



*First Judicial District of Pennsylvania  
Procurement Unit  
Philadelphia City Hall, Room 368  
Philadelphia, Pennsylvania 19107  
(215) 683-7940  
(215) 683-7942 fax  
<http://courts.phila.gov>*

Marc Flood, Esquire  
Deputy Court Administrator

July 8, 2014

Dear Prospective Vendor:

You are invited to submit a proposal for Moving Services in accordance with the enclosed Request for Proposal (RFP).

All proposals must be submitted in *five (5) copies to: Moving Contractor, First Judicial District of Pennsylvania ("FJD"), Procurement Unit, Philadelphia City Hall, Room 368, Philadelphia, Pennsylvania 19107.*

Proposals must be received in a sealed envelope at the above address no later than **3:00 P.M., Friday, August 1, 2014.** Late proposals will not be considered regardless of the reason.

All questions should be directed, in writing, to the FJD's Procurement Unit, Philadelphia City Hall, Room 368, Philadelphia, Pennsylvania 19107, Fax: (215)683-7942 via email at [robert.deemilio@courts.phila.gov](mailto:robert.deemilio@courts.phila.gov). **The deadline for vendors' questions is 3:00 p.m., Friday, July 25, 2014.** Answers to any questions raised will not be official until verified, in writing, by the issuing office.

Prior to submission of questions and/or proposals, a tour of both facilities will be conducted at **9:30 A.M., Wednesday, July 16, 2014.** The tour will meet at 1501 Arch Street and travel in small groups to each location directly after. **Bidders must provide their own hard hats.** Notwithstanding the facility tour, all questions must be submitted in writing.

We expect that evaluation of the proposals and selection of the Vendor will be completed as soon as possible; all Vendors will be notified.

Sincerely,

A handwritten signature in black ink, appearing to read "Marc Flood", written over a horizontal line.

Marc Flood, Esquire  
Deputy Court Administrator

Enclosure: Request for Proposal

## *Request for Move Services Proposal*

&

## *Request for IT Relocation Services Proposal*

**RFP-**

PHILADELPHIA FAMILY COURT  
550,000SF Relocation Services to new Family Court Building

### **Project Move Description:**

On behalf of Philadelphia Family Court, ("PFC"), Economic Project Solutions, Inc. (EPS) would like to invite your company to submit a cost proposal, move plan for moving services. In addition, technology relocation and equipment services are required. PFC will be relocating approximately 1,000 plus personnel and contents from (2) Philadelphia Court House locations, (1) 1801 Vine Street and (2) 34 South 11<sup>th</sup> St. to be restacked in a 15-story 550,000 sq. foot new building at 1501 Arch Street, Philadelphia PA.

The project consists of (4) phases. However, as explained below, you should account for multiple days on site which includes, crate delivery, packing and removal. This project consists of pre-move preparation activities, scheduled moves, post move services, and liquidation.

PFC will be relocating approximately (560) PACSES PCs & (1120) PACSES Monitors to be disconnected, safely packed, transported, unpacked and reinstalled. The project consists of (4) phases. However, as explained below, you should account for multiple days on site which includes, disconnect, packing, transport and reinstallation of 560 existing PCs.

A mandatory bidders' meeting and tour of both facilities will take place on July 16, 2014 at 9:30 AM. We will meet at 1501 Arch Street and travel in small groups to each location directly after. Bidders must provide their own hard hats. Only proposals by bidders who attend the walkthrough will be considered. A bidders' sign-in sheet will be presented at the meeting.

**PLEASE READ ALL SECTIONS OF THIS DOCUMENT CAREFULLY**

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## SECTION I. OVERVIEW

The Juvenile Philadelphia Family Court will relocate its operations currently located at 1801 Vine St. Philadelphia, PA to the 1501 Arch St. Family Court Building. 1801 Vine St. employs over 400 staff, and has approximately 2,300 visitors a day. Minimal equipment will be relocated from Vine St. Special Handling will be required for identified equipment, furniture, and file transport. Dedicated Packing and Unpacking assistance will be required for bulk file areas.

The Domestic Relations Court will relocate its operations currently located at 34 South 11<sup>th</sup> St., 1133 Chestnut St., 27 South 12<sup>th</sup> St, and 46 South 11<sup>th</sup> St. Philadelphia, PA to 1501 Arch Street Family Court Building. Domestic Relations employs over 400 staff, and has approximately 5,000 visitors a day. Domestic Relations contains (2) networks, FJD and PACSES. 560 PACSES PCs and 1120 PACSES Monitors will need to be disconnected, safely packed and transported, reinstalled and tested at 1501 Arch St. Special Handling will be required for identified equipment, furniture, and file transport. Dedicated Packing and Unpacking assistance will be required for bulk file areas.

Bulk File areas and Special Handling items will be relocated from both buildings at least 1 week prior to main move of Staff and Equipment. Bulk Files will require dedicated packing assistance, labeling and tagging per record requirements, secure lockable material and transport, and unpacking assistance. Special Handling items include selected identified furniture, and specialty equipment. Specialty equipment will require coordination with manufacturer for disassembling and packing requirements.

In conjunction with the scheduled Staff & Equipment Move activity, liquidating efforts will be needed for both the Domestic Relations Court and Juvenile Family Court Buildings. Liquidation of all furniture from Domestic Relations Court must be completed no later than October 30<sup>th</sup> 2014. The term liquidation does not mean that the Mover can resell any of the FJD Furniture or Equipment. FJD will determine what pieces are disposed of, and what pieces will be reassigned to other locations.

Both Domestic Relations Court and the Juvenile Family Court's Staff Content and Equipment will be moved over one (1) weekend. The staff and equipment move is scheduled for October 10<sup>th</sup> 2014 and must be completed no later than October 13<sup>th</sup> 2014.

In total, approximately 1,000 personnel will be relocated. An inventory breakdown of special handling items, file content, headcount, and Pacses equipment will be provided to bidders as an attachment to this RFP. Personnel and contents will be moved to the new 15-story building.

## 1801 Vine Street Description

1801 Vine Street's unique layout and diverse multi-purposed functionality requires great effort and support ongoing until transition is complete. Lock in dates with hour by hour programs will be generated a few months prior to scheduled move date. 1801 Vine St. contains 1 operational freight elevator (6'7" by 7'6"), six (6) public access elevators and a spiral staircase in the middle of the building from the 3<sup>rd</sup> floor to the Mezzanine Floor. Public access elevators run from the Basement to the 5<sup>th</sup> Floor.

- 1801 Vine Street's Basement Departments include: Sheriff's Department, Maintenance Department, Administrative Services/Warehouse Department, Outside Agency Provider, Arc Unit, CBS/IHD, Detective Juvenile Bench Warrant, Tipstaff, and two Juvenile Judicial Record File rooms. The Judicial Records bulk file rooms include approximately 58 Shelves of file content to be securely packed in locked crates, tagged, transported, and unpacked.
- 1801 Vine Street's Lobby level seats approximately 3 staff, and includes the Security Command Center, Courtrooms, and Security offices. Special Handling items that have been identified to relocate include Gun Cabinets.
- 1801 Vine Street's Mezzanine level overlooks the 1<sup>st</sup> floor, and houses outside agencies. Stairwell will be used to relocate the content of these departmental areas. Departments include YVRP, JET, DHS Integration, State Court, Preventative Services, Outside Agencies, Casa, Police Attendance, and CBH.
- 1801 Vine Street's 1<sup>st</sup> floor includes Court Room's A, B, C, D, E, F, G, H, J, K, M, and S and 3 Judges' chambers, Project Penn, DA Victim Witness & Casa Department.
- 1801 Vine Street's 2<sup>nd</sup> floor includes approximately 220 staff and includes several departments. Departments include CBH, Scheduler/Psychiatrist, BHS, Juvenile Probation Administration, Juvenile Probation Special Offenders, Juvenile Probation Residential Services, Training Unit, Records/Scanning, Delinquent Disposition, North East District, North West District, North Central District, Central District, West District CPMS, Private Criminal Complaint District, South District, Fiscal Accounting, DNA Lab, SAU Drug Testing, Mailroom, Court of Operations, GPS Electronic Monitoring, and Victim Services. Freight Elevator is accessible from this floor, as well as public access elevators, the main spiral staircase, and stairwell access to the Mezzanine Level. Special Handling Items include the Siemens V-Twin Drug Testing Machine, 3 Refrigerators, drug testing chair, Metal Safe, and bulk file contents.
- 1801 Vine Street's 3<sup>rd</sup> floor includes approximately 135 staff and includes several departments and 3 Court Rooms, Court room I, L, and O. Departments include Juvenile Court Administration, Juvenile Masters, CEU, Juvenile Judicial Records, 8 Judges, Adoption, Appeal, Computer Room, Court Listings, Legal Liaison Payments & Appointments, Dependent Court Operations, and Dependent Court Representatives. Specialty items include Judge Dougherty's (2) Antique Bookcases and Safe, Adoption's Docket Bookcase, Microfilm Machine, Antique Index Filing Cabinet, and multiple bulk file areas. Freight and stairwell access is available.
- 1801 Vine Street's 4<sup>th</sup> floor located on the Roof is stairwell accessible only. The Truancy Department includes approximately 20 staff, and has bulk file content. Recommendation to relocate the Vertical File Cabinets as is, to be unpacked at 1501 Arch Street and disposed.

### 1801 Vine Street's Services Needed:

- Provide material for Pre-Move Preparation Activities (Files & Special Handling Items) and Move Activities such as banker boxes, lockable storage bins, plastic crates for files, bubble wrap, shrink wrap, packing tape, ties, locks, labels for file content, and pre-printed labels for boxes and equipment.
- Two banker boxes to be provided for each staff to pack workstation or office.
- Relocation of confidential File Cabinet Content will require locked storage and locked transport.
- Relocate Staff, Equipment, File Content, Specialty Items, and Personal effects to new building. Move Matrices in the attached exhibits reflect both current location, and destination location.
- Coordination and dedicated packing and unpacking for: Juvenile Judicial Record files, Dependent Court Operations, Adoption Unit, and Truancy. Additional Departments may require packing assistance and will be identified by the FJD.
- Coordination & Relocation of Siemens' V-Twin Drug Testing Machine. Siemens' Representatives estimate 2 hours for Decontamination and preparing the unit for relocation. This includes: removing monitor, computer, printer, glass top. Unit is on casters, strap in place. Protect items that were removed in bins. Install takes 1/5 hours. 1 Week in advance notice for coordination to Siemens' Representatives.
- Provide multiple types of Floor Protection for 1801 Vine Street and 1501 Arch Street.
- Coordinate and Secure Elevators.
- If you are on the street (in a parking space) at 1801, you most likely need a permit from Police or Streets Department however a truck can be parked in the back of 1801 Vine Street without permit.
- Liquidate all identified furniture.

### 34 South 11<sup>th</sup> Street Description

34 South 11<sup>th</sup> Street has 4 public access elevators, and 1 secured elevator. The freight elevator will not be available, and is inoperable. There is no loading dock at this site. Logistical confirmation will be needed to confirm duration of each phase after walkthrough of site.

- The Subbasement is approximately 3,864 square feet and is accessible by a secured elevator that measures 6'5" W x 4'5" D x 7'5" H and door is 4'5" W & 7'5" H, located in the Domestic Violence Unit 46 South 11<sup>th</sup> St. 2<sup>nd</sup> Floor room 242. Elevator takes approximately 32 seconds from 2<sup>nd</sup> floor to subbasement. Approximately 2-3 stacks of plastic bins will be able to fit each trip. Approximately 250+ Shelves of File Content will need to be securely packed, tagged by respective case number, and transported to 1501 Arch Street. Files will then be unpacked in respect to the case number. Files are currently stored on shelving units, and no staff occupies this area. Subbasement will require dedicated packing assistance with secure supervision.
- The 34 South 11<sup>th</sup> Street Basement is accessible through the public access elevators. File contents stored on various size shelving units will need to be carefully packed by the dedicated packers. Packers must be aware that 1 red divider in between case files on the shelf indicate that there is a case file box on top of the shelving unit that should be packed in that respective location. The Files must be packed in sequential case order. The Basement includes the largest bulk file area in the building containing more than 350,000 files belonging to the Records Unit, Bench Warrant and Writ Servers. Other Departments include Intergovernmental Unit, Scanning, Trial Commissioner, Sheriff's Department, and Security Unit. Special Handling is required for Mail Machines. Pitney Bowes Mail Machine Relocation will be prepped for moving, and reinstalled at new location by the Manufacturer. Proper packing and safe transport will be needed. Approximately 60 staff and 50 Pacses PCs will relocate from this floor.
- The 34 South 11<sup>th</sup> Street 1<sup>st</sup> Floor entrance is street accessible. There are 3 public access elevators that run from the Basement Level to the 3<sup>rd</sup> Floor. Stairwells in the Waiting room areas lead to the Nursery and Training Room. Departments located on this floor include Security, Cashier, Customer Service and Information, Nursery, and the Training Room. There is approximately 30 staff located on this floor. Specialty items include and FSU Safe and the Penn State Laptop Storage Cart are located in the Training Room. Approximately 35 staff and 40 Pacses PCs will relocate from this floor.
- The 34 South 11<sup>th</sup> Street Mezzanine Floor contains the Intake Unit which houses approximately 25 staff. Egress via stairwell and 4 public access elevators. 25 Pacses PCs will relocate from this floor.
- The 34 South 11<sup>th</sup> Street 2<sup>nd</sup> Floor contains Waiting Rooms, Courtrooms 1, 2, 9 and 10, 4 Judges Chambers, and approximately 15 Court Support Staff. Approximately 50 Pacses PCs will relocate from this floor.
- The 34 South 11<sup>th</sup> Street 3<sup>rd</sup> Floor houses approximately 80 staff in various departments. Departments include Support Establishment, Interstate, Domestic Relations Administration, Finance, and Support Compliance. Packing assistance will be needed for the Domestic Relations Administration Unit. Egress via stairwell and 4 public access elevators. Approximately 95 Pacses PCs will relocate from this floor.
- 34 South 11<sup>th</sup> 5<sup>th</sup> Floor -Municipal Building contains the Petition Unit. 458 Vertical File Cabinets to be moved "As is" from (Municipal Building). These file cabinets need to be locked and secured for transport. There will also be approximately 10 staff and 3 Pacses PCs will relocate from this floor. Special Handling items include and pallets of supplies.

### **1133 Chestnut Street Description**

1133 Chestnut Street has 2 floors. The 1<sup>st</sup> floor leads out to the street, and has 1 elevator and a staircase that leads to the 2<sup>nd</sup> floor of 1133 Chestnut St.

- The 1<sup>st</sup> floor contains the Clerk of Courts unit which has 14 staff, Cashiers Booth with 2 staff. Specialty items include two cash registers, one safe and 4 shelving units of file content (content to move only). Packing assistance will be required. 16 Pacses PCs will need to relocate from this floor.
- The 2<sup>nd</sup> floor contains 25 staff belonging to the Court Support Unit. Approximately 25 Pacses PCs will relocate from this floor. There are no specialty items on the 2<sup>nd</sup> floor. Stairwell on the 2<sup>nd</sup> floor leads to the 27 South 12<sup>th</sup> Street 2<sup>nd</sup> Floor.

### **27 South 12<sup>th</sup> Street Description**

Ramp entrance to 27 South 12<sup>th</sup> Street is located next to 46 South 11<sup>th</sup> St.'s Domestic Violence Unit, and is elevator accessible. Stairwell from 2<sup>nd</sup> floor of 1133 Chestnut also leads into 27 South 12<sup>th</sup> Street. There are 2 public access elevators in this space.

