

STATE OF NEW YORK

JUDICIARY

—REQUEST FOR BID/PROPOSAL—

**(This is not an order)
 BID MUST BE MADE ON THIS SHEET
 OR AS OTHERWISE SPECIFIED**

Marie-Claude Ceppi
 NYS Office of Court Administration
 25 Beaver Street, R-840
 New York, NY 10004
 (Agency Name and Address)

Direct Inquiries to: Marie-Claude Ceppi
 Telephone No.: 212-428-2727
 Email: Mceppi@courts.state.ny.us

Price to include delivery to (describe exact location and method of delivery)

Per attached RFB/RFP Specifications

Bid Number: RFP# OCA/PUR-115	Commodity Group:
Issue Date: 10/02/2006	
Opening Date: NOVEMBER 1, 2006	Commodity Name: MOVING SERVICES
Time: 3:00 PM	

OFFICE OF GENERAL SERVICES "GENERAL SPECIFICATIONS" ARE FULLY INCORPORATED HEREIN.

Agency's Specification of item(s) Required (include quantities)	Bidder's Quotation and Specific Description of Item Offered
UCS ATTACHMENTS I, III AND IV ATTACHED & INCORPORATED HEREIN.	Respondents are to submit all required documentation and pricing in the format prescribed by the attached RFB/RFP Specifications.

NOTICE TO BIDDERS

Pursuant to the Rules and Regulations of the Chief Administrator for the Courts, sealed responses for furnishing the item(s) in this Solicitation will be received at the above address. When submitting a response, you must:

1. Complete this form in its entirety using ink or typewriter and return with all other documents.
2. Explain any deviations or qualifications if your response deviates from the specifications. If necessary, attach a separate sheet setting forth such explanations.

3. Sign the Solicitation Forms. The Bid/Proposal response must be completed in the name of the respondent (corporate or other) and must be fully and properly executed by an authorized person.

4. INDICATE THE SOLICITATION NUMBER, THE OPENING DATE AND TIME ON THE ENVELOPE CONTAINING THE SEALED RESPONSE.

5. Mail the bid/proposal response to the above agency address in sufficient time for it to be received before the specified bid opening. **LATE RESPONSES WILL BE REJECTED.**

BIDDER HEREBY CERTIFIES THAT THE ABOVE QUOTED (OR OTHERWISE NOTED) PRICES ARE APPLICABLE TO ALL CUSTOMERS FOR COMPARABLE QUANTITIES, QUALITY, STYLES OR SERVICES.

RESPONSES MUST BE SIGNED

Bidder's Firm Name		Employer's Federal Identification Number	
Address Street	City	State	Zip
Bidder's Signature		Official Title	
Printed or Typed Copy of Signature		Area Code/ Telephone Number Email Address	

DOCUMENT ENCLOSURE CHECKLIST

All of the following documents and information must be fully executed and returned as specified. Failure to include any of the required documents or information may result in rejection of the bidder's proposal:

1. UCS Request for Bid Form with original signature.
2. Non-collusive bidding certificate with original ink signature - Attachment I, p.3
3. Corporate acknowledgment with original ink signature. - Attachment I, p.4
4. Vendor Responsibility Questionnaire - Attachment III
5. Disclosure of Prior Non-Responsibility Determination UCS 420 and Affirmation of Understanding and Agreement UCS 421, pursuant to the Procurement Lobbying Act - Attachment IV, 6 pages
6. Organizational Chart
7. List of at least three (3) references (names, contacts, addresses, phone numbers)
8. Bid Response Form (Bid Sheet)
9. Certificate(s) of Insurance
10. Bidder's full and complete original bid response with signature
11. Five (5) complete copies of the original bid response, including all the above

Note: all documents requiring original signature must bear the signature of the same authorized individual. Signatory notarization must be that of the person whose signature is affixed to required documents.

