



INVITATION TO BID NO: 11-R-2222134

STATE OF ALABAMA  
DEPARTMENT OF FINANCE  
DIVISION OF PURCHASING

REQ. AGENCY : 016000  
HUMAN RESOURCES  
AGENCY REQ. NO. : 1611000444  
T-NUMBER :  
DATE ISSUED : 08/30/10  
VENDOR NO. :  
VENDOR PHONE NO. :  
SNAP REQ. NO. : 1448012  
BUYER NAME : PAT ANTLE

INVITATION TO BID

FOR: MOVING OF FURNITURE/ETOWAH COUNTY

BUYER PHONE NO. : (334) 242-7253-  
PURCHASING PHONE NO: (334) 242-7250

BID MUST BE RECEIVED BEFORE:  
DATE: 09/29/10 TIME: 5:00 PM

BIDS WILL BE PUBLICLY OPENED:  
DATE: 09/30/10 TIME: 10:00 AM

TO BE COMPLETED BY VENDOR

INFORMATION IN THIS SECTION SHOULD BE PROVIDED, AS APPROPRIATE. BID RESPONSE MUST BE IN INK OR TYPED WITH ORIGINAL SIGNATURE AND NOTARIZATION.

1. DELIVERY: CAN BE MADE \_\_\_\_\_ DAYS OR \_\_\_\_\_ WEEKS AFTER RECEIPT OF ORDER
2. TERMS: \_\_\_\_\_(DISCOUNTS ARE TAKEN WITHOUT REGARD TO DATE OF PAYMENT.)
3. PRICE VALID FOR ACCEPTANCE WITHIN \_\_\_\_\_ DAYS.
4. VENDOR QUOTATION REFERENCE NUMBER, IF ANY: \_\_\_\_\_  
(THIS NUMBER WILL APPEAR ON THE PURCHASE ORDER.)
5. E-MAIL ADDRESS: \_\_\_\_\_  
INTERNET WEBSITE: \_\_\_\_\_
6. GENERAL CONTRACTOR'S LICENSE NO: \_\_\_\_\_  
TYPE OF G.C. LICENSE: \_\_\_\_\_

\*\*\*\*\* IMPORTANT NOTE: \*\*\*\*\*

BIDDERS MUST COMPLY WITH ALL "BID RESPONSE INSTRUCTIONS" ON PAGE 2, TO INCLUDE ITEM 6 - COPY REQUIREMENT.

RETURN INVITATION TO BID:

US MAIL

COURIER

STATE OF ALABAMA  
DEPARTMENT OF FINANCE  
DIVISION OF PURCHASING  
P O BOX 302620  
MONTGOMERY, AL 36130-2620

STATE OF ALABAMA  
DIVISION OF PURCHASING  
RSA UNION BUILDING  
100 N. UNION ST., SUITE 192  
MONTGOMERY, AL 36104

SIGNATURE AND NOTARIZATION REQUIRED

I HAVE READ THE ENTIRE BID AND AGREE TO FURNISH EACH ITEM OFFERED AT THE PRICE QUOTED. I HERBY AFFIRM I HAVE NOT BEEN IN ANY AGREEMENT OR COLLUSION AMONG BIDDERS IN RESTRAINT OF FREEDOM OF COMPETITION BY AGREEMENT TO BID AT A FIXED PRICE OR TO REFRAIN FROM BIDDING.

SWORN TO AND

FEIN OR SSN

AUTHORIZED SIGNATURE (INK)

SUBSCRIBED BEFORE ME THIS

COMPANY NAME

TYPE/PRINT AUTHORIZED NAME

\_\_\_\_\_ DAY OF \_\_\_\_\_

MAIL ADDRESS

TITLE

NOTARY PUBLIC

CITY, STATE, ZIP

TOLL FREE NUMBER

TERM EXP: \_\_\_\_\_

PHONE INCLUDING AREA CODE

FAX NUMBER

STANDARD TERMS & CONDITIONS

VENDOR NAME :

VENDOR NUMBER: -

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INVITATION TO BID

OPEN DATE : 09/30/10 TIME: 10:00 AM

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AUTHORITY:

THE DEPARTMENT OF FINANCE CODE OF ADMINISTRATIVE PROCEDURE, CHAPTER 355-4-1 EFFECTIVE DECEMBER 20, 2001 IS INCORPORATED BY REFERENCE AND MADE A PART OF THIS DOCUMENT. TO RECEIVE A COPY CALL (334)242-7250, OR OUR WEBSITE WWW.PURCHASING.ALABAMA.GOV .

