

BID SOLICITATION



STATE OF RHODE ISLAND AND PROVIDENCE PLANTATIONS
 CAPITOL HILL
 PROVIDENCE RI 02908

BID NUMBER: B05839
TITLE: MOVING SERVICES
BID OPENING DATE AND TIME:
12/07/2005 1:40 PM

BUYER: JOHN O'HARA
 PHONE #: (401) 222 - 2142 ext. 125
 BLANKET PERIOD: 1/1/2006 - 4/15/2006

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PUBLIC DEFENDER
PD MAIN OFFICE
100 N MAIN ST, 4TH FLOOR
PROVIDENCE RI 02903

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PUBLIC DEFENDER
PD MAIN OFFICE
100 N MAIN ST, 4TH FLOOR
PROVIDENCE RI 02903

Requisition Number(s): R49A066603

Item	Class-Item	Quantity	Unit	Unit Price	Total
	BLANKET REQUIREMENTS: 1/1/06 - 4/15/06 THERE WILL BE A MANDATORY PRE BID CONFERENCE ON 11/30/05 AT 10:00 AM THERE WILL BE 2 LOCATIONS: THE 1ST LOCATION WILL BE AT: PUBLIC DEFENDER OFFICE 100 NORTH MAIN STREET 3RD FLOOR PROVIDENCE, RI 02903 FOLLOWING THIS, THE 2ND LOCATION WILL BE J. JOSEPH GARRAHY JUDICIAL COMPLEX 1ST FLOOR ONE DORRANCE PLAZA PROVIDENCE, RI 02903				

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	<p>AN INSURANCE CERTIFICATE IN COMPLIANCE WITH PROVISIONS OF ITEM 31 (INSURANCE) OF THE GENERAL CONDITIONS OF PURCHASE IS REQUIRED FOR COMPREHENSIVE GENERAL LIABILITY, AUTOMOBILE LIABILITY, AND WORKERS' COMPENSATION AND MUST BE SUBMITTED BY THE SUCCESSFUL BIDDER(S) TO THE DIVISION OF PURCHASES PRIOR TO AWARD. THE INSURANCE CERTIFICATE MUST NAME THE STATE OF RHODE ISLAND AS CERTIFICATE HOLDER AND AS AN ADDITIONAL INSURED. FAILURE TO COMPLY WITH THESE PROVISIONS MAY RESULT IN REJECTION OF THE OFFEROR'S BID. ANNUAL RENEWAL CERTIFICATES MUST BE SUBMITTED TO THE AGENCY IDENTIFIED ON THE PURCHASE ORDER. FAILURE TO DO SO MAY BE GROUNDS FOR CANCELLATION OF CONTRACT.</p>				

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	<p>NOTE: IF THIS BID COVERS CONSTRUCTION, SCHOOL BUSING, HAZARDOUS WASTE, OR VESSEL OPERATION, APPLICABLE COVERAGES FROM THE FOLLOWING LIST MUST ALSO BE SUBMITTED TO THE DIVISION OF PURCHASES PRIOR TO AWARD:</p> <ul style="list-style-type: none"> * PROFESSIONAL LIABILITY INSURANCE (AKA ERRORS & OMISSIONS) - \$1 MILLION OR 5% OF ESTIMATED PROJECT COST, WHICHEVER IS GREATER. * BUILDER'S RISK INSURANCE - COVERAGE EQUAL TO FACE AMOUNT OF CONTRACT FOR CONSTRUCTION. * SCHOOL BUSING - AUTO LIABILITY COVERAGE IN THE AMOUNT OF \$5 MILLION. * ENVIRONMENTAL IMPAIRMENT (AKA POLLUTION CONTROL) - \$1 MILLION OR 5% OF FACE AMOUNT OF CONTRACT, WHICHEVER IS GREATER. * VESSEL OPERATION - (MARINE OR AIRCRAFT) - PROTECTION & INDEMNITY COVERAGE REQUIRED IN THE AMOUNT OF \$1 MILLION. <p>BIDDERS ARE RESPONSIBLE FOR INSPECTION OF EQUIPMENT AND/OR LOCATION, TAKING MEASUREMENTS* WHEN REQUIRED, AND MAKING THEMSELVES AWARE OF THE TOTAL REQUIREMENT BEFORE SUBMITTING A BID. *MEASUREMENTS PROVIDED WITH ANY BID ARE FOR REFERENCE PURPOSES AND ARE NOT GUARANTEED TO BE COMPLETELY ACCURATE.</p>				

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Item	Class-Item	Quantity	Unit	Unit Price	Total
	<p>NO CHARGES OTHER THAN PARTS AND LABOR ON THE JOB - NO TRAVEL, NO MILEAGE, NO MISCELLANEOUS CHARGES, NO PORTAL TO PORTAL.</p> <p>VENDOR (OWNER OF COMPANY) IS RESPONSIBLE TO COMPLY WITH ALL LICENSING OR STATE PERMITS REQUIRED FOR THIS TYPE OF SERVICE. A COPY OF LICENSE/PERMIT SHOULD BE SUBMITTED WITH THIS BID. IN ADDITION TO THESE LICENSE REQUIREMENTS, BIDDER, BY SUBMISSION OF THIS BID, CERTIFIES THAT ANY/ALL WORK RELATED TO THIS BID, AND ANY SUBSEQUENT AWARD WHICH REQUIRES A RHODE ISLAND LICENSE(S), SHALL BE PERFORMED BY AN INDIVIDUAL(S) HOLDING A VALID RHODE ISLAND LICENSE.</p>				