Table of Contents

GENERAL SPECIFICATIONS

- A. The RFB/RFP Process
 - Note to Bidders
 - Online RFB/RFP Package: Disclaimer
 - Questions
 - Estimated Quantities
 - Bid Response: Original and Copies
 - Binding Duration of Bid/Proposal on Bidders
 - Packaging, Identifying and Delivering Bid/Proposal
 - No-Bid
 - Rejected and Unacceptable Bids/Proposals
 - Qualifications
 - References

- B. RFP# OCA/PUR-115
 - Purpose and Scope
 - Term of Award
 - Prevailing Wages
 - Rates and Charges
 - Record Keeping Requirements
 - Not-to-Exceed Bid
 - Pricing
 - Method of Award
 - Walk-through
 - Moving Personnel
 - Transportation
 - Working Hours
 - Packing and Unpacking
 - Changes
 - Subcontracting
 - Independent Contractor Status
 - Release of Liability
 - Liability Insurance
 - Compliance with Laws
 - Financial Stability
 - Termination

DETAILED SPECIFICATIONS

- Locations and Estimated Quantities of Court Equipment, Records and Materials
- Two-Stage Move
- Awarded Contractor's Responsibilities
- UCS Responsibilities

BID SHEET

EXHIBIT I (Schedule of Prevailing Wages)

*** GENERAL SPECIFICATIONS ***

I. The RFB/RFP Process

Note to Bidders:

In addition to such other specifications and criteria as are presented herein, the NYS Unified Court System Attachment I - Standard Request for Bid Clauses & Forms, Attachment III - Vendor Responsibility Questionnaire, and Attachment IV - Disclosure of Prior Non-Responsibility Determination UCS 420 as well as Affirmation of Understanding and Agreement UCS 421 pursuant to the Procurement Lobbying Act, which must be downloaded from the UCS Contract & Procurement website under "Addenda" for the appropriate solicitation, are incorporated and made a part hereof.

Online RFB/RFP Package: Disclaimer:

Bidders accessing any UCS/OCA solicitations and related documents from the NYS UCS website www.nycourts.gov/admin/bids under "Current Solicitations" shall remain solely and wholly responsible for reviewing the respective solicitation & bid documents on the internet regularly, up to the scheduled date and time of the bid/proposal due date, to ensure their knowledge of any amendments, addenda, modifications or other information affecting the solicitation or bid documents in question.

Questions:

Questions may be addressed **in writing only**, by email or by fax, to:

Marie-Claude Ceppi
Management Analyst
NYS Office of Court Administration
25 Beaver Street, R-840
New York, NY 10004

Fax: 212-428-2819 Email: Mceppi@courts.state.ny.us

No questions will be accepted after 5:00 pm, on Tuesday, October 17, 2006. A written Questions & Answers (Q&A) will be distributed at the walk-through. Any questions raised at the walk-through and their answers will be incorporated in a revised Q&A which will be sent to those bidders who attended the mandatory walk-through.

Important: All questions regarding this solicitation must be directed solely to the attention of the above-designated person. Contact by any prospective bidder, or any representative thereof, with any other personnel of the UCS/OCA in connection with this RFB/RFP may violate the Procurement Lobbying Act of 2005 (see Attachment IV) and will jeopardize the respective bidder's standing and may cause rejection of its proposal.

Estimated Quantities:

Any quantity specified in this RFP constitutes an estimate only, and accordingly, no commitment or guarantee to reach any specified volume of business is made or implied. Accordingly, the award shall be for an estimated quantity term agreement.

Bid Response/Proposal: Original and Copies:

Bidders shall submit all the following required original RFP documents: Bid/Proposal; executed RFB/RFP Form; Attachment I - pages 3 and 4 of 10 only; Attachment III - Vendor Responsibility Questionnaire; Attachment IV - Disclosure of Prior Non-Responsibility Determinations UCS 420 as well as Affirmation of Understanding and Agreement UCS 421; and any other required documentation, brochures, etc. listed on the Document Enclosure Checklist.

Failure to provide all original documents or the failure to provide the requested number of copies may result in disqualification of a bidder's response.

Binding Duration of Bid/Proposal on Bidders:

All bids/proposals shall remain binding on bidders until such time as OCA provides written notification of its intent to award the contract to a specific bidder or until the bidder withdraws its bid/proposal in writing, whichever occurs first.

Packaging, Identifying and Delivering of Bids/Proposals:

Bidders may **not** submit their bid/proposal responses online.

All bid/proposal submissions must be securely contained in a sealed package or carton and **clearly labeled** in large block letters on two sides as follows:

"Deliver immediately to Marie-Claude Ceppi R-840" and
"Sealed bid - Do not open" and
"OCA/PUR-115 due November 1, 2006 at 3:00 p.m."

