



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

State of West Virginia Master Agreement

Order Date: 04-03-2023

CORRECT ORDER NUMBER MUST
APPEAR ON ALL PACKAGES, INVOICES,
AND SHIPPING PAPERS. QUESTIONS
CONCERNING THIS ORDER SHOULD BE
DIRECTED TO THE DEPARTMENT
CONTACT.

Order Number:	CMA 0203 3810 CPR2300000002 1	Procurement Folder:	1146663
Document Name:	Professional Moving Services	Reason for Modification:	
Document Description:	Professional Moving Services	Award of CRFQ CPR2300000005	
Procurement Type:	Central Master Agreement		
Buyer Name:			
Telephone:			
Email:			
Shipping Method:	Best Way	Effective Start Date:	2023-04-15
Free on Board:	FOB Dest, Freight Prepaid	Effective End Date:	2024-04-14

VENDOR		DEPARTMENT CONTACT	
Vendor Customer Code:	VC0000003383	Requestor Name:	Cynthia L Adkins
DUNBAR TRANSFER		Requestor Phone:	(304) 558-3570
134 BEL AIRE DR		Requestor Email:	cindy.l.adkins@wv.gov
TORNADO	WV		
US	25202		
Vendor Contact Phone:	304-722-1003		
Extension:			
Discount Details:			
	Discount Allowed	Discount Percentage	Discount Days
#1	No	0.0000	0
#2	No		
#3	No		
#4	No		

23

FILE LOCATION _____

INVOICE TO	SHIP TO
CONSOLIDATED PUBLIC RETIREMENT	CONSOLIDATED PUBLIC RETIREMENT
4101 MACCORKLE AVE SE	4101 MACCORKLE AVE SE
CHARLESTON	CHARLESTON
WV 25304	WV 25304
US	US

4/07/2023

Total Order Amount:

Open End

Purchasing Division's File Copy

ENTERED

MKP 04/05/2023

PURCHASING DIVISION AUTHORIZATION
DATE: 4/7/2023
ELECTRONIC SIGNATURE ON FILE

ATTORNEY GENERAL APPROVAL AS TO FORM
DATE: 4/11/2023
ELECTRONIC SIGNATURE ON FILE

ENCUMBRANCE CERTIFICATION
DATE: 4/11/2023
ELECTRONIC SIGNATURE ON FILE

Extended Description:
OPEN-END CONTRACT

The Vendor, Dunbar Transfer of Tornado, WV, agrees to enter this Open-End contract with the Agency, the West Virginia Consolidated Public Retirement board, for relocation services, to move the agencies offices located at 4101 MacCorkle Avenue SE, Charleston WV 25304 to 601 57th Street SE, (1st Floor) Charleston WV 25304 per the bid requirements, specifications, terms and conditions, Addendum No. 1 dated 03/09/2023 and the Vendors submitted and accepted bid dated 03/10/2023 incorporated herein by reference and made a part hereof.

Line	Commodity Code	Manufacturer	Model No	Unit	Unit Price
1	78101804			LS	0.000000
Service From		Service To		Service Contract Amount	
				0.00	

Commodity Line Description: Phases 1, 2, 3

Extended Description:
See attached Pricing Pages.

GENERAL TERMS AND CONDITIONS:

1. CONTRACTUAL AGREEMENT: Issuance of an Award Document signed by the Purchasing Division Director, or his designee, and approved as to form by the Attorney General's office constitutes acceptance by the State of this Contract made by and between the State of West Virginia and the Vendor. Vendor's signature on its bid, or on the Contract if the Contract is not the result of a bid solicitation, signifies Vendor's agreement to be bound by and accept the terms and conditions contained in this Contract.

2. DEFINITIONS: As used in this Solicitation/Contract, the following terms shall have the meanings attributed to them below. Additional definitions may be found in the specifications included with this Solicitation/Contract.

2.1. "Agency" or "Agencies" means the agency, board, commission, or other entity of the State of West Virginia that is identified on the first page of the Solicitation or any other public entity seeking to procure goods or services under this Contract.

2.2. "Bid" or "Proposal" means the vendors submitted response to this solicitation.

2.3. "Contract" means the binding agreement that is entered into between the State and the Vendor to provide the goods or services requested in the Solicitation.

2.4. "Director" means the Director of the West Virginia Department of Administration, Purchasing Division.

2.5. "Purchasing Division" means the West Virginia Department of Administration, Purchasing Division.

2.6. "Award Document" means the document signed by the Agency and the Purchasing Division, and approved as to form by the Attorney General, that identifies the Vendor as the contract holder.

2.7. "Solicitation" means the official notice of an opportunity to supply the State with goods or services that is published by the Purchasing Division.

2.8. "State" means the State of West Virginia and/or any of its agencies, commissions, boards, etc. as context requires.

2.9. "Vendor" or "Vendors" means any entity submitting a bid in response to the Solicitation, the entity that has been selected as the lowest responsible bidder, or the entity that has been awarded the Contract as context requires.

3. CONTRACT TERM; RENEWAL; EXTENSION: The term of this Contract shall be determined in accordance with the category that has been identified as applicable to this Contract below:

☐ **Term Contract**

Initial Contract Term: The Initial Contract Term will be for a period of _____. The Initial Contract Term becomes effective on the effective start date listed on the first page of this Contract, identified as the State of West Virginia contract cover page containing the signatures of the Purchasing Division, Attorney General, and Encumbrance clerk (or another page identified as _____), and the Initial Contract Term ends on the effective end date also shown on the first page of this Contract.

Renewal Term: This Contract may be renewed upon the mutual written consent of the Agency, and the Vendor, with approval of the Purchasing Division and the Attorney General's office (Attorney General approval is as to form only). Any request for renewal should be delivered to the Agency and then submitted to the Purchasing Division thirty (30) days prior to the expiration date of the initial contract term or appropriate renewal term. A Contract renewal shall be in accordance with the terms and conditions of the original contract. Unless otherwise specified below, renewal of this Contract is limited to _____ successive one (1) year periods or multiple renewal periods of less than one year, provided that the multiple renewal periods do not exceed the total number of months available in all renewal years combined. Automatic renewal of this Contract is prohibited. Renewals must be approved by the Vendor, Agency, Purchasing Division and Attorney General's office (Attorney General approval is as to form only)

☐ **Alternate Renewal Term** – This contract may be renewed for _____ successive _____ year periods or shorter periods provided that they do not exceed the total number of months contained in all available renewals. Automatic renewal of this Contract is prohibited. Renewals must be approved by the Vendor, Agency, Purchasing Division and Attorney General's office (Attorney General approval is as to form only)

Delivery Order Limitations: In the event that this contract permits delivery orders, a delivery order may only be issued during the time this Contract is in effect. Any delivery order issued within one year of the expiration of this Contract shall be effective for one year from the date the delivery order is issued. No delivery order may be extended beyond one year after this Contract has expired.

