

**ALABAMA DEPARTMENT OF HUMAN RESOURCES  
VENDOR BID SPECIFICATIONS**

**THE SUCCESSFUL BIDDER WILL FURNISH ALL TRANSPORT VEHICLES, SUPERVISED LABOR, MOVING CARTS, DOLLIES, HAND TRUCKS, MOVING VANS, DRIVERS, AND OTHER MATERIALS OR EQUIPMENT NECESSARY TO MOVE THE ETOWAH COUNTY DHR**

**FROM:  
741 FORREST AVE, GADSDEN, ALABAMA 35902**

**TO:  
210 HOKE STREET, GADSDEN, ALABAMA 35903**

**VENDOR MUST BE QUALIFIED TO PLAN, COORDINATE, SUPERVISE AND DIRECT ALL ASPECTS OF THE MOVE TO COMPLETE THE PROJECT WITHIN THE FOLLOWING SPECIFIED TIME FRAME:**

**THE MOVE IS PROJECTED TO TAKE PLACE ON OCTOBER 18, 19, 20, 2010 (MONDAY THROUGH WEDNESDAY) BETWEEN THE HOURS OF 8:00AM TO 5:00PM FOR DHR TO AVOID LEASE PENALTIES AND OTHER FINANCIAL LOSSES, TIME IS OF THE ESSENCE IN THE SUCCESSFUL PERFORMANCE OF THE MOVE WITHIN THE SPECIFIED TIME FRAME.**

**THE SUCCESSFUL BIDDER MUST PROVIDE A \$15,000.00 PERFORMANCE BOND TO ENSURE PAYMENT FOR FINANCIAL LOSSES INCURRED BECAUSE OF FAILURE TO MEET THE TIME DEADLINES. NO PURCHASE ORDER WILL BE ISSUED UNTIL STATE PURCHASING RECEIVES THE PERFORMANCE BOND. FAILURE TO PROVIDE THE REQUIRED PERFORMANCE BOND WITHIN SPECIFIED TIME MAY RESULT IN THE AWARD BEING MADE TO THE NEXT LOWEST RESPONSIBLE BIDDER.**

**THE PERFORMANCE BOND WILL BE RETURNED TO THE VENDOR AFTER THE MOVE IS COMPLETE, DAMAGES ARE REPAIRED, AND DHR HAS MADE PAYMENT TO THE VENDOR.**

**ALL VENDOR EMPLOYEES MUST BE CLEARLY IDENTIFIED BY SHIRT, BADGE, OR UNIFORM. NO SMOKING, EATING, OR DRINKING WILL BE ALLOWED IN THE DHR LOCATIONS. WORKERS MUST REFRAIN FROM CONDUCT UNBECOMING OF A PROFESSIONAL.**

**THE FOLLOWING ITEMS ARE TO BE MOVED BY THE VENDOR:**

- A.) DESIGNATED OFFICE FURNITURE, FIXTURES, FILES AND BOXES.**

**B.) DESIGNATED OFFICE EQUIPMENT INCLUDING BUT NOT LIMITED TO FAX UNITS, TYPEWRITERS, CALCULATORS AND PAPER SHREDDERS.**

**C.) THERE ARE 100 WORKERS OFFICES, 20 CUBICLES JUST FURNITURE, 1 LARGE AND 1 SMALL STORAGE AREAS, 1 CONFERENCE ROOM, 1 BOARD ROOM, 1 GROUP ROOM, 1 LARGE AND 1 SMALL FILE ROOM.**

**DEPARTMENT PERSONNEL WILL UNPACK BOXES AT THE NEW ETOWAH COUNTY DHR AT 210 HOKE STREET, GADSDEN, ALABAMA 35903.**

**DEPARTMENT STAFF WILL LABEL ALL ITEMS TO BE MOVED AS PRESCRIBED BY VENDOR PROJECT MANAGER.**

**ALL OF THE EMPLOYEES' PERSONAL ITEMS SUCH AS PICTURES, PLANTS, MAPS, MICROWAVES, ETC., WILL BE MOVED BY DHR EMPLOYEES.**

**FILE CABINETS (EXCEPT LATERAL FILES) WILL BE MOVED WITH CONTENTS INTACT. CONTENTS OF LATERAL FILES WILL BE BOXED AND LABELED BY DEPARTMENT STAFF. CONTENTS WILL BE UNPACKED AND RE-FILED AT THE NEW LOCATION BY DHR DEPARTMENT EMPLOYEES. THE VENDOR WILL BE RESPONSIBLE FOR FURNISHING THE BOXES FOR THE MOVE.**

**EACH BIDDER MUST, ON SEPTEMBER 22, 2010 AT 1:30PM MEET AT 741 FORREST AVE, GADSDEN ALABAMA 35902 TO INSPECT THE MOVE SITES PRIOR TO BIDDING AND MUST COMPLETE AND SIGN THE SITE INSPECTION CERTIFICATE ATTACHED AT THE TIME OF INSPECTIONS. FAILURE TO SUBMIT WILL BE REASON FOR REJECTION OF YOUR BID.**