Bids/Proposals must be **clearly addressed and submitted** to:

Marie-Claude Ceppi
Management Analyst
NYS Office of Court Administration
25 Beaver street, R-840
New York, NY 10004

Failure to seal and mark the bid/proposal as prescribed may result in non-delivery and/or rejection of the bid/proposal. Please note that the bid/proposal must be received by the above-named OCA designated person by November 1, 2006 at 3:00 pm at the latest, or the bid will be declared a "late bid" and will be disqualified. It is recommended that bidders allow several extra days for shipping in order to meet the deadline.

No-Bid:

Bidders are requested to send a no-bid letter to OCA, attn: Marie-Claude Ceppi, at the above address, should they decide not to answer this solicitation. The envelope shall be clearly marked in the lower left corner as follows: OCA/PUR-115.

Rejected and Unacceptable Proposals:

The OCA reserves the right to reject any and all proposals or bids submitted in response to this solicitation.

In addition, OCA may reject any bids/proposals from any bidders who are in arrears to the State of New York upon any debt or contract; or who have previously defaulted on any contractual obligations, (as surety or otherwise), or on any obligation to the State of New York; or who have been declared not responsible or disqualified by any agency of the State of New York; or who have any proceeding pending against them relating to the responsibility or qualification of the bidders to receive public contracts.

Qualifications:

Bidder shall provide an organizational chart identifying the names and titles of the Account Manager and team members responsible for the Unified Court System's account. The Account Manager's business address, phone and fax numbers as well as e-mail address should be provided.

Bidder's response must document its ongoing current experience in providing the full range of services contained in this RFP's specifications or bidder's response may be rejected.

References:

Each bidder must provide at least three references, including for each reference the company/agency name, complete address, contact name, title and telephone number and email address, for whom the bidder has provided similar services at any time during the past three (3) years.

II. RFP # OCA/PUR-115

Purpose and Scope:

The New York State Unified Court System (hereafter "UCS") Office of Court Administration (hereafter "OCA") is soliciting sealed bids to establish a single, estimated quantity term agreement for moving services needed to move equipment, records, books and materials of the Bronx Supreme Court Criminal Division, from 851 Grand Concourse, Bronx, NY 10451, from floors 1, 1M, 2, 4, 5, 6, 6M, 7, 8, 9, and also equipment, records, books and materials of the Bronx Criminal Court, from 215 East 161st Street, Bronx, NY 10451, from floors HM1, 1, 2, 3, 9, to the Bronx County Hall of Justices at 265 East 161st Street, Bronx, NY 10451, to floors B-2 through 9, in December 2006 and/or January 2007.

Term of Award:

A letter of agreement will be entered into by the awarded contractor and UCS for a term of approximately one month, in December 2006 and/or January 2007. The letter of agreement shall be subject to the approval of the Office of the State Comptroller (OSC).

Prevailing Wages:

Bidders' price quotes must reflect the NYS Department of Labor Schedule of Prevailing Wages (See Exhibit I).

The awarded contractor must pay at least the prevailing wage rate, including for overtime, and supplemental benefits for the area where the work is performed.

Rates and Charges:

1. Bidders shall quote their prices on a per unit basis, i.e. hourly rate per mover/driver, per type of box, per type of truck. Please refer to the Bid Sheet.

2. Awarded contractor's travel to the moving locations:

A maximum of one (1) hour each way will be allowed between the awarded contractor's facilities and the moving locations, payable at the hourly rate. If a truck or van is used, the flat rate charge for a medium capacity truck for a maximum of one (1) hour each way will be allowed; this truck/van, however, must not be used in the actual move or no charge will be allowed.

3. Tolls:

Toll charges will be allowed for the actual move only if a toll road is the most direct route and results in shortest length of time overall. Original receipts must be submitted with the billing. Please note that the UCS will award this move to a responsible bidder on the basis of the lowest dollar cost (see

Method of Award, page 5) so it is in bidder's best interest to plan the route so that the lowest cost of time and/or other charges are incurred. No toll charges will be allowed for travel to transport personnel and equipment to and from contractor's facility

4. No overnight lodging of moving employees will be allowed.

Record Keeping Requirements:

The awarded contractor shall keep detailed records of actual employees' names and job titles, actual dates and hours worked for each employee, actual number and size of vehicles used, as well as payroll records for each employee. Payroll records shall reflect pay rates consistent with the billing rates quoted in the contractor's bid response to this RFP. The awarded contractor shall keep complete and detailed statements, verified in writing by the UCS relocation coordinator or his/her designated representatives, attesting to the work performed including any possible change to the original scope of work, to substantiate invoice amounts.