☐ **Fixed Period Contract:** This Contract becomes effective upon Vendor's receipt of the notice to proceed and must be completed within _____ days.

☐ **Fixed Period Contract with Renewals:** This Contract becomes effective upon Vendor's receipt of the notice to proceed and part of the Contract more fully described in the attached specifications must be completed within _____ days. Upon completion of the work covered by the preceding sentence, the vendor agrees that:

☐ the contract will continue for _____ years;

☐ the contract may be renewed for _____ successive _____ year periods or shorter periods provided that they do not exceed the total number of months contained in all available renewals. Automatic renewal of this Contract is prohibited. Renewals must be approved by the Vendor, Agency, Purchasing Division and Attorney General's Office (Attorney General approval is as to form only).

☒ **One-Time Purchase:** The term of this Contract shall run from the issuance of the Award Document until all of the goods contracted for have been delivered, but in no event will this Contract extend for more than one fiscal year.

☐ **Construction/Project Oversight:** This Contract becomes effective on the effective start date listed on the first page of this Contract, identified as the State of West Virginia contract cover page containing the signatures of the Purchasing Division, Attorney General, and Encumbrance clerk (or another page identified as _____), and continues until the project for which the vendor is providing oversight is complete.

☐ **Other:** Contract Term specified in _____

4. AUTHORITY TO PROCEED: Vendor is authorized to begin performance of this contract on the date of encumbrance listed on the front page of the Award Document unless either the box for "Fixed Period Contract" or "Fixed Period Contract with Renewals" has been checked in Section 3 above. If either "Fixed Period Contract" or "Fixed Period Contract with Renewals" has been checked, Vendor must not begin work until it receives a separate notice to proceed from the State. The notice to proceed will then be incorporated into the Contract via change order to memorialize the official date that work commenced.

5. QUANTITIES: The quantities required under this Contract shall be determined in accordance with the category that has been identified as applicable to this Contract below.

☒ **Open End Contract:** Quantities listed in this Solicitation/Award Document are approximations only, based on estimates supplied by the Agency. It is understood and agreed that the Contract shall cover the quantities actually ordered for delivery during the term of the Contract, whether more or less than the quantities shown.

☐ **Service:** The scope of the service to be provided will be more clearly defined in the specifications included herewith.

☒ **Combined Service and Goods:** The scope of the service and deliverable goods to be provided will be more clearly defined in the specifications included herewith.

☐ **One-Time Purchase:** This Contract is for the purchase of a set quantity of goods that are identified in the specifications included herewith. Once those items have been delivered, no additional goods may be procured under this Contract without an appropriate change order approved by the Vendor, Agency, Purchasing Division, and Attorney General's office.

☐ **Construction:** This Contract is for construction activity more fully defined in the specifications.

6. EMERGENCY PURCHASES: The Purchasing Division Director may authorize the Agency to purchase goods or services in the open market that Vendor would otherwise provide under this Contract if those goods or services are for immediate or expedited delivery in an emergency. Emergencies shall include, but are not limited to, delays in transportation or an unanticipated increase in the volume of work. An emergency purchase in the open market, approved by the Purchasing Division Director, shall not constitute a breach of this Contract and shall not entitle the Vendor to any form of compensation or damages. This provision does not excuse the State from fulfilling its obligations under a One-Time Purchase contract.

7. REQUIRED DOCUMENTS: All of the items checked in this section must be provided to the Purchasing Division by the Vendor as specified:

☐ **LICENSE(S) / CERTIFICATIONS / PERMITS:** In addition to anything required under the Section of the General Terms and Conditions entitled Licensing, the apparent successful Vendor shall furnish proof of the following licenses, certifications, and/or permits upon request and in a form acceptable to the State. The request may be prior to or after contract award at the State's sole discretion.

☐☐☐☐

The apparent successful Vendor shall also furnish proof of any additional licenses or certifications contained in the specifications regardless of whether or not that requirement is listed above.

8. INSURANCE: The apparent successful Vendor shall furnish proof of the insurance identified by a checkmark below prior to Contract award. The insurance coverages identified below must be maintained throughout the life of this contract. Thirty (30) days prior to the expiration of the insurance policies, Vendor shall provide the Agency with proof that the insurance mandated herein has been continued. Vendor must also provide Agency with immediate notice of any changes in its insurance policies, including but not limited to, policy cancelation, policy reduction, or change in insurers. The apparent successful Vendor shall also furnish proof of any additional insurance requirements contained in the specifications prior to Contract award regardless of whether that insurance requirement is listed in this section.

Vendor must maintain:

☒ **Commercial General Liability Insurance** in at least an amount of: \$1,000,000.00 per occurrence.

☒ **Automobile Liability Insurance** in at least an amount of: \$1,000,000.00 per occurrence.

☐ **Professional/Malpractice/Errors and Omission Insurance** in at least an amount of: _____ per occurrence. Notwithstanding the forgoing, Vendor's are not required to list the State as an additional insured for this type of policy.

☐ **Commercial Crime and Third Party Fidelity Insurance** in an amount of: _____ per occurrence.

☐ **Cyber Liability Insurance** in an amount of: _____ per occurrence.

☐ **Builders Risk Insurance** in an amount equal to 100% of the amount of the Contract.

☐ **Pollution Insurance** in an amount of: _____ per occurrence.

☐ **Aircraft Liability** in an amount of: _____ per occurrence.

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9. WORKERS' COMPENSATION INSURANCE: Vendor shall comply with laws relating to workers compensation, shall maintain workers' compensation insurance when required, and shall furnish proof of workers' compensation insurance upon request.

10. VENUE: All legal actions for damages brought by Vendor against the State shall be brought in the West Virginia Claims Commission. Other causes of action must be brought in the West Virginia court authorized by statute to exercise jurisdiction over it.

11. LIQUIDATED DAMAGES: This clause shall in no way be considered exclusive and shall not limit the State or Agency's right to pursue any other available remedy. Vendor shall pay liquidated damages in the amount specified below or as described in the specifications:

☐ _____ for _____.

