



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

# Request for Quotation

RFQ NUMBER
MOVE11

PAGE
1

ADDRESS CORRESPONDENCE TO ATTENTION OF:
BUYER 42
304-558-8802

RFQ COPY  
 TYPE NAME/ADDRESS HERE

VENDOR

ALL STATE AGENCIES  
 AND POLITICAL SUBDIVISIONS  
 VARIOUS LOCALES AS INDICATED  
 BY ORDER

SHIP TO

DATE PRINTED	TERMS OF SALE	SHIP VIA	F.O.B.	FREIGHT TERMS
05/11/2011				

BID OPENING DATE: 05/25/2011 BID OPENING TIME 01:30PM

LINE	QUANTITY	UOP	CAT NO	ITEM NUMBER	UNIT PRICE	AMOUNT
*****ADDENDUM NO. 1*****						
1. BID OPENING DATE HAS BEEN MOVED TO 5/25/2011						
2. MOVE11 QUESTIONS AND ANSWERS ATTACHED (4 PAGES)						
3. PRE-BID MEETING ATTENDANCE SHEET ATTACHED (2 PAGES)						
4. VENDOR IS REQUIRED TO PROVIDE WV WORKERS COMPENSATION CERTIFICATE (OR LETTER STATING THAT YOUR COMPANY DOES NOT EMPLOY ANY WV RESIDENTS.						
5. SUCCESSFUL VENDOR SHALL FURNISH PROOF OF COMMERCIAL GENERAL LIABILITY INSURANCE PRIOR TO ISSUANCE OF CONTRACT. UNLESS OTHERWISE SPECIFIED IN THE BID DOCUMENTS, THE MINIMUM AMOUNT OF INSURANCE COVERAGE REQUIRED IS \$1,000,000.00. (STATE OF WV MUST BE CERTIFICATE HOLDER AND MUST BE SIGNED BY AN ACTUAL AGENCY. COMPUTER GENERATED COMPANY SIGNATURES ARE NOT ACCEPTABLE.						
6. ADDENDUM ACKNOWLEDGEMENT IS ATTACHED. THIS DOCUMENT SHOULD BE SIGNED AND RETURNED WITH YOUR BID. FAILURE TO SIGN AND RETURN MAY RESULT IN DISQUALIFICATION OF YOUR BID.						
*****END OF ADDENDUM NO. 1*****						
0001		EA		962-56		
	1					
	MOVING SERVICES					

SEE REVERSE SIDE FOR TERMS AND CONDITIONS

SIGNATURE	TELEPHONE	DATE
TITLE	FEIN	ADDRESS CHANGES TO BE NOTED ABOVE

WHEN RESPONDING TO RFQ, INSERT NAME AND ADDRESS IN SPACE ABOVE LABELED 'VENDOR'

**GENERAL TERMS & CONDITIONS  
REQUEST FOR QUOTATION (RFQ) AND REQUEST FOR PROPOSAL (RFP)**

1. Awards will be made in the best interest of the State of West Virginia.
2. The State may accept or reject in part, or in whole, any bid.
3. Prior to any award, the apparent successful vendor must be properly registered with the Purchasing Division and have paid the required \$125 fee.
4. All services performed or goods delivered under State Purchase Order/Contracts are to be continued for the term of the Purchase Order/Contracts, contingent upon funds being appropriated by the Legislature or otherwise being made available. In the event funds are not appropriated or otherwise available for these services or goods this Purchase Order/Contract becomes void and of no effect after June 30.
5. Payment may only be made after the delivery and acceptance of goods or services.
6. Interest may be paid for late payment in accordance with the *West Virginia Code*.
7. Vendor preference will be granted upon written request in accordance with the *West Virginia Code*.
8. The State of West Virginia is exempt from federal and state taxes and will not pay or reimburse such taxes.
9. The Director of Purchasing may cancel any Purchase Order/Contract upon 30 days written notice to the seller.
10. The laws of the State of West Virginia and the *Legislative Rules* of the Purchasing Division shall govern the purchasing process.
11. Any reference to automatic renewal is hereby deleted. The Contract may be renewed only upon mutual written agreement of the parties.
12. **BANKRUPTCY:** In the event the vendor/contractor files for bankruptcy protection, the State may deem this contract null and void, and terminate such contract without further order.
13. **HIPAA BUSINESS ASSOCIATE ADDENDUM:** The West Virginia State Government HIPAA Business Associate Addendum (BAA), approved by the Attorney General, is available online at [www.state.wv.us/admin/purchase/vrc/hipaa.htm](http://www.state.wv.us/admin/purchase/vrc/hipaa.htm) and is hereby made part of the agreement. Provided that the Agency meets the definition of a Cover Entity (45 CFR §160.103) and will be disclosing Protected Health Information (45 CFR §160.103) to the vendor.
14. **CONFIDENTIALITY:** The vendor agrees that he or she 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/noticeConfidentiality.pdf>.
15. **LICENSING:** Vendors 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, and the West Virginia Insurance Commission. The vendor must provide all necessary releases to obtain information to enable the director or spending unit to verify that the vendor is licensed and in good standing with the above entities.
16. **ANTITRUST:** In submitting a bid to any agency for the State of West Virginia, the bidder offers and agrees that if the bid is accepted the bidder will 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 the bidder.