Not-to-Exceed Bid:

The moving company awarded the move will be held to the not-to-exceed bid submitted. If the actual move is accomplished in less time and/or with fewer employees/trucks than provided for in the bid response, the final charges to the UCS will be adjusted downward to reflect the actual hours and/or employees/trucks. However, if the actual move requires more hours and/or employees/trucks, the final charges may not be adjusted upward. The only exception would be in cases of acts of God, building equipment malfunction, or police and/or fire department(s) activity blocking access or egress to the moving locations. No charges will be allowed for traffic delays that do not directly block access to the moving locations.

Pricing:

Prices must include all protective materials and all necessary tools, equipment and materials, as described in the Detailed Specifications, as well as minor wood and metal furniture repairs required by damage resulting from the moving operations.

Method of Award:

The move will be awarded to the lowest dollar cost, responsible bidder. Lowest dollar cost shall be defined as the lowest "Total Cost of Move" quoted by bidders. In case of the bidder's miscalculation, unit price will prevail.

Classification of a bidder as a "responsible" bidder shall be determined by the bidder's compliance with these specifications, references, past performance history, financial stability and any other criteria necessary and reasonable to establish the bidder's responsibility.

Walk-through:

A **mandatory** walk-through of the courts/facilities is scheduled on Thursday, October 19, 2006. The meeting point is at the Bronx Supreme Court Criminal Division, 851 Grand Concourse, in Room 613 on the 6th floor at 12:00 pm. Bidders should allow approximately three (3) hours for the walk-through. Bidders will be asked to sign-in. Bidders must attend this walk-through or their bid responses will be disqualified.

Moving Personnel:

The awarded contractor must provide a sufficient staff of supervisory and labor personnel, as well as sufficient and adequate equipment to perform all phases of this RFP's specifications, so that the move will interfere as little as possible with and will respect the working of the courts.

All moving personnel must be uniformly attired and clearly identifiable with the moving company's name. All supervisory personnel must be identifiable as such. Each of contractor's employees providing services at the move must be listed on a roster by name to be submitted to the UCS relocation coordinator and the respective facilities managers prior to the beginning of the move.

A daily work log for all personnel engaged in any move must be provided to the UCS relocation coordinator upon request.

Transportation:

All court equipment, materials, records, and other items to be moved shall be transported in closed vans. The awarded contractor will provide seals to be used on each van throughout the move. Seal numbers will be recorded at origin and checked at destination. All property shall be protected against inclement weather conditions during loading and unloading.

Working Hours:

In addition to regular business hours, Monday through Friday, 9:00 am to 5:00 pm, bidders may work at night and during week-ends. UCS does not guarantee that there will be any overtime.

Packing and Unpacking:

Court personnel will be responsible for packing all items, papers, files, etc at their work areas and the judges' chambers and for unpacking of said items upon relocation to the new building.

Changes:

Under no circumstances should the awarded contractor act on any verbal communications of judicial and non-judicial personnel. Any and all communications must be in writing from and to the UCS relocation coordinator. The awarded contractor assumes all risks in acting otherwise.

Subcontracting:

No subcontracting is allowed.

Independent contractor status:

It is expressly understood and agreed that the awarded contractor's status shall be that of an independent provider of services and that no officer, employee, servant or subcontractor of the contractor is an employee of the UCS, OCA or the State of New York. The awarded contractor shall be solely responsible for the work, assignment, compensation, benefits and personal conduct and standards of all such persons assigned to the provision of services. Nothing herein shall be construed to impose any liability or duty on the UCS, OCA or the State of New York to persons, firms, consultants or corporations employed or engaged by the awarded contractor either directly or indirectly in any capacity whatsoever, nor shall the UCS, OCA or State of New York be liable for any acts, omissions, liabilities, obligations or taxes of any nature including, but not limited to, unemployment and workers' compensation insurance of the awarded contractor or any of its employees or subcontractors.