☐ Liquidated Damages Contained in the Specifications.

☒ Liquidated Damages Are Not Included in this Contract.

12. ACCEPTANCE: Vendor's signature on its bid, or on the certification and signature page, constitutes an offer to the State that cannot be unilaterally withdrawn, signifies that the product or service proposed by vendor meets the mandatory requirements contained in the Solicitation for that product or service, unless otherwise indicated, and signifies acceptance of the terms and conditions contained in the Solicitation unless otherwise indicated.

13. PRICING: The pricing set forth herein is firm for the life of the Contract, unless specified elsewhere within this Solicitation/Contract by the State. A Vendor's inclusion of price adjustment provisions in its bid, without an express authorization from the State in the Solicitation to do so, may result in bid disqualification. Notwithstanding the foregoing, Vendor must extend any publicly advertised sale price to the State and invoice at the lower of the contract price or the publicly advertised sale price.

14. PAYMENT IN ARREARS: Payments for goods/services will be made in arrears only upon receipt of a proper invoice, detailing the goods/services provided or receipt of the goods/services, whichever is later. Notwithstanding the foregoing, payments for software maintenance, licenses, or subscriptions may be paid annually in advance.

15. PAYMENT METHODS: Vendor must accept payment by electronic funds transfer and P-Card. (The State of West Virginia's Purchasing Card program, administered under contract by a banking institution, processes payment for goods and services through state designated credit cards.)

16. TAXES: The Vendor shall pay any applicable sales, use, personal property or any other taxes arising out of this Contract and the transactions contemplated thereby. The State of West Virginia is exempt from federal and state taxes and will not pay or reimburse such taxes.

17. ADDITIONAL FEES: Vendor is not permitted to charge additional fees or assess additional charges that were not either expressly provided for in the solicitation published by the State of West Virginia, included in the Contract, or included in the unit price or lump sum bid amount that Vendor is required by the solicitation to provide. Including such fees or charges as notes to the solicitation may result in rejection of vendor's bid. Requesting such fees or charges be paid after the contract has been awarded may result in cancellation of the contract.

18. FUNDING: This Contract shall continue for the term stated herein, contingent upon funds being appropriated by the Legislature or otherwise being made available. In the event funds are not appropriated or otherwise made available, this Contract becomes void and of no effect beginning on July 1 of the fiscal year for which funding has not been appropriated or otherwise made available. If that occurs, the State may notify the Vendor that an alternative source of funding has been obtained and thereby avoid the automatic termination. Non-appropriation or non-funding shall not be considered an event of default.

19. CANCELLATION: The Purchasing Division Director reserves the right to cancel this Contract immediately upon written notice to the vendor if the materials or workmanship supplied do not conform to the specifications contained in the Contract. The Purchasing Division Director may also cancel any purchase or Contract upon 30 days written notice to the Vendor in accordance with West Virginia Code of State Rules § 148-1-5.2.b.

20. TIME: Time is of the essence regarding all matters of time and performance in this Contract.

21. APPLICABLE LAW: This Contract is governed by and interpreted under West Virginia law without giving effect to its choice of law principles. Any information provided in specification manuals, or any other source, verbal or written, which contradicts or violates the West Virginia Constitution, West Virginia Code, or West Virginia Code of State Rules is void and of no effect.

22. COMPLIANCE WITH LAWS: Vendor shall comply with all applicable federal, state, and local laws, regulations and ordinances. By submitting a bid, Vendor acknowledges that it has reviewed, understands, and will comply with all applicable laws, regulations, and ordinances.

SUBCONTRACTOR COMPLIANCE: Vendor shall notify all subcontractors providing commodities or services related to this Contract that as subcontractors, they too are required to comply with all applicable laws, regulations, and ordinances. Notification under this provision must occur prior to the performance of any work under the contract by the subcontractor.

23. ARBITRATION: Any references made to arbitration contained in this Contract, Vendor's bid, or in any American Institute of Architects documents pertaining to this Contract are hereby deleted, void, and of no effect.

24. MODIFICATIONS: This writing is the parties' final expression of intent. Notwithstanding anything contained in this Contract to the contrary no modification of this Contract shall be binding without mutual written consent of the Agency, and the Vendor, with approval of the Purchasing Division and the Attorney General's office (Attorney General approval is as to form only). Any change to existing contracts that adds work or changes contract cost, and were not included in the original contract, must be approved by the Purchasing Division and the Attorney General's Office (as to form) prior to the implementation of the change or commencement of work affected by the change.

25. WAIVER: The failure of either party to insist upon a strict performance of any of the terms or provision of this Contract, or to exercise any option, right, or remedy herein contained, shall not be construed as a waiver or a relinquishment for the future of such term, provision, option, right, or remedy, but the same shall continue in full force and effect. Any waiver must be expressly stated in writing and signed by the waiving party.

26. SUBSEQUENT FORMS: The terms and conditions contained in this Contract shall supersede any and all subsequent terms and conditions which may appear on any form documents submitted by Vendor to the Agency or Purchasing Division such as price lists, order forms, invoices, sales agreements, or maintenance agreements, and includes internet websites or other electronic documents. Acceptance or use of Vendor's forms does not constitute acceptance of the terms and conditions contained thereon.

27. ASSIGNMENT: Neither this Contract nor any monies due, or to become due hereunder, may be assigned by the Vendor without the express written consent of the Agency, the Purchasing Division, the Attorney General's office (as to form only), and any other government agency or office that may be required to approve such assignments.

28. WARRANTY: The Vendor expressly warrants that the goods and/or services covered by this Contract will: (a) conform to the specifications, drawings, samples, or other description furnished or specified by the Agency; (b) be merchantable and fit for the purpose intended; and (c) be free from defect in material and workmanship.

29. STATE EMPLOYEES: State employees are not permitted to utilize this Contract for personal use and the Vendor is prohibited from permitting or facilitating the same.

30. PRIVACY, SECURITY, AND CONFIDENTIALITY: The Vendor agrees that it will not disclose to anyone, directly or indirectly, any such personally identifiable information or other confidential information gained from the Agency, unless the individual who is the subject of the information consents to the disclosure in writing or the disclosure is made pursuant to the Agency's policies, procedures, and rules. Vendor further agrees to comply with the Confidentiality Policies and Information Security Accountability Requirements, set forth in <http://www.state.wv.us/admin/purchase/privacy/default.html>.