- The 2<sup>nd</sup> floor of 27 South 12<sup>th</sup> Street contains several departments, 643 Lab, Networking for Jobs, Data Management & Case Closure, Quality Assurance, Support Compliance, Court Operations, Training Room, Judge Robert Matthews Court room 14. Approximately 71 staff and 75 Pacses PCs will relocate from this floor.
- The 3<sup>rd</sup> floor of 27 South 12<sup>th</sup> Street contains departments Support Masters staff, Library, Waiting Room; No specialty items have been identified. Approximately 21 staff and 18 Pacses PCs will relocate from this floor.
- The 4<sup>th</sup> floor of 27 South 12<sup>th</sup> Street referred to Judicial Chambers contains approximately judicial staff and 8 Courtroom Chambers. Law Clerk offices are also located on this floor. Packing assistance will be required for all Judges. Approximately 25 staff and 25 Pacses PCs will relocate from this floor. Specialty items include a Typewriter.

### **46 South 11<sup>th</sup> Street Description**

46 South 11<sup>th</sup> Street has 2 public access elevators, and 1 secured elevator in the Domestic Violence Unit that leads to the Subbasement of 34 South 11<sup>th</sup> St.

- The 2<sup>nd</sup> floor of 46 South 11<sup>th</sup> Street contains approximately 50 Staff belonging to several departments. Departments include Domestic Violence, Custody Masters and Divorce Masters, and Support Compliance. There is 1 bulk file area in the Domestic Violence Unit that will require dedicated packing assistance. Approximately 25 PACSES PCs will need to be disconnected, packed, and reconnected in new location.
- The 4<sup>th</sup> floor of 46 South 11<sup>th</sup> Street contains approximately 45 staff housing several departments. Departments include Accounting, Tactical Enforcement, and Parent Locator. Approximately 55 Pacses PCs will relocate from this floor. Special Handling required for 2 Safes, all file transport (securely packed, locked, locked transport), relocate lateral file cabinets securely "as is". 1 Bulk File area will require dedicated packing assistance.

### **Domestic Relations Services Needed:**

- Provide material for Pre-Move Preparation Activities and Move Activities such as banker boxes, monitor boxes, lockable storage bins, lockable plastic crates, bubble wrap, packing tape, ties, stretch film, labels for file content, pre-printed labels for boxes and equipment. Secure locking crates are required for all sensitive files.
- Provide secure storage containers and monitor boxes for Pre-Move Preparation Activities.
- Provide Dedicated Packing Assistance for identified bulk file content areas for all shelving units.
- Relocation of confidential Files will require locked storage and transport.
- File contents on various size shelving units will need to be carefully packed by the dedicated packers. Packers must be aware that 1 red divider in between case files on the shelf indicates that there is a case file box on top of the shelving unit that should be packed in that respective location. The Files must be packed in sequential case order.
- Staff supervision will be allocated for packing activity from 8AM-7PM. Senior foreman is to supervise and be responsible for proper packing after 7PM.
- Provide 2 banker boxes for each staff to pack workstation or office. Additional plastic crates will be needed for departmental files and supply.
- Relocate Staff, Equipment, File Content, Specialty Items, and Personal effects to new building. Move Matrices in the attached exhibits reflect both current location, and destination location.
- Provide multiple types of Floor Protection for 1501 Arch Street.
- Coordinate and Secure Elevators.
- Trucks can be loaded on Ludlow St. from 6AM-10AM Monday-Friday. Parking permits may be required for street parking.
- Liquidate all identified furniture that will fit in passenger elevators for disposal or to 1801 Vine St. for storage.

### **1501 Arch St. Description**

The new 15-story, 550,000 square-foot building will unify the city's juvenile court and its domestic-relations division at 1501 Arch Street. The building's move hours of operation are from 5:00P.M. Friday until 5:00A.M. Monday. During the move weekend, the move activities are permitted 24x7. Move activities will be completed during these hours.

- 1501 Arch Street has 1 Freight Elevator with a 14 Foot Height Limitation.
- Items must be staged on Callowhill Street, transported to the new building, and carefully placed in the appropriate destination location.
- Trucks will not be permitted to park on Cherry Street or 15<sup>th</sup> Street.
- Supplier is responsible for providing elevator operators as required to maintain the schedule.
- Elevator protection, wall protection, and floor protection is required. Floor protection is absolutely required for the new stone floor in the mezzanine level.

## Project Information

Included in this package are the following items, for your use in providing a cost proposal and move plan:

- Schedule of Moves, Specialty Item & Bulk File Content Matrix lists, Staff and equipment matrices, and other items that will be relocating from the Juvenile Family Court and the Domestic Relations Court.
- Document containing move requirements per buildings that PFC will be relocating from and to.
- Floor plans of the existing buildings. All of the workstations and all of the furniture in the destination location will be new.
- Minimal furniture at 1801 Vine St. will be relocated to 1501 Arch Street. (See Specialty Item List)
- Staff at the Juvenile Family Court & Domestic Relations Court will be responsible for packing the contents of offices and workstations.
- Each Staff should be provided 2 plastic crates to pack contents of offices and workstations. Additional plastic crates and bins are required for department files and supplies.
- Dedicated Packers will be requested for Domestic Relations and Juvenile Family Court's Bulk File content areas. Secure and locked transport is required for all sensitive file content.
- Dedicated Packers must adhere to File Packing Program dictated by the respected department and move steering team.
- Movers are requested to provide a pricing sheet which includes hourly rates for dedicated packing assistance labor and material for both ST and OT rates.
- Computer equipment will be relocated by the selected IT Relocation Service Firm and placed in predetermined locations within each work area, office, and common space. This includes desktops, docking stations, printers, and faxes. Storage bins, computer carts, or plastic crates will be needed for transporting the computers.
- Selected IT Relocation Service Firm will provide approximately 800 keyboard bags, equipment carts, 1200 monitor boxes, and other packing materials to the end-users in advance of the move.
- It will be the responsibility of the selected suppliers to become thoroughly familiar with the means of egress to and from all buildings and obtain building and security requirements as necessary.
- Selected mover will be required to tag all destination workstations, offices, file cabinets and other areas at new space prior to the move using 8.5x11 size tags. PFC will provide floor plans and a spreadsheet with all room codes to be used for tags.
- Selected IT service relocation firm will be required to tag all identified equipment to relocate in current location and destination location.

## Purpose of RFP

This Request for Proposal (“RFP”) for the purpose of obtaining proposals from qualified, experienced moving firms (hereinafter referred to as “Suppliers”) to provide moving services in support of PFC relocation, including specialty items. The terms “Service” or “Services” as used herein shall mean a comprehensive program of moving services (the “Services”) for PFC as required. The Services shall be provided by Supplier with care, skill and diligence in a “first class”, customer service focused, highly efficient and most economical manner and in accordance with the highest ethical, professional and industry standards generally as well as the specific requirements of this Agreement.

This document is intended to provide sufficient information regarding PFC contractual procedures and requirements, and its functional and technical requirements to enable bidders to submit thorough, accurate, and cost-effective proposals.

FJD

The primary goals in establishing the RFP process are listed below, though not necessarily in their order of importance.

- To obtain cost-effective Services;
- To establish the means and systems by which to accurately measure and manage the Quality of services provided.
- To improve, or at a minimum maintain, present levels of Service;
- To contract with Supplier(s) who will exercise extreme care in the relocation of art and antiques and office contents;
- To contract with Supplier(s) who will execute highly secure file relocation;
- To contract with Supplier(s) who will provide lockable, secure move material and transport.
- To contract with Supplier(s) who will ensure that claims for damage are negligible and resolved in an expedient manner without inconvenience or expense
- To contract with Supplier(s) with the ability to quickly and efficiently respond to complete relocations with limited lead time(s) within established deadlines.

Supplier’s proposals should elaborate on their experiences. Supplier should demonstrate the following in their proposal:

- A track record that demonstrates the ability to aggressively manage moving and storage expense while maintaining or increasing the levels of service. Cite examples of how benchmarks have been used to reduce cost and maintain/increase service for other clients.
- Highlight experience in transitioning accounts/clients of similar size, and scope.

## Issuing Office

The PFC is the sole point of contact with regard to all procurement and contractual matters relating to the services described herein. The PFC is the only office authorized to change, modify, amend, alter or clarify the specifications, terms and conditions of this RFP. The PFC reserves the right to cancel this RFP at any time. All communications regarding this procurement must be in writing and addressed (via U.S. Mail, fax, or email) to:

First Judicial District of the Commonwealth of Pennsylvania  
Procurement Office  
Philadelphia City Hall, Room 368  
Philadelphia, PA 19107  
Attention: Marc Flood, Esquire, Deputy Court Administrator  
Fax Number: (215) 683-7942  
[Marc.Flood@courts.phila.gov](mailto:Marc.Flood@courts.phila.gov)

## Proposal Evaluation and Negotiation

## Selection Criteria

Responses from Vendors will be reviewed and evaluated by a Committee of personnel selected by the PFC. This Committee will recommend for selection the proposal that most closely satisfies the requirements of the RFP and the needs of the Family Court personnel.

## Vendor Qualifications

- Refers to the ability of the Vendor to meet all the terms of the RFP.
- The Qualifications of an acceptable moving company shall be approved by both the Family Juvenile Court & Domestic Relations Court.
- The moving company shall be a "Class A" firm, mover having sufficient number of trained permanent full-time workers and supervisors. Supplier shall provide appropriate resources to enable the coordination and the physical performance so that personal computer equipment (Equipment) can be relocated from one location to another as directed by Move Coordinator. Supplier shall provide experienced and professional moving labor to perform work within PFC buildings. Supplier shall assure PFC that its key foremen and key personnel will be consistent throughout each particular assignment. Where appropriate, moving crews should consist of a minimum of 75% experienced and fully vested employees with no more than 25% apprentice laborers (trainees) for each phase of the project. Prior to each activity or relocation, Supplier shall provide the Move Project Manager and / or Move Manager with a list of the total manpower assigned to specific activities. Apprentices shall be identified on this list and assigned to job tasks appropriate for trainees. Should these requirements be an issue for respective union affiliate, Supplier must notify the Project Manager and/ or Move Manager in writing prior to commencing a move event.
- The mover shall attest that (s)he is a "Class A" mover and submit a list of permanent part-time workers and supervisors.
- The mover shall attest that (s)he is a "Class A" mover and submit a list of previous commercial moves that were accomplished in the past three years and include the names, addresses and telephone numbers of persons to be contacted for references.
- The mover shall attest that (s)he is a "Class A" mover and submit a list of company-owned vehicles including, but not limited to, trucks and trailers.
- Supplier's personnel shall be dressed appropriately while on site at PFC. This will include wearing clean and identifiable uniform/jackets (with the employee and company name in clear view) at all times. Hats must not be worn indoors. Uniforms will consist of collared, button down shirts or collared polo shirts with matching trousers.
- All Supplier personnel are to check-in prior to entering 1801 Vine St., 34 South 11<sup>th</sup> St. or 1501 Arch St. Under no circumstances will unescorted movers be allowed to roam within PFC buildings and /or floors where there is no scheduled activity.
- Supplier personnel are to take all coffee and meal breaks at consistent, pre-designated times and within pre-authorized areas. It should also be noted that Supplier should be responsible for providing food and beverages for their staff during overtime and double time hours. There will be no smoking, drinking or radio playing on the job site at any time.
- All of PFC occupied space and common building areas (bathroom, lobbies, freight areas) are to be properly maintained and left free of debris and trash at all times. Any infraction of these guidelines will be grounds for immediate dismissal of Supplier's personnel from the job-site and / or dismissal of Supplier as a whole. Infractions may also result with charge backs to Supplier for third-party cleaning and trash removal costs, if made necessary by the actions of Supplier personnel.

PFC intends to award a contract(s) resulting from this solicitation to the most responsive and responsible Supplier whose offer, conforming to the solicitation, best enables PFC to achieve its stated goals.

PFC reserves the right to:

- award a contract on the basis of initial offers received, without discussions or requests for best and final offers;

- amend the RFP prior to acceptance of an offer by delivery of an instrument entitled “Amendment to RFP”
- reject any or all offers & discontinue this RFP process without obligation.

Suppliers must confine their submission to essential matters, sufficient to define their proposal and provide adequate basis for evaluation. Each Supplier submitting a proposal must follow the guidelines and format of this RFP and answer all questions asked. Failure to do so may subject the Supplier to disqualification.

In addition to price proposals, all suppliers shall be as thorough as possible in providing the requested information, for while pricing will be a very important factor, final Supplier selection(s) will be based on the evaluation of all information provided.

Final Supplier recommendation and selection(s) based on:

- Its assessment of Supplier’s capabilities;
- Supplier’s proposed prices for Services;
- Supplier’s commitment to work within RFP’s schedule;
- Supplier’s submission of complete and accurate proposal information in the correct format;
- Supplier’s demonstrated ability to deliver quality Services cost-effectively and on time;
- Supplier’s resources available and assignable to PFC program;
- Supplier’s financial and market stability and relevant experience;
- Supplier’s specific affiliations;
- Supplier’s acceptance of PFC’s contractual terms and conditions; and
- Supplier understands of the needs and/or problems generated by the project specified in the RFP, the objectives and understanding of nature and scope of work involved.

### **Contractual Terms and Conditions**

The terms and conditions of this RFP will govern the provision of Services contemplated by this contract. Please review these terms and conditions prior to submitting your proposal and provide your written concurrence or non-concurrence (stating specific reasons therefore) with the provisions as stated. *Changes to contractual terms and conditions will not be considered unless specifically requested in your proposal.*

## **Rights Reserved**

PFC shall have the right to:

- Cancel the procurement at any time prior to the Contract award.
- Amend this solicitation at any time prior to the bid closing time and date.
- Refuse to consider proposals which do not conform to solicitation requirements. One copy of any proposal which is returned as nonconforming will be retained by the PFC for documentation purposes.
- Require Suppliers at their expense to submit written clarification of proposals in any format that PFC may require.
- Require that all proposals submitted in response to this solicitation, upon receipt by the PFC become property of the PFC.
- Invite Suppliers' but not necessarily all, to make an oral presentation. The PFC reserves the right to limit the number of Suppliers invited to make such a presentation or demonstration.
- Allow no additions or changes to the original proposal after the due date specified herein, except as may affect all Supplier.
- Award in part or reject any and all proposals in whole, or in part.
- Reject the proposal of any Supplier' in default of any prior contract or for misrepresentation of experience presented.
- Request information in response to a "Best and Final" proposal from one or more Suppliers.
- Allow a Supplier to remedy in writing any deficiency which is not material.

## **Conditions of Bidding and Instructions**

The foregoing proposal is subject to the following conditions and instructions, all interpretations of which shall be at the sole discretion of PFC.

## **RFP Terms and Conditions**

This RFP does not constitute an offer to purchase Services, but rather serves as an indication of PFC interest in purchasing Services. Please note, however, that your proposal will constitute an Offer by you to provide Services on the terms stated herein. Should an Agreement result, PFC may, at its option, incorporate all or any part of your proposal in that Agreement.

By submitting an Offer, Supplier represents and warrants that the RFP, including all Exhibits, have been read, understood and are incorporated by reference in the Offer. Supplier shall be responsible for all costs and expenses incurred by Supplier in evaluating the RFP and making an Offer.

PFC reserves the right to accept or reject any or all responses to this RFP, even if all the stated requirements are met, and to waive irregularity or informality in any proposal received. Further, PFC reserves the right to enter into simultaneous negotiations with more than one Supplier.

Upon submittal, all proposals shall become the property of PFC. PFC reserves the right to utilize any concepts or ideas contained within proposals with respect to its negotiations or final Agreement with any Supplier(s) without incurring any liability.