I certify that this bid is made without prior understanding, agreement, or connection with any corporation, firm, limited liability company, partnership, or person or entity submitting a bid for the same material, supplies, equipment or services and is in all respects fair and without collusion or Fraud. I further certify that I am authorized to sign the certification on behalf of the bidder or this bid.

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**INSTRUCTIONS TO BIDDERS**

1. Use the quotation forms provided by the Purchasing Division. Complete all sections of the quotation form.
2. Items offered must be in compliance with the specifications. Any deviation from the specifications must be clearly indicated by the bidder. Alternates offered by the bidder as **EQUAL** to the specifications must be clearly defined. A bidder offering an alternate should attach complete specifications and literature to the bid. The Purchasing Division may waive minor deviations to specifications.
3. Unit prices shall prevail in case of discrepancy. All quotations are considered F.O.B. destination unless alternate shipping terms are clearly identified in the quotation.
4. All quotations must be delivered by the bidder to the office listed below prior to the date and time of the bid opening. Failure of the bidder to deliver the quotations on time will result in bid disqualifications: Department of Administration, Purchasing Division, 2019 Washington Street East, P.O. Box 50130, Charleston, WV 25305-0130
5. Communication during the solicitation, bid, evaluation or award periods, except through the Purchasing Division, is strictly prohibited (W.Va. C.S.R. §148-1-6.6).



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

# Request for Quotation

RFQ NUMBER
MOVE11

PAGE
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ADDRESS CORRESPONDENCE TO ATTENTION OF:
BUYER 42 804-558-8802

VENDOR

RFQ COPY  
 TYPE NAME/ADDRESS HERE

SHIP TO

ALL STATE AGENCIES  
 AND POLITICAL SUBDIVISIONS  
 VARIOUS LOCALES AS INDICATED  
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DATE PRINTED	TERMS OF SALE	SHIP VIA	F.O.B.	FREIGHT TERMS
05/11/2011				

BID OPENING DATE: 05/25/2011      BID OPENING TIME 01:30PM

LINE	QUANTITY	UOP	CAT NO	ITEM NUMBER	UNIT PRICE	AMOUNT
***** THIS IS THE END OF RFQ      MOVE11 ***** TOTAL: _____						

SEE REVERSE SIDE FOR TERMS AND CONDITIONS			
SIGNATURE	TELEPHONE	DATE	
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1Q	Do the invoices need to be notarized for the MOVE11 Contracts?
1A	No
2Q	Can we sub-contract services under this contract? If so, how can this work?
2A	Yes. Any sub-contractor used must abide by current specs. The awarded vendor is 100% responsible for any sub-contractor he employees, regarding all aspects of this contract.
3Q	If we become a vendor on WV Moving Contract, can we send and assign a representative of our company to complete a RFQ pre-bid meeting?
3A	Yes, the awarded vendor may send a representative of their company to attend a pre-bid meeting.
4Q	Coordination and Move Management was discussed as a concern for the staff member of the agency that needs moving services. Can we submit an additional cost item for Move Management or Planning to be able to offer for planning and coordination to assist the agencies? This usually is an hourly rate and either a project manager or our representative would be assigned. This would help in planning and employee meetings with each agency. The couple of areas for example would be general contractor meetings, remodeling, floor/room layouts etc.
4A	No. The agency must submit an RFQ with "SPECIFICATIONS" to the vendor "PRIOR" to the pre-bid meeting. This will be added to ordering procedures on the awarded contracts.
5Q	Overnight stays and per diem. When we have our labor and staff on a project that has travel distance of 4 hours or will take more than one day to complete we have to be prepared to include hotel and food expenses. Can we submit an additional cost item for this possibility? We have a per man per night rate. Example: \$70 per man to cover food and hotel stay per night.
5A	No
6Q	Emergency rates: We have had emergency move requests from other businesses or government agencies. These rates have applied during standard hours evening or weekend. They also are completed by first called or available vendor. We can conduct a bid process, but may need streamlined to respond by phone and emails etc. We may not have time to sight visit. Can we submit and additional cost item for this occurrence? This could be simply overtime rates applied for this need.
6A	No. The Agencies have a procedure for Emergency Procurement Processing.
7Q	We would like to have the contract to include storage rates so that the movers can handle any storage-in-transit (S.I.T.) needs related to a relocation. If long term storage can be added in to this contract with having to have another pre-bid meeting which would include more vendors, we would like to include long term storage. A few examples for use S.I.T.: If WV Surplus Properties could not take

