



The following documentation is an electronically-submitted vendor response to an advertised solicitation from the *West Virginia Purchasing Bulletin* within the Vendor Self-Service portal at [wvOASIS.gov](http://wvOASIS.gov). As part of the State of West Virginia's procurement process, and to maintain the transparency of the bid-opening process, this documentation submitted online is publicly posted by the West Virginia Purchasing Division at [WVPurchasing.gov](http://WVPurchasing.gov) with any other vendor responses to this solicitation submitted to the Purchasing Division in hard copy format.

Header 2

List View

General Information | Contact | Default Values | Discount | Document Information | Clarification Request

Procurement Folder: 1146663

SO Doc Code: CRFQ

Procurement Type: Central Master Agreement

SO Dept: 0203

Vendor ID: 000000209317

SO Doc ID: CPR2300000005

Legal Name: CENTRAL VAN & STORAGE OF CHARLESTON INC

Published Date: 3/9/23

Alias/DBA:

Close Date: 3/14/23

Total Bid: \$34,507.00

Close Time: 13:30

Response Date: 03/13/2023

Status: Closed

Response Time: 14:23

Solicitation Description: Professional Moving Services

Responded By User ID: centralvan

Total of Header Attachments: 2

First Name: Rich

Total of All Attachments: 2

Last Name: Harmon

Email: rharmon@centralvan.com

Phone: 304-223-7318



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

**State of West Virginia  
 Solicitation Response**

**Proc Folder:** 1146663  
**Solicitation Description:** Professional Moving Services  
**Proc Type:** Central Master Agreement

Solicitation Closes	Solicitation Response	Version
2023-03-14 13:30	SR 0203 ESR03132300000004237	1

**VENDOR**  
 000000209317  
 CENTRAL VAN & STORAGE OF CHARLESTON INC

**Solicitation Number:** CRFQ 0203 CPR2300000005

**Total Bid:** 34507      **Response Date:** 2023-03-13      **Response Time:** 14:23:42

**Comments:**

**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

Line	Comm Ln Desc	Qty	Unit Issue	Unit Price	Ln Total Or Contract Amount
1	Phases 1, 2, 3	1.00000	LS	34507.000000	34507.00

Comm Code	Manufacturer	Specification	Model #
78101804			

**Commodity Line Comments:**

**Extended Description:**

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



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

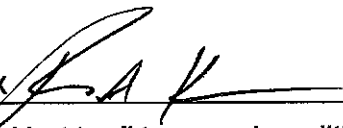
**BID RECEIVING LOCATION**

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

**VENDOR**

Vendor Customer Code: 000000 209 317  
 Vendor Name: Central Van & Storage of Charleston, Inc.  
 Address: 37 Jacobson Dr.  
 Street:  
 City: Poca  
 State: WV Country: US Zip: 25169  
 Principal Contact: Rich Harmon  
 Vendor Contact Phone: 304-223-7318 Extension:

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

Vendor Signature X  FEIN# 55-0752625 DATE 03/13/2023

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  CHARLESTON WV US	CONSOLIDATED PUBLIC RETIREMENT 4101 MACCORKLE AVE SE  CHARLESTON WV US
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Line	Comm Ln Desc	Qty	Unit Issue	Unit Price	Total Price
1	Phases 1, 2, 3	1.00000	LS		\$34,507. <sup>00</sup>

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

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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 checked="" 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.

Central Van & Storage of Charleston Inc.  
Company

  
Authorized Signature

03/13/2023  
Date

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

REQUEST FOR QUOTATION  
Moving/Relocation Services  
CRFQ CPR230000005

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12. MISCELLANEOUS:

**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: Rich Harmon

Telephone Number: 304-692-1021

Fax Number: 304-291-8901

Email Address: charmon@centralvan.com

**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) Rich Harmon | Business Development  
(Address) 37 Jacobson Dr Poca WV 25159  
(Phone Number) / (Fax Number) 304-223-7318  
(Email address) charmon@centralvan.com

**CERTIFICATION AND SIGNATURE:** By signing below, or submitting documentation through wvOASIS, 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.

