



State of Idaho

**State Wide Blanket Purchase Order**

**Purchase Order Summary**

**Supplier**

**Purchase Order Number:** SBPO19200501  
**Account Number:** AC-1  
**Purchase Order Date:** May 13, 2019  
**Service Start Date:** May 14, 2019  
**Service End Date:** May 13, 2020  
**Payment Method:** Invoice  
**Payment Terms:** NET30  
**Currency:** USD  
**FOB Instruction:** Destination  
**Attachment(s):**

Teri L Cole  
 Air Van Inc  
 3340 S. Denver Way  
 Boise, ID 83705  
**Phone:** 208-345-3030-209  
**Fax:** 208-472-3063  
**Email:** tcole@airvan.net

**Buyer Contact**

Joseph Nelson Jr.  
 Tel:208-332-1602  
 Fax:208-327-7320  
 Joseph.Nelson@adm.idaho.gov

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**Contract Number:**

**Bill To Address**

**Ship To Address**

DOP - Various State Agencies  
 State of Idaho  
 Various Locations  
 See Below for Details  
 on Specific Locations  
 Various, Idaho 83702  
**Phone:** 208-327-7465  
**Fax:** 208-327-7320  
**Email:** purchasing@adm.idaho.gov  
**Mail Stop:** DOP - Various Locations

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 Various, Idaho 83702  
**Phone:** 208-327-7465  
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**Email:** purchasing@adm.idaho.gov  
**Mail Stop:** DOP - Various Locations

**Instructions**

**NOTICE OF STATEWIDE CONTRACT (SBPO) AWARD**

Contract for Statewide Moving Services to Chinden Campus, as needed, for the benefit of State of Idaho Agencies, institutions, and departments and eligible political subdivisions or public agencies as defined by Idaho Code, Section 67-2327, and other authorized entities. The Division of Purchasing or the requisitioning agency will issue individual releases (delivery or purchase orders) against this Contract on an as needed basis. This Contract is to be drawn upon as requested period noted above.


Contract Title: Statewide Moving Services to Chinden Campus

Contract Administration: Joseph Nelson

Phone Number: 208-332-1602

E-Mail: [joseph.nelson@adm.idaho.gov](mailto:joseph.nelson@adm.idaho.gov)

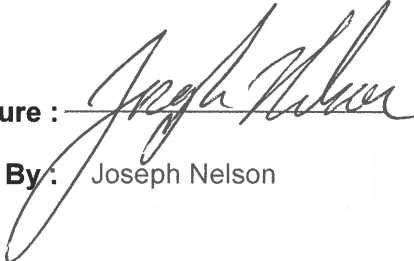
CONTRACTOR: Ship to the FOB DESTINATION point and BILL DIRECTLY to the ORDERING AGENCY. DO NOT MAIL INVOICES TO THE DIVISION OF PURCHASING. Notating the Contract Award Number on any invoices/statement will facilitate the efficient processing of payment.

Supplier Part Number	Items			Unit Price	Total
	Quantity	Back Order	Unit		
	1.00	0	ANN	200,000.00	\$200,000.00
<b>Item Description</b>	#1 Statewide Moving Services to Chinden Campus 				
<b>Delivery Date:</b>	May 14, 2019				
<b>Shipping Method:</b>	Delivery				
<b>Shipping Instructions:</b>					
<b>Ship FOB:</b>	Destination				
<b>Attachment(s)</b>	<a href="#">ITB19000599_UPDATED 2 Statewide MovingServices to Chinden Campus 4-4-19.docx</a> :solicitation <a href="#">ITB19000599 MOVING BID TAB.docx</a> : <a href="#">Air Van.pdf</a> :winning bid				

**Special Instructions:**

<b>Sub-Total (USD)</b>	\$200,000.00
<b>Estimated Tax (USD)</b>	\$0.00
<b>TOTAL: (USD)</b>	\$200,000.00

Note: If there is a  next to an item's unit price, that indicates that the price has been discounted.

Signature : 

Signed By: Joseph Nelson



**STATE OF IDAHO  
DIVISION OF PURCHASING  
FOR  
DEPARTMENT OF ADMINISTRATION**

**Invitation to Bid (ITB)**

**ITB19000599**

**Statewide Moving Services to Chinden Campus**

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**ITB ADMINISTRATIVE INFORMATION**