	the items for several days the vendor could use the S.I.T. rates until delivery could be accomplished or if the relocating agency has to be out of their existing facility but cannot get in to their new facility for a few days or so.
7A	No
8Q	Page 10 – The wording “Not to Exceed” price quotations needs to be changed to reflect that the bid is a firm bid. The “Travel Time” verification statements are probably not needed in this contract.
8A	Not to Exceed will not be changed. The contract cannot exceed the price quotation, but could always be changed to a lower cost. The “Travel Time” verification is needed in this contract.
9Q	In regards to change orders, if at a pre-bid meeting it is determined that there may be a possibility of delay time caused by conditions beyond the mover’s control, an addendum stating particular exceptions; such as elevator breakdown, should be added to show that delay time can be charged in addition to the bid price at the rates listed by the vendor who was awarded the bid.
9A	Unexpected breakdowns and/or delays could not be factored into a pre-bid meeting.
10Q	The movers feel that the problems with delivering to WV Surplus Properties needs to be addressed. I believe there needs to be better coordination between the relocating state agency and WV Surplus Properties prior to the initial bid process.
10A	As per Section B. Surplus Property Moving Services: The agencies retain responsibility for the delivery of all items to WVSASP. The agency is responsible for delivery communications and coordination of all items. These instructions will be stated in the awarded contract ordering instructions to all agencies.
11Q	If a particular bid is done in phases I would like the vendor to have the ability to invoice the state for each phase. Sometimes these types of moves take months to complete and it places a hardship on the vendor.
11A	Agencies should indicate this in their solicitation and be discussed during pre-bid meeting.
12Q	If there was a checklist developed of items that could possible cause a change order, then during the pre-bid meeting this checklist could be reviewed. This checklist could include items such as: what hours does the agency plan on working each day, are there items going to surplus, has surplus been notified of the days they will be receiving items, are there any issues with the building, parking, elevators, etc. This would also help avoid any change orders.
12A	Vendor should work with agency at pre-bid meeting, to develop a checklist for each different move.
13Q	Page 8 – If vendors are currently certified and actively performing moves under

	the "Move08" contract do they need to provide references?
13A	Yes
14Q	Can a long term storage option be added to aid in warehousing and storage needs the state might have from time to time? Pricing could be based on a handling in/out charge plus a price per square foot or by weight.
14A	No
15Q	There seemed to be a lot of discussion pertaining to page 10, paragraph 2 during the pre-bid meeting. It is Central Van's understanding that this paragraph pertains to moves for under \$1,000. On these moves it is understandable to have to document all actual travel and work times to verify actual charges on a "not to exceed" \$1000.00. Moves over \$1000.000 are to be awarded based on low bidder and are fixed price. We understand that a breakdown must be included with the invoice on these larger moves also. It is possible to clarify this paragraph?
15A	Paragraph 2 on page 10 (Section 11 under A. Agency Moving Services), pertain to moves between \$1,000.01 and \$2,500. Section 12 refers to moves over \$2500.01.
16Q	Change orders were also discussed at length. It is Central Van's position that change orders should be restricted to a very small defined set of circumstances such as elevator breakdowns or changes in destination locations. If this cannot be done then can a "cap" be put on the maximum amount a change order be? Example: Mover A bids \$3,000.00; Mover B bids \$4,000.00 which is a difference of \$1,000.00. There could be language built into the contract that change orders cannot exceed 25% of the difference between the two lowest bidders. Which would mean that the maximum change order for this move is \$250.00?
16A	No
17Q	Another option to discourage change orders would be to set a limit on the percentage of moves done by a vendor that a change order was issued or the vendor would be disqualified for a period of time. Example during the first 12 months of the contract if a vendor has change orders of 10% or greater on the moves they were awarded then they would not be eligible to bid on moves for the next 12 months.
17A	No
18Q	Can the awarded Vendors be required to itemize their billing invoices, and that the itemization is broken down in a manner similar to the price lists that each vendor is required to submit to DOA as part of the MOVE11 Contract? Requiring this will save time for the agencies that would be taken up requesting revised versions of invoices, and would expedite the payment process for vendors.



