

CONTRACT PERIOD: FEBRUARY 26, 2009 - FEBRUARY 25, 2011

BIDDERS MUST SUBMIT WITH BID: NJ MOVERS CERTIFICATE NUMBER NUMBER OF YEARS EXPERIENCE & THREE REFERENCES CONTACT NAME(S) & NUMBER(S) OF MGMT PERSONNEL TO CONTACT WITH PROBLEMS (EVENINGS & WEEKENDS INCLUDED)	RESOLUTION #2009-108
NUMBER OF RESPONSES	
NAME OF BIDDER	PRINCETON VAN SERVICE
ADDRESS	P.O. BOX 3094
CITY, STATE, ZIP	PRINCETON, NJ 08543
CONTACT	LOUIS DECIBUS
TELEPHONE	609-497-9600
FAX	609-434-0005
EMAIL	LOU@PRINCETONMOVING.COM
BUSINESS REGISTRATION CERTIFICATE	OK
AFFIRMATIVE ACTION COMPLIANCE NOTICE	SIGNED
EXHIBIT A	SIGNED
AFFIRMATIVE ACTION CERTIFICATE	AA302 NEEDED
STOCKHOLDER DISCLOSURE	OK
NJ BUSINESS REGISTRATION CERTIFICATE	OK
COOPERATIVE PURCHASING SYSTEM CONDITIONS REVIEWED	OK
INSURANCE	REQUIRED IF AWARDED
EXECUTIVE ORDER 98-1	SIGNED
PROPOSAL SHEET	OK
HOURLY RATE BETWEEN THE HOURS OF 8:00 AM TO 5:00 PM LABORER	\$22.50
DRIVER/SUPERVISOR	\$29.50
PROJECT MANAGER	\$27.00
TOTAL	\$79.00
PRICE LIST FOR PACKING MATERIALS & STORAGE BOXES	YES
EXTEND TO COOP	YES
NJ PUBLIC MOVERS & WAREHOUSEMEN CERT & FILED TARIFF	39PC00071200 EXPIRES 09/30/09
EXCEPTIONS	NONE
YEARS EXPERIENCE	25 - REQUEST REFERENCES
MANAGEMENT CONTACT	YES
FATAL FLAWS	NO

PACKING MATERIALS PRICE LIST	
ITEM	PRICE
1.5 CARTON - EACH	\$1.75
3.1 CARTON - EACH	\$1.85
4.5 CARTON - EACH	\$2.05
1 ROLL TAPE - EACH	\$1.60
COMMERCIAL BIN - E ACH	\$14.00
FILE TOTES (2.5) - EACH	\$2.20

MOVING SERVICES FOR THE COUNTY OF MERCER AND THE COOPERATIVE CONTRACT PURCHASING SYSTEM

The County of Mercer requests bids for moving services for County Agencies and Coop Members for a period of two years for projects as requested if and when by the County and Coop members.

LICENSURE

Since February 1999 all public movers/warehousemen operating intrastate (within New Jersey) must obtain a license from the New Jersey Division of Consumer Affairs. Bidders shall submit on the signature page of the proposal form the N.J. MOVERS CERTIFICATE NUMBER as required by the "Public Movers and Warehousemen Licensing Act", **N.J.S.A. 45:14D-1 thru 45:14D-29**. **Bidders must submit a copy of their filed tariff with the bid proposal.**

The Contractor shall ensure that employees must be thoroughly trained and qualified to perform the work assigned to them. The Contractor's personnel must observe all regulations in effect at the County and where work is being performed. While on County-owned or leased property, the contractor's employees shall be subject to County rules and regulations. The contractor and its personnel shall not represent themselves as employees of the County.

The bid will be awarded to the lowest responsive, responsible bidder, taking into consideration the following criteria:

- The all inclusive hourly rate for laborer, driver and supervisor excluding boxes and packing materials
- The experience of the firm in commercial relocations

QUALIFICATION OF BIDDER

Bidders shall be of known reputation and shall have sufficient qualified personnel and equipment to perform adequately the prescribed service as per the specifications. Bidders shall submit evidence of qualifications to meet all requirements as stated herein.

AS EVIDENCE OF QUALIFICATIONS, BIDDERS MUST SUBMIT THE FOLLOWING INFORMATION WITH THEIR BID PROPOSAL:

The New Jersey Movers Certificate Number

The number of years the firm has been performing commercial moving services, minimum three (3) years experience and three references

Name(s) and contact telephone number(s) of management personnel to be contacted if problems occur. Phone numbers for evenings and weekends shall also be provided.

QUOTE

Whenever a move or relocation is required, the awarded contractor shall provide a formal quote for that particular job. Quotes will be prepared and submitted within two working days from the request with the following information:

1. Total labor costs (which shall include the cost of all equipment) by the total number of hours to accomplish the job.
2. Total cost of boxes and packing material based upon the price list submitted with the bid proposal to accomplish the job in detail.

CONTRACTOR PERSONNEL

All personnel shall be capable employees thoroughly trained, honest, reliable and qualified in the work assigned to them. The County designee may request the Contractor to transfer from the work crew, employees who are found to be incompetent, prone to excessive tardiness, absenteeism, theft, generally unfit for duty or objectionable for reasons of safety and/or security.

