

Supplemental Furniture Moving/Disposal Specifications

The Department of General Services, State of Tennessee Real Estate Asset Management (STREAM) division is seeking to obtain a contract for supplemental furniture moving, storage, and disposal services for State owned and rented facilities. Locations will require furniture and other items to be torn down, taken to surplus, disposed of, or reinstalled on occasion.

1. Definitions.

- a. Authorized Disposal Site. Locations predetermined by the State that include, but are not limited to, garbage disposal sites and recycling centers.
- b. Disposal Fee. A predetermined flat rate fee that the Contractor shall charge for the disposal of furniture or items to a disposal site predetermined by the State.
- c. Emergency Moving Job. Services of immediate or urgent need related to natural disasters, infrastructure emergencies, or other critical situations that will be provided to the State within seventy-two (72) hours during weekdays or within one hundred twenty (120) hours on weekends.
- d. Move Process. The standard sequence of operations expected from the Contractor during a Moving Job.
- e. Moving Job. A singular job including any Moving Services, Trip Charges, Storage Charges and Disposal Fees.
- f. Moving Services. De-installation and/or re-installation services requested of the Contractor by the State for which the Contractor provides a quote.
- g. Non-Warranty Furniture. Furniture designated by the State as not under the standard ten-year warranty period.
- h. Project Manager. The State's designated point of contact for the Contractor regarding a Moving Job.
- i. Storage Charge. A predetermined flat rate fee that the Contractor shall charge for any overnight storage needs.
- j. Trip Charge. A predetermined flat rate fee that a Contractor shall charge that includes traveling both to and from a moving job within one of four (4) specific regions as defined further within this document.

2. Regions. The Contractor crews shall provide de-installations and re-installations of non-warranty furniture/products in each of the regions listed below:

- I. Region 1 Counties (East TN) include: Anderson, Blount, Campbell, Carter, Claiborne, Cocke, Grainger, Greene, Hamblen, Hancock, Hawkins, Jefferson, Johnson, Knox, Loudon, Monroe, Morgan, Roane, Scott, Sevier, Sullivan, Unicoi, Union, and Washington;

- II. Region 2 Counties (Chattanooga Area) include: Bledsoe, Bradley, Cannon, Clay, Coffee, Cumberland, Dekalb, Fentress, Franklin, Grundy, Hamilton, Jackson, Marion, McMinn, Meigs, Overton, Pickett, Polk, Putnam, Rhea, Sequatchie, Van Buren, Warren, and White;
- III. Region 3 Counties (Middle TN) include: Bedford, Cheatham, Davidson, Dickson, Giles, Hickman, Houston, Humphreys, Lawrence, Lewis, Lincoln, Macon, Marshall, Maury, Montgomery, Moore, Perry, Robertson, Rutherford, Smith, Stewart, Sumner, Trousdale, Wayne, Williamson, and Wilson;
- IV. Region 4 Counties (West TN) include: Benton, Carroll, Chester, Crockett, Decatur, Dyer, Fayette, Gibson, Hardeman, Hardin, Haywood, Henderson, Henry, Lake, Lauderdale, Madison, McNairy, Obion, Shelby, Tipton, and Weakley.

3. **Services.**

- a. The Contractor shall provide Moving Services for the Department of General Services for all Non-Warranty Furniture and products per any Moving Job within all four (4) regions of the state.
- b. Per each Moving Job, the Contractor shall provide an itemized quote for the work provided, including: an estimate of: (1) all Moving Services performed, priced at the predetermined hourly rate; (2) all Trip Charges; (3) any Storage Charges; and (4) any Disposal Fees. Quotes shall document the number of movers included in the Moving Services charge as well as the total number hours for the Moving Services. Quotes shall include the total cost for each line item and the total cost overall for a Moving Job.
- c. The Contractor shall charge a predetermined Trip Charge for all four (4) regions of the state that is one flat rate per region. A single Trip Charge includes travel both to and from a specific Moving Job. Any multiple Trip Charges on a single Moving Job shall be discussed with the Project Manager(s) prior to the Moving job.
- d. The Contractor shall provide a secure, conditioned location for any overnight storage needs relating to a Moving Job. The Contractor shall store items for up to forty-eight (48) hours for any one Moving Job, except as authorized by the Project Manager.
- e. The Contractor shall provide transport of any items designated for disposal to an Authorized Disposal Site.
- f. The Contractor shall provide transport of any items designated by the Project Manager for State surplus relocation.
- g. The Contractor shall complete a Moving Job within the time period defined by a Project Manager.
- h. The Contractor shall be available and amenable to Emergency Moving Job requests from the State during which an accelerated or altered timeline of the Move Process should be

expected. The contractor shall respond to an Emergency Moving Job request within 72 hours; if this period falls over a weekend, this may be extended to 120 hours.