Release of Liability:

The awarded contractor will agree to defend, indemnify, and hold harmless the NYS Unified Court System against any losses, damages, costs and expenses which it may hereafter suffer or pay out by reason of any claims, actions and rights of action in law or equity, valid or invalid, arising out of damage occurring to, suffered by any person or persons, caused in whole or part, by the awarded contractor, and of its officers, employees, agents or representatives or any person, firm, or corporation directly or indirectly employed or engaged by the contractor.

Liability Insurance:

Bidders must include with their response evidence of Commercial General Liability Insurance and Comprehensive Business Automobile Liability Insurance coverage from an insurance carrier, or carriers, licensed to do business in New York State. Both types of insurance coverage must be in the minimum amount of \$5,000,000.00 for each occurrence or accident, or in the dollar amount as required by law, whichever is greatest. If such insurance contains an aggregate limit, it shall apply separately on a per job basis. The insurance shall provide that the bidder shall be solely responsible for the payment of all deductibles and self insured retentions to which such policies are subject. . A copy of the Certificate(s) of Insurance issued by bidder's carrier(s) will be sufficient proof of such insurance coverage, which shall be at no cost to the UCS and shall remain in force throughout the period a contractual agreement exists with UCS.

In addition, the awarded contractor shall provide the UCS relocation coordinator with satisfactory evidence of Motor Truck Cargo Insurance for not less than the value of the furniture, equipment, and materials, etc. being moved while in transit, storage or otherwise in the care, custody or control of the contractor. bidders are solely responsible for paying workers' compensation, employee liability, and disability benefits as required by New York State law.

Note: If, during the process of the move, damage occurs as a result of the actions of the awarded contractor or its employees, the UCS has the right to withhold monies from the awarded contractor equivalent to the costs of the damage sustained until the site of the damage or the damaged item is returned to its pre-move condition either by repair or replacement, as chosen by UCS. The value of any damaged or lost items shall be its full replacement value and UCS shall not be liable for any deductible applicable to any damage claim.

Bidders are solely responsible for paying workers' compensation, employee liability, and disability benefits as required by New York State law.

Compliance with Laws:

Awarded contractor must be compliant with all applicable federal, state and local laws, rules and regulations, including the health and safety codes, prior to and during the provision of all services under the letter of agreement resulting from this RFP.

Financial Stability:

Upon request by OCA, each bidder shall provide a copy of its financial filings as audited by a certified auditing firm for the past three consecutive years, as well as copies of the bidder's last three annual reports.

Termination

In the event of the early termination of the letter of agreement for any reason, UCS shall be obligated only for the services rendered up to and including the effective date of termination. In no event shall UCS be liable for any termination charges.

Early termination of letter of agreement for cause may result in the awarded contractor both being declared "non responsible" by the UCS/OCA, pursuant to the UCS and Office of the State Comptroller guidelines on vendors responsibility and in the vendor's removal from the UCS/OCA's bidders list for future solicitations.

***** D E T A I L E D S P E C I F I C A T I O N S *****

Locations and Estimated Quantities of Court Equipment, Records and Materials:

1. Services to be provided under this letter of agreement shall include moving of equipment, records and books, and materials of the Bronx Supreme Court Criminal Division, from 851 Grand Concourse, Bronx, NY 1045, from floors 1, 1M, 2, 4, 5, 6, 6M, 7, 8, 9, and also equipment, records, books and materials of the Bronx Criminal Court, from 215 East 161st Street, Bronx, NY 10451, from floors HM1, 1, 2, 3, 9, to the Bronx County Hall of Justices at 265 East 161st Street, Bronx, NY 10451, to floors B-2 through 9, in December 2006 and/or January 2007. The distance between 851 Grand Concourse and 265 East 161st Street is estimated to be less than a quarter mile, and the building at 265 East 161st Street is across the street from 215 East 161st Street.

