



**STATE OF MISSOURI
OFFICE OF ADMINISTRATION
DIVISION OF PURCHASING AND MATERIALS MANAGEMENT**

NOTIFICATION OF STATEWIDE CONTRACT

March 28, 2014

CONTRACT TITLE: General Office Moving Services
CURRENT CONTRACT PERIOD: October 1, 2013 through September 30, 2014
BUYER INFORMATION: Jason Kolks
 (573) 522-1620
Jason.kolks@oa.mo.gov

RENEWAL INFORMATION	Original Contract Period	Potential Final Expiration
	October 1, 2011 through September 30, 2012	September 30, 2014

ALL PURCHASES MADE UNDER THIS CONTRACT MUST BE FOR **PUBLIC USE ONLY**.
 PURCHASES FOR PERSONAL USE BY PUBLIC EMPLOYEES OR OFFICIALS ARE PROHIBITED.

THE USE OF THIS CONTRACT IS **NOT MANDATORY**.

This contract has been established for the convenience of state agencies. Local Purchase Authority may be used to purchase supplies/services included in this contract from an alternative source at the discretion of the agency.

The entire contract document may be viewed and printed from the Division of Purchasing & Materials Management's **Awarded Bid & Contract Document Search** located on the Internet at <http://www.oa.mo.gov/purch>.

~ Instructions for use of the contract, specifications, requirements, and pricing are attached ~.

CONTRACT NUMBER	VENDOR NUMBER	VENDOR INFORMATION	MBE/WBE	COOP PROCUREMENT
C311105001	8001197980 1	Amerigo-Cardwell Moving PO Box 389 Osage Beach MO 65065 (573) 348-5152 (phone) (573) 547-2626 (fax) Jim.pond@amerigolc.com	No	Yes
C311105002	4306509030 0	Cord Moving & Storage 4101 Rider Trail North Earth City, MO 63045 (314) 595-0525 (phone) (314) 291-6127 (fax) davevoo@cordmoving.com	No	No

CONTRACT NUMBER	VENDOR NUMBER	VENDOR INFORMATION	MBE/WBE	COOP PROCUREMENT
C311105003	4314003090 0	Fry-Wagner Moving & Storage, Inc. 3700 Rider Trail South Earth City, MO 63045 (314) 291-6085, ext.259 (phone) (314) 291-3589 tomwabi@fry-wagner.com	No	Yes
C311105004	3631849150 0	Graebel Kansas City Movers, Inc. 9755 Commerce Pkwy Lenexa, KS 66219 (913) 888-4554 X223 (phone) (913) 888-0377 (fax) btabor@graebel.com	No	Yes
C311105005A	4406512720 0	Superior Moving & Storage, Inc. 2020 Walnut Street Kansas City, MO 64108 (816) 274-7011 (phone) (816) 471-8332 (fax) bharshman@superiormoving.com	No	Yes

STATEWIDE CONTRACT HISTORY

The following summarizes actions related to this Notification of Statewide Contract since its initial issuance. Any and all revisions have been incorporated into the attached document.

Contract Period	Issue Date	Summary of Changes
10/1/13 – 9/30/14	03/28/14	Updated contact information for Contract C311105004 (Graebel Kansas City Movers, Inc.)
10/1/13 – 9/30/14	09/05/13	Renewed all contracts and changed the Buyer Information on page one from Megan Howser to Jason Kolks.
10/1/12 – 9/30/13	09/25/12	Renewed all contracts.
10/1/11 – 9/30/12	09/02/11	Changed contractor for Contract C311105001 due to an Assignment of Contract (Amendment No. 001). New contractor and vendor are: Amerigo-Cardwell Moving (vendor number 8001197980 1).
10/1/11 – 9/30/12	4/28/11	Initial issuance of new statewide contract

