



Department of Administration
 Purchasing Division
 2019 Washington Street East
 Post Office Box 50130
 Charleston, WV 25305-0130

State of West Virginia
 Centralized Request for Quote
 Service - Prof

Proc Folder: 1146663			Reason for Modification: Addendum No. 1
Doc Description: Professional Moving Services			
Proc Type: Central Master Agreement			
Date Issued	Solicitation Closes	Solicitation No	Version
2023-03-09	2023-03-14 13:30	CRFQ 0203 CPR2300000005	2

BID RECEIVING LOCATION

BID CLERK
 DEPARTMENT OF ADMINISTRATION
 PURCHASING DIVISION
 2019 WASHINGTON ST E
 CHARLESTON WV 25305
 US

03/10/23 11:24:15
 WV Purchasing Division

VENDOR

Vendor Customer Code: VC0000003383
Vendor Name: Dunbartransfer
Address: 134
Street: Bel-Aire DR
City: Tornado
State: WV **Country:** USA **Zip:** 25202
Principal Contact: Patrick Holbrook
Vendor Contact Phone: 304-722-1003 **Extension:**

FOR INFORMATION CONTACT THE BUYER
 Melissa Pettrey
 (304) 558-0094
 melissa.k.pettrey@wv.gov

Vendor Signature X  **FEIN#** 55-076-3736 **DATE** 3-10-2023

All offers subject to all terms and conditions contained in this solicitation

ADDITIONAL INFORMATION

Addendum No. 1 is issued to publish and distribute the attached information to the vendor community.

Request for Quotation
One-Time Purchase

The West Virginia Purchasing Division is soliciting bids on behalf of WV Consolidated Public Retirement Board (CPRB) to establish a contract for relocation services to be provided by a licensed commercial mover (Vendor), per the bid requirements, specifications and terms and conditions as attached hereto.

INVOICE TO

SHIP TO

CONSOLIDATED PUBLIC
RETIREMENT
4101 MACCORKLE AVE SE

CONSOLIDATED PUBLIC
RETIREMENT
4101 MACCORKLE AVE SE

CHARLESTON WV
US

CHARLESTON WV
US

Line	Comm Ln Desc	Qty	Unit Issue	Unit Price	Total Price
1	Phases 1, 2, 3	1.00000	LS		

Comm Code	Manufacturer	Specification	Model #
78101804			

Extended Description:
COST FOR PHASE 1 - 3 PER THE ATTACHED SPECIFICATIONS.
See attached pricing pages.

SCHEDULE OF EVENTS

Line	Event	Event Date
1	Vendor Question Deadline @ 10 AM	2023-03-03

SOLICITATION NUMBER: CPR2300000005

Addendum Number: 1

The purpose of this addendum is to modify the solicitation identified as (“Solicitation”) to reflect the change(s) identified and described below.

Applicable Addendum Category:

- Modify bid opening date and time
- Modify specifications of product or service being sought
- Attachment of vendor questions and responses
- Attachment of pre-bid sign-in sheet
- Correction of error
- Other

Description of Modification to Solicitation:

1. **To publish vendor questions and agency responses.**

No other changes.

Additional Documentation: Documentation related to this Addendum (if any) has been included herewith as Attachment A and is specifically incorporated herein by reference.

Terms and Conditions:

1. All provisions of the Solicitation and other addenda not modified herein shall remain in full force and effect.
2. Vendor should acknowledge receipt of all addenda issued for this Solicitation by completing an Addendum Acknowledgment, a copy of which is included herewith. Failure to acknowledge addenda may result in bid disqualification. The addendum acknowledgement should be submitted with the bid to expedite document processing.

**MOVING SERVICES
CRFQ CPR2300000005**

VENDOR QUESTIONS AND ANSWERS

Q1. Will vendors need to provide proof of our Department of Transportation motor carrier number

A1. No

Q2. Is there an elevator at origin? If so, will the elevator be keyed for us to use exclusively? Should there be an elevator breakdown, how is the mover compensated for downtime?

A2. Elevator is available, as well as a key for vendor to use. If for some reason the elevator is not operational, the vendor will be required to use the stairs, eliminating any downtime that the vendor would need to be compensated for. Our current building has two (2) floors.

**Q3. Under specifications 3.1 on the CRFQ:
Will a list of multiple past commercial moves be required for award?**

A3. It is not required but may be asked for prior to award

**Q4. Under specifications 4.1.1.4 on the CRFQ:
Will the Agency IT department be bagging, labeling the keyboards, mouse, cords, etc.?**

A4. Yes

Q5. Under specifications 4.1.4.1 on the CRFQ: Will Phase 1 & 2 be taking place during regular business hours, in the evenings, or on the weekend?