2. The following estimated quantities of equipment, records and books and materials will be moved for approximately forty-five (45) judges and their chambers, as well as three hundred and thirty (330) court personnel:

a. Five hundred (500) CPU's, five hundred (500) monitors, twenty (20) digital senders, two hundred (200) printers, four (4) Dell servers, one (1) server rack, and two (2) portable video units, eight (8) fax machines, one hundred (100) hand-held radios, twenty (20) radio chargers and thirty-six (36) hand scanners.

b. Four (4) safes from Security Operations

c. Three thousand and five hundred (3,500) linear feet of books from the Law Library

d. It is estimated that fourteen thousand (14,000) linear feet of files, records and materials will be moved from the chambers, courtrooms and offices.

No furniture or file cabinets will be moved.

Move will not include copier machines.

Two-Stage Move:

The move will take place in two (2) stages:

1. All non-essential items, i.e. archives, library books, need to be moved at least one week prior to the actual move. A list of non-essential items will be provided at the walk-through.
2. The moving of all equipment, records and materials will take place on a week-end. The move may start on Friday after 5 pm and must be completed by the following Monday before 8 am, so as not to interfere with the workings of the court.

Awarded Contractor's Responsibilities:

1. Plan the move with the UCS relocation coordinator as follows:
 - a. Produce and distribute all moving systems, guidelines, and procedures in a memorandum directive form that will govern the activities of the move.
 - b. Assume overall responsibility for getting maximum flow of contents and equipment with building personnel, including elevator scheduling. Establish crew, equipment and truck requirements.
 - c. Develop a schedule of activities for supervisory personnel and supply an adequate number of supervisors.
 - d. Prepare a moving schedule to direct and control the flow of all furniture, equipment and other items from the existing location(s) to be moved.
 - e. Submit a program for protection of the premises at both the new and old locations to the respective facility managers. Assurance of measures to protect floors, walls, and fixtures must be provided.

- f. Assume responsibility for removal of refuse and any packing materials related to each move from all of the buildings involved.
 - g. Provide a communication system for use between all points associated with each move.
2. Physical preparation for the move:
- a. Provide:
 - 1. Packing boxes*
 - 2. Dollies (hard rubber wheels maintained free of grease and dirt)
 - 3. Rolling racks/bins
 - 4. Computer, printer, and other equipment cartons/transporters
 - 5. Rigging equipment
 - 6. Aluminum or magnesium ramps of various sizes
 - 7. Masonite sheets - 1/4" tempered (not plywood)
 - 8. Two-way radios
 - 9. Wall/corner protective materials/pads

* Note: The awarded contractor will be paid for all boxes not returned to the contractor in good condition at the rates bid.
 - b. Designate and assign move location numbers to all original building floor layouts. Supply all pressure sensitive pre-marked move tags for the identification of items to be moved with destination identification. Affix tags to all equipment and materials moved; also affix "DO NOT MOVE" tags to all items not being moved. Tags shall leave no residue when removed.
 - c. Color-code all floor layout plans/prints.
 - d. Color-code all work station locations. Provide directional and coding plaques. Develop the sequence for moving procedures to expedite operations for each move.
 - e. The mover will empty and pack contents of all bookcases, storage cabinets and racks, including paper storage, transport and replace as before in bookcases, storage cabinets and racks at the new location.
3. The execution phase of the move:
- The execution phase of the move will begin with the installation of protective materials at the old location(s) and the new location(s) and shall continue without interruption, per agreed on predetermined schedule, until the move is complete, including the removal of protective materials and packing containers. The awarded contractor will:
- a. Supply all of the necessary 1/4" tempered masonite, corrugated paper wall paper protection, threshold plates, corners, and tape to properly protect those area/locations. This will include the initial installation and the continuing maintenance of these materials in proper condition at all times during the move in order that the protection of walls, corners, carpeting, glass doors, etc., is ensured. Special attention must be given to the area of adequate elevator protection.
 - b. Supply necessary tools, dollies, lifter, bins, labels, tape and other materials, etc. that may be required to perform specified moving tasks efficiently, at no extra charge. All charges for these items should be included in the employee hourly rate bid. Cartons that are not returned within thirty (30) days of the move may be billed at the rate bid for their specific size.
 - c. Report to the UCS relocation coordinator on the status of all moving activity on a daily basis.
 - d. Provide for any moving truck repairs and towing that may be required for the duration of the move.
 - e. Provide for the removal of any protective materials, placarding, cartons, and refuse following each move segment. The awarded contractor will also remove cartons, which have been unpacked by UCS court personnel during the period following the move.
 - f. Provide personnel and supplies for minor wood and metal furniture repairs. These types of repairs that are necessary due to damage caused in the move are to be at the contractor's

- expense and no charge for labor or materials will be allowed.
- g. Remove and install shelves. This type of work would only be done if specifically requested by the UCS coordinator and would be billed under the miscellaneous hourly rate.
 - h. Only where absolutely necessary, provide secure overnight on-truck storage of equipment, materials, and records being moved.