INFORMATION AND ASSISTANCE TO MINORITY AND WOMEN-OWNED BUSINESSES IN ACQUIRING M/WBE CERTIFICATION MAY BE OBTAINED FROM THE OFFICE OF MINORITY BUSINESS ENTERPRISE, 1-800-447-4191.

BID (ITB) RESPONSE INSTRUCTIONS

REV: 07/15/10

1. TO SUBMIT A RESPONSIVE BID, READ THESE INSTRUCTIONS, ALL TERMS, CONDITIONS AND SPECIFICATIONS.
2. BID ENVELOPES/PACKAGES/BOXES MUST BE IDENTIFIED ON FRONT, PREFERABLY LOWER LEFT CORNER AND BE VISIBLE WITH THE BID NUMBER AND OPENING DATE. EACH INDIVIDUAL BID (IDENTIFIED BY A UNIQUE BID NUMBER) MUST BE SUBMITTED IN A SEPARATE ENVELOPE. RESPONSES TO MULTIPLE BID NUMBERS SUBMITTED IN THE SAME ENVELOPE/COURIER PACKAGE, THAT ARE NOT IN SEPARATE ENVELOPES PROPERLY IDENTIFIED, WILL BE REJECTED. THE DIVISION OF PURCHASING DOES NOT ASSUME RESPONSIBILITY FOR LATE BIDS FOR ANY REASON INCLUDING THOSE DUE TO POSTAL, OR COURIER SERVICE. BID RESPONSES MUST BE IN THE DIVISION OF PURCHASING OFFICE PRIOR TO THE "RECEIVE DATE AND TIME" INDICATED ON THE BID.
3. BID RESPONSES (PAGE 1, PRICE SHEET AND ADDENDUMS (WHEN SIGNATURE IS REQUIRED)) MUST BE IN INK OR TYPED ON THIS DOCUMENT. OR EXACT FORMAT WITH SIGNATURES BEING HANDWRITTEN ORIGINALS IN INK (PERSON SIGNING BID, NOTARY, AND NOTARY EXPIRATION), OR THE BID WILL BE REJECTED. UNLESS INDICATED IN THE BID, ALL PRICE PAGES MUST BE COMPLETED AND RETURNED. IF AN ITEM IS NOT BEING BID, IDENTIFY IT AS NB (NO-BID). PAGES SHOULD BE SECURED. THE DIVISION OF PURCHASING DOES NOT ASSUME RESPONSIBILITY FOR MISSING PAGES. FAXED BID RESPONSES WILL NOT BE ACCEPTED.
4. THE UNIT PRICE ALWAYS GOVERNS REGARDLESS OF THE EXTENDED AMOUNT. A UNIT PRICE CHANGE ON A LINE MUST BE INITIALED BY THE PERSON SIGNING THE BID, OR THAT LINE WILL BE REJECTED. THIS INCLUDES A CROSS-OUT, STRIKE-OVER, INK-OVER, WHITE-OUT, ERASURE, OR ANY OTHER METHOD CHANGING THE PRICE.
5. THE DIVISION OF PURCHASING IS NOT RESPONSIBLE FOR MISINTERPRETATION OF DATA FAXED FROM THIS OFFICE.
6. THE DIVISION OF PURCHASING REQUIRES AN ORIGINAL AND A MINIMUM OF ONE COMPLETE EXACT COPY (TO INCLUDE SIGNATURE AND NOTARY) OF THE INVITATION-TO-BID RESPONSE. THE ORIGINAL AND THE COPY SHOULD BE SUBMITTED TOGETHER AS A BID PACKAGE. FAILURE TO MARK RESPONSES AS "ORIGINAL" AND/OR "COPY" COULD RESULT IN THE ENTIRE BID RESPONSE BEING REJECTED.
7. AN IMPROPERLY SUBMITTED BID, LATE BID, OR BID THAT IS CANCELLED ON OR BEFORE THE OPENING DATE WILL BE HELD FOR 90 DAYS AND THEN DESTROYED. THE BID MUST BE RETRIEVED DURING REGULAR WORK HOURS, MONDAY - FRIDAY, EXCEPT STATE HOLIDAYS. AFTER THE BID IS DESTROYED, THE DIVISION OF PURCHASING ASSUMES NO RESPONSIBILITY FOR THE DOCUMENT.