1. CONTRACTUAL REQUIREMENTS

1.1 General Requirements:

- 1.1.1 The contractor shall provide general office moving services for any requesting state agency of the State of Missouri (hereinafter referred to as the state agency), in one or more regions specified on Attachment 1, as indicated in the Notice of Award section of the contract, in accordance with the provisions and requirements stated herein.
- a. The North Region shall include the counties of Atchison, Nodaway, Worth, Harrison, Mercer, Putnam, Schuyler, Scotland, Clark, Holt, Gentry, Grundy, Sullivan, Adair, Lewis, Andrew, DeKalb, Daviess, Livingston, Linn, Macon, Shelby, Marion, Caldwell, Carroll, Chariton, Randolph, Monroe, Ralls, and Saline.
 - b. The St. Louis Region shall include the counties of Pike, Montgomery, Lincoln, Warren, Saint Charles, Gasconade, Franklin, Saint Louis, Saint Louis City, and Jefferson.
 - c. The Southeast Region shall include the counties of Crawford, Washington, Saint Francois, Saint Genevieve, Dent, Iron, Madison, Perry, Reynolds, Shannon, Wayne, Bollinger, Cape Girardeau, Carter, Stoddard, Scott, Oregon, Ripley, Butler, New Madrid, Mississippi, Dunklin, and Pemiscot.
 - d. The South Central Region shall include the counties of Camden, Pulaski, Phelps, Dallas, Laclede, Wright, Texas, Douglas, Howell, and Ozark.
 - e. The Springfield Region shall include the counties of Lawrence, Greene, Webster, Christian, and Taney.
 - f. The Southwest Region shall include the counties of Cass, Johnson, Pettis, Bates, Henry, Benton, Vernon, Saint Clair, Hickory, Barton, Cedar, Polk, Jasper, Dade, Newton, McDonald, Barry, and Stone.
 - g. The Kansas City Region shall include the counties of Buchanan, Clinton, Ray, Lafayette, Jackson, Clay, and Platte.
 - h. The Central Region shall include the counties of Audrain, Howard, Boone, Cooper, Callaway, Moniteau, Cole, Morgan, Osage, Miller, and Maries.
- 1.1.2 The contractor shall perform all services to the sole satisfaction of the state agency.
- 1.1.3 The contractor shall provide the services on an as needed, if needed basis. The State of Missouri does not guarantee any usage of the contract whatsoever. The contractor shall agree and understand that the contract shall be construed as a preferred use contract, but shall not be construed as an exclusive arrangement. Preferred use means that any state agency needing the services should use the established contract unless it is determined to be in the best interest of the State of Missouri for a state agency, at its own discretion, to obtain alternate services elsewhere.
- 1.1.4 Cooperative Procurement Program - If the contractor has indicated agreement on the Exhibit B with participation in the Cooperative Procurement Program, the contractor shall provide General Office Moving Services as described herein under the terms and conditions, requirements and specifications of the contract, including prices, to other government entities in accordance with the Technical Services Act (section 67.360, RSMo, which is available on the internet at: <http://www.moga.mo.gov/statutes/c000-099/0670000360.htm>.) The contractor shall further understand and agree that participation by other governmental entities is discretionary on the part of that governmental entity and the State of Missouri bears no financial responsibility for any payments due the contractor by such governmental entities.

1.2 Work Plan Requirements:

- 1.2.1 Upon the state agency's determination of a need for moving services, the state agency shall contact each contracted contractor to provide service for the specified region. The state agency shall provide the contractors with information regarding the move including the facility/location being vacated, the facility/location to be

occupied, the date(s) or approximate date(s) for the move, and the specific requirements related to the move including the types of items to be moved, the need for boxes, any disassembly/re-assembly required, and any items requiring special handling.

- a. When the state agency requests the contractor's services, the contractor must indicate to the state agency whether or not the contractor can provide the requested services according to the state agency's needs. The contractor shall make every effort to meet the needs of the state agency. The state agency shall document each instance of the contractor's inability to provide services requested by the state agency. If the contractor continually or consistently is unable to provide the services requested by the state agency, the Division of Purchasing and Materials Management may elect to cancel the contract.
- b. If a move originates and ends in different regions, the State of Missouri will request work plans from the contractors in both regions.

1.2.2 When moving services are requested by a state agency, the contractor must participate in a walk-thru conducted by the state agency of the facility/location being vacated and the facility/location to be occupied.