ITB Title:	Statewide Moving Services to Chinden Campus
ITB Project Description:	Moving Services to the State’s Chinden Campus for State of Idaho Agencies.
ITB Lead:	Joseph Nelson, Buyer Idaho Division of Purchasing 304 N 8 <sup>th</sup> St. Rm. 403 Boise, ID 83702
Submit sealed Bid (if submitting manually):  MANUAL BIDS MUST BE RECEIVED AT THE PHYSICAL ADDRESS DESIGNATED FOR COURIER SERVICE AND TIME/DATE STAMPED BY DOP PRIOR TO THE CLOSING DATE AND TIME.	<p><b>Manual Submission via courier/hand-delivered:</b> Division of Purchasing 304 N 8<sup>th</sup> St. Rm 403 Boise, ID 83702</p> <p><b>Manual submission via US Mail:</b> Division of Purchasing P.O. Box 83720 Boise, ID 83720-0075</p>
Submit electronically via IPRO:	<p><b>Electronic Submission:</b> <a href="https://purchasing.idaho.gov/information-for-vendors/">https://purchasing.idaho.gov/information-for-vendors/</a></p>
Pre-Bid Conference and Walkthrough	Wednesday, April 10, 2019 2:30pm Mountain Time
Deadline To Receive Questions:	Friday, April 12, 2019, 11:59:59 p.m. Mountain Time
ITB Closing Date:	See IPRO Header Document
ITB Opening Date:	10:30 a.m. Mountain Time the following business day after closing
Initial Term of Contract and Renewals:	One (1) year. Upon mutual agreement, the contract may be renewed, extended or amended. The total contract term is not anticipated to exceed five (5) years.

## 1 PURPOSE

The State of Idaho (State) through the Division of Purchasing (DOP) is soliciting bids for Moving Services to the State's Chinden Campus for various State agencies (Agency or Agencies). The resulting contract(s) will be mandatory-use contracts for all State of Idaho Agencies, *only* for moves to the Chinden Campus. The State anticipates awarding multiple Contracts in accordance with Idaho Code 67-9211 (as further detailed in Section 8, below).

## 2 GENERAL INFORMATION, SOLICITATION INSTRUCTIONS AND STANDARD TERMS AND CONDITIONS

This Solicitation is issued by the state of Idaho (State) via IPRO: (<https://purchasing.idaho.gov/information-for-vendors/>). The ITB Lead is the only contact for this Solicitation. All correspondence regarding this ITB must be in writing. In the event that it becomes necessary to revise any part of this ITB, amendments will be posted at IPRO. It is the responsibility of the Bidder to monitor IPRO for any updates or amendments. Any oral interpretations or clarifications of this ITB will not be relied upon. All changes to this ITB must be in writing and posted at IPRO to be valid. Alternate Bids are not allowed.

## 3 INQUIRIES

Questions or other correspondence must be submitted in writing to the ITB Lead listed below. **QUESTIONS MUST BE RECEIVED BY 11:59:59 P.M. Mountain Time ON THE DATE LISTED IN THE ITB ADMINISTRATIVE INFORMATION.** Written questions must be submitted using **Appendix 1**, Bidder Questions. Official answers to all written questions will be posted on IPRO as an amendment to this ITB.

ITB Lead: Joseph Nelson, Buyer  
Phone: 208-332-1602  
Fax: 208-327-7320  
E-mail: [joseph.nelson@adm.idaho.gov](mailto:joseph.nelson@adm.idaho.gov)

Any questions regarding the State of Idaho Standard Contract Terms and Conditions found at (<https://purchasing.idaho.gov/governing-laws-and-policies/>) must also be submitted in writing, using **Appendix 1**, Bidder Questions, by the deadline identified in the ITB Administrative Information. The State will not consider proposed modifications to these requirements after the date and time set for receiving questions. Questions regarding these requirements must contain the following:

1. The rationale for the specific requirement being unacceptable to the party submitting the question (define the deficiency).
2. Recommended verbiage for the State's consideration that is consistent in content, context, and form with the State's requirement that is being questioned.
3. Explanation of how the State's acceptance of the recommended verbiage is fair and equitable to both the State and to the party submitting the question.

**Bids which condition the Bid based upon the State accepting other terms and conditions not found in the ITB, or which take exception to the State's terms and conditions, will be found non-responsive, and no further consideration of the Bid will be given.**

## 4 PRE-BID SITE INSPECTION

All interested parties are **strongly encouraged** to attend the optional pre-bid site inspection detailed in the Administrative Information on Page 1 of this ITB, at their expense. Parties interested in attending this inspection

should notify the RFP Lead, via email, no later than one (1) business day prior to the date of the pre-bid site inspection. The written request must specify the name and title of each person who will be attending. A maximum of three (3) persons for each party interested will be allowed to attend.

**Failure to attend the optional pre-bid conference will not relieve the Bidder of meeting the requirements of this ITB.**

The pre-bid walkthrough/site inspection will be held at:

State of Idaho, Chinden Campus  
Boise, ID 83704

**5. SCHEDULING MOVES**

**5.1** Agencies with known, anticipated move dates are:

Idaho Industrial Commission  
700 Clearwater Ln. Boise, ID 83712  
Anticipated move dates: July 12, 2019 – July 15, 2019

Tax Commission  
800 Park Blvd.  
Boise, ID 83712  
Anticipated move dates: July 1, 2019 – October 31, 2019

Public Utilities Commission  
472 W Washington St.  
Boise, ID 83702  
Anticipated move dates: Late August- Early September

**5.2** When an Agency is ready to schedule a move to the Chinden Campus, it will contact each of the awarded Contractors to get a quote for its specific move. Contractors must be available to visit the Agency's current location within two (2) business days and must provide a quote within two (2) business days of the visit. The quote must be based on the costs provided in Section 1 of the Bid Schedule. The Agency will select a Contractor to provide the moving services as detailed in Section 13 of this ITB and schedule the move details.