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Item	Class-Item	Quantity	Unit	Unit Price	Total
	<p>This project will include the moving of items (i.e., furniture, boxes containing books, files and other material, equipment, shelving and similar material from 100 N. Main Street, Providence, and the J. Joseph Garrahy Judicial Complex, Providence, to the Rosemac Building located at 140 Pine Street, Providence. A best available inventory will be provided, but a mandatory walk-through will be scheduled.</p> <p>The move date is not fixed, but will occur sometime between January 2, 2006 and March 30, 2006. The move may take place all at once or in two portions (once from 100 N. Main Street and once from the Garrahy Courthouse), as determined by the agency. Moving date(s) will be provided by the agency at least 15 days previous. The move(s) must proceed continuously once started until completed (with the exception that N. Main Street may be handled in a separate move from Garrahy), and must include a Saturday; preference will be given to proposals that minimize weekday disruption.</p>				
1.0	962-56 TOTAL COST FOR: (A) RELOCATION OF ENTIRE OFFICES FROM 100 NORTH MAIN STREET.	1.00	TOTAL	_____	_____
2.0	TOTAL COST FOR: (B) RELOCATION OF DESIGNATED FURNITURE FROM THE GARRAHY COMPLEX.	1.00	TOTAL	_____	_____
3.0	962-56 ADDITIONAL COST TO EITHER ITEMS 1 AND 2 (IF REQUIRED), FOR THE MOVE TO INCLUDE A SUNDAY MOVING DAY.	1.00	TOTAL	_____	_____

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Item	Class-Item	Quantity	Unit	Unit Price	Total
	CONTACT PERSON: BARBARA HURST 401-222-1540 DELIVERY OF GOODS OR SERVICES AS REQUESTED BY AGENCY.				
				TOTAL:	

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More specific instructions for RFP – Moving

DESCRIPTION OF SERVICE TO BE PROVIDED

The Rhode Island Public Defender (RIPD) is relocating its main office from 100 N. Main Street, Providence, and a portion of its office at the J. Joseph Garrahy Judicial Complex, Dorrance Street, to new offices at 140 Pine Street, Providence. Approximately 13,500 sq. ft. of office furniture, equipment and miscellaneous items will be moved into an area of approximately 19,800 sq. ft. Both the location being vacated and the new location involve multi-floors.

RIPD is seeking the services of an experienced Moving Company to provide all materials for packing and transporting (e.g., boxes, labels, carts, etc.) all items identified at the mandatory “walk-through” from the existing facilities to the new building. The following list of materials to be moved is advisory and not exclusive; items identified at the “walk-through” may be additional to the list of materials.

1. Desks, including any dis-assembly, if required, and re-assembly – RIPD will package desk material in boxes
2. Chairs
3. Tables/credenzas and stands, of various sizes
4. Vertical and lateral file cabinets. Material to remain in vertical file cabinets during move; services provided to include packing files from lateral files into boxes *if* material cannot remain in lateral files during move.
5. Bookcases
6. Computers and peripheral equipment (not including servers), including packing as appropriate to minimize risk of damage
7. Library shelving – includes packing and unpacking/re-shelving books in appropriate order
8. Packed boxes
9. File/storage shelving – includes
 - (a) dis-assembling shelving and re-assembling and, where appropriate, bolting to wall¹
 - (b) includes packing of files and unpacking/re-shelving files in appropriate order
 - (c) active files, which will be identified by the agency, must be moved and transported in a way that maximizes the agency’s use of them both pre-move and post-move (e.g., on shrink-wrapped carts or in such other manner as maximizes access to them)
10. Copiers – will be packed/readied for move by copier vendor, but equipment will be physically moved within these services
11. Refrigerator and other small appliances (e.g., small refrigerators, appliances)
12. Miscellaneous supplies, to be packed and unpacked within services provided
13. Miscellaneous small wall-mounted items

¹ If vendor is not able to do the complete job of dis-assembling, transporting and re-assembling bi-file shelving (on tracks), quote shall exclude entirely dis-assembly, transport and re-assembly but should include packing the files themselves and re-shelving them.

14. Miscellaneous small items

All furniture, equipment and materials moved are to be handled in a workmanlike manner with care and attention to avoid damage. The final location of the material at 140 Pine Street will be identified prior to moving. Labels and a plan for identifying items shall be provided by the vendor. All furniture, equipment and other large items will be placed in final position as directed by RIPD. Vendor must provide a plan for the move, identifying in general terms how the packing, transporting and unpacking will occur.

Bid to include a return to 140 Pine Street on a date to be determined, but to occur three (3) to five (5) business days after the move, to re-locate miscellaneous equipment and furniture.

Bid to be in two identifiable parts: (a) relocation of entire offices from 100 North Main Street; and (b) relocation of designated furniture, equipment and other items from the Garrahy Complex. At RIPD's direction, the moves will occur in one continuous operation, or will occur on different dates. Alternatively, vendor may submit two bids – one specifying a move from both locations in a continuous operation and one specifying moves on different dates.