1.2.3 Within ninety-six (96) hours after the walk-thru, unless otherwise specified by the state agency, the contractor must present a written work plan for the upcoming move to the state agency. The work plan shall include:

- a. A guaranteed not-to-exceed total price to complete the move in accordance with the firm, fixed prices stated on the Pricing Pages. The guaranteed not-to-exceed total price shall be itemized in accordance with the firm, fixed unit prices stated on the Pricing Pages and the maximum quantity anticipated for each. In addition, the guaranteed not-to-exceed price shall include any charges incurred due to tariffs, as specified elsewhere herein.
- b. The proposed start date and time, and the proposed number of hours and/or days required to complete the move.
- c. Confirmation of the contractor's ability to perform the moving services.
- d. Documentation of a thorough knowledge of the facility/location based on either the contractor's attendance at the scheduled walk-thru, or through knowledge of the facility/location gained from some other means.
 - 1) If the contractor did not attend the scheduled walk-thru, the contractor must provide relevant information regarding the contractor's familiarity with the physical layout, condition, etc., of the facility/location. The contractor is advised that neither the review of the facility/location nor an independent public viewing gives an accurate account or knowledge of the facility/location for moving purposes. Therefore, the contractor should not assume that such review makes a contractor familiar with the facility/location.

1.2.4 After receipt of the work plan, the state agency will review the work plan and provide the contractor with any requests for changes, or will grant approval of the work plan. The state agency reserves the right to accept or reject any or all portions of the contractor's work plan.

- a. If the state agency requests changes to the work plan, the contractor shall make all requested changes and submit a revised work plan to the state agency for review. The contractor shall continue to make all requested state agency changes and shall submit revised work plans until the state agency grants approval of the work plan.

1.2.5 In the event the state agency receives a work plan from more than one contractor, the state agency shall conduct an objective cost analysis based upon the guaranteed not-to-exceed total price quoted by each responding and responsive contractor. The contractor quoting the lowest guaranteed not-to-exceed total price shall be awarded the specific moving service.

1.2.6 After the state agency authorizes the contractor to proceed with the moving services, the contractor shall perform the moving services in accordance with the approved work plan. The state agency shall determine the actual move date(s) and time(s), and shall provide the contractor with at least ten (10) calendar days advance notice.

1.3 Specific Moving Requirements:

- 1.3.1 The contractor shall provide moving services by moving office furniture, equipment, etc., as requested by the state agency. The state agency anticipates that the items to be moved may consist of, but not necessarily be limited to the following:
- a. Office items:
 - 1) Desks
 - 2) Chairs
 - 3) Bookcases and books
 - 4) File cabinets
 - 5) Computer hardware
 - 6) Packed boxes
 - b. Miscellaneous items:
 - 1) Coat racks
 - 2) Tables of various sizes
 - 3) Sofas
 - 4) Carts
 - 5) Typewriters
 - 6) Copy machines, printers, and fax machines
 - 7) Storage cabinets
 - 8) Telephones
 - 9) Kitchen equipment
 - 10) Refrigerators
 - 11) Microwaves and microwave carts
 - 12) File room equipment
 - 13) Televisions
 - 14) Safes
- 1.3.2 The contractor shall disassemble and re-assemble desks, desk extensions, shelving, cabinets, bookcases, furniture, etc.
- 1.3.3 If requested by the state agency, the contractor must provide the following services:
- a. Pack and box the content of desks, cabinets, files, etc.
 - b. Disassemble and re-assemble modular/cubicle walls and/or furniture.
- 1.3.4 If requested by the state agency, the contractor shall provide library carts to assist in the transportation of files. The library carts shall provide the state agency with access to the files during the move.
- 1.3.5 The contractor shall provide responsible and competent personnel who shall be in charge of the work in progress without continual supervision by the state agency.
- 1.3.6 The contractor should provide mats/rugs for all floors while providing moving services to limit the amount of tracking from foot and cart traffic.
- 1.3.7 The contractor must position all items at the new facility/location in accordance with the state agency's instructions. In the event the contractor places an item in an incorrect position/place, the contractor must relocate the incorrectly positioned/placed item to the correct position/place.
- 1.3.8 The contractor shall be responsible for all loss of or damage to State of Missouri property that may occur while the contractor is providing moving services.