DISQUALIFIED/CANCELLED BID

BIDS THAT ARE IMPROPERLY SUBMITTED OR RECEIVED LATE WILL BE A RESPONSE FOR RECORD, BUT WILL NOT BE RETURNED OR A NOTIFICATION MAILED.

THE FOLLOWING IS A PARTIAL LIST WHEREBY A BID RESPONSE WILL BE DISQUALIFIED:

- BID NUMBER NOT ON FACE OF ENVELOPE/COURIER PACKAGE/BOX
- RESPONSES TO MULTIPLE BID NUMBERS IN SAME ENVELOPE NOT PROPERLY IDENTIFIED
- BID RECEIVED LATE
- BID NOT SIGNED/NOT ORIGINAL SIGNATURE
- BID NOT NOTARIZED/NOT ORIGINAL SIGNATURE OF NOTARY AND/OR NO NOTARY EXPIRATION
- NOTARIZED OWN SIGNATURE
- REQUIRED INFORMATION NOT SUBMITTED WITH BID
- FAILURE TO SUBMIT THE ORIGINAL BID AND A COMPLETE EXACT COPY

CERTIFICATION PURSUANT TO ACT NO. 2006-557

ALABAMA LAW (SECTION 41-4-116, CODE OF ALABAMA 1975) PROVIDES THAT EVERY BID SUBMITTED AND CONTRACT EXECUTED SHALL CONTAIN A CERTIFICATION THAT THE VENDOR, CONTRACTOR, AND ALL OF ITS AFFILIATES THAT MAKE SALES FOR DELIVERY INTO ALABAMA OR LEASES FOR USE IN ALABAMA ARE REGISTERED, COLLECTING, AND REMITTING ALABAMA STATE AND LOCAL SALES, USE, AND/OR LEASE TAX ON ALL TAXABLE SALES AND LEASES INTO ALABAMA. BY SUBMITTING THIS BID, THE BIDDER IS HEARBY CERTIFYING THAT THEY ARE IN FULL COMPLIANCE WITH ACT NO. 2006-557, THEY ARE NOT BARRED FROM BIDDING OR ENTERING INTO A CONTRACT PURSUANT TO 41-4-116, AND ACKNOWLEDGES THAT THE AWARDING AUTHORITY MAY DECLARE THE CONTRACT VOID IF THE CERTIFICATION IS FALSE.

SPECIAL TERMS & CONDITIONS

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INVITATION TO BID

VENDOR REGISTRATION AND FEE PAYMENT ONLINE

EFFECTIVE SEPTEMBER 1, 2010, VENDORS MUST REGISTER ONLINE TO RECEIVE NOTIFICATION OF BIDS. GO TO WWW.PURCHASING.ALABAMA.GOV TO REGISTER. BIDS WILL NOT BE ACCEPTED FROM NON-REGISTERED VENDORS. A VENDOR'S REGISTRATION MUST BE MAINTAINED THROUGHOUT THE LIFE CYCLE OF AN AWARDED CONTRACT, TO INCLUDE RENEWAL PERIODS. AT THE TIME OF REGISTRATION, VENDOR MUST PAY A BIENNIAL REGISTRATION FEE. PAYMENT MUST BE MADE BY CREDIT CARD, DEBIT CARD, OR BY ELECTRONIC CHECK.