Central Van & Storage of Charleston, Inc.  
(Company)

[Signature]  
(Signature of Authorized Representative)  
Rich Harmon | Business Development

(Printed Name and Title of Authorized Representative) (Date)

304-223-7318 304-291-8901  
(Phone Number) (Fax Number)

charmon@centralvan.com  
(Email Address)

**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**

<b>Items Being Moved</b>	<b>Estimated Quantities</b>	<b>Unit Cost</b>	<b>Total</b>
Book Cases	10	\$ 40.00	\$ 400.00
Book Shelves	20	\$ 50.00	\$ 1,000.00
Boxes of Envelopes	50	\$ 5.00	\$ 250.00
Chair Mats	100	\$ 1.00	\$ 100.00
Coat Racks	5	\$ 1.00	\$ 5.00
Desk Chairs	145	\$ 10.00	\$ 1,450.00
Dry Erase boards	7	\$ 5.00	\$ 35.00
Standing Hand Sanitizers	2	\$ 1.00	\$ 2.00
Keyboards (Movers pack)	100	\$ 5.00	\$ 500.00
Lamps (desk top & floor)	10	\$ 1.00	\$ 10.00
Lateral File Cab	65	\$ 45.00	\$ 2,925.00
Love seats	2	\$ 45.00	\$ 90.00
Misc boxes	1300	\$ 5.00	\$ 6,500.00
Misc office chairs	100	\$ 10.00	\$ 1,000.00
Monitors (Movers Pack)	250	\$ 15.00	\$ 3,750.00
Network Printers (Movers Pack)	4	\$ 15.00	\$ 60.00
Personal Computers(movers pack)	100	\$ 10.00	\$ 1,000.00
Personal printers (movers pack)	100	\$ 10.00	\$ 1,000.00
Pictures (movers pack)	12	\$ 25.00	\$ 300.00
Podium (small)	1	\$ 5.00	\$ 5.00
Printer stands	100	\$ 5.00	\$ 500.00
Refridgerators	2	\$ 75.00	\$ 150.00
Round kitchen tables	2	\$ 25.00	\$ 50.00
Round office tables	10	\$ 25.00	\$ 250.00
Scanners (movers pack)	4	\$ 10.00	\$ 40.00
Shredders	2	\$ 5.00	\$ 10.00
Small Kitchen appliance	12	\$ 5.00	\$ 60.00
Small office equip	4	\$ 25.00	\$ 100.00
Storage cabinets	25	\$ 45.00	\$ 1,125.00
Storage shelves	15	\$ 100.00	\$ 1,500.00
Tables	10	\$ 25.00	\$ 250.00
Televisions	2	\$ 100.00	\$ 200.00
Trash cans	100	\$ 1.00	\$ 100.00
Verticle file cabinets	8	\$ 35.00	\$ 280.00
Wing back chairs	2	\$ 20.00	\$ 40.00
Items not described in above list (Agency apporval required)	3	\$ 100.00	\$ 300.00
<b>Total Cost for Phase 1 and 2 Packing and Moving</b>		\$ 905.00	\$ 25,337.00

### Phases 3 - INVENTORY LISTING (Surplus)

Items Being Moved	Estimated Quantities	Unit Cost	Total
Chairs - various Types	140	\$ 10.00	\$ 1,400.00
Credenza (Conference room A)	1	\$ 95.00	\$ 95.00
Desk - (Conference room A)	1	\$ 95.00	\$ 95.00
Folding tables	24	\$ 5.00	\$ 120.00
Lateral filing cabinets	16	\$ 35.00	\$ 560.00
Metal storage cabinets	4	\$ 35.00	\$ 140.00
Misc boxes of office/desk supplies	20	\$ 5.00	\$ 100.00
Misc furniture	5	\$ 45.00	\$ 225.00
Podium (large)	1	\$ 15.00	\$ 15.00
Projector screen	1	\$ 5.00	\$ 5.00
projectors	3	\$ 5.00	\$ 15.00
Refridgerators	1	\$ 60.00	\$ 60.00
Smart board	1	\$ 45.00	\$ 45.00
Storage cabinets	7	\$ 35.00	\$ 245.00
Tables	5	\$ 15.00	\$ 75.00
Items not described in above list (Agency apporval required)	3	\$ 75.00	\$ 225.00
<b>Total Estimate Cost for Phase 3 Moving</b>			<b>\$ 3,420.00</b>

### Phases 1-2-3 MOVING SUPPLIES

Description	Estimated Quantities	Unit Cost	Total
LEASED BOXES	1200	\$ 3.75	\$ 4,500.00
KEYBOARD BAGS	100	\$ 2.50	\$ 250.00
MONITOR BAG (4.5 large)	250	\$ 4.00	\$ 1,000.00
<b>Total Estimated Cost for Moving Supplies</b>			<b>\$ 5,750.00</b>

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

<b>TOTAL BID AMOUNT</b>	<b>\$ 34,507.00</b>
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Vendor Name: Central Van & Storage of Charleston, Inc.

Address: 37 Jacobson Drive, Poca WV 25159

Phone Number: 304-692-1021

Email Address: rharmon@centralvan.com