- a. The contractor must immediately notify the state agency of any damage that has occurred as a result of the contractor's actions or any damage that may be discovered as the work progresses.
 - b. If damages occur, all damages shall be repaired by the contractor to the complete satisfaction of the state agency.
- 1.3.9 If an item requires special handling, the state agency will provide details to the contractor prior to the contractor moving the item. The contractor shall move such item in accordance with the state agency's information.
- 1.3.10 The contractor shall agree and understand that a move shall be complete only after all items have been relocated and positioned to the designated areas, inventoried, and accepted and/or signed off by the state agency.
- a. The contractor shall retrieve all boxes and packing material after being notified by the state agency that unpacking has been completed.
 - b. The contractor should reuse or recycle all boxes and packing material.
- 1.3.11 Unless otherwise specified herein, the contractor shall furnish all materials, labor, facilities, equipment, and supplies (e.g. forklifts, dollies, blankets, pads, protective covering/wrappings, labels, boxes, library carts, etc.) necessary to perform the services required herein.
- a. The contractor shall provide protective wrapping and/or packing materials for electronic items that are to be moved.
 - b. The contractor may provide the state agency with used moving boxes; however, the moving boxes must be structurally sound.

1.4 Additional Requirements:

- 1.4.1 The contractor and all of the contractor's personnel assigned to the contract must have a background check conducted by the contractor's State Highway Patrol. The contractor shall obtain and submit copies of the required background checks to the state agency for approval prior to providing the moving services specified herein.
- a. By no later than fifteen (15) calendar days after notification of award, the contractor shall provide the state agency with a completed Authorization for Release of Information (Attachment 2), individually signed by the contractor and any personnel who are or will be assigned to the contract.
- 1.4.2 In the event any particular move requires the assessment of additional charges due to a tariff, the contractor shall be responsible for filing any required documentation.
- 1.4.3 The contractor shall log in and out with a designated state agency contact prior to, and upon completion of each move.
- 1.4.4 The contractor shall not be relieved of responsibility for performance under the contract for any reason whatsoever since the contractor shall be familiar with the facility/location and the conditions that exist prior to the move.

1.5 Liquidated Damage Requirements - The contractor shall agree and understand that the provision of the moving services in accordance with the requirements stated herein and the approved work plan is considered critical to the efficient operations of the state agency. However, since the amount of actual damages would be difficult to establish in the event the contractor fails to comply with the requirements and work plan, the contractor shall agree and understand that the amount identified below as liquidated damages shall be reasonable and fair under the circumstances.

- 1.5.1 In the event the contractor fails to complete the moving services by the date specified by the state agency, the contractor shall be assessed liquidated damages in the amount of \$500.00 for each twenty-four (24) hour period thereafter until the move is completed.

- 1.5.2 The contractor shall also agree and understand that such liquidated damages shall either be deducted from the contractor's invoices pursuant to the contract, or paid by the contractor as a direct payment to the state agency at the sole discretion of the state agency.
- 1.5.3 The contractor shall understand that the liquidated damages described herein shall not be construed as a penalty.
- 1.5.4 The contractor shall agree and understand that all assessments of liquidated damages shall be within the discretion of the State of Missouri and shall be in addition to, not in lieu of, the rights of the State of Missouri to pursue other appropriate remedies.

1.6 Invoicing and Payment Requirements:

- 1.6.1 Prior to any payments becoming due under the contract, the contractor must return a completed state Vendor Input/ACH-EFT Application, which is downloadable from the Vendor Services Portal at:

<https://www.vendorservices.mo.gov/vendorservices/Portal/Default.aspx>

- a. The contractor understands and agrees that the State of Missouri reserves the right to make contract payments through electronic funds transfer (EFT).
- b. The contractor must submit invoices on the contractor's original descriptive business invoice form and must use a unique invoice number with each invoice submitted. The unique invoice number will be listed on the State of Missouri's EFT addendum record to enable the contractor to properly apply the state agency's payment to the invoice submitted. The contractor may obtain detailed information for payments issued for the past 24 months from the State of Missouri's central accounting system (SAM II) on the Vendor Services Portal at:

<https://www.vendorservices.mo.gov/vendorservices/Portal/Default.aspx>

- 1.6.2 Invoicing – After completion of moving services specified herein, the contractor shall submit an itemized invoice to the state agency that utilized the contractor's moving services in accordance with the firm, fixed prices indicated on the Pricing Pages.
- 1.6.3 Payments – After approval of an invoice by the state agency, the contractor shall be paid in accordance with the firm, fixed prices stated on the Pricing Pages. However, in no event shall the contractor be paid in excess of the guaranteed not-to-exceed price stated in the approved work plan.
- a. The contractor shall be paid for time spent providing moving services at the facility/location being vacated, and time spent providing moving services at the facility/location to be occupied in accordance with the price per hour, per person stated on the Pricing Pages. The contractor shall be paid for the time in transit between the facility/location being vacated and the facility/location to be occupied. The contractor shall not charge for time spent traveling to and from the contractor's domicile to/from the facility/location being vacated or the time spent traveling to and from the contractor's domicile to/from the facility/location to be occupied.
 - b. For each cubicle disassembled, moved, and then re-assembled, the contractor shall be paid the firm, fixed price per cubicle stated on the Pricing Pages. The contractor shall not be paid for time spent disassembling, moving, or re-assembling the cubicle.
 - c. For each day a library cart is used to complete a specific move, the contractor shall be paid the firm, fixed price per cart, per day as stated on the Pricing Pages.
 - d. The contractor shall be paid for each hour spent packing/boxing office contents, and each hour spent unpacking/un-boxing office contents in accordance with the firm, fixed price per hour, per person stated on the Pricing Pages.

- e. The contractor shall be paid for each hour the contractor's moving truck(s) are located at the facility/location being vacated, and for each hour the contractor's moving truck(s) are located at the facility/location to be occupied in accordance with the firm, fixed price per hour stated on the Pricing Pages. However, the contractor shall not be paid for time where the contractor and the contractor's personnel are absent from the facility/location. The contractor shall be paid for the time the moving truck(s) are in transit between the facility/location being vacated and the facility/location being occupied. The contractor shall not charge for the time spent traveling to and from the contractor's domicile, to and from the facility/location being vacated, or the time spent to and from the contractor's domicile to and from the facility/location to be occupied.
- 1.6.4 The contractor shall understand that each state agency utilizing the contractor's services shall be solely responsible for payment for only those services requested by that state agency.
- 1.6.5 Other than the payments specified above, no other payments or reimbursements shall be made to the contractor for any reason whatsoever including, but not limited to vehicles, boxes, dollies, moving supplies, taxes, background checks, insurance, interest, penalties, termination payments, attorney fees, liquidated damages, etc.

PRICING PAGE

General Office Moving Services

North Region				
Line Item	Description	Amerigo-Cardwell Moving C311105001	Graebel Kansas City Movers, Inc. C311105004	Superior Moving Service, Inc. C311105005A
001	Moving Services	\$22.00 per hour, per person	\$26.00 per hour, per person	\$25.00 per hour, per person
002	Disassembly/Reassembly of Cubicle	\$200.00 per cubicle	\$150.00 per cubicle	\$180.00 per cubicle
003	Library Carts	\$14.00 per cart, per day	\$1.71 per cart	\$3.00 per cart, per day
004	Packing/Boxing of Office Contents	\$22.00 per hour, per person	\$1.00 per hour, per person	\$25.00 per hour, per person
005	Moving Truck	\$30.00 per hour	\$24.50 per hour	\$18.00 per hour

St. Louis Region				
Line Item	Description	Amerigo-Cardwell Moving C311105001	Cord Moving & Storage C311105002	Superior Moving Service, Inc. C311105005A
006	Moving Services	\$22.00 per hour, per person	\$23.00 per hour, per person	\$24.00 per hour, per person
007	Disassembly/Reassembly of Cubicle	\$200.00 per cubicle	\$200.00 per cubicle	\$180.00 per cubicle
008	Library Carts	\$14.00 per cart, per day	\$6.00 per cart	\$0.00 per cart, per day
009	Packing/Boxing of Office Contents	\$22.00 per hour, per person	\$25.00 per hour, per person	\$24.00 per hour, per person
010	Moving Truck	\$30.00 per hour	\$20.00 per hour	\$18.00 per hour

Southeast Region				
Line Item	Description	Amerigo-Cardwell Moving C311105001	Graebel Kansas City Movers, Inc. C311105004	Superior Moving Service, Inc. C311105005A
011	Moving Services	\$22.00 per hour, per person	\$26.00 per hour, per person	\$25.00 per hour, per person
012	Disassembly/Reassembly of Cubicle	\$200.00 per cubicle	\$150.00 per cubicle	\$180.00 per cubicle
013	Library Carts	\$14.00 per cart, per day	\$1.71 per cart	\$3.00 per cart, per day
014	Packing/Boxing of Office Contents	\$22.00 per hour, per person	\$1.00 per hour, per person	\$25.00 per hour, per person
015	Moving Truck	\$30.00 per hour	\$24.50 per hour	\$18.00 per hour