31. YOUR SUBMISSION IS A PUBLIC DOCUMENT: Vendor's entire response to the Solicitation and the resulting Contract are public documents. As public documents, they will be disclosed to the public following the bid/proposal opening or award of the contract, as required by the competitive bidding laws of West Virginia Code §§ 5A-3-1 et seq., 5-22-1 et seq., and 5G-1-1 et seq. and the Freedom of Information Act West Virginia Code §§ 29B-1-1 et seq.

DO NOT SUBMIT MATERIAL YOU CONSIDER TO BE CONFIDENTIAL, A TRADE SECRET, OR OTHERWISE NOT SUBJECT TO PUBLIC DISCLOSURE.

Submission of any bid, proposal, or other document to the Purchasing Division constitutes your explicit consent to the subsequent public disclosure of the bid, proposal, or document. The Purchasing Division will disclose any document labeled "confidential," "proprietary," "trade secret," "private," or labeled with any other claim against public disclosure of the documents, to include any "trade secrets" as defined by West Virginia Code § 47-22-1 et seq. All submissions are subject to public disclosure without notice.

32. LICENSING: In accordance with West Virginia Code of State Rules § 148-1-6.1.e, Vendor must be licensed and in good standing in accordance with any and all state and local laws and requirements by any state or local agency of West Virginia, including, but not limited to, the West Virginia Secretary of State's Office, the West Virginia Tax Department, West Virginia Insurance Commission, or any other state agency or political subdivision. Obligations related to political subdivisions may include, but are not limited to, business licensing, business and occupation taxes, inspection compliance, permitting, etc. Upon request, the Vendor must provide all necessary releases to obtain information to enable the Purchasing Division Director or the Agency to verify that the Vendor is licensed and in good standing with the above entities.

SUBCONTRACTOR COMPLIANCE: Vendor shall notify all subcontractors providing commodities or services related to this Contract that as subcontractors, they too are required to be licensed, in good standing, and up-to-date on all state and local obligations as described in this section. Obligations related to political subdivisions may include, but are not limited to, business licensing, business and occupation taxes, inspection compliance, permitting, etc. Notification under this provision must occur prior to the performance of any work under the contract by the subcontractor.

33. ANTITRUST: In submitting a bid to, signing a contract with, or accepting a Award Document from any agency of the State of West Virginia, the Vendor agrees to convey, sell, assign, or transfer to the State of West Virginia all rights, title, and interest in and to all causes of action it may now or hereafter acquire under the antitrust laws of the United States and the State of West Virginia for price fixing and/or unreasonable restraints of trade relating to the particular commodities or services purchased or acquired by the State of West Virginia. Such assignment shall be made and become effective at the time the purchasing agency tenders the initial payment to Vendor.

34. VENDOR NON-CONFLICT: Neither Vendor nor its representatives are permitted to have any interest, nor shall they acquire any interest, direct or indirect, which would compromise the performance of its services hereunder. Any such interests shall be promptly presented in detail to the Agency.

Revised 11/1/2022

35. VENDOR RELATIONSHIP: The relationship of the Vendor to the State shall be that of an independent contractor and no principal-agent relationship or employer-employee relationship is contemplated or created by this Contract. The Vendor as an independent contractor is solely liable for the acts and omissions of its employees and agents. Vendor shall be responsible for selecting, supervising, and compensating any and all individuals employed pursuant to the terms of this Solicitation and resulting contract. Neither the Vendor, nor any employees or subcontractors of the Vendor, shall be deemed to be employees of the State for any purpose whatsoever. Vendor shall be exclusively responsible for payment of employees and contractors for all wages and salaries, taxes, withholding payments, penalties, fees, fringe benefits, professional liability insurance premiums, contributions to insurance and pension, or other deferred compensation plans, including but not limited to, Workers' Compensation and Social Security obligations, licensing fees, etc. and the filing of all necessary documents, forms, and returns pertinent to all of the foregoing.

Vendor shall hold harmless the State, and shall provide the State and Agency with a defense against any and all claims including, but not limited to, the foregoing payments, withholdings, contributions, taxes, Social Security taxes, and employer income tax returns.

36. INDEMNIFICATION: The Vendor agrees to indemnify, defend, and hold harmless the State and the Agency, their officers, and employees from and against: (1) Any claims or losses for services rendered by any subcontractor, person, or firm performing or supplying services, materials, or supplies in connection with the performance of the Contract; (2) Any claims or losses resulting to any person or entity injured or damaged by the Vendor, its officers, employees, or subcontractors by the publication, translation, reproduction, delivery, performance, use, or disposition of any data used under the Contract in a manner not authorized by the Contract, or by Federal or State statutes or regulations; and (3) Any failure of the Vendor, its officers, employees, or subcontractors to observe State and Federal laws including, but not limited to, labor and wage and hour laws.

37. NO DEBT CERTIFICATION: In accordance with West Virginia Code §§ 5A-3-10a and 5-22-1(i), the State is prohibited from awarding a contract to any bidder that owes a debt to the State or a political subdivision of the State. By submitting a bid, or entering into a contract with the State, Vendor is affirming that (1) for construction contracts, the Vendor is not in default on any monetary obligation owed to the state or a political subdivision of the state, and (2) for all other contracts, neither the Vendor nor any related party owe a debt as defined above, and neither the Vendor nor any related party are in employer default as defined in the statute cited above unless the debt or employer default is permitted under the statute.

38. CONFLICT OF INTEREST: Vendor, its officers or members or employees, shall not presently have or acquire an interest, direct or indirect, which would conflict with or compromise the performance of its obligations hereunder. Vendor shall periodically inquire of its officers, members and employees to ensure that a conflict of interest does not arise. Any conflict of interest discovered shall be promptly presented in detail to the Agency.

39. REPORTS: Vendor shall provide the Agency and/or the Purchasing Division with the following reports identified by a checked box below:

☒ Such reports as the Agency and/or the Purchasing Division may request. Requested reports may include, but are not limited to, quantities purchased, agencies utilizing the contract, total contract expenditures by agency, etc.

☐ Quarterly reports detailing the total quantity of purchases in units and dollars, along with a listing of purchases by agency. Quarterly reports should be delivered to the Purchasing Division via email at purchasing.division@wv.gov.