Any additional conflicting or different terms proposed by Supplier, whether in writing or orally, in an Offer or in any other manner are hereby objected to without need of further notice of objection, shall be of no effect nor in any circumstance be binding upon PFC unless explicitly incorporated into the final, executed Agreement.

It shall be assumed that the Supplier has thoroughly reviewed this entire Request for Proposal package and its terms and conditions prior to submitting its proposal. Any omission on the Quotation Worksheets due to an oversight in the Supplier's review of this Request for Proposal package shall not be considered in evaluating requests for additional compensation.

Supplier represents warrants and covenants that it has not used and will not use, and has not caused, any improper means to influence any agent or employee of PFC to award business to Supplier under the RFP.

*Preparation of Proposals*

- Proposals must be written in ink or typewritten, shall be signed and placed in a sealed envelope or carton. The proposal must be signed by the owner if a sole proprietor or by a general partner if the Supplier is a partnership. If the Supplier is a corporation, the proposal must be signed by the president or vice-president and attested to by the secretary, treasurer, or assistant secretary, and must bear the corporate seal. A corporate Supplier, in the alternative may execute a proposal other than by the formality set forth above, by signing such proposal by an officer, employee or agent having express authority by reason of a power of attorney identifying such officer or agent by name and title, which power of attorney shall bear the corporate seal and be attached to the proposal. A Supplier must indicate whether it is authorized to do business in Pennsylvania and document, if applicable, the place of incorporation.
- Alterations or changes to any part of this proposal will be sufficient reason for rejection.
- No proposal will be considered if not actually received at the designated office at the time specified in this proposal. Timely delivery shall be judged by the date of actual receipt.
- To be considered, Supplier must submit a complete response. A proposal which is incomplete, obscure, conditional, unbalanced, containing additions not called for or irregularities of any kind including alterations or erasures, may be rejected as informal and void the response entirely.
- No proposal shall be withdrawn for 60 days from the date of the deadline specified for submission of proposals, except as otherwise provided herein. Suppliers may be given permission to withdraw a proposal before opening upon receipt of written notification or by personal request of the Supplier, of which request must be submitted no later than 48 hours before the time fixed for the opening and consideration of proposals.
- No change in prices, terms and conditions will be considered after the deadline for submission of proposals.

## Acceptance and Rejection of Proposals

- The PFC reserves the right to reject any and all proposals, to waive technical defects, and to accept or reject any part of any proposal if, in its judgment, the best interests of the PFC are not thereby served.
- No award will be made to any Supplier who is in default of any bid, purchase order, or contract with the PFC or its components, prior to the date of the RFP under consideration.
- All responses accepted by the PFC shall become binding contracts upon approval of contract as to form by the Legal Department of the PFC.

## Rejection of Proposals

PFC reserves the right to withdraw or cancel this RFP at its discretion at any time prior to execution of contract to reject any or all proposals or to waive any minor or technical deviations as it may deem fit and proper. The successful Supplier's proposal will become part of the formal contract. All proposals will become the property of the PFC.

## Surety for Proposals

If required by the RFP, no proposal will be considered unless accompanied by a bond in favor of and payable to the PFC in a sum and form (such as bank cashier's, treasurer's or depositor's certified check) determined to be appropriate by the PFC. If a surety requirement is imposed, the security of the three (3) most qualified Vendors will be retained until the execution of the contract.

## Penalty for Failure to Execute Contract

Any Vendor not lawfully released from his or her proposal, who refuses to execute a contract or who refuses to furnish any required bonds and insurance, shall be liable to the PFC in the amount of the check deposited as security for his or her proposal as liquidated damages; or where the damages are readily ascertainable, such Vendor shall be liable for the actual loss or damage sustained because of the failure of the Vendor to enter into such contract.

## Disadvantaged Minority, Women and Disabled Owned Business Enterprises (M/W/DSBE)

Disadvantaged Minority, Women and Disabled Owned Business Enterprises (M/W/DSBE) as defined by the City of Philadelphia's Minority Business Enterprise Council (MBEC) are encouraged to participate as prime proposers. Prime proposers who are not M/W/DSBEs are encouraged to identify and utilize M/W/DSBEs as subvendors. Vendors are requested to identify the amount of M/W/DSBE participation in this project by listing both dollar amount and percentage of total proposal.

## Nondiscrimination

During the term of any subsequent contract resulting from this procurement, vendor agrees to the following:

- i. Vendor shall not discriminate nor permit discrimination against any employee, applicant for employment, independent Vendor, or any other person because of race, color, religious creed, ancestry, national origin, age, sex, sexual preference, or disability in the performance of this contract. Vendor shall comply with all federal and state laws prohibiting discrimination.
- ii. Furthermore, pursuant to federal regulations promulgated under the authority of *The Americans with Disabilities Act, 28 C.F.R. and 35.101 et seq.*, the Vendor understands and agrees that no individual with a disability shall, on the basis of such disability, be excluded from participation, in or from activities provided for, as a result of this procurement. As a condition of accepting and executing any contract, the Vendor agrees to comply with the *"General Prohibitions Against Discrimination"*, 28 C.F.R. and 35.130, and all other regulations promulgated under *Title II of the Americans with Disabilities Act*, which are applicable to the benefits, services, programs and activities provided by the Commonwealth of Pennsylvania through contracts with outside Vendors.
- iii. Vendor shall take steps to insure that applicants are employed, and that employees or agents are treated during employment without regard to their race, color, religious creed, ancestry,

- national origin, age, sex, sexual preference, or disability in the performance of any contract as a result of this procurement. Such nondiscrimination shall include, but is not limited to employment, upgrading, demotion or transfer, recruitment or recruitment advertising, layoff or termination, rates of pay or other forms of compensation, and selection for training.
- iv. Vendor shall, in advertisements or requests for employment placed by it or on its behalf, state that all qualified applicants will receive consideration for employment without regard to race, color, religious creed, ancestry, national origin, age, sex, sexual preference, or disability.
  - v. Vendor shall include the provisions of this nondiscrimination clause in every subcontract pertaining to the performance of any contract as a result of this procurement, so that such provisions will be binding upon each subcontractor. In the event of a violation of subcontracts, Vendor shall promptly notify Marc Flood, Esquire, Deputy Court Administrator, First Judicial District of Pennsylvania, Procurement Unit, Philadelphia City Hall, Room 368, Philadelphia, Pennsylvania 19107, in writing.
  - vi. In the event of Vendor's noncompliance with the nondiscrimination clause of this RFP or with any such laws governing nondiscrimination, vendor shall take all steps necessary to come in compliance with this nondiscrimination clause. Further, in the event of Vendor's noncompliance with the nondiscrimination clause of any subsequent contract or with any such laws governing nondiscrimination, the contract may be terminated or suspended, in whole or in part, whereupon all obligations on the contract shall cease, save only the obligation to pay to Vendor the sums due for goods and services already provided prior to the date of termination. In the event of continued refusal by Vendor to comply with this nondiscrimination clause, Vendor may be declared temporarily ineligible for further PFC contracts, and other sanctions may be imposed and remedies invoked.
  - vii. It shall be no defense to a finding of noncompliance with this nondiscrimination clause that Vendor has delegated some of its employment practices.
  - viii. Vendor shall furnish all necessary employment documents and records to, and permit access to its books, records and accounts by, the contracting agency for purposes of investigation to ascertain compliance with the provisions of this nondiscrimination clause.
  - ix. Vendor's obligations under this clause are limited to the Vendor's facilities within Pennsylvania or, where the contract is for purchase of goods manufactured outside of Pennsylvania, the facilities at which such goods are actually manufactured, produced, assembled or delivered.
  - x. The Vendor shall be responsible for and agrees to indemnify and hold harmless the Commonwealth of Pennsylvania, the City of Philadelphia, the PFC, and the AOPC, their officers, agents and employees, from all losses, damages, expenses, claims, demands, suits and actions brought by any party against the Commonwealth, the City, the PFC, and the AOPC, their officers, agents and employees, as a result of the Vendor's failure to comply with the provisions of this nondiscrimination clause.

#### **Qualifications to Do Business**

The Vendor shall, within 5 days after receiving a letter of intent to award a Contract, provide an opinion letter from its legal counsel that the Vendor is qualified to do business in Pennsylvania and is not prohibited by articles of incorporation, bylaws, or the law under which it is incorporated from performing the services required under this Contract. This opinion letter will acknowledge that the PFC is relying on said opinion in awarding and executing the Contract.

#### **Prohibition on Foreign Corporations**

No contract will be awarded to a Vendor who is a foreign nation corporation or is operating under a fictitious or assumed name, unless the Vendor has compiled or has agreed to comply with the regulations governing proper registration under the laws of the State of Pennsylvania and the PFC.

If the Vendor is incorporated in some state other than the State of Pennsylvania, the Vendor shall provide documentation to establish that the corporation is registered to conduct business in Pennsylvania.

#### **Rejection of Collusive Bids**

Proposals received from any Vendors who engage in collusive bidding shall be summarily rejected. The terms and conditions of the Bid Anti-Rigging Act, the Act of 1983, October 28, P.L. 176, No 45; 73 P.S. 1611 et. seq. apply.

### **Incurring Costs**

The PFC is not liable for any cost incurred by Supplier in the preparation and presentation of proposals. Total PFC liability is limited to the terms and conditions of the contract.

### **RFP Amendments**

The PFC reserves the right to amend the RFP prior to the date for proposal submission.

### **Proposal Amendments and Rules for Withdrawal**

Unless requested by the PFC, no amendments, revisions, or alterations to proposals will be accepted after the proposal due date. After proposal due date, a submitted proposal may be withdrawn upon written request of the Supplier. In such instances, the bid bond, if required, may be forfeited upon the granting of such request.

Any submitted proposal shall remain valid for 60 days after the proposal due date or until a contract is formally executed, whichever comes first.

### **Negotiation of Contract**

Negotiations may be undertaken with the supplier(s) whose proposals satisfactorily identify the requisite criteria for this project as stated in this RFP. All contracts shall be subject to standard government clauses as prescribed by the PFC. PFC reserves the right to assign the contract to any person, office, or entity as it deems appropriate or as ordered by the Supreme Court of Pennsylvania.

### **Anti-Bribery**

The Suppliers' response to this RFP certifies that the Supplier has not been convicted of bribing or attempting to bribe an officer or employee of the PFC.

### **Offer of Gratuities**

By submission of a proposal, the Supplier certifies that no gratuities of any type were either offered to or received by an elected or appointed official or employee of the PFC or its political subdivisions in connection with this procurement from the Supplier, the Supplier's agents or employees or subcontractors. Any contract arising from this RFP may be terminated by the PFC.

### **Restrictions on Contact with Family Court Personnel**

From the date of release of this RFP until such time as a contract is awarded, all contact with personnel employed by or contracted to the PFC is prohibited except as required by this RFP. Violation of these conditions is cause for the PFC to reject a Supplier's proposal or rescind any contract awarded pursuant to this RFP.

### **Restrictions on the use of Former Judiciary Personnel or Former Family Court Personnel**

By submission of a proposal, the Supplier certifies that no person formerly employed by the City of Philadelphia or the Pennsylvania Judicial Branch on a full time basis within 12 months immediately preceding the date of the release of this RFP had any involvement whatsoever in the preparation of the Supplier's proposal. For purposes of this subsection a "full time basis" means providing services for a minimum of 35 hours per week for a period of 12 consecutive months, at least 1 month of which fell within the 12 months immediately prior to the date of the release of this RFP.

Furthermore, the Supplier certifies by the submission of the proposal that if the Supplier is awarded the Contract, after Contract execution, if any person described above should come into the employ of the Supplier, such person shall not be assigned to this project at any time during the contract period without prior written consent of the **PFC**.

Any violations of these certifications may, in the discretion of the **PFC**, be grounds to reject the proposal or terminate the contract.

### **Conflict of Interest**

No member of the **PFC**, or any elected or appointed official serving as a member of any committee formed to review or select a Supplier shall have more than a nominal financial interest in any Supplier or Suppliers submitting proposals in response to this RFP.

All persons serving in the capacity of selection or review and evaluation staff shall sign a disclosure statement indicating any financial relationships, contractual or other professional agreements with Suppliers who submit a proposal in response to this RFP.

### **News Releases**

News releases pertaining to this RFP shall not be made without prior approval of the **PFC** and then only in coordination with the **PFC**.

### **Public Disclosure**

As a general rule, the Court does not disclose any personally or professionally identifiable information collected or obtained through normal Court business practices and/or procedures except where permission has been obtained or where the information is classified as public information under the State of Pennsylvania's Right to Know Act (65 P.S. 67.101 *et seq.*), Pennsylvania's General Assembly's Act 3 of 2008, or any other applicable laws. Any/all participating parties should be aware that information collected or obtained by the Court through a solicitation and/or business relationship may be subject to examination and inspection if such information is a public record and not otherwise protected from disclosure. Furthermore, no public agency, official, employee, and/or custodian shall be liable, nor shall a cause of action exist, for any loss or damage based upon the release of a public record if the public agency, official, employee, and/or custodian acted in good faith in attempting to comply with the provisions of said Acts and/or applicable laws.

### **Term**

**PFC** intends to establish an Agreement having an effective date upon full contract execution and a termination date upon completion of all tasks pursuant to the Agreement. **PFC** may, at its sole option, renew this contract.

### **Termination for Convenience**

**PFC** may terminate any Agreement at any time and for any reason, with or without cause, by providing ten (10) days notice of said intent to terminate. The selected vendor will be paid for all services rendered prior to the effective date of termination.

### **Confidentiality**

- (a) Any information which has been provided orally or in writing to Supplier pursuant to the RFP, ("Confidential Information") shall be treated by Supplier as being the proprietary information of **PFC**, and shall be held in strict confidence by Supplier. Supplier shall (i) not provide or make available the Confidential Information in any form to any person other than those employees of Supplier who have a need to know for evaluation of the RFP and preparation of an Offer; (ii) not reproduce the Confidential Information except for use as permitted in (i) above; (iii) not exploit or use the Confidential Information except as permitted by (i) above; and (iv) return or destroy all such Confidential Information which is in written or graphic form, and any copies thereof, upon the request.
- (b) Supplier shall not be liable for any use or disclosure of Confidential Information which: (i) was in the

public domain prior to the receipt of same by Supplier, or has subsequently become part of the public domain by publication or otherwise except by the Supplier's wrongful act; (ii) was in the Supplier's possession or known to the Supplier prior to its receipt hereunder as evidenced by written documentation, and was not acquired directly or indirectly; or (iii) was received by Supplier from a third party which Supplier reasonably believed had no obligation of secrecy with respect thereto.

## **Fundamental Responsibilities of Move Vendor**

The contracted Relocation Management Service firm will coordinate the relocation of office contents. Moves will be phased by category; bulk file content relocation, specialty furniture, and staff content and equipment. Relocation efforts are needed to relocate Court staff into the new Family Court due to the closing of Domestic Relations Court and Juvenile Family Court. Only tagged and identified furniture are to be moved to 1501 Arch Street.

- Move Vendor shall be responsible to FJD designated personnel for the provision, scheduling, management, coordination and supervision of qualified labor and Pre-Move and Move material resources. Accordingly, Supplier must agree to work under the direction of FJD designated personnel, Moving Company Liaison with Project Manager and / or PFC Designated Representative ("Move Manager" or "Move Captain").
- It is agreed and understood that Supplier will provide a Senior Foreman to act as liaison to the Project Manager and / or Move Manager and to supervise the Supplier labor force throughout the Term of the Agreement.
- Supplier representatives must sign-in prior to beginning move activity with PFC Move Captain or Project Manager and sign-out upon completion of move activity.
- Supplier representatives must adhere to file relocation policies and requirements for secure transport.