**6. QUALIFICATIONS**

**6.1** Experience

Contractor must have a minimum of five (5) years equivalent experience in commercial office moving including but not limited to packing and moving boxes, padding equipment, loading and unloading of all office furniture, equipment and supplies, (including computer and data center equipment) and files/records.

**6.2** References

Provide three (3) References, see **Appendix 4** – References. The State reserves the right to contact the references directly if three (3) reference are not received, or additional information is deemed appropriate

**6.4 Licenses and Permits**

Have and maintain for duration of this Contract, all licenses and permits as required by federal, state and /or local authorities to provide required services, including transportation services. Contractor must be in compliance with all federal and state regulations regarding maintenance of insurance for protection of the public.

**6.5 Bonded**

Contractor must furnish a Commercial Surety/Business Service bond in the amount of the Contract within ten (10) days of Contract Award. The Bonding Surety must be registered and licensed with the Idaho Department of Insurance. Bonds will not be accepted if the Surety is not registered and licensed in Idaho. If the Contractor fails to present an acceptable bond, this failure may be deemed just cause for the cancellation of the award of the Contract.

**7 BACKGROUND CHECKS**

Contractor must complete, at their own expense, a criminal background check pursuant their internal background check policy on all its employees working on the service of this contract. DOP must be notified and given the opportunity to approve any employees with a related and recent felony. **Contractor must submit a copy of their Background Check policy with Bid.**

**8. SUBCONTRACTORS**

The Contractor may secure the services of a subcontractor to complete Moving Services as required by the Contract. The subcontractor must meet all licensing, insurance, certifications and employee background checks. The Contractor must obtain DOP approval prior to entering into any agreement with a subcontractor for performance of any part of the Contract.

**9. SCOPE OF WORK**

See **Appendix 2, Scope of Work**

**10 COST**

Provide your fully burdened Total Cost on the Bid Schedule (**Appendix 3**). The Bidder must provide a fully-burdened rate which must include, but not be limited to, all operating and personnel expenses, such as: overhead, salaries, administrative expenses, profit, supplies.

**11 BILLING PROCEDURE**

The Contractor must provide a signed invoice to the Agency for which moving services were provided upon service completion. The invoice must be submitted no later than thirty (30) calendar days after services were provided. No invoice will be accepted or paid without receipt of required documentation. Invoices submitted without the required documentation will be returned to the Contractor for resubmission.

The Contractor must provide the following information with each invoice:

- 1 IPRO contract number (and name of project/product, if appropriate) and Agency PO number
- 2 Identification of billing period
- 3 Total amount billed for the billing period
- 4 Detailed description of services/products provided and associated # of hours/\$ amounts, as appropriate



## 12 SUBMISSION REQUIREMENTS

### 12.1 Required Bid Submission Items

Your Bid Submission must consist of the following:

#### 12.1.1 Bid Schedule

Provide your cost information on **Appendix 3**, Bid Schedule, below. Do not submit your Bid on any other form. Submitting your Bid on a form different than the Bid Schedule may cause your Bid to be rejected as non-responsive.

#### 12.1.2 State of Idaho Signature Page

The State of Idaho Signature Page must be completed and submitted as part of your Bid. The State of Idaho Signature Page is attached in IPRO.

#### 12.1.3 References (**Section 6.2**)

#### 12.1.4 Vendor's Background Check Policy (**Section 7**).

### 12.2 Bid Submission Methods

Bids may be submitted electronically via IPRO or manually in a sealed envelope/package. Do not fax or e-mail your Bid. Your Bid must be received at DOP by the date and time specified on the IPRO header document. The official time, for bid closing purposes, is the DOP's time clock.

#### 12.2.1 Electronic Submission via IPRO

If submitting electronically via IPRO, upload all the Required Bid Submission Items and enter your Total Price in IPRO as \$0.00.

Upload all required Bid submission Items using Microsoft products such as Word and Excel. Do not submit items in .pdf format, unless provided otherwise in this ITB (e.g. your signed/scanned State of Idaho Signature Page should be uploaded to IPRO as a .pdf).