40. BACKGROUND CHECK: In accordance with W. Va. Code § 15-2D-3, the State reserves the right to prohibit a service provider's employees from accessing sensitive or critical information or to be present at the Capitol complex based upon results addressed from a criminal background check. Service providers should contact the West Virginia Division of Protective Services by phone at (304) 558-9911 for more information.

41. PREFERENCE FOR USE OF DOMESTIC STEEL PRODUCTS: Except when authorized by the Director of the Purchasing Division pursuant to W. Va. Code § 5A-3-56, no contractor may use or supply steel products for a State Contract Project other than those steel products made in the United States. A contractor who uses steel products in violation of this section may be subject to civil penalties pursuant to W. Va. Code § 5A-3-56. As used in this section:

- a. "State Contract Project" means any erection or construction of, or any addition to, alteration of or other improvement to any building or structure, including, but not limited to, roads or highways, or the installation of any heating or cooling or ventilating plants or other equipment, or the supply of and materials for such projects, pursuant to a contract with the State of West Virginia for which bids were solicited on or after June 6, 2001.
- b. "Steel Products" means products rolled, formed, shaped, drawn, extruded, forged, cast, fabricated or otherwise similarly processed, or processed by a combination of two or more or such operations, from steel made by the open hearth, basic oxygen, electric furnace, Bessemer or other steel making process.
- c. The Purchasing Division Director may, in writing, authorize the use of foreign steel products if:
 1. The cost for each contract item used does not exceed one tenth of one percent (.1%) of the total contract cost or two thousand five hundred dollars (\$2,500.00), whichever is greater. For the purposes of this section, the cost is the value of the steel product as delivered to the project; or
 2. The Director of the Purchasing Division determines that specified steel materials are not produced in the United States in sufficient quantity or otherwise are not reasonably available to meet contract requirements.

42. PREFERENCE FOR USE OF DOMESTIC ALUMINUM, GLASS, AND STEEL: In Accordance with W. Va. Code § 5-19-1 et seq., and W. Va. CSR § 148-10-1 et seq., for every contract or subcontract, subject to the limitations contained herein, for the construction, reconstruction, alteration, repair, improvement or maintenance of public works or for the purchase of any item of machinery or equipment to be used at sites of public works, only domestic aluminum, glass or steel products shall be supplied unless the spending officer determines, in writing, after the receipt of offers or bids, (1) that the cost of domestic aluminum, glass or steel products is unreasonable or inconsistent with the public interest of the State of West Virginia, (2) that domestic aluminum, glass or steel products are not produced in sufficient quantities to meet the contract requirements, or (3) the available domestic aluminum, glass, or steel do not meet the contract specifications. This provision only applies to public works contracts awarded in an amount more than fifty thousand dollars (\$50,000) or public works contracts that require more than ten thousand pounds of steel products.

The cost of domestic aluminum, glass, or steel products may be unreasonable if the cost is more than twenty percent (20%) of the bid or offered price for foreign made aluminum, glass, or steel products. If the domestic aluminum, glass or steel products to be supplied or produced in a "substantial labor surplus area", as defined by the United States Department of Labor, the cost of domestic aluminum, glass, or steel products may be unreasonable if the cost is more than thirty percent (30%) of the bid or offered price for foreign made aluminum, glass, or steel products. This preference shall be applied to an item of machinery or equipment, as indicated above, when the item is a single unit of equipment or machinery manufactured primarily of aluminum, glass or steel, is part of a public works contract and has the sole purpose or of being a permanent part of a single public works project. This provision does not apply to equipment or machinery purchased by a spending unit for use by that spending unit and not as part of a single public works project.

All bids and offers including domestic aluminum, glass or steel products that exceed bid or offer prices including foreign aluminum, glass or steel products after application of the preferences provided in this provision may be reduced to a price equal to or lower than the lowest bid or offer price for foreign aluminum, glass or steel products plus the applicable preference. If the reduced bid or offer prices are made in writing and supersede the prior bid or offer prices, all bids or offers, including the reduced bid or offer prices, will be reevaluated in accordance with this rule.

43. INTERESTED PARTY SUPPLEMENTAL DISCLOSURE: W. Va. Code § 6D-1-2 requires that for contracts with an actual or estimated value of at least \$1 million, the Vendor must submit to the Agency a disclosure of interested parties prior to beginning work under this Contract. Additionally, the Vendor must submit a supplemental disclosure of interested parties reflecting any new or differing interested parties to the contract, which were not included in the original pre-work interested party disclosure, within 30 days following the completion or termination of the contract. A copy of that form is included with this solicitation or can be obtained from the WV Ethics Commission. This requirement does not apply to publicly traded companies listed on a national or international stock exchange. A more detailed definition of interested parties can be obtained from the form referenced above.

44. PROHIBITION AGAINST USED OR REFURBISHED: Unless expressly permitted in the solicitation published by the State, Vendor must provide new, unused commodities, and is prohibited from supplying used or refurbished commodities, in fulfilling its responsibilities under this Contract.

45. VOID CONTRACT CLAUSES: This Contract is subject to the provisions of West Virginia Code § 5A-3-62, which automatically voids certain contract clauses that violate State law.

46. ISRAEL BOYCOTT: Bidder understands and agrees that, pursuant to W. Va. Code § 5A-3-63, it is prohibited from engaging in a boycott of Israel during the term of this contract.

DESIGNATED CONTACT: Vendor appoints the individual identified in this Section as the Contract Administrator and the initial point of contact for matters relating to this Contract.

(Printed Name and Title) Patrick Holbrook Owner
(Address) 134 Bel-Hire Dr Tornado, WV 25202
(Phone Number) / (Fax Number) 304-722-1003
(Email address) dunbartransfer@yahoo.com

CERTIFICATION AND SIGNATURE: By signing below, or submitting documentation through WV OASIS, I certify that: I have reviewed this Solicitation/Contract in its entirety; that I understand the requirements, terms and conditions, and other information contained herein; that this bid, offer or proposal constitutes an offer to the State that cannot be unilaterally withdrawn; that the product or service proposed meets the mandatory requirements contained in the Solicitation/Contract for that product or service, unless otherwise stated herein; that the Vendor accepts the terms and conditions contained in the Solicitation, unless otherwise stated herein; that I am submitting this bid, offer or proposal for review and consideration; that this bid or offer was made without prior understanding, agreement, or connection with any entity submitting a bid or offer for the same material, supplies, equipment or services; that this bid or offer is in all respects fair and without collusion or fraud; that this Contract is accepted or entered into without any prior understanding, agreement, or connection to any other entity that could be considered a violation of law; that I am authorized by the Vendor to execute and submit this bid, offer, or proposal, or any documents related thereto on Vendor's behalf; that I am authorized to bind the vendor in a contractual relationship; and that to the best of my knowledge, the vendor has properly registered with any State agency that may require registration.