## **General Responsibilities of Move Supplier**

- Project Manager and / or the Move Manager will be responsible for interfacing with the Philadelphia Family Court Steering Team and all affected management staff of the Family Court units. Accordingly, the Project Manager and / or Mover Manager will be responsible for project planning and scheduling of labor and equipment with Supplier. Supplier shall be responsible for interfacing with Project Manager and / or Mover Manager on a daily basis when on-site in PFC buildings.
- In anticipation of potential changes in daily scheduling, and in order to eliminate any form of miscommunication while on-site at PFC buildings, The Supplier's Senior Foreman and Senior IT Relocation Service Firm will communicate with Project Manager and / or Move Manager each morning at 8:00AM.
- Project Manager and / or Move Manager will supply the Supplier with color-coded floor plans reflecting the final location of all contents, computers, equipment and furnishings on each new floor. Supplier shall be responsible for adhering to the color-coded and number-coded tagging system developed by Project Manager and PFC Move Team. Supplier shall be responsible for assisting in the physical tagging process under the direction of the Project Manager and / or Move Manager.
- Project Manager and / or Move Manager will provide the Supplier with Relocation Templates confirming Staff and Content's "From" and "To" assigned location.
- In some instances, Supplier shall be exclusively responsible for the physical tagging process if so directed by the Project Manager and / or Move Manager.
- Supplier shall be subject to security supervision during all packing, and tagging of secure file content and items valued over \$500 (including equipment).
- It will be the responsibility of the Supplier to inspect all loading and unloading areas as well as the route from origin to destination in all PFC buildings.
- Prior to scheduled moving activity, the Project Manager, Mover Manager or Building Manager of each affected location is to be contacted by Supplier to confirm all elevator reservation, and other building requirements are satisfied.
- PFC Move Steering Team may also opt to rent and /or buy a certain number of plastic crates and crate dollies, to be housed and maintained within designated PFC buildings. Supplier shall be responsible for handling and maintaining the inventory of crates, boxes, throughout the term of the agreement, to include consolidating, stacking and staging the crates and crate dollies upon completion of each move within each building.
- Move Supplier (s) to coordinate relocation efforts with IT Service Supplier who will perform disconnect and reconnect services for PC's and associated equipment during a relocation process.

## **Fundamental Responsibilities of IT Relocation Service Firm**

The contracted IT Relocation Service Firm (IT Supplier) will provide implementation plan for disconnect, safe packaging, safe transport, unpacking and appropriate placement of equipment at new location, reconnecting and testing of equipment in a timely manner. IT Supplier shall provide appropriate resources to enable the planning, coordination and the physical performance so that the equipment can be relocated from 34 South 11<sup>th</sup> St. to 1501 Arch St. Supplier shall perform disconnection, safe packaging of equipment, safe transport, unpacking and appropriate placement of the equipment at the new location. Supplier shall be responsible for reconnecting and testing equipment in a timely manner.

- IT Relocation Service Firm shall be responsible to the PFC Project Manager and / or Move Manager for the provision, scheduling, management, coordination and supervision of qualified labor and moving materials resources. Accordingly, Supplier must agree to work under the direction of Project Managers and / or Mover Manager.
- It is agreed and understood that Supplier will provide a single point of contact throughout the project to act as liaison to the Project Manager and / or PFC Designated Representative ("Move Manager" or "Move Captain"). Supplier shall provide contact numbers, email and other relevant details to the Project Manager and / or PFC Designated Representative ("Move Manager" or "Move Captain").
- Supplier representatives must sign-in prior to beginning activity with PFC Move Captain or Project Manager and sign-out upon completion of move activity.
- The hardware will be supplied with all the required installation material/accessories like screws, clamps, fasteners, supports, grounding strips, wires etc.
- Upon receipt of delivery of PC's, Supplier shall inspect all the supplied items during the respective delivery to validate them in compliance with the work order.
- After successful inspection of supplied equipment by PFC, Supplier shall install all the supplied items at designated predetermined locations.
- The IT Relocation Service Firm shall integrate all the parts / peripheral equipment with respective items already installed at user's destination.
- The IT Relocation Service Firm shall connect mechanical and electrical utilities for the supplied items. IT Supplier shall connect equipment to the respective Court Network (PACSES or Family Court's Network) such that the end-user is able to access the network.
- IT Relocation Service Firm shall test all connections, couplings, circuits etc to ensure that equipment, and accessories are ready to be inspected by the representative from PFC's Move Steering Team/Move Project Manager.
- IT Relocation Service Firm to repair or correct any connections as required.
- Upon successful installation of all the supplied Hardware/Software, the Supplier shall submit installation reports verified by the respective PFC Move Captain or Project Manager.
- IT Relocation Service Firm shall report any damage to equipment, furnishings, or accessories occurring throughout project entirety.
- Supplier shall not cause any damage to government premises/ property and upon successful installation, if tampered/ damaged, will perform restoration of the site to its original state at his own cost.
- All the installation work shall be done by the Supplier in a conscientious manner and as per the OEM guidelines best industry practices, and all regulatory norms, as applicable.
- It shall be the responsibility of the selected bidder to bring all the equipment, required secure transport, packing materials, and tools required for decommission and installation of the supplied items. IT Supplier shall tag all control wiring and connections to control equipment as it is disconnected to ensure proper re-installation

### **Equipment connectivity will be completed in 2 phases:**

- Phase 1 will consist of disconnect, safely and securely pack, transport and reinstall 560 PC's, 1,120 Monitors, and other identified equipment from 34 South 11<sup>th</sup>, and all other sites. A list of Existing PC's has been included in this RFP. FJD's IT Personnel will configure the PC's to the respective network.
- Phase 2 will involve FJD's IT Personnel to perform connectivity testing of equipment to the respective network. This will require IT Supplier's Post Relocation Support to address any connectivity issues.

## General Responsibilities of IT Relocation Service Firm

- Project Manager and / or the Move Manager will be responsible for interfacing with the Philadelphia Family Court Steering Team and all affected management staff of the Family Court units. Accordingly, the Project Manager and / or Move Manager will be responsible for project planning and scheduling of labor and equipment with IT Relocation Service Firm. IT Relocation Service Firm shall be responsible for interfacing with Project Manger and / or Mover Manager on a daily basis when on-site in PFC buildings.
- In anticipation of potential changes in daily scheduling, and in order to eliminate any form of miscommunication while on-site at PFC buildings, The Supplier's designated point of contact will communicate with Project Manager and / or Move Manager each morning at 8:00AM.
- IT Relocation Service Firm to perform all equipment removal operations in accordance with the project sequencing, scheduling and phasing requirements as defined in the documents.
- Project Manager and / or Move Manager will supply the IT Relocation Service Firm with color-coded floor plans reflecting the final location of all computers, and equipment on each new floor. Supplier shall be responsible for adhering to the color-coded and number-coded tagging system developed by Project Manager and PFC Move Team.
- Project Manager and / or Move Manager will provide the IT Supplier with Relocation Templates confirming Staff and Equipment's "From" and "To" assigned location. IT Relocation Service Firm shall be responsible for the complete removal and relocation of the equipment identified on the Relocation Templates.
- IT Relocation Service Firm shall be responsible for handling and maintaining the inventory of computer carts and crates throughout the term of the agreement, to include consolidating, stacking and staging the equipment transport material upon completion.
- IT Relocation Service Firm shall tag all control wiring and connections to control equipment as it is disconnected to ensure proper re-installation. IT Supplier must label all components as necessary for reassembly.
- IT Relocation Service Firm shall remove all anchoring devices from equipment as required.
- Prior to actual removal operations, IT Supplier shall inspect each piece to be relocated and verify utility disconnection requirements, move paths and alterations to existing facilities required to execute the removal and relocation.
- IT Relocation Service Firm & Move Supplier shall be subject to security supervision during all packing, and transport of technology equipment and items valued over \$500 (including equipment).
- It will be the responsibility of the IT Relocation Service Firm to inspect all loading and unloading areas as well as the route from origin to destination in all PFC buildings during equipment relocation.
- Prior to scheduled activity, the Project Manager, Mover Manager or Building Manager of each affected location is to be contacted by IT Supplier to confirm all elevator reservation, and other building requirements are satisfied.
- Operations at all PFC facilities must remain running at all times during the execution of equipment removal and relocation. Any activity that will affect PFC operations must be discussed with PFC Move Steering team at least two (2) months in advance.
- Equipment removal operations that will interfere with the PFC's operations or require electrical shutdown of PFC's facilities, shall be scheduled with the PFC Move Steering Team and Project Manager to cause minimal disruption by the IT Relocation Service Firm.
- IT Relocation Service Firm shall disconnect, cap or terminate and abandon existing utilities and services exposed as a result of removal operations that are not required to remain in use, observing all governing codes and site specific safety requirements.
- IT Relocation Service Firm shall replace all gaskets, anchors, fittings or other accessories that are damaged during decommissioning or disassembly that will affect equipment operation and functionality.

**Proposal Due Date**

Five copies of your "SEALED BID", to the person at the address listed below, are due (Eastern Time) on **Friday, August 1, 2014 at 3:00PM.**

Moving Contractor
First Judicial District of Pennsylvania ("FJD")
Procurement Unit
Philadelphia City Hall
Room 368
Philadelphia, Pennsylvania 19107

Proposals must be signed by an authorized representative of the Supplier and submitted in a sealed envelope marked to the attention of the addressees above. Faxed proposals cannot be accepted.

Any proposal received at the designated location after the exact date and time specified for receipt shall be considered late and non-responsive. Any late proposals may not be evaluated for award.

Bids must state that they are valid for a period of not less than sixty (60) days from the Due Date for Proposal Submission. Bids must be submitted in an envelope containing five bids, sealed and marked as 'PFC SEALED BID.'

**Format for Questions**

All questions should be directed, in writing, to the PFC's Procurement Unit, Philadelphia City Hall, Room 368, Philadelphia, Pennsylvania 19107, Fax: (215)683-7942 via email at [Marc.Flood@courts.phila.gov](mailto:Marc.Flood@courts.phila.gov). The deadline for vendors' questions is **3:00 PM., Friday, July 25, 2014.** Answers to any questions raised will not be official until verified, in writing, by the issuing office.

## **Site Tour Presentation**

At PFC's discretion, a representative will visit each RFP finalist to meet the personnel resources designated to service the account, tour the warehouse, etc. Schedules will be arranged when RFP Supplier finalists are notified. At a minimum, finalists will meet with PFC to review their submission.

## SECTION II. SCOPE OF SERVICES

### Introduction and Instructions

*The following Section provides general information on the Services required. Suppliers must bid the specified Services strictly in accordance with the information provided; all other services not specifically described are to be defined by the Supplier and a brief scope of each is to be provided in Supplier's proposal. Suppliers are requested to designate in their proposal which Services they intend to perform using their own forces and those which would be performed by subcontractors or consultants. Suppliers are further encouraged to provide commentary on the efficacy specifications.*

#### A. Move Service Specifications - General

- A.1. The awarded Supplier(s) is responsible for complete administration of the contract, including order placement and delivery/installation follow through. Mover will be responsible for moving all equipment, furniture, records, and personal content. Bulk content file areas will require dedicated packing assistance with Court Security supervision. Delivery/installation of content from origin to destination as identified by EPS and Philadelphia Family Court's Move Steering team for each move will be required. Mover shall be responsible for proper placement of all contents in accordance with floor plans and specified instructions by Move Manager.

Mover shall be responsible for placarding destination location prior to the move to ensure proper placement of contents, as well as for easy access by personnel. This includes placarding file shelves in the new location to correspond to the label of the file content that was packed.

Mover shall be responsible for participating in a pre-move walkthrough of origin and destination locations prior to the move for the purpose of inspecting the spaces for damage incurred prior to the physical move, and to review (at destination) content placement.

Mover shall provide estimated duration to pack, and unpack bulk file content areas with regard to elevators upon completion of pre-move walkthrough origin. **34 South 11<sup>th</sup> St. does not have an operating freight elevator.**

Mover's supervising staff shall be present at origin and destination locations at all times to ensure proper moving flow during move activities. Mover shall provide directed signs on every floor, near all elevators, to direct move operations to ensure proper moving flow.

Mover shall assist in procuring hour by hour schedule of activities to include packing, moving, and unpacking activities.

- A.2. Mover shall be responsible for providing all necessary packing materials and equipment but not limited to, cartons, containers, labels, tape, bubble/shrink wrap, bins, library carts, dollies, hand trucks, etc.
- A.3. The awarded Supplier(s) will provide a dedicated team for the coordination of all Services described in this RFP. Supplier(s) agrees to provide a single point of contact via a toll free telephone number during the hours of 8 a.m. and 6:00 p.m. for all U.S.A. time zones. Supplier(s) will provide additional telephone number/s and contact person's for emergency situations requiring immediate service including weekends and holidays.
- A.4. Awarded Supplier(s) are not authorized to subcontract any PFC moves without the written preauthorization of the appropriate coordinator.
- A.5. Awarded Supplier(s) must have an assigned lead representative who will be required to attend coordination meetings as needed.

#### A.6. Space Protection Services

- When required, Supplier shall be responsible for the supply, placement, maintenance and removal of protective material for the purpose of protecting PFC facilities when performing moving services, relative to all affected floors within all affected building occupied by Court Personnel. These protective supplies and services will be required in preparation for moves and deliveries of existing office contents, existing office equipment and furnishings, including but not limited to the following requirements:
- When required, all forms of protection services will be completed to the satisfaction of PFC Move Captains and / or its representatives. Materials will be re-applied at the Supplier's expense and in a manner that will not cause a delay to any of the scheduled moves.
- Any damage caused by insufficient protection will be deducted from the invoice amount. Any subsequent "clear and verifiable" damage deemed to be caused by the Supplier, will be met with a claim from First Judicial District of the Commonwealth of Pennsylvania to the Supplier for the full restoration and repair of damage areas. The Supplier will be notified of any such damage claim within twenty-four hours of discovery in order to afford the Supplier an opportunity to inspect damaged areas and / or to notify its insurance carrier. The claim from PFC will include a written cost estimate, from a Tishman approved contractor, and submitted to the Supplier for payment to PFC. PFC will hold the Supplier's final contract payment until all claims are paid in full.
- A move event may require multiple deliveries of protective materials to all buildings. Protective materials must be provided and maintained in like-new condition.
- 1801 Vine St., DR Complex (34 South 11<sup>th</sup> Street, 1101-53 Chestnut Street and 1100-42 Market Street) and 1501 Arch St locations- Supplier shall provide maintenance of materials as required for the full protection of the building's main floor corridors, core floor areas and all walls and corners.
- 1801 Vine St., DR Complex (34 South 11<sup>th</sup> Street, 1101-53 Chestnut Street and 1100-42 Market Street) and 1501 Arch St locations- Supplier must protect elevator lobbies, corridors and general areas of ingress and egress when moving to, from and within PFC buildings.
- 1801 Vine St., DR Complex (34 South 11<sup>th</sup> Street, 1101-53 Chestnut Street and 1100-42 Market Street) and 1501 Arch St locations- Supplier must protect office space and furniture on each of 1501 Arch St.'s floors to the point that contents, equipment and furnishings are relocated from and to each respective space.
- 1501 Arch St. location- Supplier shall provide and maintain full protection of new furniture installed by others, to include protecting work surfaces with corrugated sheets cut to the size of desktops.
- Supplier shall comply with the sites specific Building Rules and Regulations.