When a Bidder has successfully submitted a response to IPRO, the Bidder should see a change in the system from "Draft Bid" (see Fig. 1) to "Submission confirmation email sent" (see Fig. 2). Bidders are encouraged to document notification of successful submission for their records. If you believe you have submitted your Bid, but have not received the "Submission confirmation email sent" message, you are advised to contact the IPRO provider's help desk (phone number available at <https://purchasing.idaho.gov/information-for-vendors/>) and notify the solicitation lead *prior to the solicitation End Time*. Vendors are strongly encouraged to begin the process of submitting the response far enough in advance of the End Time to allow for resolution of technical difficulties. Be advised that the State is not responsible for a Vendor's failure to timely submit a responsive submission due to any technical or technological difficulties. See IDAPA 38.05.01.61.02.

Fig. 1

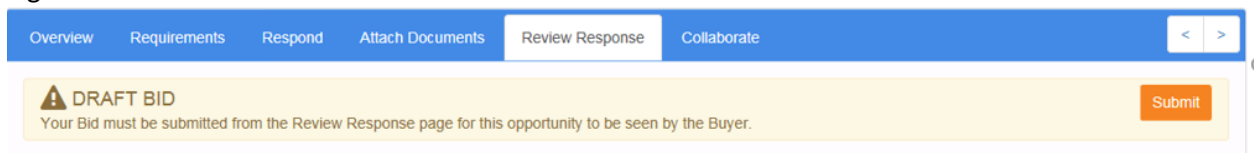
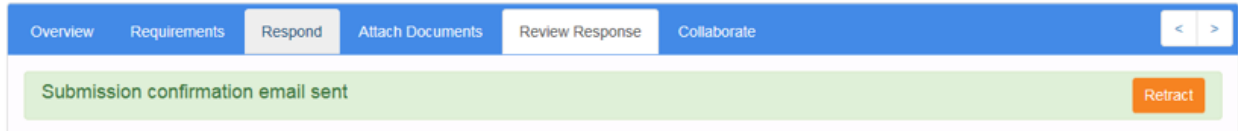


Fig. 2



If submitting via IPRO, be advised that the Bidder for Bid evaluation and award purposes is the entity profile under which you submit in IPRO, which must be the same legal entity presented in your uploaded response materials. If the entity identified on the state supplied Signature Page differs from the entity under which you submit your Bid in IPRO, the information provided on the Signature Page prevails.

Bidders are further advised to upload response materials with descriptive file names, organized and consolidated in a manner which allows the State to efficiently navigate the Bidder's response; as the State will print uploaded documents for evaluation in the manner received via IPRO.

### 12.2.2 Manual Submission

If submitting manually (via U.S. Mail, courier or hand-delivery), seal all Required Bid Submission Items in a single envelope or package (*be certain to include an original hand-written signature in ink OR an electronic signature on the State of Idaho Signature Page*) and label the outside of the package as follows:

Attn: Joseph Nelson, Idaho Division of Purchasing  
Bidder Name: (Company Name)  
ITB Number: ITB19000599  
ITB Title: Statewide Moving Services to Chinden Campus

Bidders submitting manually must provide one (1) original and Spell number (Number) copies of their Bids, as well as an electronic copy on a USB or CD. Please clearly identify the original manual submission and be certain that the Signature Page is located at the front of the original Bid.

## 13 **AWARD**

Award of Contract(s) will be made to the responsive responsible bidder(s) providing the lowest total price in response to Section 2, Scenario, of the Bid Schedule, as the State determines to be in its best interest. The State reserves the right to make "Multiple Awards" within the same area if in the best interest of the State, as determined by the Administrator of the Division of Purchasing in accordance with Idaho Code 67-9211. Per Idaho Code 67-9211 (3), when a contract for property has been awarded to two (2) or more bidders in accordance with this section, a state agency shall make purchases from the Vendor whose terms and conditions regarding price, availability, support services and delivery are most advantageous to the agency. These Contract(s) will start as soon as the award(s) are made.

### 13.1 **Responsibility**

Pursuant to IDAPA 38.05.01.081, the ITB Lead may, in the State's sole discretion, conduct a review to determine if the apparent high point Bidder(s) are responsible. As part of the responsibility review, the ITB Lead may require the apparent high point Bidder(s) to provide financial reports to the satisfaction of the State and may also seek to obtain completed reference questionnaires from Bidder's references to the satisfaction of the State. Nothing herein shall prevent the State from using other means to determine Bidder's responsibility.

## 14 **ADMINISTRATIVE FEE/QUARTERLY REPORTS**

As provided in Paragraph 5 of the State's Standard Terms and Conditions, the prices to be paid by the Ordering Agency (the price BID by Contractor) must be inclusive of a one and one-quarter percent (1.25%) Administrative

Fee. This additional percentage represents the Agency’s contract usage administrative fee. On a quarterly basis, Contractor will remit to **State of Idaho, Attn: Division of Purchasing, PO Box 83720, Boise, Idaho 83720-0075** an amount equal to one and one-quarter percent (1.25%) of Contractor’s net (sales minus credits) quarterly Contract sales.