**VENDOR WILL BE RESPONSIBLE FOR PLACING EACH ITEM AS DESIGNATED BY MOVING COORDINATOR. PLACEMENT ERRORS MUST BE CORRECTED BEFORE THE MOVE IS COMPLETED.**

**DESIGNATED DEPARTMENT STAFF WILL BE PRESENT AT 210 HOKE STREET, GADSDEN ALABAMA 35903, TO ASSIST THE MOVING CREW WITH PLACEMENT OF FURNITURE, EQUIPMENT, BOXES, AND FILES IN APPROPRIATE LOCATION WITHIN THE NEW OFFICE SPACE.**

**VENDORS MUST ADEQUATELY PROTECT THE BUILDING WALLS, FLOORS, CARPET, BUILDING, EQUIPMENT AND FURNISHING AT ALL LOCATIONS INVOLVED IN THE MOVE. ALL BOXES AND TRASH WILL BE REMOVED DAILY AND HAULED OFF BY THE CONTRACT VENDOR. NO MATERIALS MAY BE STORED IN CORRIDORS. ANY DAMAGES CAUSED BY THE MOVING CREW WILL BE REPAIRED AT VENDOR'S EXPENSE.**

**ALL PROPERTY OF DHR IS EXPECTED TO BE MOVED WITHOUT DAMAGE. ANY STATE PROPERTY DAMAGED BY THE MOVING CREW WILL BE REPAIRED OR REPLACED AT THE VENDOR'S EXPENSE AND TO DHR'S SATISFACTION.**

**NO PAYMENT, PARTIAL OR IN FULL, WILL BE MADE TO THE VENDOR UNTIL ALL REPAIRS OR REPLACEMENTS ARE MADE TO DHR'S SATISFACTION.**

**PROOF OF GENERAL LIABILITY INSURANCE IN THE FOLLOWING AMOUNTS MUST BE PROVIDED WITHIN 48 HOURS OF NOTIFICATION IN ORDER FOR DHR TO RECOMMEND AWARD. FAILURE TO PROVIDE THIS PROOF TO STATE PURCHASING WITHIN THE TIME FRAME WILL CAUSE YOUR BID TO BE REJECTED.**

**GENERAL AGGREGATE - MINIMUM \$1,000,000.00  
OPERATION AGGREGATE – MINIMUM \$1,000,000.00  
BODILY INJURY AND PROPERTY DAMAGE COMBINED SINGLE LIMIT  
FOR EACH OCCURRENCE – MINIMUM \$500,000.00  
UMBRELLA EXCESS LIABILITY FOR EACH OCCURRENCE – MINIMUM  
\$1,000,000.00.  
INSURANCE ON CARGO PER VEHICLE MINIMUM \$200,000.00 EMPLOYER'S  
LIABILITY AND WORKER'S COMPENSATION IN ACCORDANCE WITH THE  
LAWS OF THE STATE OF ALABAMA.**

**TO FACILITATE THE EVALUATION OF BIDS, VENDORS SHOULD ENSURE THAT THE TERMINOLOGY USED ON THEIR INSURANCE CERTIFICATES IS AS CLOSE AS POSSIBLE TO THAT USED ABOVE.**

**THE REQUIREMENTS MAY BE SUBMITTED WITH THE BID, BUT MUST BE PROVIDED BY THE LOWEST RESPONSIBLE BIDDER PRIOR TO THE AWARD OF THE PURCHASE ORDER.**

**THE VENDOR WILL DESIGNATE A PROJECT MANAGER OR SUPERVISOR WHO WILL REMAIN ON-SITE AT ALL TIMES DURING THE MOVE AND WILL KEEP DHR RELOCATION COORDINATOR ADVISED DURING THE MOVE OF ANY DAMAGES, ACCIDENTS, OR ANY OTHER PROBLEMS THAT MIGHT CONFLICT WITH THE MOVING PLAN.**

**THE VENDOR WILL MEET WITH DHR DEPARTMENT RELOCATION COORDINATOR AT THE CONCLUSION OF THE MOVE FOR A WALK-THROUGH INSPECTION OF ALL FACILITIES FOR ASSESSING ANY DAMAGES TO THE BUILDING OR OTHER PROPERTY.**

**ALL BIDDERS MUST PROVIDE THREE (3) REFERENCES, ONE OF WHICH INVOLVED AN OFFICE OF APPROXIMATELY 63 OR MORE EMPLOYEES. EACH REFERENCE MUST INCLUDE NAME AND CITY OR ORGANIZATION, CONTACT PERSON, PHONE NUMBER, AND MONTH AND DATE OF EACH MOVE.**

**CERTIFICATE OF SITE INSPECTION:**

**I CERTIFY THAT**

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**(COMPANY'S AGENT)**

**WHO IS REPRESENTING:**

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**(COMPANY NAME)**

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**(ADDRESS)**

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**(PHONE NUMBER AND E-MAIL ADDRESS)**

**HAS INSPECTED THE MOVE LOCATION IN ACCORDANCE WITH INVITATION TO BID REQUIREMENTS.**

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**DHR AUTHORIZED PERSONNEL**

**DATE**