INTENT TO AWARD

EFFECTIVE MAY 1, 2008, THE STATE OF ALABAMA - DIVISION OF PURCHASING WILL ISSUE AN 'INTENT TO AWARD' BEFORE A FINAL AWARD IS MADE. THE 'INTENT TO AWARD' WILL CONTINUE FOR A PERIOD OF FIVE (5) CALENDAR DAYS, AFTER WHICH A PURCHASE ORDER WILL BE PRODUCED. UPON FINAL AWARD, ALL RIGHTS TO PROTEST ARE FORFEITED. A DETAILED EXPLANATION OF THIS PROCESS MAY BE REVIEWED IN THE ALABAMA ADMINISTRATIVE CODE - CHAPTER 355-4-1(14).

ALTERNATE BID RESPONSE

UNLESS STATED ELSEWHERE IN THIS INVITATION-TO-BID (ITB) THE STATE OF ALABAMA WILL ACCEPT AND EVALUATE ALTERNATE BID SUBMITTALS ON ANY ITB'S. ALTERNATE BID RESPONSES WILL BE EVALUATED ACCORDING TO THE REQUIREMENTS AS ALL OTHER RESPONSES TO THIS ITB.

INTERNET WEBSITE LINK'S

INTERNET AND/OR WEBSITE LINKS WILL NOT BE ACCEPTED IN BID RESPONSES AS A MEANS TO SUPPLY ANY REQUIREMENTS STATED IN THIS ITB (INVITATION-TO-BID).

PRODUCT DELIVERY, RECEIVING AND ACCEPTANCE

IN ACCORDANCE WITH THE UNIVERSAL COMMERCE CODE (CODE OF ALABAMA, TITLE 7), AFTER DELIVERY, THE STATE OF ALABAMA HAS THE RIGHT TO INSPECT ALL PRODUCTS BEFORE ACCEPTING. THE STATE WILL INSPECT PRODUCTS IN A REASONABLE TIMEFRAME. SIGNATURE ON A DELIVERY DOCUMENT DOES NOT CONSTITUTE ACCEPTANCE BY THE STATE. THE STATE WILL ACCEPT PRODUCTS ONLY AFTER SATISFACTORY INSPECTION.

SALES TAX EXEMPTION

PURSUANT TO THE CODE OF ALABAMA, 1975, TITLE 40-23-4 (A) (11), THE STATE OF ALABAMA IS EXEMPT FROM PAYING SALES TAX. AN EXEMPTION LETTER WILL BE FURNISHED UPON REQUEST.

INVOICES

INQUIRIES CONCERNING PAYMENT AFTER INVOICES HAVE BEEN SUBMITTED ARE TO BE DIRECTED TO THE RECEIVING AGENCY, NOT THE DIVISION OF PURCHASING

BID RESPONSES AND BID RESULTS

UNEVALUATED BID RESPONSES (NOT BID RESULTS) ARE AVAILABLE ON OUR WEB SITE AT WWW.PURCHASING.ALABAMA.GOV. BID RESULTS WILL BE MADE AVAILABLE FOR REVIEW IN THE DIVISION OF PURCHASING OFFICE, BUT ONLY AFTER THE BID HAS BEEN AWARDED. WE DO NOT FAX OR MAIL COPIES OF BID RESULTS. IF A VENDOR WISHES TO REVIEW BID RESULTS IN OUR OFFICE, THEY SHOULD FAX THEIR REQUEST TO REVIEW THE BID TWO DAYS IN ADVANCE TO THE "BID REVIEW CLERK" AT (334) 242-4419. BE SURE TO REFERENCE THE BID NUMBER.