**For Example:** If the total of your net sales to the Agency for one quarter = \$10,000, you would remit  $\$10,000 \times 0.0125 = \mathbf{\$125}$  to the Division of Purchasing for that quarter, along with the required quarterly usage report.

**14.1 Quarterly Usage Report**

The Contractor must submit quarterly reports, in an electronic format acceptable to the State, providing the following minimum information:

- Summary Usage Reports by Purchasing Entity and by Purchasing Entity receiving location, indicating all the services performed, the date the services were performed and the total cost. These reports shall include purchases made by Agencies using State Purchasing Cards.
- Reports must be in Excel format (or another format approved by the State).
- Custom reports may be requested from time to time by the Division of Purchasing.

The Contractor must provide the reports to the Division of Purchasing within thirty (30) days following the end of the quarter (enter “0” if no purchases were made during a quarter). Subsequent quarterly reports will be due on the dates designated below. The quarterly report must include the Purchasing Entity account numbers and the names of the accounts corresponding to the account numbers. Contractor is required to establish and maintain a relational database or other sales tracking system from which to produce regular (quarterly) reports.

**14.2 Submission of Administrative Fee and Quarterly Usage Reports**

Reporting Time Line (State Fiscal Year Quarters):		Fee and Report Due:
1 <sup>st</sup> Quarter	July 1 - Sept 30	October 31 <sup>st</sup>
2 <sup>nd</sup> Quarter	Oct 1 - Dec 31	January 31 <sup>st</sup>
3 <sup>rd</sup> Quarter	Jan 1 - Mar 31	April 30 <sup>th</sup>
4 <sup>th</sup> Quarter	Apr 1 - Jun 30	July 31 <sup>st</sup>

E-mail your completed Quarterly Summary Usage Reports to **[purchasing@adm.idaho.gov](mailto:purchasing@adm.idaho.gov)**.

Mail your check, in the amount of the Quarterly Administrative Fee, to: State of Idaho, Attn: Division of Purchasing, PO Box 83720, Boise, Idaho 83720-0075.

Failure to submit the required report or timely remit the Administrative Fee may be cause for disqualification of Contractor for future contracts, or other action by the State.

**15 INSURANCE REQUIREMENTS**

Within 5 days of notification of award (or such other time as designated by the Purchasing Activity), the apparent successful Bidder or Offeror will provide certificates of insurance required herein and will maintain the insurance

during the life of the Contract. There are no provisions for exceptions to this requirement. Failure to provide the certificates of insurance within the 5-business day period may be cause for your Bid or Proposal to be declared non-responsive or for your Contract to be cancelled.

Contractor shall carry liability and property damage insurance that will protect it and the State of Idaho from claims for damages for bodily injury, including accidental death, as well as for claims for property damages, which may arise from operations under the Contract whether such operations be by themselves or by anyone directly or indirectly employed by either of them.

Contractor shall not commence work under the Contract until it obtains all insurance required under this provision and furnishes a certificate or other form showing proof of current coverage to the State. All insurance policies and certificates must be signed copies. After work commences, the Contractor will keep in force all required insurance until the Contract is terminated.

**15.1** Commercial General and Umbrella Liability Insurance. Contractor shall maintain Commercial General Liability (CGL) and, if necessary, Commercial Umbrella insurance with a limit of not less than \$1,000,000 each occurrence. If such CGL insurance contains a general aggregate limit, it shall apply separately to the Contract.

15.1.1 CGL insurance shall be written on ISO occurrence form CG 00 01 (or a substitute form providing equivalent coverage) and shall cover liability arising from premises, operations, independent contractors, products-completed operations, personal and advertising injury, and liability assumed under an insured contract (including the tort liability of another assumed in a business contract).

**15.2** Commercial Automobile and Commercial Umbrella Liability Insurance. Contractor shall maintain Commercial Automobile Liability and, if necessary, Commercial Umbrella Liability insurance with a limit of not less than \$1,000,000 each accident. Such insurance shall cover liability arising out of any auto (including owned, hired, and non-owned autos).

15.2.1 Bidder or Offeror may request a waiver from providing Commercial Automobile and Commercial Umbrella Liability Insurance in its Bid or Proposal if the Bidder or Offeror will not use any owned, hired or non-owned vehicles to conduct business under the Contract, if it is awarded the Contract, and the State of Idaho will consider the request. If the Bidder or Offeror submits a request to waive the provision of Commercial Automobile and Commercial Umbrella Liability Insurance after the due date and time for receipt of Bids or Proposals, the State of Idaho may not consider the request.

**15.3** Workers Compensation Insurance and Employer's Liability. Contractor shall maintain workers compensation and employer's liability. The employer's liability shall have limits not less than \$500,000 each accident for bodily insurance by accident or \$500,000 each employee for bodily injury by disease.

15.3.1 Contractor must provide either a certificate of workers compensation insurance issued by a surety licensed to write workers compensation insurance in the State of Idaho, as evidence that the Contractor has in effect a current Idaho workers compensation insurance policy, or an extraterritorial certificate approved by the Idaho Industrial Commission from a state that has a current reciprocity agreement with the Idaho Industrial Commission.