#### A.7. Moving Services

- Supplier shall be responsible for the successful relocation of existing office contents, equipment and designated furniture from, to and within PFC's buildings.
- Supplier shall be responsible for all pre-move preparation activity (tagging by request, space protection, general packing, etc.).
- When required, Supplier shall be responsible for the packing and unpacking of individual staff workstations, or offices.
- File packing will be accomplished on a combination of a straight time and overtime.
- Supplier shall assist with safe packaging of equipment, safe transportation, unpacking and appropriate placement of the equipment at the new location.

- Supplier is advised, and shall plan accordingly that the substantial relocation would be preceded by two pre-moves, on the Thursday, and Friday evenings prior to staff move week between the hours of approximately 5:00PM and 1:00AM. Pre-moves typically consist of bulk file contents, and special handling items.
- Post-move shifting and unpacking will typically occur on a combination of Straight Time, Overtime, and Double Time following a substantial move (Saturday, Sunday, Monday and Tuesday). It should also be noted that the PFC staff members would be present for post-move activities to unpack and organize individual workstations. Supplier will be expected to provide the appropriate level of resources to provide staff members with assistant and to consolidate and remove cartons/crates/used packing material from the building.
- Each move should be completed in a manner that will allow PFC to be fully operational at 6:00AM on the following workday of staff move.
- Supplier shall provide general administrative services at no additional cost, to include, without limitation: volume surveys, linear file calculations, estimated time in motion studies, site inspections, estimation and project budgeting, participation in project planning meetings, preparation of invoicing and associated financial reports, and the provision of all required invoice back-up documentation. Any exception to this requirement must be mutually agreed upon between the Parties.

A.8. All suppliers' reusable equipment (dollies, carts, hand trucks) except specialized rigging equipment is to be included at no additional cost.

A.9. In conjunction with the relocation, Supplier shall use the proper equipment to ensure an efficient and expeditions move. The Equipment will include, but will not be limited to:

- Locks, Dividers, strapping tape and plastic bins for secure file transport.
- Closed, Locked, Highly Secure moving vans, or trucks.
- Closed, Locked, Highly Secure carrier for transport of technology and office machines.
- Closed, Locked, Highly Secure carrier for transport of file content.
- Rubber wheel dollies.
- Cartons and bins.
- Highly secure, lockable crates, bins.
- Security Tape
- Plastic crates and crate dollies
- Library conveyors.

Supplier shall provide detailed backup documentation for all labor, equipment and materials used. All back-up documentation must be complete with authorized signature and provided to designated Project Manager and / or Move Manager no later than the morning following each day of activity. Required documentation will include:

- Bill of Lading – for each location.
- Van Slip – for each location.
- Labor Roster – for each location. Roster must reflect each employee's First and Last Name, employee ID Number, Labor Classification, Start and Finish Time as well as Breakfast, Lunch, Dinner and Travel Time. This Roster will also identify the Type and Number for each vehicle utilized on the project.
- Materials List – for each location, indicating the quantity of all consumable materials provided or returned.

The Project Manager and / or Move Manager may request and implement an informal review, or formal audit, of Supplier labor and materials expenditures, at any time throughout the term of the agreement. Supplier shall be required to provide requested documentation within twenty-four hours of the request submission. Inconsistencies in Supplier invoicing, or over-billing, as it related to the actual provision of labor and materials, shall constitute a breach of the agreement and may result in the termination of the agreement.

In connection with providing moving services for PFC, Supplier shall be responsible for the possession

of all appropriate Certificates of Insurance, Permits, Franchises, Licenses, or Other Lawful Authorities. Supplier must provide PFC with appropriate documentation in this regard.

Supplier shall at Supplier's own expense, obtain and maintain for the term of the agreement the minimum insurance coverage as set forth in the agreement.

Union Jurisdiction and Trades – Supplier must acquaint itself with all affected locations in relation to the use of trades so as to ensure that there is no jurisdictional dispute and / or legal work stoppage.

**Particular attention and focus must be placed on union and trade issues at PFC' buildings, or where there is new construction underway.** Should it be necessary for Supplier to hire third-party trade labor (carpenters, electricians, etc) to supplement moving crews, these costs must be estimated, presented and approved by Project Manager, and City Philadelphia Move Captain Steering Team prior to project implementation.

A Pennsylvania License is required for vendors to perform work in Pennsylvania and must have the appropriate operating authority.

- A.10. Travel time will not be paid to the point of origin and beyond the point of destination.
- A.11. Any third party services must be pre-approved by PFC.
- A.12. Peak season charges will not be accepted.
- A.13. Small shipment charges will not be accepted.
- A.14. Insurance surcharges will not be accepted.
- A.15. Insurance charges for the minimum coverage specified in Section IV, “11. Insurance Requirements” will not be accepted.
- A.16. Supplier(s) agree to make a bona fide claims settlement offer on office move damage claims within ten (10) calendar days of receipt of properly completed claim forms, including inspection report and repair estimate.
- A.17. Vehicle expense for origin/destination moves are not accepted.
- A.18. This bid is a GUAREENTEED MAXIMUM PRICE inclusive of all materials and labor.

#### **B.1. Move Service Specifications – Invoicing and Reporting (TBD)**

- B.1. Suppliers are required to provide invoices for all moves to PFC's Procurement Department billable to **PFC**.
- B.2. **PFC** will not be subject to late payment charges.
- B.3. Payment will be remitted when goods and/or services are received and accepted by PFC, and invoices properly submitted.
- B.4. PFC will remit for all Services to the awarded Supplier(s) only.
- B.5. Invoicing address information for relocations, including the assigned project number will be provided at the time of order placement. The project number is to be included on each invoice.
- B.6. Written change orders, including complete job specifications and PFC signed approvals are required prior to the commencement of each move.

#### **C. IT Relocation Service Specifications - General**

- C.1. The awarded Supplier(s) is responsible for complete administration of the contract, including order placement and delivery/installation follow through. Staff equipment will require packing assistance with Court Security supervision. Delivery/installation of content from origin to destination as identified by EPS and Philadelphia Family Court's Move Steering team for each move will be required. IT Relocation Service Firm shall be responsible for proper placement of all contents in accordance with floor plans and specified instructions by Move Manager. .

IT Relocation Service Firm will disconnect, pack, transport, and install (560) PACSES PCs and (1120) Monitors.

IT Relocation Service Firm (IT Supplier) will provide implementation plan for disconnect, safe packaging, safe transport, unpacking and appropriate placement of equipment at new location, reconnecting and testing of equipment in a timely manner. I

IT Relocation Service Firm shall provide estimated duration to disconnect, pack, transport, unpack and install (560) PACSES PCs (1120) Monitors and test connectivity.

IT Relocation Service Firm shall assist in procuring hour by hour schedule of activities to include disconnect, packing, transporting, unpacking, connecting and testing for all New and Existing PCs identified to relocate.

IT Supplier shall provide appropriate resources to enable the planning, coordination and the physical performance so that the equipment can be relocated from 34 South 11<sup>th</sup> St. to 1501 Arch St. Supplier shall perform disconnection, safe packaging of equipment, safe transport, unpacking and appropriate placement of the equipment at the new location.

IT Relocation Service Firm shall be responsible for participating in a pre-move walkthrough of origin and destination locations prior to the move for the purpose of inspecting the spaces for damage incurred prior to the physical move, and to review (at destination) content placement.

IT Relocation Service Firm's supervising staff shall be present at origin and destination locations at all times to ensure proper moving flow during move activities.

- C.2. IT Relocation Service Firm shall be responsible for providing all necessary packing materials and equipment but not limited to bubble wrap, plastic keyboard bags, computer carts, computer bins, dollies, library carts, hand trucks etc.
- C.3. The awarded Supplier(s) will provide a dedicated team for the coordination of all Services described in this RFP. Supplier(s) agrees to provide a single point of contact via a toll free telephone number during the hours of 8 a.m. and 6:00 p.m. for all U.S.A. time zones. Supplier(s) will provide additional telephone number/s and contact person's for emergency situations requiring immediate service including weekends and holidays.
- C.4. Awarded Supplier(s) are not authorized to subcontract any PFC moves without the written preauthorization of the appropriate coordinator.
- C.5. Awarded Supplier(s) must have an assigned lead representative who will be required to attend coordination meetings as needed.
- C.6. Supplier shall comply with the sites specific Building Rules and Regulations.
- C.7. IT Services
- IT Supplier shall provide labor, material, equipment and supervision to reinstall all required equipment at identified locations per designated PFC Network Administration.
  - IT Supplier shall coordinate required resources for move as per planning and engineering tasks identified within Exhibit A.

- IT Supplier shall provide planning and coordination of required resources prior to the move activity begin affected. Such coordination may include working with all FJD personnel, FJD Move Captains/Move Manager, and authorized parties.
- IT Supplier shall plan and coordinate of required supplier resources to physically perform the equipment removal, packaging of equipment and reinstall of new equipment at new location.
- Provide the necessary technical support to complete the move including next working day on-site floor walking support of FJD sites to resolve issues relating to the move performed by the Supplier.
- Following the move, the Supplier will contact the end-user to ascertain that their equipment is working satisfactorily.
- IT Supplier shall ensure that all network (Voice & Data) cables from desk to floor box will be reconnected and connectivity tested and confirmed as part of the move.
- IT Supplier shall work with FJD's IT Personnel to test the equipment to confirm connectivity to the FJD & PACSES Network.
- IT Supplier shall complete Post Move Survey upon completion of the move and store for future reference.
- Operations at all PFC facilities must remain running at all times during the execution of equipment removal and relocation. Any activity that will affect PFC operations must be discussed with PFC Move Steering team at least two (2) months in advance.
- Equipment removal operations that will interfere with the PFC's operations or PFC's facilities, including the shutting down of mechanical and electrical services shall be scheduled with the PFC Move Steering Team and Project Manager to cause minimal disruption.
- IT Supplier to provide containers suitable for packing and shipping to 34 South 11<sup>th</sup> for transport (400) Dell PCs for installation, and containers at 1801 Vine St.
- IT Supplier to provide packing materials for sensitive or breakable equipment and provide equipment packing services for identified equipment identified and transport.
- IT Supplier to coordinate the size, number and schedule of containers with the PFC Move Steering Team/Move Manager at each site.
- IT Supplier to provide the loading, transport and unloading of these containers to the areas at 1501 Arch St. designated by the Move Steering Team and Move Documents.
- IT Supplier to reassemble and configure transported equipment, test connectivity to ensure that all are individually functional and properly interface with components.
- IT Supplier shall be responsible for ensuring that all equipment maintains the existing quality of functionality after relocation and installation.

C.8. In conjunction with the relocation, Supplier shall use the proper equipment to ensure an efficient and expeditions move. The Equipment will include, but will not be limited to:

- Closed, Locked, Highly Secure moving vans, or trucks.
- Closed, Locked, Highly Secure carrier for transport of technology and office machines.
- Rubber wheel dollies.
- Cartons and bins.
- Highly secure, lockable crates, bins.
- Security Tape
- Plastic Keyboard Bags
- Bubble Wrap
- Plastic crates and crate dollies
- Library conveyors.

Supplier shall provide detailed backup documentation for all labor, equipment and materials used. All back-up documentation must be complete with authorized signature and provided to designated Project Manager and / or Move Manager no later than the morning following each day of activity. Required documentation will include:

- Bill of Lading – for each location.
- Van Slip – for each location.
- Labor Roster – for each location. Roster must reflect each employee's First and Last Name, employee ID Number, Labor Classification, Start and Finish Time as well as

Breakfast, Lunch, Dinner and Travel Time. This Roster will also identify the Type and Number for each vehicle utilized on the project.

- Materials List – for each location, indicating the quantity of all consumable materials provided or returned.

The Project Manager and / or Move Manager may request and implement an informal review, or formal audit, of Supplier labor and materials expenditures, at any time throughout the term of the agreement. Supplier shall be required to provide requested documentation within twenty-four hours of the request submission. Inconsistencies in Supplier invoicing, or over-billing, as it related to the actual provision of labor and materials, shall constitute a breach of the agreement and may result in the termination of the agreement.

In connection with providing moving services for PFC, Supplier shall be responsible for the possession of all appropriate Certificates of Insurance, Permits, Franchises, Licenses, or Other Lawful Authorities. Supplier must provide PFC with appropriate documentation in this regard.

Supplier shall at Supplier's own expense, obtain and maintain for the term of the agreement the minimum insurance coverage as set forth in the agreement.

Union Jurisdiction and Trades – Supplier must acquaint itself with all affected locations in relation to the use of trades so as to ensure that there is no jurisdictional dispute and / or legal work stoppage. **Particular attention and focus must be placed on union and trade issues at PFC' buildings, or where there is new construction underway.** Should it be necessary for Supplier to hire third-party trade labor (carpenters, electricians, etc) to supplement moving crews, these costs must be estimated, presented and approved by Project Manager, and City Philadelphia Move Captain Steering Team prior to project implementation.

A Pennsylvania License is required for vendors to perform work in Pennsylvania and must have the appropriate operating authority.

- C.10. Travel time will not be paid to the point of origin and beyond the point of destination.
- C.11. Any third party services must be pre-approved by PFC.
- C.12. Peak season charges will not be accepted.
- C.13. Small shipment charges will not be accepted.
- C.14. Insurance surcharges will not be accepted.
- C.15. Insurance charges for the minimum coverage specified in Section IV, "11. Insurance Requirements" will not be accepted.
- C.16. Supplier(s) agree to make a bona fide claims settlement offer on office move damage claims within ten (10) calendar days of receipt of properly completed claim forms, including inspection report and repair estimate.
- C.17. Vehicle expense for origin/destination moves are not accepted.
- C.18. This bid is a GUAREENTEED MAXIMUM PRICE inclusive of all materials and labor.

#### D.1. Specifications – Invoicing and Reporting (TBD)

- D.1. Suppliers are required to provide invoices for all moves to PFC's Procurement Department billable to **PFC**.
- D.2. **PFC** will not be subject to late payment charges.

- D.3. Payment will be remitted when goods and/or services are received and accepted by PFC, and invoices properly submitted.
- D.4. PFC will remit for all Services to the awarded Supplier(s) only.
- D.5. Invoicing address information for relocations, including the assigned project number will be provided at the time of order placement. The project number is to be included on each invoice.
- D.6. Written change orders, including complete job specifications and PFC signed approvals are required prior to the commencement of each move.

## SECTION III. PROPOSAL FORMAT AND QUESTIONNAIRE

### Guidelines for Proposal Preparation

Proposals should be in the order as specified in this section and must include each of the following sections as more fully described below:

**1. Executive Summary**

Executive Summary is a concise, high-level proposal synopsis, summarizing your response to the RFP.

**2. Experience/Expertise**

- List all customers where you provide similar services in size and scope to those contemplated by Owner within the last calendar year.
- List all potential business where your Company is currently short-listed for potential business, and how that might effect available resources, and your potential ability to service PFC.

**3. Management Structure**

- List the key personnel who will be assigned to this account.
- Provide organizational charts that show all staff positions and titles included in this proposal.

**4. Transition Plan, Schedule and Critical Factors**

- Include a transition plan listing key tasks, milestones, make or break factors and a schedule.

**5. Questionnaire**

- Please include the company names and contacts of two (2) former clients who have dissolved their relationship with your company in the last two years.
- Provide examples of how you reduced cost for other major clients through innovative methods.
- Provide a copy of your vehicle safety records along with an overview of your maintenance procedures.
- What type(s) of vehicle would you use to transport personnel and equipment for moves within this project scope?
- Please provide proposed resource calendar reflecting quantity and availability of resources, as well as estimated activity duration.