All Contractor's employees shall be subject to security clearance through the County. All personnel will be uniformly attired in the same type of color uniform clearly identified with the Contractor's name. The Contractor is responsible for resolving any labor disputes and will not be entitled to an extension of time as a result of any labor disputes. The contractor is responsible for supplying adequate manpower to perform the move. A timetable for each move will be established and closely monitored to reduce the downtime. The contractor shall supply all necessary equipment required to accomplish the move.

Masonite will be used on all surfaces which carts will travel. Masonite shall be secured with duct tape. New construction shall be protected as necessary with coroflex (corrugated) to minimize wall exposure at high traffic areas. Protection for the elevators in the form recommended by the manufacturer. The contractor is responsible for providing said safety or protection equipment or devices necessary to prevent damage or injury to the items moved and the buildings involved in the move.

PREPARATION

The contractor will develop the sequence of movement procedures and any other necessary requirements for the expeditious movement of the furniture and equipment and submit the same to the County designee at least one week prior to the move for approval. The contractor shall schedule, direct and control the flow of all furniture and equipment from all designated locations at origin, to all locations at destination. The contractor shall develop a program for protection of premises at old and new buildings for the floors and walls and any other areas that may require protection. This plan must be submitted to the County for approval seven (7) working days before the move. The Contractor shall:

Assume responsibly for removal of refuse and protective materials from all buildings. Provide that all dollies, carts and/or bins used in the interior of the building will have a minimum of 4" diameter hard rubber wheels (2" wheels will not be acceptable).

ACTUAL MOVE

The Contractor shall furnish all supervision, labor, materials, supplies and equipment necessary to perform all of the services required to complete this move. Equipment includes, but is not limited to dollies, carriers, trucks, etc. the vendor will supply sufficient letter and legal size totes for employees to pack personal items. The Contractor shall supply commercial bins to load specialty and miscellaneous items.

The Contractor shall promptly inform the County of discrepancies of which they are aware between the plan and actual conditions at origin and destination.

Any rigging or other handling equipment or services required will be the responsibility of the Contractor.

EMPLOYEE DESIGNATION AND ABILITY TO CONTACT

The Contractor must designate one employee at each origin and destination site as the On-Site Project Manager for that site with full responsibility for directing the entire crew working at that site.

The Contractor shall prohibit its employees from disturbing papers on desks, opening desks drawers, or cabinets, or performing other acts, overt or covert, that are not incidental to the movement of such furniture or fixtures. The contractor's employees are not permitted to use County telephones or other office equipment, which are for official County use only.

UNIFORMS

The Contractor's moving personnel shall wear a uniform bearing the contractor's logo assigned to any County move. The uniform shall consist of a shirt and trousers or overalls. All moving personnel shall wear a uniform of the same color and design.

CONTRACT TERMINATION FOR SECURITY BREACHES

The County reserves the right to terminate the contract with the contractor at any time due to breaches in security caused by moving personnel.

PERSONNEL AND EQUIPMENT

PACKING, TAGGING AND MOVING LABORER:

The Contractor's assigned personnel must be able to pack, tag and move any items for the County under the direction of the On-Site Project Manager or representatives of the County Agency.

QUALIFIED DRIVER/SUPERVISOR:

The Contractor's personnel must include a working qualified Driver/Supervisor. This individual is responsible for giving direction to, and working with a crew of up to eight moving laborers with packing and tagging. A qualified Driver/Supervisor is responsible for all moving personnel and equipment at the moving sites.

ON-SITE PROJECT MANAGER:

The Contractor's On-Site Project Manager is responsible for all of the contractor's moving personnel on the job. An On-Site Project Manager is needed only when there are large projects that have multiple sites (three or more) being moved at the same time with crews that require an On-Site Supervisors. A Project Manager may be required when the County has a multiple phase move that takes more than one single day or weekend to complete. This determination will be made by the County. In the case of a situation where multiple moves are to be accomplished and crew sizes are less than eight people per site, the County Agency has the authority to request an on-site supervisor and/or an on-site project manager if, in their opinion, the complexity of the job warrants the additions.

CONTRACTOR'S EQUIPMENT

The Contractor's shall provide all of the necessary and essential tools and equipment needed to complete the move within the timeframe mandated. This equipment must include, but is not limited to, vehicles, fork lift, four-wheel dollies, walk boards, moving pads, moving straps, safe jacks, J-Bars, pallet jacks, electronic carts, packing material, packing boxes, packing labels, and hand tools for the dismantling of furniture.

When a vehicle(s) is required to move furniture between locations, the choice of such vehicle(s) may be left to the reasonable exercise of the business judgment of the contractor, subject to exception by the County for the reason of expediting a timely and efficient conclusion to the move.

LICENSES AND PERMITS

OBTAINING ALL AUTHORIZING DOCUMENTS

The Contractor shall be responsible for securing, maintaining and paying for all necessary licenses, permits and authorizations necessary to perform all the work outlined in this bid. The cost of securing such permits is to be included as an incidental expense in the total cost of the project.

DISPLAY OF PERMITS

The Contractor shall ensure that all permits are displayed on the premises.

MEETINGS

The Contractor may be required to meet periodically with the County designee representatives, to discuss current and proposed projects. The Contractor may be required to meet with County Agency personnel periodically to review the progress of the projects.

INSURANCE COVERAGE

In addition to the insurance requirements as required on page 29, the awarded vendor must secure Transit insurance protecting all County property to the full value of the items while in the care, custody, and control of the Contractor with a minimum limit of liability of \$250,000.00. <http://www.nj.gov/oag/ca/nonmedical/movers.htm>