**Moving and Storage Services ITQ**

**Request for Quote**

**Technical Submittal**

1. **Statement of the Project.** [Agency will provide detailed narrative of the project]
2. **Term of the Project.** The term of this Project shall commence upon issuance of a Contract or Purchase Order to the selected Contractor (“Effective Date”), and shall expire [specify number of years/months] after the Effective Date, unless it is terminated earlier pursuant to the terms of the Contract or Purchase Order. The term of this Project may be extended by and at the sole option of the Commonwealth for up to 90 days upon the same terms and conditions where a continued needed exists for the services of the selected Contractor and there has been no termination under the terms of the Contract or Purchase Order.
3. **Qualifications**.
4. **Requirements.** In response to this RFQ, contractor is required to upload all relative licensures, accreditations, narratives etc., specified below, under Buyer Attachments located in the JAGGAER. [Agency can build upon this criterion]
5. Proof of Workers’ Compensation Insurance
6. Proof of Public Liability and Property Damage Insurance
7. Must have the Pennsylvania Public Utility Commission (PUC) Operating Authority and provide a copy of your current ***Certificate of Public Convenience to Operate as a Commercial Carrier of Property for Compensation Between Points in Pennsylvania.*** For moving services of Household goods, suppliers must provide a copy of their current ***PUC Motor Carrier of Household Goods Certificate***.
8. **Move and Move Schedule:** [Agency: Average/minimum planning time for a move for a Contractor is 30 days. Prior to the move of any equipment, the Contractor and the requesting agency will inspect each work area included in the move and jointly note any existing conditions and damages to the buildings. These areas will be jointly re-inspected at the completion of the move and any damage caused by the Contractor will be documented by the requesting agency.

The Contractor must keep the site orderly, clean and safe at all times. All debris generated by the move must be removed daily from the property and lawfully disposed of by the Contractor at its expense. The Contractor must verify and review all applicable site conditions; especially loading dock height, overhead door clearances, code compliance requirements and any other information necessary to ensure a safe move.

The Contractor is responsible for all damages caused by the move. The Contractor will be responsible for providing competent personnel to repair damage caused by the Contractor within 48 hours of notification of damages. If repairs are not made on a timely basis or do not meet the approval of the requesting agency; the requesting agency reserves the right to make the repairs and deduct the cost of the repairs from any outstanding payments due the Contractor.

The Contractor must provide all labor, materials and equipment necessary to accomplish each move. The Contractor must also perform each move with a reasonable notice and accommodation period given; which will vary depending upon the needs of the requesting agency. The requesting agency will notify the Contractor and give as much lead-time as is possible prior to each move. The lead time may vary from seven (7) days to three (3) weeks. The requesting agency must provide the Contractor, within a reasonable time-frame prior to the move, a complete list of items to be moved. This list should include quantity of each item, description of item, current location, new location, and condition of item (if applicable).

The Contractor must perform the moving services weekdays between the hours of [7:30 a.m. (EST) and 5:00 p.m. (EST)], excluding state holidays. In certain special circumstances there may be an emergency or other situation which may require moving services to be performed weekdays after 5:00 p.m. (EST) or weekends. In the event of any of these special circumstances the date and time of the move will be specified and notice given when the quote is requested.

1. **Weather Conditions:** In the event that inclement weather prohibits a move from beginning or interrupts move activities in progress, the Contractor shall resume moving activities as soon as possible and shall work, uninterrupted if required, to ensure timely completion. The contractor must include in their response a description of the specific weather conditions which will prevent them from conducting moving activities.
2. **Security:** All employees of the Contractor shall wear identification badges, Photo ID preferred. It will be the responsibility of the requesting agency to provide badges to the Contractor which should be visibly worn while on Commonwealth Property.
3. **Moving Manifests**: The Contractor shall provide truck manifests with each truck transported. At a minimum the manifests must include:

* Manifest number
* Driver name
* Date
* Time
* Truck number
* Seal number
* Description of contents
* Contractor Signature
* Agency and or Employees Signature

Numbered seals must be used on every door on vehicles used. Seal numbers must be recorded on the truck manifest and retained until broken by a Commonwealth representative at the receiving site. The Contractor’s drivers and vehicles must have the proper licensing for the work required

**Contractor Response**

1. **Experience.** Contractor must provide three (3) detailed examples of projects that your company performed that are similar in nature and scope to the services stated in this RFQ. Contractor should provide a detailed narrative that includes the following:
2. Project Name;
3. Scope and Size of Project;
4. Project Start and End Dates;
5. Company Name;
6. Company Address;
7. Contact Person;
8. Contact Phone Number; and
9. Contact Email Address.

**Contractor Response**

1. **Personnel.** Contractor must provide the names and resumes of the individuals who will be assigned to this project showing a minimum of two (2) years of experience and demonstrating the qualifications and skills required to successfully develop and implement the project. It is very important that the proposed individuals have all proper and current certifications. The proposed project manager must have demonstrated project management skills and technical background and experience to appropriately manage the project. Ensure resumes contain no personal information as these may become public documents. [Agencies can build upon this criterion.]

**Contractor Response**

1. **Subcontracting.** If applicable, Contractor shall provide a subcontracting plan for all subcontractors, including small and small diverse business subcontractors, who will be assigned to the Project. Subcontractors, under this RFQ, do not need to be a qualified ITQ Contractor since the prime contractor assumes responsibility for all services whether or not it provides them directly. A Contractor cannot sub-contract more than 49% of the services. Upon award of the contract resulting from this RFQ, subcontractors included in the quote submission are deemed approved. For each position to be subcontracted provide:
2. Name of subcontractor;
3. Primary contact name and email;
4. Address of subcontractor;
5. Description of services to be performed;
6. Number of employees by job category assigned to this project; and
7. Resumes (if appropriate and available).

**Contractor Response**

1. **Project Work Plan.** Contractor will be responsible for performing the following tasks. Contractor shall describe in narrative form its approach for accomplishing the tasks.

[Agencies shall list the tasks associated with the project]

**Contractor Response**