**6. Provide a copy of your operating authority validation certificate.**

**7. Performance:**

- How are your "on-time pick-up and delivery" rates measured?
- To which moving association(s) do you provide performance data?
- Describe your ranking within your peer group (competitors) for on-time pick-up & delivery.

**8. Claims Processing:**

- Explain the process to handle, track, resolve and report damage claims, including your guaranteed status response time upon receipt of claim.
- Is your claim processing handled directly or by a third party?
- Please provide the total number of damage claims vs. total moves made in 2012.
- During 2012, what was the average time for your company to settle damage claims?

- How does this average time rank with your peers?

**9. During 2013, how often were your company's invoices:**

- greater than the original estimate? \_\_\_\_\_%
  - less than the original estimate? \_\_\_\_\_%
  - equal to the original estimate? \_\_\_\_\_%
- 100%

10. Please submit what you feel are the most important financial, contractual and operational issues to consider when contracting for the services outlined in this RFP.

## **SECTION IV. QUOTATION WORKSHEETS**

### **IV.1. Pricing Approach – EXHIBIT “C”**

Since work volume, geography and market-served are always important considerations in vendor selection, it is intended that the respondents be afforded some flexibility in their proposals. Use the attached Exhibit “C” to submit your pricing as a Guaranteed Maximum Price. Bids should be inclusive of all materials and labor as per the developed scope. **NO ADDITIONAL CHANGE OF SCOPE INVOICES WILL BE ACCEPTABLE WITHOUT SIGNED FORMS.**

### **IV.2. Pricing Questions**

V.3. Provide an all-inclusive compiled hourly rate your firm would charge should there be any overages at each building location due to unforeseen building issues. **NO OTHER RATES WILL BE ACCEPTED.**

**SECTION VI. SUPPLIER STATEMENT OF OFFER**

SUPPLIER STATEMENT OF OFFER: The undersigned Supplier hereby offers to sell Services to Owner in accordance with this RFP, including the Quotation Worksheet and agrees that if PFC accepts its Offer, Supplier shall be bound to the Agreement specified in the RFP without further action on the part of Supplier. The individual signing below on behalf of Supplier is a duly authorized representative or agent of Supplier.

Manager Name: \_\_\_\_\_  
By: \_\_\_\_\_  
Title: \_\_\_\_\_  
Representative Name: \_\_\_\_\_  
Business Phone No.: \_\_\_\_\_  
Fax No.: \_\_\_\_\_  
Federal Employer Identification No.: \_\_\_\_\_

/

**SECTION VI. PROJECT EXHIBITS**

*Exhibit "A-1" Project Phasing*

Task Name	Complete By:
File Packing Seminar, Site Tours, and Schedule finalization.	Mon. 9/1/14
Delivery of Move Material	Thu. 9/4/14
Site protection, placarding, signage placement.	Fri. 9/19/14
Dedicated Packing Assistance and Transport for Bulk Files Domestic Relations Court and Juvenile Family Court. Dedicated Unpacking Assistance for Bulk Files from Domestic Relations and Juvenile Family Courts.	Mon. 9/22/14
Special Handling Item Transport.	Wed. 9/24/14
Staging of Packed Staff Content for Main Move. Relocate identified Staff Content in advance.	Thu 10/9/14
Staff & Equipment Move from Domestic Relations Court and Juvenile Family Court.	Mon 10/13/14
Post Move Services for Staff & Equipment	Fri 10/17/14
Transport of Identified furniture from Domestic Relations Court to Juvenile Family Court for temporary storage. Furniture may require disassembling.	Mon 10/20/14
Breakdown and Transport Identified Furniture for disposal from Domestic Relations Court.	Thu 10/30/14

**Exhibit "A-2" 1501 Arch Street Restack**

Total Headcount is subject to change, but will not exceed 1200. Each staff will require 2 banker boxes to pack their own workstations and offices. Departmental files will require plastic moving crates with locks, dividers, locked transport and secure supervision. 1501 Arch Street only has 1 operating freight elevator. Floor, elevator, and wall protection is required. Move supplier to provide additional elevator operators as required to maintain the move schedule.

1501 Arch Street Floor	Approximate Headcount	Departments & Detail
1 <sup>st</sup> Floor	36 Staff + Sheriff's	From Domestic Relations Court: (2) Security, (3) Trial Commissioners, (2) DBW. From Juvenile Family Court: (2) Security From Outside: (9) DHS Integration, (7) Juvenile Bench Warrant
2 <sup>nd</sup> Floor	12 Staff + 11 Courtrooms	From Domestic Relations Court: (7) Court Support, (2) Women Against Abuse From Outside: (3) Police Attendance
3 <sup>rd</sup> Floor	6 Staff + 6 Courtrooms	From Juvenile Family Court: (4) Tipstaff From Outside: (1) Casa, (1) Project Penn
4 <sup>th</sup> Floor	15 Staff + Courtrooms	From Juvenile Family Court: (8) Tipstaff
5 <sup>th</sup> Floor	118 Staff	From Outside: (7) School District, (10) CEU, (19) CBH, (10) BHS, (3) CBS From Domestic Relations Court: (14) Domestic Violence, (20) Intake, (19) Customer Service, (3) Directors, (13) CSC
6 <sup>th</sup> Floor	105 Staff	From Juvenile Family Court: (5) Victim Services, (20) Truancy, (4) Preventative Services, (4) Juvenile Training, (9) Security, (6) Drug Testing, (1) Maintenance From Outside: (18) Juvenile Outside Provider, (4) DA Victim Witness, (2) Arc, (5) State/Welfare, From Domestic Relations Court: (1) Genetic Testing, (8) Intergovernmental, (12) 643 Lab
7 <sup>th</sup> Floor	151 Staff	From Juvenile Family Court: (2) Juvenile Chief, (2) Juvenile Deputy Chief, (4) Juvenile Deputy Directors, (10) Central Probation, (11) South Probation, (11) North Central Probation, (10) North East Probation, (10) West Probation, (11) North West Probation, (9) Special Offenders, (14) RSU INC., (13) RSU INS., (14) RSU INB., (8) Electronic Monitor, (1) Juvenile DNA, (1) JTC, (1) JPJMS, (1) PCC, (1) Training Supervisor, (13) YVRP, (3) JET
8 <sup>th</sup> Floor	112 Staff	From Juvenile Family Court: (2) Chief of Family Court, (2) Appeals, (10) Adoption/Prothy, (5) Court Listings, (7) Court Appts., (7) Dependent Court Operations, (7) Dependent Court Reps., (9) Scanning, (20) Juvenile Judicial Records, (1) Cashier From Domestic Relations Court: (1) Cashier, (15) Clerk of Courts, (14) Delinquent Disposition, (12) Domestic Relations Records
9 <sup>th</sup> Floor	93 Staff	From Domestic Relations Court: (2) Directors, (17) Interstate, (10) Jobs Network, (64) Hearing Officers
10 <sup>th</sup> Floor	69 Staff	From Juvenile Family Court: (1) Mail, (10) Custodial, (1) Admin/Whse., (4) Juvenile Masters, (1) PCC From Domestic Relations Court: (19) DR Masters, (10) Admin Services, (19) Clerical, (2) Home Investigation, (2) Psychologist
11 <sup>th</sup> Floor	81 Staff	From Juvenile Family Court: (6) Administration, (5) AJ Staff From Domestic Relations Court: (6) DR Administration, (4) SJ Staff From Juvenile Family Court/Domestic Relations Court: (60) Judicial Chambers
12 <sup>th</sup> Floor	122 Staff	From Domestic Relations Court: (13) Writ Servers, (5) Special Projects, (12) Parent Locator, (7) Data, (4) DR Directors, (14) Case Flow, (7) FS Charge, (3) FS Cashier, (12) Accounting, (2) DR Training From Juvenile Family Court: (3) Fiscal From Juvenile Family Court/Domestic Relations Court: (40) Judicial Chambers
TOTAL	919	Subject to Change

### ***Exhibit "B-1" Domestic Relations Scope of Work***

Provide Move and IT Relocation Services for all identified staff, files, equipment and content to destination location. Dedicated packing assistance is required for all bulk file areas, and for Judges. Provide post move assistance after move in is complete. Decommission existing furniture at 34 South 11<sup>th</sup> Street. Total headcount and items to decommission have not yet been finalized. Completion dates for all activities has been included, however, accelerated restacking efforts are preferred. Lock in dates with hour by hour programs will be generated a few months prior to scheduled move date.

Domestic Relations Court has public access elevators only, the freight is inoperable. Logistical confirmation will be needed to confirm duration of each phase after walkthrough of site. In conjunction with staff relocation, efforts, disassembling and dismantling of identified furniture to be decommissioned at 34 South 11<sup>th</sup> St. must be performed and completed no later than October 30<sup>th</sup>, 2014.

- **34 South 11<sup>th</sup> St.-Sub-basement-** Small Elevator located in the Domestic Violence Unit- 46 South 11<sup>th</sup> St. 2<sup>nd</sup> Floor. 32 Seconds per trip. Subbasement will require dedicated packing assistance & will be packed by sequential case file.
- **34 South 11<sup>th</sup> St. Basement-** Public Access Elevators only. Shelving units will need to be packed by sequential case file. Bowes Mail Machine will be prepared for moving, and reinstalled at new location by manufacturer. Safe packing and transport is required by mover.
- **1133 Chestnut-** Elevator Access, Staircase on 2<sup>nd</sup> floor leads to 27 South 12<sup>th</sup> St. 2<sup>nd</sup> Floor.
- **46 South 11<sup>th</sup> St.-** Street accessible
- **27 South 12<sup>th</sup> St.-** Street Accessible

#### **Services Needed for Staff & File Content Relocation:**

- Provide move material for Pre-Move Activity and Move Activity in advance of the move. Plastic Containers for secure file transport, locks, strapping tape, dividers, Bubble Wrap, Packing Tape.
- 2 Banker Boxes will be needed for staff to pack office and workstation content. Plastic crates will be needed for files, and departmental supplies.
- Provide Dedicated Packers to be on-site during ST and OT hours to pack, tag each file crate by associated Year/Case Number & Total Piece, and stage for removal to new building for bulk file areas or identified areas by the Move Steering Team. Activity will require secure supervision by both Court Staff and Mover's Foreman. Files to be packed in secure move material and escorted. Freight at the Domestic Relations Court is inoperable, time management and labor services must be budgeted with regard to the regular service elevators. Files to be unpacked in appropriate destination in sequential order.
- Relocate Staff, Equipment, File Content, Special Handling items, and Personal effects to new building. Matrix will be provided identifying all content's "current/from" and "to" location.
- Move Proposal should be provided AFTER brief walkthrough of bulk content areas. Identification for staging content, logistics to remove from building, estimated time to pack and unpack content areas, etc. should be included in the RFP.
- IT Relocation Service Firm to provide all materials necessary to safely transport existing PCs. IT Relocation Service Firm to disconnect, pack, transport, unpack and install (560) PACSES PC's and (1120) Monitors.

**Exhibit "B-2" Domestic Relations Special Handling Matrix**

*Coordination required with Manufacturers for Special Handling Decommissioning.*

<i>Location</i>	<i>Quantity/Type</i>	<i>Description</i>
<i>34 South 11<sup>th</sup> Basement Room B-13</i>	<i>1 Pitney-Bowes DMI 100 Series</i>	<i>1 Month Notice to Prep the machine for moving and-reinstall at new location. Machine will require safeguard packaging for transport.</i>
<i>34 South 11<sup>th</sup> Basement Room B-13</i>	<i>2 Envelope Mail Machine</i>	
<i>34 South 11<sup>th</sup> Basement Room B-13</i>	<i>Hand Trucks</i>	<i>Quantity and pallets to be determined</i>
<i>34 South 11<sup>th</sup> 1<sup>st</sup> Floor Room 102</i>	<i>1 Podium</i>	<i>Additional AV equipment may relocate</i>
<i>34 South 11<sup>th</sup> 1<sup>st</sup> Floor Cashier</i>	<i>1 Safe</i>	<i>Wilson Safe Co. Bumil Safe 36"x24"</i>
<i>34 South 11<sup>th</sup> 1<sup>st</sup> Floor Cashier</i>	<i>1 Cash Register</i>	
<i>1133 Chestnut St. 1<sup>st</sup> Floor Room 154B</i>	<i>1 Safe</i>	<i>East Safe 36"x24"</i>
<i>1133 Chestnut St. 1<sup>st</sup> Floor Room 154B</i>	<i>2 Cash Registers</i>	
<i>46 South 11<sup>th</sup> St. 4<sup>th</sup> Floor Room 407</i>	<i>1 Safe</i>	<i>Safe Co. Relian Fireproof 60"x60"</i>
<i>46 South 11<sup>th</sup> St. 4<sup>th</sup> Floor Room 401</i>	<i>1 Safe</i>	<i>Safe Co. Relian Fireproof 24"x36"</i>
<i>46 South 11<sup>th</sup> St. 4<sup>th</sup> Floor Room 401A</i>	<i>1 Monitor</i>	<i>Samsung BN068-02178a</i>

**Exhibit "B-3" Domestic Relations File Content Matrix**

Measurements have been obtained in inches. Dedicated Packing assistance is required for all bulk file areas. File Packing Seminars will be required and conducted with Departmental Representatives and Move Managers to ensure content is packed, transported, and unpacked appropriately. Fiscal files are boxes but will need to be repacked. Sub-basement, Basement areas will require packing and unpacking assistance as well as 1133 Chestnut's Clerk of Courts. Files are to be relocated 1 week in advance of the main staff move. Judges will require packing assistance.

<i>34 South 11<sup>th</sup> St.</i>	<i>Type</i>	<i>Quantity</i>	<i>Drawers Or Shelves</i>	<i>Length</i>	<i>Width</i>	<i>Height</i>	<i>Description</i>
<i>Sub-Basement</i>	Shelving Units	55	300	1600"	3000"	350"	Dedicated Packing Assistance Secure-Lockable-Special Handling File Packing Seminars Required
<i>Basement</i>	Shelving Units	120	840	3300"	17200"	730"	Dedicated Packing Assistance Secure-Lockable-Special Handling File Packing Seminar Required
<i>Mezz Level (Intake)</i>	File Cabinets	20	75				Secure-Lockable-Special Handling
<i>1<sup>st</sup> Floor</i>	File Cabinets	25	76				Secure-Lockable-Special Handling
<i>2<sup>nd</sup> Floor</i>	File Cabinets	50	120				Dedicated Packing Assistance Secure-Lockable-Special Handling
<i>3<sup>rd</sup> Floor</i>	File Cabinets	70	212				Dedicated Packing Assistance Secure-Lockable-Special Handling
<i>5<sup>th</sup> Floor Municipal</i>	File Cabinets	487					Dedicated Packing Assistance Secure-Lockable-Special Handling

<i>27 South 12<sup>th</sup> St.</i>	<i>Type</i>	<i>Quantity</i>	<i>Drawers</i>	<i>Description</i>
<i>2<sup>nd</sup> Floor</i>	File Cabinets	25	60	
<i>3<sup>rd</sup> Floor</i>	File Cabinets	50	260	Dedicated Packing Assistance Secure-Lockable-Special Handling
<i>4<sup>th</sup> Floor</i>	File Cabinets	20	45	

<i>46 South 11<sup>th</sup> St.</i>	<i>Type</i>	<i>Quantity</i>	<i>Drawers</i>	<i>Description</i>
<i>2<sup>nd</sup> Floor</i>	File Cabinets	110	340	242R Domestic Violence, Dedicated Packing Assistance Secure-Lockable-Special Handling
<i>4<sup>th</sup> Floor</i>	File Cabinets	75	270	Dedicated Packing Assistance may be required. Material must be delivered weeks in advance of the move. Secure-Lockable-Special Handling

<i>1133 Chestnut</i>	<i>Type</i>	<i>Quantity</i>	<i>Drawers</i>	<i>Length</i>	<i>Width</i>	<i>Height</i>	<i>Description</i>
<i>1<sup>st</sup> Floor</i>	File Cabinets	22	57				Secure-Lockable-Special Handling
<i>1<sup>st</sup> Floor</i>	Shelving Units	4	24	228"	504"	48"	Dedicated Packing Assistance Secure-Lockable-Special Handling

**Exhibit "B-4" Domestic Relations Headcount & Paces Summary**

Headcount is subject to change. In total, 560 Paces PC's will be relocated. Staff content and equipment to be moved beginning Friday night and begin to work in new location Monday morning.