**15.4** State of Idaho as Additional Insured: The liability insurance coverage required for performance of the Contract shall include the State of Idaho, the (agency) and its divisions, officers and employees as additional insured, but only with respect to the Contractor's activities to be performed under the Contract.

15.4.1 The Contractor must provide proof of the State of Idaho, the (agency) and its divisions, officers and employees being additional insured by providing endorsements to the liability insurance policies showing the State of Idaho, the (agency) and its divisions, officers and employees as additional insured. The endorsements must also show the policy numbers and the policy effective dates.

15.4.2 If a liability insurance policy provides for automatically endorsing additional insured when required by contract, then, in that case, the Contractor must provide proof of the State of Idaho, the (agency) and its divisions, officers and employees being additional insured by providing copies of the policy pages that clearly identify the blanket endorsement.

**15.5** Notice of Cancellation or Change: Contractor shall ensure that should any of the above described policies be cancelled before the expiration date thereof, or if there is a material change, potential exhaustion of aggregate limits or intent not to renew insurance coverage(s), that written notice will be delivered to the Division of Purchasing (if the Contract was issued by the Division) or to the Purchasing Activity (contracting state agency) in accordance with the policy provisions.

**15.6** Contractor shall further ensure that all policies of insurance are endorsed to read that any failure to comply with the reporting provisions of this insurance, except for the potential exhaustion of aggregate limits, shall not affect the coverage(s) provided to the State of Idaho, and its divisions, officers and employees.

**15.7** Acceptable Insurers and Deductibles: Insurance coverage required under the Contract shall be obtained from insurers rated A-VII or better in the latest Bests Rating Guide and in good standing and authorized to transact business in Idaho. The Contractor shall be financially responsible for all deductibles, self-insured retention's and/or self-insurance included hereunder. The coverage provided by such policy will be primary to any coverage of the State on or related to the Contract and shall provide that the insurance afforded applies separately to each insured against whom a claim is made, except with respect to the limitation of liability.

**15.8** Waiver of Subrogation: All policies shall contain waivers of subrogation. The Contractor waives all rights against the State and its officers, employees, and agents for recovery of damages to the extent these damages are covered by the required policies. Policies may contain deductibles, but such deductibles will not be deducted from any damages due to the State.

## **16 PUBLIC AGENCY CLAUSE**

The Contractor must accept orders from and extend contract prices to all "Public Agencies" (referred to in this ITB as "Agency", "Agencies" or "Ordering Agenc(ies)"), as defined in Section 67-2327 of Idaho Code, which provides as follows: "Public Agency" means any city or political subdivision of this State, including, but not limited to counties; school districts; highway districts; port authorities; instruments of counties; cities or any political subdivision created under the laws of the State of Idaho."

Note: Each Bidder must indicate its express agreement to this clause on **Appendix 3**, Bid Schedule, which must be completed and returned with the Bid Submission. Failure to do so will result in a finding that the Bid Submission, in its entirety, is non-responsive and will receive no further consideration.

**17 RECORDS MAINTENANCE**

Contractor must maintain or supervise the maintenance of all records necessary to properly account for all payments made to the Contractor pursuant to the Contract. These records shall be retained by the Vendor for at least three (3) years after the Contract terminates, or until all audits initiated within the three (3) years have been completed, whichever is later.

**18 AUDIT RIGHTS**

The Contractor agrees to allow State and Federal auditors and State purchasing staff access to all the records relating to this Contract, for audit, inspection, and monitoring of services or performance. Such access will be during normal business hours or by appointment.

**APPENDIX 1-BIDDER QUESTIONS**  
**ITB19000599**  
**STATEWIDE MOVING SERVICES TO CHINDEN CAMPUS**

PLEASE DO NOT IDENTIFY YOUR NAME OR YOUR COMPANY'S NAME OR PRODUCT NAMES OF INTELLECTUAL PROPERTY IN YOUR QUESTIONS.

ADD ROWS BY HITTING THE TAB KEY WHILE WITHIN THE TABLE AND WITHIN THE FINAL ROW.

The following instructions must be followed when submitting questions using the question format on the following page.

1. DO NOT CHANGE THE FORMAT OR FONT. Do not bold your questions or change the color of the font.
2. Enter the ITB section number that the question is for in the "ITB Section" field (column 2). If the question is a general question not related to a specific ITB section, enter "General" in column 2. If the question is in regards to a State Term or Condition or a Special Term or Condition, state the clause number in column 2. If the question is in regard to an attachment, enter the attachment identifier (example "Attachment A") in the "ITB Section" (column 2), and the attachment page number in the "ITB page" field (column 3).
3. Do not enter text in the "Response" field (column 5). This is for the State's use only.
4. Once completed, this form is to be e-mailed per the instructions in the ITB. The e-mail subject line is to state the ITB number followed by "Questions."