SIGN IN SHEET

Request for Proposal No. MOVE 11

PLEASE PRINT

Date: 4/26/11

\* PLEASE BE SURE TO PRINT LEGIBLY - IF POSSIBLE, LEAVE A BUSINESS CARD

FIRM & REPRESENTATIVE NAME	MAILING ADDRESS	TELEPHONE & FAX NUMBERS
1 Company: Lambert Transfer Rep: Christopher Martin Email Address: alhaffin@lambert-transfer.com	PO BOX 1179 DEPT, WV 25159	PHONE 304-755-9663 TOLL FREE 800-945-0355 FAX 304-755-9669
2 Company: MYELS Transfer & Storage Systems Inc Rep: Frank RUDD Email Address: FRB2001@NOL.COM	1420 BIRLEY AVE CHARLESTON WV 25302	PHONE 304 343 4676 TOLL FREE FAX
3 Company: Myers Transfer & Storage Rep: Robert CASH Email Address: Robert@myersTransfer.com	1420 Bigley Ave Charleston WV 25302	PHONE 304-343-4876 TOLL FREE 1-800-437-4617 FAX 304-343-4684
4 Company: WYERS Transfer & Storage Systems, Inc Rep: Kevin J HARRIS Email Address: Kevin@wyersTransfer.com	1420 BICLER AVE CHAS, WV 25302	PHONE (304) 343-4676 TOLL FREE (800) 437-4617 FAX (304) 343-4684
5 Company: BTH Services Rep: Mitchell Gardner Email Address: mgardner@bth.com	1507 Garden Woods Dr CHAS, WV 25314	PHONE (304) 344-2148 TOLL FREE FAX (304) 716-7847



SIGN IN SHEET

Request for Proposal No. NONE 11

PLEASE PRINT

Date: 4/26/11

\* PLEASE BE SURE TO PRINT LEGIBLY - IF POSSIBLE, LEAVE A BUSINESS CARD

FIRM & REPRESENTATIVE NAME	MAILING ADDRESS	TELEPHONE & FAX NUMBERS
1 Company: Debo Moving & Storage Rep: Doug Campbell Email Address: doug@debomoving.com + Brian@debomoving.com	600 Corporation Dr 1 Alliquippa PA 15001	PHONE 724-572-0322 TOLL FREE 800-281-9563 FAX (724) 572-0337
2 Company: Central Vault Storage Rep: Gene Pope Email Address: g.pope@centralva.com	P.O. Box 626 Pocahontas WV 25159	PHONE 304-755-1898 TOLL FREE 1-800-753-1898 FAX 304-755-1910
3 Company: Even Van Rep: Jeremy Kidd Email Address: jkidd@evansvan.com	PO Box 2324 Clarksburg WV 26301	PHONE 304-592-2765 TOLL FREE FAX 304-592-1549
Company:		PHONE TOLL FREE FAX
Rep:		PHONE TOLL FREE FAX
Email Address:		PHONE TOLL FREE FAX
Company:		PHONE TOLL FREE FAX
Rep:		PHONE TOLL FREE FAX
Email Address:		PHONE TOLL FREE FAX

EXHIBIT 10

REQUISITION NO.: MDVE11

ADDENDUM ACKNOWLEDGEMENT

I HEREBY ACKNOWLEDGE RECEIPT OF THE FOLLOWING CHECKED  
ADDENDUM(S) AND HAVE MADE THE NECESSARY REVISIONS TO MY  
PROPOSAL, PLANS AND/OR SPECIFICATION, ETC.

ADDENDUM NO.'S:

NO. 1 .....

NO. 2 .....

NO. 3 .....

NO. 4 .....

NO. 5 .....

I UNDERSTAND THAT FAILURE TO CONFIRM THE RECEIPT OF THE  
ADDENDUM(S) MAY BE CAUSE FOR REJECTION OF BIDS. VENDOR  
MUST CLEARLY 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.

.....  
SIGNATURE

.....  
COMPANY

.....  
DATE