By signing below, I further certify that I understand this Contract is subject to the provisions of West Virginia Code § 5A-3-62, which automatically voids certain contract clauses that violate State law; and that pursuant to W. Va. Code 5A-3-63, the entity entering into this contract is prohibited from engaging in a boycott against Israel.

Dunbar Transfer
(Company)
Patrick Holbrook
(Signature of Authorized Representative)
Patrick Holbrook Owner 4/3/23
(Printed Name and Title of Authorized Representative) (Date)
304-722-1003
(Phone Number) (Fax Number)
dunbartransfer@yahoo.com
(Email Address)

REQUEST FOR QUOTATION
Moving/Relocation Services

SPECIFICATIONS

1. **PURPOSE AND SCOPE:** 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). The selected Vendor will be retained to move the agencies offices located at 4101 MacCorkle Avenue SE, Charleston WV 25304 to 601 57th Street SE, (1st Floor) Charleston WV 25304. The project's completion is planned to occur in three (3) phases with each phase lasting approximately two (2) work days. Dates to be determined when the new office space is finished and released for move-in but is estimated to be at the middle/end of April 2023 or beginning of May 2023
 - 1.1. Each phase for relocation to 601 57th Street SE, will include moving the following items:
 - 1.1.1. Computers, monitors, printers,
 - 1.1.2. Chairs, miscellaneous furniture and equipment, refrigerators, microwaves, file cabinets storage shelving, bookcases etc
 - 1.1.3. Boxes
2. **DEFINITIONS:** The terms listed below shall have the meanings assigned to them below. Additional definitions can be found in section 2 of the General Terms and Conditions.
 - 2.1 **"Contract Item"** means Moving Services as more fully described by these specifications.
 - 2.2 **"Pricing Page"** means the pages, contained in wvOASIS or attached as Exhibit A, upon which Vendor should list its proposed price for the Contract Items.
 - 2.3 **"Solicitation"** means the official notice of an opportunity to supply the State with goods or services that is published by the Purchasing Division.
3. **QUALIFICATIONS:** Vendor, or Vendor's staff if requirements are inherently limited to individuals rather than corporate entities, shall have the following minimum qualifications:
 - 3.1 Vendors must have a minimum of 3 (three) years of experience in commercial large scale office moving.

REQUEST FOR QUOTATION
Moving/Relocation Services

4. GENERAL REQUIREMENTS:

4.1 Contract Items and Mandatory Requirements: Vendor shall provide Agency with the Contract Items listed below on an open-end and continuing basis. Contract Items must meet or exceed the mandatory requirements as shown below.

4.1.1 Moving Services

4.1.1.2 Vendor must provide all labor, supervision, material, equipment and supplies, including but not limited to, lifts, dollies, furniture pads, and packaging necessary to move furniture, equipment, supplies (including computer and data center equipment) and files/records.

4.1.1.3 Vendor must utilize padding and protective procedures to prevent damage to any area involved in the move – including but not limited to building interior/exterior and grounds. Any damage incurred in the move shall be the responsibility of the Vendor. The Vendor shall pay the agency for any repairs resulting from said damage.

4.1.1.4 Vendor must ensure that all personal computers, terminals, printers and all other electronic and/or mechanical equipment are packed in a manner that will prohibit any damage during the move. Agency IT will have the computers disconnected and ready for move. Vendor will be responsible for any damages or loss incurred during the move and will pay for any repair and/or replacement costs resulting from such damage or loss.

4.1.1.5 Vendor must secure any open file cards, filled file cabinets and /or equipment with loose parts with shrink wrap.

4.1.1.6 Vendors must take all measures necessary to safely, securely, and confidentially transport all files/records considered confidential. All confidential files/records must be transported in locked vehicles and include continuous oversight, security and control while in Vendor possession. The Agency will be responsible for packing and marking all boxes containing confidential material.

4.1.1.7 Vendors must securely attach any hardware (screws, nuts, bolts, hooks, handles, etc.) for any items that have been disassembled for transport by the Vendor to the item in a manner that will not damage or leave any marks and/or residue on the item.

REQUEST FOR QUOTATION
Moving/Relocation Services

4.1.1.8 Vendor must participate in a building walk through after the move at 601 57th Street SE, (1st Floor) Charleston WV 25304.

4.1.1.8.1 The walk through at the completion of the move is to ensure that all Phases are completed and to assess for damages.

4.1.1.8.2 Should the Vendor or its responsible agent/employee damage the building, they will be responsible for the repair using the designated general contractor of the Agency.

4.1.1.8.3 The Vendor shall specify the manner for reimbursing for damages to furniture and equipment that might occur during the move.

4.1.1.8.4 The Vendor shall provide in writing a detailed explanation of the process for establishing a claim.

4.1.1.9 For Phase 1 and 2, the Vendor shall deliver items to 601 57th Street SE, (1st Floor) Charleston WV 25304 in the following order:

4.1.1.9.1 All IT related equipment

4.1.1.9.2 All Furniture

4.1.1.9.3 Moving boxes and miscellaneous items.

4.1.1.10 For Phase 3, the Vendor shall deliver items that are not being taken to the new location, and remain at 4101 MacCorkle Avenue SE, to West Virginia State Agency for Surplus Property located at 2700 Charles Avenue, Dunbar WV 25064.

4.1.2 Equipment

4.1.2.1 Vendors must utilize only equipment in safe operating condition in the performance of moving services.

4.1.2.2 Vendors must use only individuals authorized, licensed, and trained to operate said equipment during the performance of moving services.

REQUEST FOR QUOTATION
Moving/Relocation Services

4.1.2.3 Vendors must transport furniture, equipment, supplies (including computer and data center equipment) and files/records in closed vehicles. All items shall be protected from any inclement weather conditions during the duration of the move.

4.1.3 Permits

4.1.3.1 Vendors shall be responsible for obtaining any applicable permits and at no additional cost to the agency.

4.1.4 Availability

4.1.4.1 Vendors must be available to provide moving services required inclusive of regular working hours, before/after regular working hours, weekends and on State observed holidays. Vendor must work with the agency to establish a work schedule that will cause minimal disruption to daily operations. Vendor will be contacted at least fourteen (14) calendar days prior to the Agency's scheduled beginning date for a move.