A5. During regular business hours

Q6. Under specifications 4.1.6.2 on the CRFQ: What is the expectation of inventorying the items moved? Will the mover inventory the items and then an Agency rep check off at loading or delivery to verify quantities? How far in advance does the BOL & Inventory need to be prepared for the agency to verify? Will a state representative follow us as we inventory items for the BOL prior to loading? Or will they check off as we load/unload? What detail will be needed, will each individual item inventoried or just a grouping count of same items.

A6. The vendor will complete a spreadsheet provided by the agency, listing the count of items being loaded on the truck. Agency staff will verify during loading and unloading. Same/Similar items can be listed as a grouping count and not individually, and size of items does not matter, ie. 10 lateral files, 10 Vertical files, 25 Monitors, 10 cabinets 200 moving boxes etc...

Q7. Under specifications 4.1.9.1.7 on the CRFQ: If for no fault of the mover, due a room being labeled incorrectly, items not fitting in a room or instructed to place items incorrectly by the Agency, how will the mover be compensated for moving items multiple times?

A7. The vendor would charge the per item cost listed on the vendor's pricing page.

Q8. The bid mentions "data center". Will we be moving any server equipment? If so, please identify.

A8. No servers will be moving to the new location.

Q9. If there are items to move, but not itemized on your inventory list, how will the mover be compensated for moving "surprise" items? As an example, a server rack if applicable.

A9. See revised pricing sheet. Please note that any item and quantity listed under the "item/s not described on list" section of the pricing page, must be reviewed by the Agency before being packed and/or loaded.

Q10. Do the fridges have ice makers? If so, who will disconnect?

A10. No

Q11. Does any of the furniture have glass tops that will need packed?

A11. No

Q12. What are the approximate sizes of the pictures that need packed?

A12. 24 ½" H x 25" W

Q13. What are the types & dimensions of the TVs? Are they mounted to a wall? If so, who will take down from the wall? Will they need packed?

**A13. 2 Flat screens
49" W x 31" H and 57" W x 33" H**

Agency will have them taken down from the wall.
They will need packed

Q14. Will lateral files in phases 1 & 2 be emptied? How many drawers do they have?

A14. All filing cabinets will be emptied. # of Drawers range from 2 to 5

Q15. Does any of the storage shelving require disassembly / reassembly?

A15. No

Q16. Will phases 1 & 2 move in equal quantities or will one be larger than the other? If not in equal quantities, what is the approximate percentage for each phase?

A16. We would approximate 50% per phase

Q17. Are there any individual items valued in excess of \$2,000.00, if so please identify?

A17. No

Q18. In unlikely event that the building contractor will be needed for repairs, will the costs not exceed the current market rate or state contracted rate?

A18. Cost will not exceed the current market rate or state contracted rate?

Q19. It would be a lot easier if I could give the state a bid price for all of the items to be moved instead of giving a price to move each and every item on these lists.

A19. Pricing page needs to be completed in it's current format.

ADDENDUM ACKNOWLEDGEMENT FORM
SOLICITATION NO.: GSD230000005

Instructions: Please acknowledge receipt of all addenda issued with this solicitation by completing this addendum acknowledgment form. Check the box next to each addendum received and sign below. Failure to acknowledge addenda may result in bid disqualification.

Acknowledgment: I hereby acknowledge receipt of the following addenda and have made the necessary revisions to my proposal, plans and/or specification, etc.

Addendum Numbers Received:

(Check the box next to each addendum received)

- | | |
|---|--|
| <input type="checkbox"/> Addendum No. 1 | <input type="checkbox"/> Addendum No. 6 |
| <input type="checkbox"/> Addendum No. 2 | <input type="checkbox"/> Addendum No. 7 |
| <input type="checkbox"/> Addendum No. 3 | <input type="checkbox"/> Addendum No. 8 |
| <input type="checkbox"/> Addendum No. 4 | <input type="checkbox"/> Addendum No. 9 |
| <input type="checkbox"/> Addendum No. 5 | <input type="checkbox"/> Addendum No. 10 |

I understand that failure to confirm the receipt of addenda may be cause for rejection of this bid. I further understand that that any verbal representation made or assumed to be made during any oral discussion held between Vendor's representatives and any state personnel is not binding. Only the information issued in writing and added to the specifications by an official addendum is binding.

Company

Authorized Signature

Date

NOTE: This addendum acknowledgement should be submitted with the bid to expedite document processing.