UCS Responsibilities:

- 1. The UCS will designate a relocation coordinator whose name and phone number(s) will be communicated to bidders at the mandatory walk-through.
- 2. The UCS coordinator will determine the exact date(s) and times of each of the two (2) stages of the move.
- 3. The UCS relocation coordinator will provide a project definition. The project definition will contain all pertinent information that the awarded contractor will need, such as:
 - a. Name and telephone number of the UCS relocation coordinator and any other UCS court personnel involved in the move.
 - b. The addresses and floors of the buildings the UCS is moving from and into.
 - c. A general description of the equipment, materials and records being moved.
 - d. The schedule of the move, including exact dates and times.
 - e. Any delays that may be expected due to elevator and loading dock use, etc.
- 4. UCS will organize the disconnecting and reconnecting by the UCS Division of Technology of all phone systems and electronic equipment, as well as other office machines.
- 5. Court personnel will be responsible for packing all items, papers, files, etc at their work areas and the judges' chambers and for unpacking of said items upon relocation to the new building.

BID SHEET

1. Hourly rate per mover \$_____ x _____ Movers x _____ Hours = \$_____

2. Hourly rate per tractor trailer/van driver \$_____ x _____ Drivers x _____ Hours = \$_____

3. Hourly rate per supervisor \$_____ x _____ Supervisors x _____ Hours = \$_____

4. Miscellaneous labor rate (for service such as removing & installing equipment, cleaning refuse, etc.)
\$_____ x _____ Laborers x _____ Hours = \$_____

The hourly rates for items 5 and 6 shall not include hourly rate for driver.

5. Hourly rate for one van medium capacity (box length less than 24 Feet)
\$_____ x _____ Vans = \$_____

6. Hourly rate for one van large capacity (box length of 24 Feet or more)
\$_____ x _____ Vans = \$_____

7. Overnight storage for equipment, materials and records on van per night
Medium van \$_____ x _____ Vans x _____ Nights = \$_____
Large van \$_____ x _____ Vans x _____ Nights = \$_____

8. Rate charges for boxes and cartons:

Note: The awarded contractor is allowed to charge only for cartons not returned within thirty (30) days.

Size	Unit Cost	Number of Units	Total cost
1.5 cu ft box	\$_____ x	_____ =	\$_____
3.0 cu ft box	\$_____ x	_____ =	\$_____
4.5 cu ft box	\$_____ x	_____ =	\$_____
5.2 cu ft box	\$_____ x	_____ =	\$_____
Disk pack	\$_____ x	_____ =	\$_____
Legal tote	\$_____ x	_____ =	\$_____
Tote carton	\$_____ x	_____ =	\$_____
Office equipment carton	\$_____ x	_____ =	\$_____

BID SHEET (Cont.)

Other, specify

_____	\$_____	x	_____	=	\$_____
_____	\$_____	x	_____	=	\$_____
_____	\$_____	x	_____	=	\$_____

NB: Add lines and use additional page as needed.

Total Cost of Move \$

9. The following overtime rates are for indicative purpose only. UCS does not guarantee that there will be overtime (see "Working Hours, page 6)

1. Hourly rate

per mover \$_____ after 8 hours/day \$_____ on Sat.+ Holidays \$_____ on Sunday

2. Hourly rate for a tractor

trailer/van driver \$_____ after 8 hours/day \$_____ on Sat.+ Holidays \$_____ on Sunday

3. Hourly rate for a

supervisor \$_____ after 8 hours/day \$_____ on Sat.+ Holidays \$_____ on Sunday

4. Miscellaneous labor rate (for service such as removing & installing equipment, cleaning refuse, etc.)

\$_____ after 8 hours/day \$_____ on Sat.+ Holidays \$_____ on Sunday

Company Name: _____

Name and Title of Authorized Officer _____

Signature: _____ Date: _____