4.1.4.2 Vendor must notify Agency in writing, within one business day of being contacted to perform a move, to confirm their ability or inability to perform the requested move. Included with any confirmation of an inability to perform the requested move must be an explanation for the reason for declining the Agency's request.

4.1.5 Surplus Property

4.1.5.1 Vendors will be issued a Notice to Proceed by the agency for delivery of any items to West Virginia State Agency for Surplus Property (WVSASP). Deliveries to WVSASP must be made between the hours of 8:30 AM and 3:30 PM, Monday through Thursday with the exception of State observed holidays. Vendors will be responsible for unloading of items as WVSASP.

4.1.5.2 Vendors shall prepare an itemized Bill of Lading for each delivery to WVSASP prior to commencement of the transport. Information provided on the Bill of Lading must be signed by agency prior to loading of the goods. Information on the Bill of Lading is to include but not be limited to the following.

4.1.5.2.1 Vendor name and address

REQUEST FOR QUOTATION
Moving/Relocation Services

4.1.5.2.2 Contact person and telephone number

4.1.5.2.3 Itemized listing of furniture, equipment and supplies

4.1.6 Invoicing

4.1.6.1 Vendors must prepare an itemized Bill of Lading for every move and provide it to the agency prior to commencement of the move. Information provided on the Bill of Lading must be signed by the agency prior to loading of the goods. Information to be included on the Bill of Lading is to include but not be limited to the following:

4.1.6.1.2 Vendor name and address

4.1.6.1.3 Contact Person and telephone number

4.1.6.1.4 Itemized listing of furniture, equipment, supplies (including computer and data center equipment) and files/records with costs based on unit pricing included in the original bid.

4.1.6.2 Vendors shall invoice the agency for the exact number of items based on the unit cost provided on (Exhibit A) the Pricing Page for Phases 1 and 2.

4.1.6.3 Vendors shall invoice the agency for the exact number of items based on the unit cost provided on (Exhibit A) the Pricing Page for Phase 3.

4.1.6.4 Vendors shall invoice the agency for the exact number of leased boxes, bags and bubble wrap used based on the unit cost provided on (Exhibit A) the Pricing Page and must not assess any charge for any returned, unused bundled boxes. Vendor will be paid for any boxes not returned in reusable condition.

4.1.6.5 Total cost bid, must include the cost for Trucks (including mileage and fuel), and Laborers.

REQUEST FOR QUOTATION
Moving/Relocation Services

4.1.7 Employer/Employee Responsibility

4.1.7.1 Vendors will be responsible for the action(s) of all individuals assigned for moving services.

4.1.7.2 Vendors will not utilize non-payroll-cash labor employees to perform moving services.

4.1.7.3 Vendors will be responsible for knowing the background, skill level and ability of all individuals assigned for moving services.

4.1.8 Attire

4.1.8.1 Vendors shall provide uniforms for individuals assigned for moving services that identifies the company name. Supervisors must be identified as such and clearly distinguishable.

4.1.9 Leased Moving Boxes, Keyboard Bags, and Monitor Bubble Wrap

4.1.9.1 The awarded Vendor must provide the Agency with approximately 1000 leased boxes, 100 keyboard bags, monitor bubble wrap for approximately 250 monitors on an open-end and continuing basis for the duration of the move and shall invoice the Agency the exact total used after the move is completed.

4.1.9.1.1 The bubble wrap for computer monitors should be size ½" (Large).

4.1.9.1.2 The boxes cannot be any smaller than 18x18x16 and no larger than 24x18x18.

4.1.9.1.3 The Vendor will supply shipping labels and tags to attach to the items being moved.

4.1.9.1.4 The Vendor will provide instructions on how the boxes are to be labeled and packed.

4.1.9.1.5 The Agency will be responsible for attaching the Vendor provided label and tags to the items to be moved to identify the final destination of the item being moved.

REQUEST FOR QUOTATION
Moving/Relocation Services

4.1.9.1.6 The Agency will clearly mark boxes that contain confidential information.

4.1.9.1.7 Vendor will receive a room map to reference where the items are to be delivered for each Phase.

4.1.9.2 The Agency will notify the vendor within seven (7) days of their need for delivery of the leased boxes, bags and bubble wrap required for each phase. The boxes will be delivered between 8:30 AM and 3:30 PM to 4101 MacCorkle Avenue SE, Charleston, WV 25304. The vendor will pick up all the leased boxes at 4101 MacCorkle Avenue SE, Charleston WV 25304 at a date and time to be determined later.

5. CONTRACT AWARD:

5.1 Contract Award: The Contract is intended to provide Agencies with a purchase price for the Contract Items. The Contract shall be awarded to the Vendor that provides the Contract Items meeting the required specifications for the lowest overall total cost as shown on the Pricing Pages.

5.2 Pricing Page: Vendor should complete the Pricing Page by Unit cost for moving services for Phase 1, 2, 3 and for consumables (Extended Cost equals Unit Cost multiplied by estimated quantity) Vendor should complete the Pricing Page in full as failure to complete the Pricing Page in its entirety may result in Vendor's bid being disqualified.
Vendor should type or electronically enter the information into the Pricing Page to prevent errors in the evaluation.

6. ORDERING AND PAYMENT:

6.1 Ordering: Vendor shall accept orders through wvOASIS, regular mail, facsimile, or any other written form of communication. Vendor may, but is not required to, accept on-line orders through a secure internet ordering portal/website. If Vendor has the ability to accept on-line orders, it should include in its response a brief description of how Agencies may utilize the on-line ordering system. Vendor shall ensure that its on-line ordering system is properly secured prior to processing Agency orders on-line.

6.2 Payment: Vendor shall accept payment in accordance with the payment procedures of the State of West Virginia.

REQUEST FOR QUOTATION
Moving/Relocation Services

7. PERFORMANCE: Vendor and Agency shall agree upon a schedule for performance of Contract Services and Contract Services Deliverables, unless such a schedule is already included herein by Agency. In the event that this Contract is designated as an open-end contract, Vendor shall perform in accordance with the release orders that may be issued against this Contract.

8. PAYMENT: Agency shall pay a lump sum for Phases 1 – 3, and the exact number of boxes, bags and monitor bubble wrap by entering an Agency Delivery Order in wv OASIS according to the prices shown on the Pricing Pages, for all Contract Services performed and accepted under this Contract. Vendor shall accept payment in accordance with the payment procedures of the State of West Virginia.