EXHIBIT A - PRICING PAGE - Page One (1) "REVISED" 3-9-2023

WV Consolidated Public Retirement Board Move from 4101 MacCorkle Ave., SE Charleston WV 25304 to 601 MacCorkle Ave., SE Charleston WV 25304

PHASES 1 - 2 - INVENTORY LISTING

Items Being Moved	Estimated Quantities	Unit Cost	Total
Book Cases	10	17.06	\$ 170 ⁻⁵⁸
Book Shelves	20	8.53	\$ 170 ⁻⁵⁸
Boxes of Envelopes	50	3.41	\$ 170 ⁻⁵⁸
Chair Mats	100	1.71	\$ 170 ⁻⁵⁸
Coat Racks	5	34.12	\$ 170 ⁻⁵⁸
Desk Chairs	145	1.22	\$ 170 ⁻⁵⁸
Dry Erase Boards	7	24.37	\$ 170 ⁻⁵⁸
Standing Hand Sanitizers	2	85.29	\$ 170 ⁻⁵⁸
Keyboards (Movers Pack)	100	1.71	\$ 170 ⁻⁵⁸
Lamps (Desktop and Floor)	10	17.60	\$ 170 ⁻⁵⁸
Lateral Filing Cabinets	65	2.62	\$ 170 ⁻⁵⁸
Love Seats	2	85.29	\$ 170 ⁻⁵⁸
Miscellaneous Boxes	1300	.13	\$ 170 ⁻⁵⁸
Miscellaneous Office Chairs	100	1.71	\$ 170 ⁻⁵⁸
Monitors (Movers Pack)	250	.68	\$ 170 ⁻⁵⁸
Network Printers (Movers Pack)	4	42.65	\$ 170 ⁻⁵⁸
Personal Computers (Movers Pack)	100	1.71	\$ 170 ⁻⁵⁸
Personal Printers (Movers Pack)	100	1.71	\$ 170 ⁻⁵⁸
Pictures (Movers Pack)	12	14.22	\$ 170 ⁻⁵⁸
Podium (Small)	1	170 ⁻⁵⁸	\$ 170 ⁻⁵⁸
Printer Stands	100	1.71	\$ 170 ⁻⁵⁸
Refrigerators	2	85.29	\$ 170 ⁻⁵⁸
Round Kitchen Tables	2	85.29	\$ 170 ⁻⁵⁸
Round Office Tables	10	17.60	\$ 170 ⁻⁵⁸
Scanners (Movers Pack)	4	42.65	\$ 170 ⁻⁵⁸
Shredders	2	85.29	\$ 170 ⁻⁵⁸
Small Kitchen Appliances	12	14.22	\$ 170 ⁻⁵⁸
Small Office Equipment	4	42.65	\$ 170 ⁻⁵⁸

Storage Cabinets	25	6.82	\$ 170.58
Storage Shelves	15	11.37	\$ 170.58
Tables	10	17.06	\$ 170.58
Televisions	2	85.29	\$ 170.58
Trash Cans	100	1.71	\$ 170.58
Vertical Filing Cabinets	8	21.32	\$ 170.58
Wing Back Chairs	2	85.29	\$ 170.58
Items not described in above list (Agency approval required)	3	56.86	\$ 170.58
Total Cost for Phases 1 and 2 Packing and Moving			\$ 6140.88

PHASES 3 - INVENTORY LISTING (Surplus)

Items Being Moved	Estimated Quantities	Unit Cost	Total
Chairs - Various Types	140	1.22	\$ 170.58
Credenza (Conference Room A)	1	170.58	\$ 170.58
Desk - (Conference Room A)	1	170.58	\$ 170.58
Folding Tables	24	7.11	\$ 170.58
Lateral Filing Cabinets	16	10.66	\$ 170.58
Metal Storage Cabinets	4	42.65	\$ 170.58
Miscellaneous boxes of office/desk supplies	20	8.53	\$ 170.58
Miscellaneous Furniture	5	34.12	\$ 170.58
Podium (Large)	1	170.58	\$ 170.58
Projector Screen	1	170.58	\$ 170.58
Projectors	3	56.86	\$ 170.58
Refrigerators	1	170.58	\$ 170.58
Smart Board	1	170.58	\$ 170.58
Storage Cabinets	7	24.37	\$ 170.58
Tables	5	34.12	\$ 170.58
Items not described in above list (Agency approval required)	3	56.86	\$ 170.58
Total Estimated Cost for Phase 3 Moving			\$ 2729.28

PHASES 1-2-3 MOVING SUPPLIES

Description	Estimated Quantities	Unit Cost	Total
LEASED BOXES	1200	3.00	\$ 3600.00

KEYBOARD BAGS	100	3.00	\$ 300 ⁰⁰
MONITOR BAGS (4.5 large)	250	7.58	\$ 1895 ⁰⁰
Total Estimated Cost for Moving Supplies			\$ 5795⁰⁰

**Quantities are estimates only, and vendor will invoice the agency for the exact quantities

TOTAL BID AMOUNT	\$ 14665-16
-------------------------	--------------------

Vendor Name: Dunbar Transfer
Address: 134 Bel-Aire DR
Tornado, WV 25202
Phone Number: 304-722-1003
Email address: dunbartransfer@talco.com