FOREIGN CORPORATION - CERTIFICATE OF AUTHORITY

ALABAMA LAW PROVIDES THAT A FOREIGN CORPORATION (AN OUT-OF-STATE

SPECIAL TERMS & CONDITIONS

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INVITATION TO BID

COMPANY/FIRM) MAY NOT TRANSACT BUSINESS IN THE STATE OF ALABAMA UNTIL IT OBTAINS A CERTIFICATE OF AUTHORITY FROM THE SECRETARY OF STATE. SECTION 10-2B-15.01, CODE OF ALABAMA 1975. TO OBTAIN FORMS FOR A CERTIFICATE OF AUTHORITY, CONTACT THE SECRETARY OF STATE, CORPORATIONS DIVISION, (334) 242-5324. THE CERTIFICATE OF AUTHORITY DOES NOT KEEP THE VENDOR FROM SUBMITTING A BID.

BID IDENTIFICATION

REFERENCE PAGE 2, ITEM 2. DUE TO THE POSTAL SERVICE PUTTING BAR CODE LABELS ON ENVELOPES, IT CONCEALS THE BID NUMBER AND DATE IF THE VENDOR HAS WRITTEN THEM OTHER THAN THE LOWER LEFT CORNER, THEREFORE THE BID WOULD BE REJECTED FOR NOT BEING PROPERLY IDENTIFIED.

AWARD:

AWARD WILL BE MADE "ALL OR NONE" TO THE LOWEST RESPONSIBLE BIDDER MEETING ALL SPECIFICATIONS.

PERFORMANCE BOND:

THE VENDOR WILL A PERFORMANCE BOND IN THE AMOUNT SPECIFIED BELOW. NO PURCHASE ORDER WILL BE ISSUED UNTIL BOND IS RECEIVED BY STATE PURCHASING. IT SHALL CONSIST OF A CASHIER'S CHECK, OTHER TYPE BANK CERTIFIED CHECK (PERSONAL/COMPANY CHECKS ARE NOT ACCEPTABLE), BANK OR POSTAL MONEY ORDER OR SURETY BOND ISSUED BY A COMPANY AUTHORIZED TO DO BUSINESS WITHIN THE STATE OF ALABAMA.

IRREVOCABLE LETTER OF CREDIT AND CERTAIN U.S. NOTES AND BONDS MAY BE ACCEPTED WHEN APPROVED BY THE DIVISION OF PURCHASING NO LATER THAN 24 HOURS PRIOR TO THE BID OPENING. THE DIRECTOR OF PURCHASING SHALL BE THE CUSTODIAN OF THE PERFORMANCE BOND. THE BOND MUST REFERENCE THE BID AND BE PAYABLE TO THE STATE OF ALABAMA. THE PERFORMANCE BOND WILL BE RETURNED IN A REASONABLE TIME AFTER THE DIVISION OF PURCHASING HAS RECEIVED VERIFICATION THAT THE CONTRACT HAS BEEN SATISFACTORILY COMPLETED.

PERFORMANCE BOND AMOUNT: \$15,000.00

QUALITY OF MATERIALS AND LABOR:

MATERIALS USED THAT ARE NOT OTHERWISE SPECIFIED SHALL BE THE KIND AND QUALITY CONSISTENT WITH THE TRADE PRACTICE FOR SUCH WORK AND SHALL COMPLY WITH ALL LOCAL CODES. ALL LABOR SHALL BE WELL EXPERIENCED IN THIS TYPE WORK AND IT SHALL BE COMPLETED IN A PROFESSIONAL MANNER.

SPECIAL TERMS & CONDITIONS

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INVITATION TO BID

THE FOLLOWING CONFERENCES WILL BE HELD

CONFERENCE

LOCATION

MANDATORY SITE VISIT  
DATE: 09/22/10  
TIME: 1:30 PM

DEPT OF HUMAN RESOURCES  
741 FORREST AVENUE  
GADSDEN, ALABAMA 35902

ATTACHMENTS

VENDOR NAME :

VENDOR NUMBER:

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INVITATION TO BID

\*\*\*\*\* NOTICE TO ALL VENDORS \*\*\*\*\*

EFFECTIVE AUGUST 1, 2010 VENDOR REGISTRATION CHANGED TO INCLUDE A FEE FOR ALL VENDORS INTERESTED IN PARTICIPATING IN THE BID PROCESS. EFFECTIVE SEPTEMBER 1, 2010 ANY VENDOR WHO HAS FAILED TO REGISTER AND PAY THE REGISTRATION FEE WILL NOT BE ALLOWED TO SUBMIT A BID FOR GOODS OR SERVICES PROVIDED TO THE STATE OF ALABAMA. IF YOU HAVE NOT REGISTERED SINCE AUGUST 1, 2010, YOUR BID WILL BE REJECTED AT TIME OF BID OPENING. YOU MAY REGISTER ONLINE USING THE ACCESS CODE PROVIDED TO YOU IN A LETTER SENT TO ALL VENDORS ACTIVE IN OUR DATABASE AT WWW.PURCHASING.ALABAMA.GOV.

ANY QUESTIONS CONCERNING THIS BID ARE TO BE DIRECTED IN WRITING TO:  
PAT ANTLE, BUYER  
EMAIL: PAT.ANTLE@PURCHASING.ALABAMA.GOV  
FAX: 334-242-4419

PRICE SHEET

VENDOR NAME :

VENDOR NUMBER: -

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INVITATION TO BID

OPEN DATE : 09/30/10 TIME: 10:00 AM

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LINE NO.	COMMODITY/SERVICE DESCRIPTION	QUANTITY	UNIT	UNIT PRICE	EXTENDED AMOUNT
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UNLESS SPECIFIED OTHERWISE BELOW:  
SHIP TO: 016000 / 016D30  
HUMAN RESOURCES  
ETOWAH COUNTY DHR & FS  
210 HOKE STREET  
GADSDEN AL 35903

00001	COMMODITY CODE: 962-56-048143 MOVING SERVICE TO RELOCATE ETOWAH COUNTY DEPARTMENT OF HUMAN RESOURCES AS PER SPECIFICATIONS ATTACHED TO INVITATION TO BID 11-R-2222134	1	JB		
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MOVE IS FROM THE FOLLOWING LOCATION:  
741 FORREST AVE  
GADSDEN, AL 35902  
TO THE FOLLOWING LOCATION:  
210 HOKE STREET  
GADSDEN, AL 35903

ETOWAH COUNTY RELOCATION COORDINATOR:  
CHARLOTTE STEPHENS (256) 549-4133

A COMPLETE INVENTORY WILL BE PROVIDED  
TO STATE PURCHASING PRIOR TO THE  
MANDATORY PRE-BID SITE VISIT. COPIES  
OF THE INVENTORY WILL BE PROVIDED TO  
EACH VENDOR AT THE PRE-BID SITE VISIT.

VENDORS NOT ATTENDING THE PRE-BID  
SITE VISIT WILL NOT BE ALLOWED TO BID.

THE CERTIFICATE OF SITE INSPECTION  
FORM ATTACHED TO ITB MUST BE COMPLETED,  
SIGNED BY BOTH THE VENDOR AND THE  
AGENCY, AND RETURNED WITH THE BID OR  
THE BID WILL BE REJECTED.

\*\*\*\*\*  
VENDORS TAKE NOTICE: STATE PURCHASING  
REQUIRES AN ORIGINAL BID PLUS ONE EXACT  
COPY OF THE BID. FAILURE TO DO SO AS  
SPECIFIED ON PAGE TWO OF THIS INVITAT-  
ION TO BID WILL RESULT IN THE REJECTION  
OF YOUR BID. THIS INCLUDES SUBMITTING  
A COPY OF ANY ATTACHMENTS, TO INCLUDE  
ANY REFERENCES REQUIRED, INSURANCE DOCU-  
MENTS AND CERTIFICATE OF SITE INSPECTION  
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PAGE TOTAL

BID TOTAL

\_\_\_\_\_  
\_\_\_\_\_

**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**

---

**(COMPANY'S AGENT)**

**WHO IS REPRESENTING:**

---

**(COMPANY NAME)**

---

**(ADDRESS)**

---

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

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

---

**DHR AUTHORIZED PERSONNEL**

**DATE**