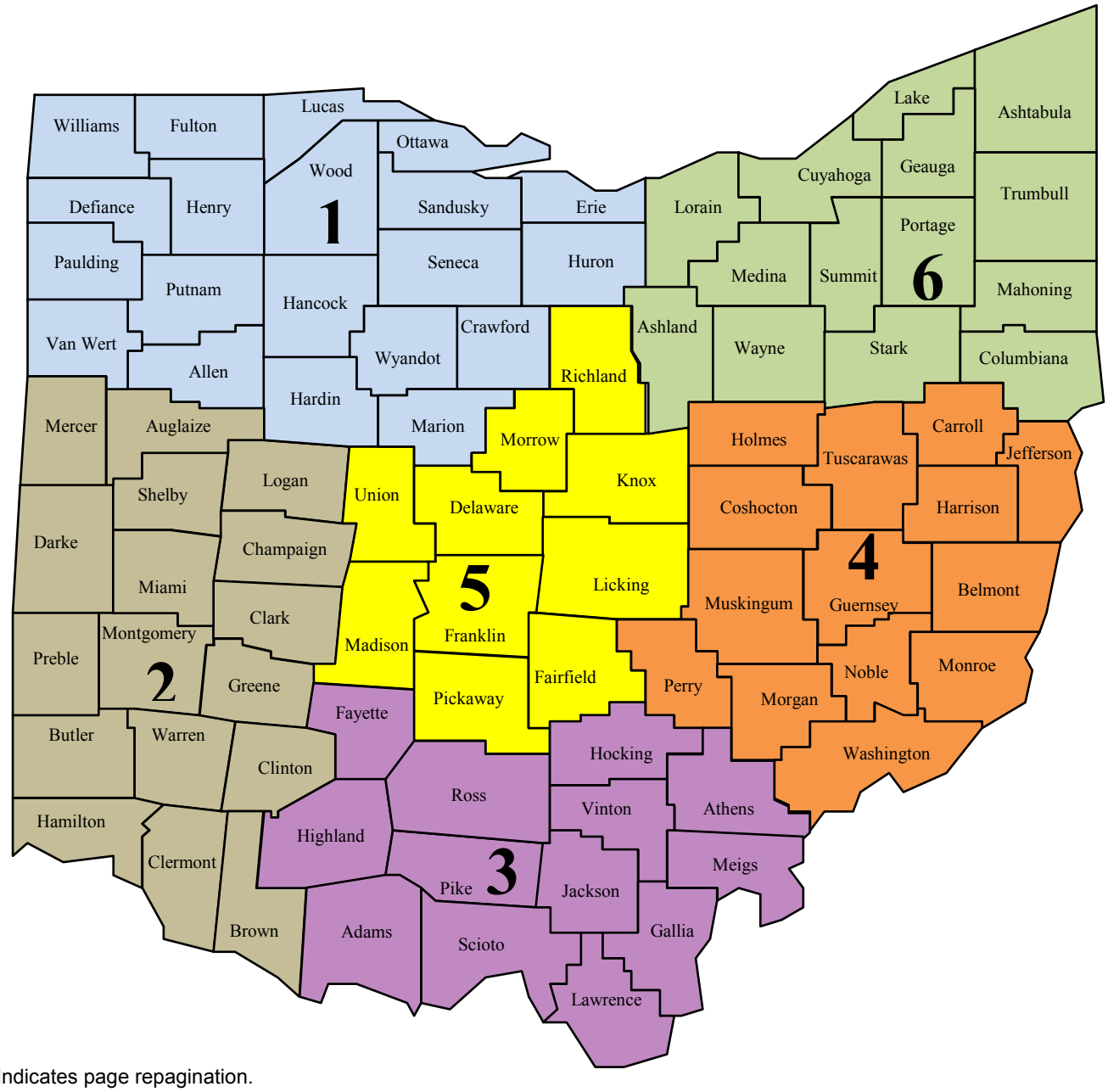
Cost of Wages	Cost of Health Care	Cost of Workers' Compensation	Cost of Unemployment	Cost of Other	Total
25%	25%	15%	25%	Educational Training 10%	100%

*Indicates page repagination and to include Allocation of Costs table.

BID REGION MAP

SUPPLEMENT A

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, Ashland, Medina, Summit, Portage, Trumbull, Wayne, Stark, Mahoning, Columbiana



*Indicates page repagination.

COMPANY REFERENCE FORM

SUPPLEMENT B

Company Name:	Contact Name:	
Address:	Telephone Number: Email Address:	
Contract Name:	Beginning Date of Contract: (Month/Year)	Ending Date of Contract: (Month/Year)
	Dollar value of the contract: $	

DESCRIPTION OF SERVICES PROVIDED FOR THIS COMPANY:
Please provide: project size, number of locations moved, total square feet, special requirements or logistics requirements (i.e. libraries, warehouses, security, etc.)

*Indicates page repagination.