

North Carolina State University
Facilities Services
Campus Box 7541
Raleigh, NC 27695-7541

SOLICITATION FOR MOVE SERVICES CONTRACTORS

I. Notice to Interested Contractors

Move Services proposals will be received by the Facilities Services Department at North Carolina State University (NC State), for contractors to demonstrate their qualifications to conduct future move services at NC State.

Move Services, defined as:

Relocation of furniture, equipment, and goods between locations for the university.

Future move services work will be grouped into the move services contractor specialty groups:

“Office Move Service” projects involve relocation of furniture, equipment and goods, including the disassembly and reassembly of office furniture casegoods.

“Office Systems Furniture Reconfiguration/ Relocation Service” projects involve all items listed in “Office Moves Services” with the addition of disassembly and reassembly of open office systems furniture.

“Lab Move Service” projects involve relocation of all items listed in Office Move Services with the addition of lab equipment, including but not limited to freezers, incubators, fume hoods, microscopes, glassware, and lasers. This does not include “Office Systems Furniture Reconfiguration/ Relocation Services.”

Proposals submitted will be used for Prequalification of Move Services Contractors on bid projects and T&M Move Services projects.

For T&M Move Service projects, rates submitted on the proposals will be used by Facilities Services to establish a matrix ranking the most favorable to the least favorable rates bid. As a general rule, contractors bidding the most favorable labor rates will be asked to submit proposals on potential T&M project work. This does not preclude the selection of contractors due to other factors, such as specialized skill sets. This matrix may be amended at later dates as additional contractors prove qualified to conduct this type of work, or if there is a significant change in the consumer price index.

Move Services Proposals are due by 3:00 PM on (11/22/2017). At that time, NC State Facilities Services will evaluate each contractor bid to conduct work in this specialty area.

Inquiries about this solicitation should be directed to:

Willy Yamamoto
Telephone: (919) 513-0538

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II. Submittal of Move Services Proposals

Each proposal shall be submitted on the attached Qualifications Proposal form and sealed in an envelope. The outside of the envelope should be clearly labeled "Move Services Proposal."

Each package must contain:

1. A Qualifications Proposal form (attached) which indicates the specialty area desired
2. A current copy of the company's certificate of insurance (liability, auto, workman's compensation) from its insurance carrier.
3. A current copy of the company Intrastate Moving license with the State of North Carolina or Certificate of Exemption authorizing goods transportation within North Carolina.
4. Move Services Contractor Additional Information (attached).
5. List of References, Provide current references, with contact names and telephone numbers.
6. A list of company vehicles and/or construction equipment, by type. (Ex: five box trucks, two 26 ft trucks, etc.).
7. Resource Plan Hourly Rates for each position below for Standard Business Hours (Mon – Fri 7 am – 6 pm), Overtime Rates, Night/Weekend Rates, and Holiday Rates:
 - Project Manager
 - Supervisor
 - Driver
 - Mover
 - Truck
8. Unit Pricing for Move Materials
 - Move box (indicate size of box)
 - Move crate (indicate rental price)
 - Move labels (indicate quantity for pricing)
 - Bubble wrap (indicate bubble size and roll dimensions)
 - Computer bag (indicate size of bag)
 - Delivery / Pickup Charge

Optional: Interested contractors may wish to submit a work history that indicates other similar types of work, along with references. A history of quality work at NC State and other universities or institutions is weighted heavily in decision making. References and letters of recommendation (optional), likewise, carry additional weight beyond a work history.

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Proposals should be mailed to Facilities Services at the address on the envelope example *OR* hand delivered to:

North Carolina State University
Facilities Services
Roxanne Waller
Campus Box 7541, Sullivan Shops, Bldg. 1
621 Motor Pool St.
Raleigh, NC 27695-7541

NO FAXED PROPOSALS WILL BE ACCEPTED

III. Contractor Qualifications

Provide the Minimum Required Qualifications to be considered for this work:

1. Experience and Expertise with Similar Projects, a work history that proves specialization and quality of workmanship for the specialty areas proposed.
2. Adequate Staff – Qualifications and Examples of Previous Work, Provide a minimum of three (3) move services projects for each move services specialty area proposed.
3. Quality Control / Administration, Provide substantive proof that a supervisory representative will be on-site at NC State within one (1) hour of notice from NC State, for emergency or safety issues occurring during the implementation of move services.
4. Record of Successfully Completed Projects without Major Legal Problems.
5. Contractor must maintain a company email address and mobile telephone.
6. Adequate insurance coverage to meet minimum NC State requirements.
7. A current Intrastate Moving License with the State of North Carolina or Certificate of Exemption authorizing goods transportation within North Carolina.

IV. Preferred (but not required) Qualifications

1. Familiar with NC State policies and processes.
2. A history of providing quality workmanship at reasonable prices.
3. A record of timely project completion.

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V. MINIMUM INSURANCE REQUIREMENTS
NORTH CAROLINA STATE UNIVERSITY AND STATE CONSTRUCTION OFFICE
INFORMAL MOVE SERVICES PROJECTS (SCOPE UNDER \$100,000)

The Contractor shall not commence work until he has obtained all insurance required, and the Owner has approved such insurance, nor shall the Contractor allow any subcontractor to commence work on his subcontract until all similar insurance required of the subcontractor has been obtained.

The Contractor shall provide and maintain during the life of this contract Workman's Compensation insurance for all employees employed at the site of the project under his contract. The policy shall carry a minimum "Employer's Liability" coverage of \$100,000.

The Contractor shall provide and maintain during the life of this contract such Public Liability and Property Damage Insurance as shall protect him and any subcontractor performing work covered by this contract, from claims for damage for personal injury, including accidental death, as well as, claims for property damages which may arise from operations under this contract, whether such operation be by the Contractor himself or by any subcontractor, or by anyone directly or indirectly employed by either of them and the amounts of such insurance shall be as follows.

Public Liability Insurance in an amount not less than \$300,000 for injuries, including accidental death, to any one person and subject to the same limit for each person, in amount not less than \$500,000 on account of one accident; and Property Damage Insurance in an amount not less than \$100,000/\$300,000.

The Contractor shall furnish such additional insurance as may be required by General Statutes of North Carolina, including motor vehicle insurance in amounts not less than \$100,000 per person per incident, \$300,000 per accident, and Property Damage Insurance in an amount not less than \$50,000/\$100,000.

The Contractor shall furnish Property Insurance in an amount not less than \$0.60 a pound for all items included in move services. Additional Insurance shall be made available for specific pieces as requested.

Each Certificate of Insurance shall bear the provision that the policy cannot be canceled, reduced in amount or coverage eliminated in less than fifteen (15) days after mailing written notice to the insured and/or the Owner of such alteration or cancellation sent by registered mail.

The contractor shall furnish the Owner with satisfactory proof of carriage of the insurance required before the Owner grants written approval.