ITB19000599 STATEWIDE MOVING SERVICES TO CHINDEN CAMPUS

	ITB Section	ITB Page	Question	Response
1				
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**APPENDIX 2-SCOPE OF WORK**  
**ITB19000599**  
**STATEWIDE MOVING SERVICES TO CHINDEN CAMPUS**

**1. GENERAL REQUIREMENTS**

The Contractor must:

- 1.1** Provide a closed, weather proof, and locked secure vehicle(s) capable of relocating furniture, equipment, and boxes from State agencies to the Chinden Campus.
- 1.2** Provide all moving blankets, moving pads, moving straps, moving dollies, hand trucks, stackable crates, specialty carts for personal computer (PC) and monitor transport, labeling materials, moving boxes, or any other items necessary to move the furniture, wall mounted office accessories and IT equipment without loss or damage. Anti-static bags for keyboards, mouse, cords and cables must be provided.
- 1.3** Utilize padding and all other relevant procedures to prevent damage to all building interiors, building exteriors and exterior grounds including but not limited to doors, door facing, walls, floor surfaces, elevators, building exteriors, parking lots and other areas involved in the move. Any damage incurred in the move to the above areas must be the responsibility of the Vendor. The Vendor must reimburse the agency for any repairs resulting from said damages.
- 1.4** Shrink wrap and secure all open file cabinets filled or partially filled and equipment with loose or movable parts.
- 1.5** Protect all furniture, wall mounted wall accessories, IT equipment and boxes from inclement weather conditions throughout the duration of the move.
- 1.6** Take all measures to safely, securely and confidentially move and transport all records and materials identified and marked confidential. All confidential materials and records must be transported in locked secure vehicles and include continuous oversight, security and control while in the possession of the Vendor. The Agency will be responsible for packing and marking all boxes containing confidential material. Dark colored shrink wrap must be available for carts carrying confidential material.
- 1.7** Provide laborers capable of moving items up to fifty (50) pounds without assistance.
- 1.8** Provide adequate staff and vehicles to be able to complete each moving project within the agreed upon timeline.
- 1.9** Provide pre-moving planning service and post walk through once the move is complete.
- 1.10** Provide plastic, stackable rental boxes. The plastic, stackable rental boxes must be available for at least one (1) week prior to and one (1) week after the move. Tamper evident security seals must be provided for rental boxes.
- 1.11** The Contractor must have a claim process that enables recovery of damages caused by Contractor during the performance of the contract.

**2. PROJECT MANAGER**

- 2.1** The Contractor must provide a single point of contact/Project Manager at both old and new locations, for each Agency, during Agency moves. The Project Manager must stay at their location (old/new) throughout the duration of the moving services to ensure a smooth transport of agency property.
- 2.2** The Project Manager must meet with the moving Agency prior to move and provide pre-move coordination assistance.

**3. CONTRACTOR EMPLOYEES**

The Contractor must:

- 3.1** Be responsible for the actions of all employees regardless of whether they are payroll or contracted employees. The use of non-payroll, "cash labor" employees is prohibited. Contractor must be responsible for knowing the backgrounds, skills and abilities of all employees assigned to all Agency moving services.
- 3.2** Ensure all employees assigned to Agency moves are uniformly attired and clearly identifiable with the moving company name. Supervisors must be identified as such and clearly distinguishable.

**4. DISSASSEMBLE, PACK AND MOVE**

The Contractor must:

- 4.1** Disassemble cubicles, desks, and other furniture items as appropriate, at current location and reassemble at new location.
  - 4.1.1** All personal items will be packed and moved by the agency employees.
- 4.2** Remove all whiteboards, bulletin boards, other items identified by Agency Project Manager, from walls and re-mount at new Chinden Campus location.
- 4.3** Move file cabinets, of various sizes, from Agency locations to specified locations at the Chinden Campus.
- 4.4** Pack, wrap and securely transport IT equipment from Agency location to the specified location at the Chinden Campus.
  - 4.4.1** Personal computers (PC) and monitors must be padded and wrapped before moved to transport vehicles.
  - 4.4.2** Take steps to isolate IT equipment from exposure to static electricity.

**5. SURPLUS PROPERTY**

- 5.1** The Contractor must donate or dispose of any items (furniture, bookshelves, desks, file cabinets, etc.), identified by Agency Project Manager, and not moved to Chinden Campus in accordance with Idaho Board of Examiners Surplus Policy (<https://www.sco.idaho.gov/web/sbe/sbeweb.nsf/pages/surplprop.htm> )

**6. STATE WILL PROVIDE:**

- 6.1** Notice of Agency move dates as far in advance as possible. For the Agencies identified in Section 5 of this ITB, and all other Agencies, the Contractor will be provided notice at least four (4) weeks' in advance of the exact move date.
- 6.2** An Agency single point of contact/Project Manager for each Agency move.
- 6.3** A moving day coordinator at the Agencies old and new location on moving day(s).
- 6.4** Agency and Chinden Campus locations and floor plans during pre-move coordination.