9. TRAVEL: Vendor shall be responsible for all mileage and travel costs, including travel time, associated with performance of this Contract. Any anticipated mileage or travel costs may be included in the flat fee or hourly rate listed on Vendor's bid, but such costs will not be paid by the Agency separately.

10. FACILITIES ACCESS: Performance of Contract Services may require access cards and/or keys to gain entrance to Agency's facilities. If access cards and/or keys are required:

- a. Vendor must identify principal service personnel which will be issued access cards and/or keys to perform service.
- b. Vendor will be responsible for controlling cards and keys and will pay replacement fee, if the cards or keys become lost or stolen.
- c. Vendor shall notify Agency immediately of any lost, stolen, or missing card or key.
- d. Anyone performing under this Contract will be subject to Agency's security protocol and procedures.
- e. Vendor shall inform all of their employees of Agency's security protocol and procedures.

10.1 Shipment and Delivery: Vendor shall ship the Contract Items immediately after being awarded this Contract and receiving a purchase order or notice to proceed. Vendor shall not bill for time prior to reaching the worksite, or for breaks. Vendor shall deliver the Contract Items within (5) five working days after receiving a purchase order or notice to proceed. Contract Items must be delivered to Agency at 601 57th Street SE, (First Floor) Charleston WV 25304.

REQUEST FOR QUOTATION
Moving/Relocation Services

10.2 Late Delivery: The Agency placing the order under this Contract must be notified in writing if the shipment of the Contract Items will be delayed for any reason. Any delay in delivery that could cause harm to an Agency will be grounds for cancellation of the Contract, and/or obtaining the Contract Items from a third party.

11. VENDOR DEFAULT:

11.1 The following shall be considered a Vendor default under this Contract.

11.1.1 Failure to provide Contract Items in accordance with the requirements contained herein.

11.1.2 Failure to comply with other specifications and requirements contained herein.

11.1.3 Failure to comply with any laws, rules, and ordinances applicable to the Contract Services provided under this Contract.

11.1.4 Failure to remedy deficient performance upon request.

11.2 The following remedies shall be available to Agency upon default.

11.2.1 Immediate cancellation of the Contract.

11.2.2 Immediate cancellation of one or more release orders issued under this Contract.

11.2.3 Any other remedies available in law or equity.

12. MISCELLANEOUS:

REQUEST FOR QUOTATION
Moving/Relocation Services

12.1 Contract Manager: During its performance of this Contract, Vendor must designate and maintain a primary contract manager responsible for overseeing Vendor's responsibilities under this Contract. The Contract manager must be available during normal business hours to address any customer service or other issues related to this Contract. Vendor should list its Contract manager and his or her contact information below.

Contract Manager: Patrick Holbrook

Telephone Number: 304-722-1003

Fax Number: _____

Email Address: dunbartransfer@yahoo.com



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

Doc Description: Professional Moving Services

Reason for Modification:

Addendum No. 1

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

VENDOR

Vendor Customer Code:

Vendor Name :

Address :

Street :

City :

State :

Country :

Zip :

Principal Contact :

Vendor Contact Phone:

Extension:

FOR INFORMATION CONTACT THE BUYER

Melissa Pettrey
(304) 558-0094
melissa.k.pettrey@wv.gov

Vendor
Signature X

FEIN#

DATE

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

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.: CRFQ GSD2200000042

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)

- ☒ Addendum No. 1
- ☐ Addendum No. 2
- ☐ Addendum No. 3
- ☐ Addendum No. 4
- ☐ Addendum No. 5

- ☐ Addendum No. 6
- ☐ Addendum No. 7
- ☐ Addendum No. 8
- ☐ Addendum No. 9
- ☐ 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 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 acknowledgment 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	Unit Cost
Book Cases	17.06
Book Shelves	8.53
Boxes of Envelopes	3.41
Chair Mats	1.71
Coat Racks	34.12
Desk Chairs	1.22
Dry Erase Boards	24.37
Standing Hand Sanitizers	85.29
Keyboards (Movers Pack)	1.71
Lamps (Desktop and Floor)	17.60
Lateral Filing Cabinets	2.62
Love Seats	85.29
Miscellaneous Boxes	2.13
Miscellaneous Office Chairs	1.71
Monitors (Movers Pack)	2.68
Network Printers (Movers Pack)	42.65
Personal Computers (Movers Pack)	1.71
Personal Printers (Movers Pack)	1.71
Pictures (Movers Pack)	14.22
Podium (Small)	170.58
Printer Stands	1.71
Refrigerators	85.29
Round Kitchen Tables	85.29
Round Office Tables	17.60
Scanners (Movers Pack)	42.65
Shredders	85.29
Small Kitchen Appliances	14.22
Small Office Equipment	42.65

Storage Cabinets	
Storage Shelves	
Tables	
Televisions	
Trash Cans	
Vertical Filing Cabinets	
Wing Back Chairs	
Items not described in above list (Agency approval required)	

	6.82
	11.37
	17.06
	85.29
	1.71
	21.32
	85.29
	56.86

PHASES 3 - INVENT

Items Being Moved	
Chairs - Various Types	
Credenza (Conference Room A)	
Desk - (Conference Room A)	
Folding Tables	
Lateral Filing Cabinets	
Metal Storage Cabinets	
Miscellaneous boxes of office/desk supplies	
Miscellaneous Furniture	
Podium (Large)	
Projector Screen	
Projectors	
Refrigerators	
Smart Board	
Storage Cabinets	
Tables	
Items not described in above list (Agency approval required)	

G (Surplus)

Unit Cost	
1.22	
170.58	
170.58	
7.11	
10.66	
42.65	
8.53	
34.12	
170.58	
170.58	
56.86	
170.58	
170.58	
24.37	
34.12	
56.86	

PHASES 1-2-3 MOVING SUPPLIES

Description	
LEASED BOXES	

Unit Cost	
3.00	

KEYBOARD BAGS		8.00
MONITOR BAGS (4.5 large)		7.58

Total Estimated Cost for Moving Supplies

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

TOTAL BID AMOUNT

Vendor Name: Dunbar Transfer

Address: 134 Bel-Aire Dr
Tornado, WV 25202

Phone Number: 304-722-1003

Email address: dunbartransfer@yahoo.com