Building/Floor	Approximate Headcount	Paces PC	Departments
46 South 11 <sup>th</sup> 2 <sup>nd</sup> Floor	50	23	Support Compliance, Domestic Violence, Master Custody
46 South 11 <sup>th</sup> 4 <sup>th</sup> Floor	44	54	Parent Locator, Tactical Enforcement, Accounting
1133 Chestnut 1 <sup>st</sup> Floor	16	16	Clerk of Court
1133 Chestnut 2 <sup>nd</sup> Floor	25	25	Court Support
27 South 12 <sup>th</sup> 2 <sup>nd</sup> Floor	71	75	Courtroom Chambers, Data Management & Case Closure, 643 Lab, Support compliance, Networking for Jobs, Training Room, Court Operations, Quality Control
27 South 12 <sup>th</sup> 3 <sup>rd</sup> Floor	21	18	Masters
27 South 12 <sup>th</sup> 4 <sup>th</sup> Floor	23	23	Judicial Chambers
34 South 11 <sup>th</sup> Basement	56	46	Records, Intergovernmental, Trial Commissioners, Bench Warrant, Writ Services, Scanning, Sheriff's
34 South 11 <sup>th</sup> MZ Floor	23	23	Intake
34 South 11 <sup>th</sup> St. 1 <sup>st</sup> Floor	32	37	Customer Service, Security, Cashier, Training Room, Nursery
34 South 11 <sup>th</sup> 2 <sup>nd</sup> Floor	23	46	Courtrooms, Judicial Chambers Ford, Joseph, Murphy, Thompson
34 South 11 <sup>th</sup> 3 <sup>rd</sup> Floor	79	93	DR Administration, Support Establishment, Interstate, Support Compliance
34 South 11 <sup>th</sup> Municipal 5 <sup>th</sup> Floor	10	3	Administrative Services (From B-13)
	473	482	

**Exhibit "B-5" Domestic Relations Liquidating List (2013)**

Domestic Relations Liquidation list was obtained based on a survey conducted in June 2013. This list captures almost all items in the Domestic Relations Court building. A Survey will be required to quantify total items for disposal, and total remaining inventory for storage. Items will be tagged for disposal, storage by the FJD, or the item will be removed by an Outside Agency. It should be noted that Outside Agencies will remove some of these items separate from Move-Liquidation efforts.

Any items that can't be removed from Domestic Relations Court due to the item size with the provided passenger elevators should remain in place. A Survey will be needed to confirm items that will remain in the Domestic Relations Court due to lack of freight elevator.

Identified items for Storage will be moved to 1801 Vine St. until a final decision is made by the FJD for further arrangements. Disposal arrangements and details will be provided by the FJD.

Domestic Relations Court to be fully liquidated (with regard to freight restrictions) by 10/31/2014. FJD shall require Mover to relocate as well as dispose of certain items at locations designated by the FJD.

Domestic Relations Liquidating List				
Building	Floor	Count	Type	Description
34 South 11th St.	Basement	200	Chairs	2 Blue, 1 Gray Guest, 1 Green, 1 Yellow, 1 Red Chair with Wheels, 2 leather blue, Task Chairs, (7) Blue, (3) Green with Wheels, (3) Blue Leather, (1) Red, (3) Black
34 South 11th St.	Basement	30	Tables	(3) 60x30 Banquet, Folding Tables, Side Tables, Wood Tables, 6 foot tables
34 South 11th St.	Basement	2	Benches	U Shaped
34 South 11th St.	Basement	200+	Shelving	Shelving Units & Bookcases
34 South 11th St.	Basement	45	Desks	
34 South 11th St.	Basement	15	Workstations	With Partitions
34 South 11th St.	Basement	9	Watercoolers	
34 South 11th St.	Basement	40	Miscellaneous	Handcarts, Sheetrock Cart, Wire Cart, Step Ladder, Dollies
34 South 11th St.	Mezz	36	Chairs	30 desk chairs
34 South 11th St.	Mezz	5	Tables	
34 South 11th St.	Mezz	12	Desks	
34 South 11th St.	Mezz	1	Storage	Cabinet
34 South 11th St.	Mezz	10	File Cabinets	
34 South 11th St.	1st Floor	135	Chairs	100 guest chairs, 35 desk chairs
34 South 11th St.	1st Floor	24	Tables	
34 South 11th St.	1st Floor	0	Benches	
34 South 11th St.	1st Floor	37	Storage	(3) Bookcases, 30 File Cabinets, 4 2 Door Storage Cabinets
34 South 11th St.	1st Floor	22	Desks	(11) L Shaped, Straight Wood Desks
34 South 11th St.	1st Floor	15	Workstations	With Dark Green Partitions
34 South 11th St.	1st Floor	4	Watercoolers	
34 South 11th St.	1st Floor	2	Refrigerators	1 Mini Refrigerator
34 South 11th St.	1st Floor	24	Lockers	1 Gun Locker
34 South 11th St.	1st Floor	75	Miscellaneous	1 Crib, 8 Stanchions, 2 XRay Machines, Coat Rack
34 South 11th St.	2nd Floor	137	Chairs	(25) Desk Chairs, Courtroom/Waiting Areas Judges- Courtroom 1,2,9,10
34 South 11th St.	2nd Floor	12	Benches	Throughout 2 and 3rd floor
34 South 11th St.	2nd Floor	8	Tables	
34 South 11th St.	2nd Floor	4	Desk/Partition	
34 South 11th St.	2nd Floor	2	couches	

34 South 11th St.	2nd Floor	2	Watercoolers	
34 South 11th St.	2nd Floor	1	Throne	Specialty
34 South 11th St.	2nd Floor	4	Bookcases	
34 South 11th St.	2nd Floor	75	Miscellaneous	Coat Rack, Bulletin Boards
34 South 11th St.	3rd Floor	210	Chairs	(85) Guest Chairs, Desk Chairs
34 South 11th St.	3rd Floor	18	Tables	(1) Conference Table, Side Tables, Folding Tables
34 South 11th St.	3rd Floor	112	Desks/Partitions	(102) L Shaped Desks, (1) U Shaped Desks, (8) Straight Desks
34 South 11th St.	3rd Floor	5	Watercoolers	
34 South 11th St.	3rd Floor	1	Sofa	
34 South 11th St.	3rd Floor	1	TV	
34 South 11th St.	3rd Floor	12	Bookcases	
34 South 11th St.	3rd Floor	50	Miscellaneous	Desk Tray Organizers, Mail Slots, Corkboards, Coat Rack,

Building	Floor	Count	Type	Description
27 South 12th St.	2nd Floor	200	Chairs	(93) Guest Chairs, (88) Desk Chairs
27 South 12th St.	2nd Floor	12	Bookcases	
27 South 12th St.	2nd Floor	100	Desks	(54) L Shaped Desks
27 South 12th St.	2nd Floor	35	Tables	Folding, Side tables, equipment table
27 South 12th St.	2nd Floor	2	Watercoolers	
27 South 12th St.	2nd Floor	12	Storage Cabinets	
27 South 12th St.	2nd Floor	100	File Cabinets	
27 South 12th St.	3rd Floor	153	Chairs	Guest Chairs, (30) Desk Chairs
27 South 12th St.	3rd Floor	6	Bookcases	
27 South 12th St.	3rd Floor	22	Desks	(6) U Shaped Desks, (5) Credenza
27 South 12th St.	3rd Floor	36	Tables	1 Conference Table, Folding, Side tables, equipment table, round table
27 South 12th St.	3rd Floor	4	Storage Cabinets	
27 South 12th St.	3rd Floor	2	Watercooler	
27 South 12th St.	4th Floor	60	Chairs	(30) Guest Chairs
27 South 12th St.	4th Floor	8	Bookcases	
27 South 12th St.	4th Floor	18	Desks	2 with credenzas, (8) Straight
27 South 12th St.	4th Floor	33	Tables	Conference Table, Side Tables
27 South 12th St.	4th Floor	2	couches	
27 South 12th St.	4th Floor	4	Storage Cabinets	
27 South 12th St.	4th Floor	2	Benches	
27 South 12th St.	4th Floor	2	Watercooler	

Building	Floor	Count	Type	Description
46 South 11th St.	2nd Floor	242	Chairs	(66) Desk Chairs, (176) Guest Chairs
46 South 11th St.	2nd Floor	17	Bookcases	242R- Shelving
46 South 11th St.	2nd Floor	53	Desks	(4) Credenzas, some have partitions
46 South 11th St.	2nd Floor	7	Storage Cabinets	2 Door
46 South 11th St.	2nd Floor	80	File Cabinets	

46 South 11th St.	2nd Floor	36	Tables	Side Tables, Equipment Tables, Round Table, Reception Tables
46 South 11th St.	2nd Floor	35	Accessories	Mailboxes, Caulkboard, Magazine Rack, TV
46 South 11th St.	2nd Floor	2	Benches	
46 South 11th St.	2nd Floor	2	Watercooler	
46 South 11th St.	3rd Floor	70	Chairs	
46 South 11th St.	3rd Floor	5	Bookcases	
46 South 11th St.	3rd Floor	27	Desks	2 with credenzas
46 South 11th St.	3rd Floor	34	Workstations	with partitions, overheads, peds
46 South 11th St.	3rd Floor	2	Storage Cabinets	
46 South 11th St.	3rd Floor	75	File Cabinets	
46 South 11th St.	3rd Floor	9	Tables	Side Tables, equipment tables
46 South 11th St.	3rd Floor	40	Accessories	
46 South 11th St.	3rd Floor	3	Benches	
46 South 11th St.	3rd Floor	2	Watercooler	

Building	Floor	Count	Type	Description
1133 Chestnut St.	1st Floor	8	Bookcases	
1133 Chestnut St.	1st Floor	37	Chairs	(30) Desk Chairs, (7) Guest Chairs
1133 Chestnut St.	1st Floor	4	Tables	(1) Conference Table, Café Table, Side Table
1133 Chestnut St.	1st Floor	21	Desks	Peds, Straight Desks, (1) Cherry L Shaped
1133 Chestnut St.	1st Floor	3	Storage Cabinets	2 Door
1133 Chestnut St.	1st Floor	22	File Cabinets	and (6) Shelving Units
1133 Chestnut St.	1st Floor	10	Accessories	Coat Racks, Corkboard
1133 Chestnut St.	1st Floor	1	Watercooler	
1133 Chestnut St.	1st Floor	1	Kitchenette	Refrigerator, Microwave, Toaster, Personal Refrigerator
1133 Chestnut St.	1st Floor	2	X Ray Machines	
1133 Chestnut St.	2nd Floor	2	Bookcases	
1133 Chestnut St.	2nd Floor	35	Chairs	(30) Task Chairs, (5) Guest Chairs
1133 Chestnut St.	2nd Floor	4	Tables	
1133 Chestnut St.	2nd Floor	27	Desks	
1133 Chestnut St.	2nd Floor	4	Storage Cabinets	
1133 Chestnut St.	2nd Floor	1	Watercooler	

***Exhibit "C-1" Juvenile Family Court Scope of Work:***

1801 Vine St. contains (1) Freight Elevator that is Operational, and has (6) Public Access Elevators. Logistical confirmation will be needed to confirm duration of each phase after walkthrough of site. Lock in dates with hour by hour programs will be generated a few months prior to scheduled move date. (2) Specialty Antique Bookcases need to relocate, along with other special handling items.

- **Basement**- Near the Sheriff's Department, Exit to Street
- **Lobby**- Freight elevator to Court Room Exit to Street
- **4<sup>th</sup> Floor**- Walk across Roof to department, Relocate all File Content down several flights of stairs.

**Services Needed:**

- Provide move material for Pre-Move Activity and Move Activity in advance of the move. Plastic Containers for secure file transport, locks, strapping tape, dividers, Bubble Wrap, Packing Tape.
- Provide Dedicated Packers to be on-site during ST and OT hours to pack, tag each crate with appropriate destination, record number, total piece, and safely and securely transport files to new building with secure supervision. Unpacking assistance with secure supervision is also required at the destination site. Bulk File areas to be packed in secure move material and escorted.
- Files will be moved in advance of staff move.
- Staff will require 2 banker boxes each to pack workstations or office content. Plastic crates will be needed for department supply and files.
- Relocate Staff, Equipment, File Content, Specialty Items, and Personal effects to new building. Matrix will be provided identifying all content's "current/from" and "to" location.
- Move Budget should be provided AFTER brief walkthrough of bulk content areas. Identification for staging content, logistics to remove from building, estimated time to pack and unpack content areas, etc. should be included in the RFP.
- Relocate (2) Specialty Antique Bookcases in Dougherty's . This will require Breakdown, Crate and Reinstallation. Most pieces can be bubble wrapped or blanket-wrapped and shrink-wrapped.
  - Valuation coverage is needed for the 2 antique wooden bookcases in the amount of \$80,000.

**Exhibit "C-2" 1801 Vine St.'s Special Handling Matrix**

This does not include items that can be packed by the staff. Items will be tagged with Destination Location if identified to move.

Room Number	Quantity & Type	Description
Room 331	2 Pallet Jack	Interthor
	2 Hand Truck Foldable	Safco 36 x 24, Safco 35x24
	3 Hand Truck	Hamilton 48x30, 54x27, Dayton 54x26
	3 Hand Truck Standing	2 Wesco 48x14, Dayton 48x14
	1 Shredder	Fellowes
	1 Ladder 6 Foot	Davidson 48x14
	1 Workbench with Overheads	
	6 Freestanding lockers	15x15
	2 Flat Plan files	63x43
	Room 332	1 Floor Scrubber
1 Side by Side Cleaning Machine		
1 Rug Shampooer		
1 Burnisher		
10 Vacuum Cleaners		
1 Floor Fan		
1 Buckets w/ring assembly		
1 TV cart		
10 File Carts		
1 Safe		Metal, Over 60" Tall
B-38	1 Lockable Keybox	
	1 Locked Wardrobe Cabinet	Metal
L-1	2 Gun Cabinets	Waist High, Special Handling Needed
Room 304	3 X-Ray Machines	
	V-Twin Drug Test Machine	Special Handling- Siemens- 2 hours for Decontamination and reading the unit for relocation. This includes: removing monitor, computer, printer, glass top. Unit is on casters- strap in place. Protect items that were removed in bins. Install takes 1/5 hours. 1 Week in advance notice for coordination.
	1 Tray	
	1 Lab Chair	
Room 212	3 Refrigerators	
	1 Safe Metal Die Bold 16x26x20	
Room 216	1 Safe 15x12x16	
	1 Printer Table	
Room 332	2 Storage Cabinets	
	4 Tables	For Scanning Equipment
	2 Typewriters	
	1 Antique Docket Bookcase	Books are 20 Pounds Each
Room 332	1 Microfilm Machine	Bell Howard
	2 Index Cabinets	
	1 Desk Chair	For Medical Purposes
Room 314	2 Antique Wood Bookcases	Valuation Coverage, KD, and Reinstallation
Room 338	1 Safe	Dougherty's
Room 301	2 Rolling Tables	Truancy Department

**Exhibit "C-3" Juvenile Family Court File Matrix**

Measurements have been obtained in inches. Dedicated Packing assistance is required for all bulk file areas for the following departments, Adoption (Room 332), Dependent Court Operations (Room 312, 330A), Medical Records (M149MJ), Judicial Records (Basement, Room 341), and Truancy (Room 505). File Packing Seminars will be required and conducted with Departmental Representatives and Move Managers to ensure content is packed, transported, and unpacked appropriately. Fiscal Boxed Files located on the 2<sup>nd</sup> floor will need to be repacked. Files will be moved approximately 1 week prior to staff content relocation. Judges will require packing assistance.