- i. Upon completion of a Moving Job, the Contractor shall submit photographic documentation of the Moving Job to the Project Manager to demonstrate the job is complete to satisfaction.
- j. Any requested corrections to a Moving Job due to Contractor negligence of Moving Job specifications shall be made at no additional cost to the State.

4. **Move Process.**

- a. When initiating a Moving Job, the Project Manager shall provide the Contractor with relevant details regarding an individual move. Attached document, Exhibit A, demonstrates what this communication may entail. Request specifications include:
 - i. Estimated scope of work;
 - ii. Estimated move date(s);
 - iii. Origin and destination location, including intended layout, of re-installation;
 - iv. Items designated for disposal and specified disposal sites for each item; and
 - v. Authorized Project Manager and contact information.
- b. The Contractor shall provide a detailed line-item quote for services required to complete the move. A quote shall be sent to the Project Manager and must be received no later than the date and time specified by the Project Manager. The Project Manager will determine the quote format and acceptable means of quote submission (e.g., email, fax, etc.).
- c. The Contractor shall render the services as quoted, including but not limited to labor, storage, disposals, and trips. In instances where there are changes on moving day, the Contractor shall provide written documentation of the changes and show proof of the Project Manager's approval of the changes and revised pricing. The Contractor shall ensure that the written documentation details how the changes affected the initial quote in the formation of a revised quote.
- d. Once the move is complete, the Contractor shall submit photographic documentation of the Moving Job to the Project Manager.
- e. The Contractor shall submit an invoice within thirty (30) days of service date for payment. The Contractor shall ensure that the invoice must matches or is lower than the initial quote, or a revised quote must be provided with the approval of the Project Manager, as detailed in subsection c. of this section.

- f. The Contractor shall receive payment for a Moving Job only after all Moving Job requirements, as defined by the State and within these Specifications, are completed.



State of Tennessee Real Estate Asset Management
Vendor Request For Service

WRS Tennessee Tower, 24th Floor, 312 Rosa L. Parks Blvd., Nashville, TN 37243

Department/Agency:
Agency Site Contact:
Phone #:
Job Site Address:
Building/Floor:
Project Type: FRF Lease Non FRF SBC Other

Date Created:
FR/Tracking #:
Project Manager:
Phone:
Drawing Attached: Yes No N/A
Date Quote Desired:
Desired Date of Install:

Vendor Responsibilities
Finish Specs Quote Furniture Placement Delivery, Install, & Punch
Project Management Other

Site Information

Requires Site Visit: Yes No
Truck Access: Street Dock Other
Facility: New Construction Existing Facility
Building Access: Passenger Elevator Freight Elevator Ground Floor Stairs
Wall Type: Gypsum Board Cinder Block Other
Special Building
Notes:

Scope of Work

Work(Please list quantity and type of product, what needs to be done, if there is existing furniture, etc.)

Job Information

Product: New Existing Service Combination Ship To Site Warehouse Other
Split Deliveries: # of Deliveries Labor Hours:
Phased Install: # of Phases (attach phasing plan)

Check all that apply

Product Line and Quality

Project Type:

Product:

Workstations:
Casegoods:
Seating:
Filing Cabinets:
Miscellaneous:

- Deliver & Install
Deliver & Reconfigure
Reconfigure at Site
Refurbish Existing
Relocate at Site
Drop Ship
Tear Down & Remove
Other

- On Order
Existing on Site
Inventory at Warehouse
Inventory at Other

Delivery: Regular Time Premium Time
Installation: Regular Time Premium Time

Excess Product: Leave at Site Surplus Bring to Warehouse Other

Installer Signature: Date:
Agency Signature: Date:

Remember to attach your Drawings and Pictures!