**APPENDIX 3-BID SCHEDULE**  
**ITB19000599 STATEWIDE MOVING SERVICES TO CHINDEN CAMPUS**

<b>Bidder Name:</b>	
<b>Contact Name &amp; Phone Number:</b>	
<b>Contact E-mail:</b>	

This completed Bid Schedule must be submitted with your response.

**NOTE:** The Rates and Prices Bid must be fully-burdened rates, including, but not limited to wages, administrative overhead, and MUST incorporate all requirements as specified in this ITB (including all background check costs).

**1 PRICE LISTS**

Provide your fully burdened prices for Moving Services, to include all costs associated with meeting the requirements and Scope of Work in this ITB:

<b>Cost Category</b>	<b>Hourly Rate</b>	<b>Weekend Rate</b>
<b>Labor Costs</b>		
• <b>Project Manager/Coordinator</b>	\$	\$
• <b>Regular Laborer</b>	\$	\$
• <b>Supervisor</b>	\$	\$
• <b>Driver</b>	\$	\$

<b>Cost Category</b>	<b>Time and Materials/Hourly Rate</b>
<b>Moving Vehicles</b>	
• <b>Tractor Trailer</b>	\$
• <b>Pack Van</b>	\$
• <b>Box Truck</b>	\$

<b>Cost Category</b>	<b>Unit Price</b>
<b>Moving Materials</b>	
• <b>Plastic Stackable Rental Boxes</b>	\$
• <b>Book Sized Boxes (1.5 cubic feet)</b>	\$
• <b>Computer Sized Boxes (3.0 cubic feet)</b>	\$

• <b>Speed Pack Boxes</b>	\$
• <b>Labels</b>	\$
• <b>Computer Carts</b>	\$
• <b>Shrink Wrap</b>	\$
• <b>Moving Pads/Blankets</b>	\$
• <b>Anti-static Bags</b>	\$

**2 SCENARIO**

Based on the Price List provided in Appendix 3, Section 1, calculate your move costs for scenario listed below.

***\*Quantities, Rates and Prices used in this Scenario are for evaluation purposes only and is not guaranteed.***

ITEM DESCRIPTION	QUANTITY	RATE/PRICE	TOTAL
Project Manager/Coordinator	20 Hours (Hourly Rate)	\$	\$
Project Manager/Coordinator	10 Hours (Weekend Rate)	\$	\$
Regular Laborer	12 Hours (Hourly Rate)	\$	\$
Regular Laborer	6 Hours (Weekend Rate)	\$	
Supervisor	12Hours (Hourly Rate)	\$	\$
Supervisor	12 Hours (Weekend Rate)	\$	\$
Driver	7 Hours	\$	\$
Tractor Trailer	2	\$	\$
Pack Van	3	\$	\$
Box Truck	1	\$	\$
Plastic Stackable Rental Boxes	42	\$	\$
Book Sized Boxes (1.5 cubic feet)	60	\$	\$
Computer Sized Boxes (3.0 cubic feet)	24	\$	\$
Speed Pack Boxes	15	\$	\$
Labels	100	\$	\$
Computer Carts	8	\$	\$
Shrink Wrap	60 Rolls	\$	\$
Moving Pads/Blankets	10	\$	\$
Anti-static Bags	24	\$	\$
<b>TOTAL COST</b>		<b>\$</b>	<b>\$</b>

***\*The total amount proposed is for evaluation and award purposes only.***

**Will you comply with the requirements of ITB Section 16, and extend contract terms, requirements and pricing to all “public agencies” in Idaho?**

YES \_\_\_\_\_ NO \_\_\_\_\_

If you respond “no” your bid will be found non-responsive and receive no further consideration.

**Will your Company be available to begin providing the services required in this ITB on an “as requested” basis as soon as the Contract is awarded?**

YES \_\_\_\_\_ \*\*NO \_\_\_\_\_

\*\*A “NO” answer may disqualify your bid from consideration. If your company is not able to begin providing services right away, please note when you could begin providing services:

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**APPENDIX 4-REFERENCES**  
**ITB19000599**  
**STATEWIDE MOVING SERVICES TO CHINDEN CAMPUS**

Reference #1	
<b>Contact Information</b>	
<b>Name:</b>	
<b>Telephone:</b>	
<b>Email:</b>	
<b>Postal Address:</b>	

Reference #2	
<b>Contact Information</b>	
<b>Name:</b>	
<b>Telephone:</b>	
<b>Email:</b>	
<b>Postal Address:</b>	

Reference #3	
<b>Contact Information</b>	
<b>Name:</b>	
<b>Telephone:</b>	
<b>Email:</b>	
<b>Postal Address:</b>	