<i>480 Vine St. Floor</i>	<i>Type</i>	<i>Quantity</i>	<i>Drawers</i>	<i>Length</i>	<i>Width</i>	<i>Height</i>	<i>Description</i>
<i>Basement</i>	<i>Shelving Units</i>			<i>521"</i>	<i>487"</i>	<i>108"</i>	<i>Dedicated Packing Assistance for Judicial Records Secure-Lockable-Special Handling</i>
<i>Lobby 1 Floor</i>	<i>File Cabinets</i>	<i>33</i>	<i>130+</i>				<i>Secure-Lockable-Special Handling</i>
<i>Mezz Floor</i>	<i>File Cabinets</i>	<i>68</i>	<i>296</i>				<i>Secure-Lockable-Special Handling- Medical Records M149MJ will require dedicated packing assistance.</i>
<i>2<sup>nd</sup> Floor</i>	<i>File Cabinets</i>	<i>22+</i>	<i>930+</i>				<i>Dedicated Packing Assistance Secure-Lockable-Special Handling. Fiscal will require repacking.</i>
<i>3<sup>rd</sup> Floor</i>	<i>File Cabinets</i>	<i>600+</i>	<i>2000+</i>				<i>This does not include shelving units. Measurements are included below. Secure-Lockable-Special Handling</i>
<i>3<sup>rd</sup> Floor</i>	<i>Bulk File Area</i>			<i>1726"</i>	<i>2871"</i>	<i>775"</i>	<i>Dedicated Packing Assistance for Adoption, Judicial Records, Dependent Court Operations, Secure-Lockable-Special Handling</i>
<i>5<sup>th</sup> Floor</i>	<i>Bulk File Area</i>	<i>56</i>	<i>264</i>	<i>380"</i>	<i>346"</i>	<i>176"</i>	<i>Dedicated Packing Assistance for Truancy Secure-Lockable-Special Handling</i>

**Exhibit "C-4" Juvenile Family Court Headcount**

There are no Pacses PC's located at 1801 Vine St., no PC's will be relocated from this building. Headcount may vary, confirmed list to be provided one month in advance of move date with destination seats confirmed. Staff content to be moved beginning Friday night and begin to work in new location Monday morning.

Building/Floor	Approximate Headcount	PACSES	Departments
1801 Vine St. Basement	50	0	School Build, Sheriff's Department, Maintenance, Warehouse,
1801 Vine St. Lobby	3	0	Security
1801 Vine St. Mezz	56	0	DHS Integration, State Court, YVRP, JET, Police Attendance, Project Penn, CASA, Preventative Services,
1801 Vine St. 1 <sup>st</sup> Floor	26	0	Judges, Courtrooms, CASA, Masters Courtroom
1801 Vine St. 2 <sup>nd</sup> Floor	226	0	Juvenile Probation Administration, JET, SAU- Drug Testing, GPS Electronic Monitoring, Records Scanning, North West, North, North East, North Central, Central, West, South, Delinquent Disposition, Fiscal, Victim Services, Training, Court Operations, Special Offenders, Residential Services, Private Criminal Complaint, CBH, Psychologist, BHS, DNA Lab
1801 Vine St. 3 <sup>rd</sup> Floor	138	0	Adoption, Appeal, LLU Listings & Appointments, Office of Judicial Records -Juv. Court Administration, Dependent Court Operations, Dependent Court Reps, MIS Help Desk, DEU, Judge's Chambers
1801 Vine St. 4 <sup>th</sup> Floor	20	0	Truancy
<b>TOTAL</b>	<b>519</b>		

**Exhibit "C-5" 1801 Vine St. Liquidating List**

1801 Vine Street's Liquidation list was obtained based on a survey conducted in June 2013. This list captures almost all items in 1801 Vine St. A Survey will be required to quantify total items for disposal, and total remaining inventory for storage. Items will be tagged for disposal, storage by the FJD, or the item will be removed by an Outside Agency. It should be noted that Outside Agencies will remove some of these items separate from Move-Liquidation efforts.

In addition, identified items from 34 South 11<sup>th</sup> St. will be moved to 1801 Vine St. for temporary storage until a final decision is made by the FJD for further arrangements. A Survey will be required to quantify total remaining inventory items.

Disposal arrangements and details will be provided by the FJD.

1801 Vine St. Liquidation Items				
Location	Floor	Count	Type	Description
1801 Vine St.	Basement	20	Benches	
1801 Vine St.	Basement	5	Watercoolers	
1801 Vine St.	Basement	250	Chairs	
1801 Vine St.	Basement	49	Desks	
1801 Vine St.	Basement	7	Workstations	
1801 Vine St.	Basement	17	Lockers	
1801 Vine St.	Basement	2	Credenzas	
1801 Vine St.	Basement	16	Bookcases	
1801 Vine St.	Basement	5	Storage Cabinets	2 Door
1801 Vine St.	Basement	46	File Cabinets	
1801 Vine St.	Basement	3	Couches	
1801 Vine St.	Basement	63	Tables	Folding Tables, Side Tables, Equipment Tables
1801 Vine St.	Basement	4	Refrigerators	1 Commercial, 1 Large, 2 Personal
1801 Vine St.	Basement	10	Vending Machines	
1801 Vine St.	Basement	2	X Ray Machines	
1801 Vine St.	Basement	1	Metal Detector	
1801 Vine St.	Basement	2	TVs	1 TV Stand
1801 Vine St.	Basement	1	Ice Maker	
1801 Vine St.	Basement		Miscellaneous	Chalkboard, key box, gym equipment, antique mail machine, icemaker, kitchen equipment, microwaves, bulletin boards, flag poles, stanchions
1801 Vine St.	1st Floor	4	Benches	
1801 Vine St.	1st Floor	25	Bookcases	
1801 Vine St.	1st Floor	7	Gun Storage	5 Cabinets, 2 Gun Cabinets
1801 Vine St.	1st Floor	8	Storage Cabinets	2 Door
1801 Vine St.	1st Floor	3	Glass Cabinets	2 Display cabinets, Built in Glass Cabinet Library 8 cabinets
1801 Vine St.	1st Floor	1000	Chairs	30 Desk Chairs, 3 Leather, remaining Wait/guest chairs
1801 Vine St.	1st Floor	8	Couches	
1801 Vine St.	1st Floor	6	Lamps	
1801 Vine St.	1st Floor	3	Credenzas	
1801 Vine St.	1st Floor	50	Desks	
1801 Vine St.	1st Floor	100	Tables	
1801 Vine St.	1st Floor	20	File Cabinets	
1801 Vine St.	1st Floor	19	Lockers	

1801 Vine St.	1st Floor	13	Refrigerators	Personal Refrigerator
1801 Vine St.	1st Floor	3	X Ray Machines	
1801 Vine St.	1st Floor	13	Watercoolers	
1801 Vine St.	Mezz	3	Bench	
1801 Vine St.	Mezz	17	Workstations	
1801 Vine St.	Mezz	150	Chairs	
1801 Vine St.	Mezz	70	Desks	
1801 Vine St.	Mezz	6	Watercoolers	
1801 Vine St.	Mezz	10	Refrigerators	
1801 Vine St.	Mezz	32	Tables	
1801 Vine St.	Mezz	5	Storage Cabinets	
1801 Vine St.	2nd Floor	3	Benches	
1801 Vine St.	2nd Floor	12	Bookcases	
1801 Vine St.	2nd Floor	162	Desks	
1801 Vine St.	2nd Floor	100	Workstations	
1801 Vine St.	2nd Floor	400	Chairs	(260) Desk Chairs
1801 Vine St.	2nd Floor	25	Storage Cabinets	
1801 Vine St.	2nd Floor	2	Couches	
1801 Vine St.	2nd Floor	100+	File Cabinets	
1801 Vine St.	2nd Floor	3	Credenzas	
1801 Vine St.	2nd Floor	200	Tables	Side Tables, Folding Tables, Equipment Tables, Wood Tables
1801 Vine St.	2nd Floor	18	Refrigerators	Personal Refrigerator
1801 Vine St.	2nd Floor	16	Watercoolers	
1801 Vine St.	3rd Floor	7	Benches	
1801 Vine St.	3rd Floor	8	Couches	
1801 Vine St.	3rd Floor	20	Watercoolers	
1801 Vine St.	3rd Floor	30	Bookcases	
1801 Vine St.	3rd Floor	100	Desks	
1801 Vine St.	3rd Floor	24	Workstations	
1801 Vine St.	3rd Floor	500	Chairs	(150) Desk Chairs, Wait Chairs, Conference Chairs
1801 Vine St.	3rd Floor	35	Storage Cabinets	
1801 Vine St.	3rd Floor	250+	File Cabinets	
1801 Vine St.	3rd Floor	.9	Credenzas	
1801 Vine St.	3rd Floor	35	Tables	(8) Conference Tables, Wood/Metal Tables, Side Tables, Folding Tables
1801 Vine St.	3rd Floor	21	Refrigerators	
1801 Vine St.	4th Floor	28	Desks	2 Desks, 18 WS
1801 Vine St.	4th Floor	26	Workstations	
1801 Vine St.	4th Floor	30	Chairs	2 Guest Chairs
1801 Vine St.	4th Floor	3	Tables	
1801 Vine St.	4th Floor	2	Watercoolers	
1801 Vine St.	4th Floor	2	Refrigerators	
1801 Vine St.	4th Floor	1	Storage Cabinets	
1801 Vine St.	4th Floor	48	File Cabinets	

**Exhibit "D-1" Pricing/Bid Matrix**

Staff will require 2 banker boxes for packing content from workstation or office for transport. Additional plastic crates will be needed for departmental files, Domestic Relations equipment, and supplies.

<b>HOURLY LABOR RATES PA</b>			
<b>LABOR CATEGORY</b>	<b>S/T</b>	<b>O/T</b>	<b>D/T</b>
MOVER (FOREMAN)			
MOVER (HELPER)			
DRIVER			
STRAIGHT TRUCK (VAN)			
TRAILER			
FILE PACKER			
OTHER			
<b>APPLICABLE TRAVEL TIME</b>			
<b>DAILY TRAVEL TIME</b>			<b>HRS</b>
FOREMEN, MOVERS, DRIVERS, AND TRUCKS (TO SITE)			
FOREMEN, MOVERS, DRIVERS, AND TRUCKS (FROM SITE)			
<b>APPLICABLE MINIMUM CHARGES</b>			
<b>MINIMUM CHARGES IN HOURS</b>			<b>HRS</b>
FOREMEN, MOVERS, DRIVERS, AND TRUCKS (S/T)			
FOREMEN, MOVERS, DRIVERS, AND TRUCKS (OT WEEKDAYS)			
FOREMEN, MOVERS, DRIVERS, AND TRUCKS (O/T SATURDAYS)			
FOREMEN, MOVERS, DRIVERS, AND TRUCKS (D/T SUNDAYS & HOLIDAYS)			
<b>APPLICABLE MINIMUM CHARGES</b>			
<b>MATERIAL</b>			<b>UNIT PRICE</b>
BANKER BOXES			
BUBBLE WRAP			
PLASTIC COMMERCIAL CARTONS/CRATES			
DOLLIES			
PACKING TAPE			
LOCKS, TWIST TIES, STRAPPING TAPE, SHRINK WRAP			
COLOR CODED LABELS (LARGE AND SMALL)			
FLOOR PROTECTION (MASONITE, CARPET PROTECTION)			
PLACARDS			
KEYBOARD BAGS			

*Exhibit "D-2" Material Pricing/Bid Matrix*

<b>MATERIAL RATES</b>		
<b>Material Description</b>	<b>Unit of Measure</b>	<b>Rates</b>
Commercial Cartons (3 cu. ft.)	Each	
Plastic Crates DAILY RATE	Each	
Plastic Crates WEEKLY RATE	Each	
Plastic Crates MONTHLY RATE	Each	
Plastic Crate Dollies DAILY RATE	Each	
Plastic Crates Dollies WEEKLY RATE	Each	
Plastic Crates Dollies MONTHLY RATE	Each	
Archive Cartons (2 cu. ft.)	Each	
Commercial Bins (rental per week)	Each	
Commercial Bins (purchase)	Each	
Corner Protectors (72" high- laminated)	Each	
Panel Carriers (rental per week)	Each	
Library Conveyors (rental per week)	Each	
Security Conveyors (rental per week)	Each	
Plastic Equipment Bags	Each	
Padded Flat Screen Monitor Bags	Each	
Koroflex (72" high x 259' long)	Per Roll	
Plastic Floor Protection (42" wide x 300' long)	Per Roll	
Bubble Wrap (2' high)	Per Roll	
Bubble Wrap (4' high)	Per Roll	
Stretch Wrap (2' high)	Per Roll	
Bogus Paper (unprinted newspaper)	Per Bundle	
Jiffy Wrap - Paper Pads	Each	
Blue Tape (3M 2090 long =- 2" wide x 60 yards long)	Per Roll	
Masking Tape (2" wide x 55 yards long)	Per Roll	
Duct Tape (2" wide x 55 yards long)	Per Roll	
Painters Tape (2" wide x 55 yards long)	Per Roll	
Easels for signage display	Each.	
Color Coded Tags (packs of 1M)	Per 100	
Placards	Per 100	

Exhibit "D-3" IT Service Firm Pricing/Bid Matrix

HOURLY LABOR RATES PA			
LABOR CATEGORY	S/T	O/T	D/T
IT RELOCATION SERVICE FIRM TECHNICIAN			
IT RELOCATION SERVICE FIRM SUPERVISOR			
UNIT RATES			
SERVICES	PRICE		
DISCONNECT/TRANSPORT/RECONNECT 0-50 UNITS			
DISCONNECT/TRANSPORT/RECONNECT 50-100 UNITS			
DISCONNECT/TRANSPORT/RECONNECT 100-300 UNITS			
DISCONNECT/TRANSPORT/RECONNECT 300-500 UNITS			
DISCONNECT/TRANSPORT/RECONNECT 500+ UNITS			
ADD/DEDUCT CHANGE IN PC QUANTITY 1-19 UNITS			
ADD/DEDUCT CHANGE IN PC QUANTITY 20-49 UNITS			
ADD/DEDUCT CHANGE IN PC QUANTITY 50+ UNITS			
APPLICABLE MINIMUM CHARGES			
MATERIAL	UNIT PRICE		
PLASTIC IT CRATES/BINS			
BUBBLE WRAP			
PLASTIC COMMERCIAL CARTONS/CRATES			
DOLLIES			
LOCKS, TWIST TIES, STRAPPING TAPE, SHRINK WRAP			
COLOR CODED LABELS (LARGE AND SMALL)			
KEYBOARD BAGS			

*Exhibit "D-3" Summary Pricing/Bid Matrix*

	<b>PROPOSED</b>
MOVE SERVICES	\$
LIQUIDATING SERVICES	\$
IT RELOCATION	\$
<b>TOTAL FEE PROPOSED</b>	<b>\$</b>