South Central Region				
Line Item	Description	Amerigo-Cardwell Moving C311105001	Graebel Kansas City Movers, Inc. C311105004	Superior Moving Service, Inc. C311105005A
016	Moving Services	\$22.00 per hour, per person	\$26.00 per hour, per person	\$24.00 per hour, per person
017	Disassembly/Reassembly of Cubicle	\$200.00 per cubicle	\$150.00 per cubicle	\$180.00 per cubicle
018	Library Carts	\$14.00 per cart, per day	\$1.71 per cart	\$0.00 per cart, per day
019	Packing/Boxing of Office Contents	\$22.00 per hour, per person	\$1.00 per hour, per person	\$24.00 per hour, per person
020	Moving Truck	\$30.00 per hour	\$24.50 per hour	\$18.00 per hour

Springfield Region				
Line Item	Description	Amerigo-Cardwell Moving C311105001	Graebel Kansas City Movers, Inc. C311105004	Superior Moving Service, Inc. C311105005A
021	Moving Services	\$22.00 per hour, per person	\$26.00 per hour, per person	\$24.00 per hour, per person
022	Disassembly/Reassembly of Cubicle	\$200.00 per cubicle	\$150.00 per cubicle	\$180.00 per cubicle
023	Library Carts	\$14.00 per cart, per day	\$1.71 per cart	\$0.00 per cart, per day
024	Packing/Boxing of Office Contents	\$22.00 per hour, per person	\$1.00 per hour, per person	\$24.00 per hour, per person
025	Moving Truck	\$30.00 per hour	\$24.50 per hour	\$18.00 per hour

Southwest Region				
Line Item	Description	Amerigo-Cardwell Moving C311105001	Graebel Kansas City Movers, Inc. C311105004	Superior Moving Service, Inc. C311105005A
026	Moving Services	\$22.00 per hour, per person	\$26.00 per hour, per person	\$24.00 per hour, per person
027	Disassembly/Reassembly of Cubicle	\$200.00 per cubicle	\$150.00 per cubicle	\$180.00 per cubicle
028	Library Carts	\$14.00 per cart, per day	\$1.71 per cart	\$0.00 per cart, per day
029	Packing/Boxing of Office Contents	\$22.00 per hour, per person	\$1.00 per hour, per person	\$24.00 per hour, per person
030	Moving Truck	\$30.00 per hour	\$24.50 per hour	\$18.00 per hour

Kansas City Region				
Line Item	Description	Amerigo-Cardwell Moving C311105001	Fry-Wagner Moving & Storage, Inc. C311105003	Superior Moving Service, Inc. C311105005A
031	Moving Services	\$22.00 per hour, per person	\$24.00 per hour, per person	\$23.50 per hour, per person
032	Disassembly/Reassembly of Cubicle	\$200.00 per cubicle	\$180.00 per cubicle	\$180.00 per cubicle
033	Library Carts	\$14.00 per cart, per day	\$3.00 per cart	\$3.00 per cart, per day
034	Packing/Boxing of Office Contents	\$22.00 per hour, per person	\$24.00 per hour, per person	\$23.50 per hour, per person
035	Moving Truck	\$30.00 per hour	\$22.00 per hour	\$18.00 per hour

Central Region				
Line Item	Description	Amerigo-Cardwell Moving C311105001	Fry-Wagner Moving & Storage, Inc. C311105003	Superior Moving Service, Inc. C311105005A
036	Moving Services	\$22.00 per hour, per person	\$23.00 per hour, per person	\$24.00 per hour, per person
037	Disassembly/Reassembly of Cubicle	\$200.00 per cubicle	\$180.00 per cubicle	\$180.00 per cubicle
038	Library Carts	\$14.00 per cart, per day	\$3.00 per cart	\$0.00 per cart, per day
039	Packing/Boxing of Office Contents	\$22.00 per hour, per person	\$24.00 per hour, per person	\$24.00 per hour, per person
040	Moving Truck	\$30.00 per hour	\$23.00 per hour	\$18.00 per hour