



Department of General Services
Procurement Division
707 Third Street, 2nd Floor
West Sacramento, CA 95605-2811

State of California

**MASTER SERVICES AGREEMENT
OFFICE MOVING SERVICES
USER INSTRUCTIONS**

NON-MANDATORY

STATE DEPARTMENT USE ONLY

CONTRACT NUMBER: TMU 5-19-88-01

DESCRIPTION: Office Moving Services

CONTRACT NUMBERS AND CONTRACTOR:

5-19-88-01-C001	Atlantic Relocation Systems
5-19-88-01-C002	Colonial Van and Storage, Inc.
5-19-88-01-C003	Mother Lode Van and Storage
5-19-88-01-C004	Rebel Van Lines
5-19-88-01-C005	Sierra Valley Moving and Storage
5-19-88-01-C006	Nor-Cal Moving Services
5-19-88-01-C007	Wind Dancer Moving Co.
5-19-88-01-C008	NC Moving and Storage Solutions
5-19-88-01-C009	Inland Moving and Storage Co.
5-19-88-01-C010	Sterling Van Lines, Inc
5-19-88-01-C011	California Moving Systems
5-19-88-01-C012	Metropolitan Van & Storage
5-19-88-01-C013	Sausalito Moving & Storage, Inc.
5-19-88-01-C014	GDS Moving & Installation Inc.
5-19-88-01-C015	Corovan Moving & Storage
5-19-88-01-C016	Chipman Relocations & Logistics
5-19-88-01-C017	Crown Worldwide Moving

CONTRACT TERM: 07/15/2019 through 6/30/2022

STATE CONTRACT ADMINISTRATOR: Tiffany Reyes, Contract Administrator
Geoff Brewer, Contract Administrator
Telephone: (916) 376-1888

Email:

transportationmanagement@dgs.ca.gov

This Master Services Agreement (MSA) is non-mandatory. Departments are not required to purchase from this contract.

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1. TERM

The MSA for Office Moving Services will be effective July 15, 2019 and end June 30, 2022. DGS has the option to extend the MSA, for an additional three (3) one (1) year periods, or portion thereof. The State reserves the right to terminate the MSA, for convenience, upon a thirty (30) calendar day written notice. All performance under the Ordering Agency agreement shall be completed within six (6) months after the termination date of the MSA.

THE OFFICE MOVING SERVICES PROVIDER LIST CAN BE LOCATED AT THE FOLLOWING URL:

<https://www.dgs.ca.gov/PD/About/Page-Content/PD-Branch-Intro-Accordion-List/Acquisitions/Transportation-Management>.

2. SCOPE

The purpose of this MSA is to provide a list of Office Moving Services Carriers available for state agency use, hereinafter referred to as the "Ordering Agencies". The MSA includes a full range of services to remove free-standing or affixed office and/or lab furniture (including modular furniture), and related supplies from an existing location, transport items to a new location, and set up according to Ordering Agency instructions.

A. Products

Ordering Agencies may use the MSA to purchase items needed to support office moving such as, but not limited to, boxes, cartons, drums, blankets, wrap, and crates. Ordering Agencies may only purchase boxes, cartons, drums, blankets, wrap, and crates from Office Moving Services Carriers that have a California Seller's Permit.

B. Detailed Services

This MSA may be used to purchase services related to office moving include the following:

- 1) Labor, equipment, and materials to perform various office move-related services including packing, moving, transportation/delivery, unpacking, and moving management.
- 2) Labor and equipment to perform various assembly and disassembly of furniture including reconfigurations, moves, additions, and changes.
- 3) Personal computer disconnection and reconnection services by experienced personnel as requested by Ordering Agency. All sensitive equipment shall be pad-wrapped.
- 4) Storage of property in a secured location as required. For storage space beyond

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the first 90 calendar day period refer to K. Storage.

- 5) Removal of surplus property to an appropriate location.
- 6) Removal of packing materials, rubbish and debris from Ordering Agency, if needed.
- 7) Removal or transportation of hazardous materials is not included in the Office Moving Services MSA. Hazardous substances removal is regulated under the Office of Emergency Services and the California Environmental Protection Agency.

C. Modular Furniture

If required, the Office Moving Services Carrier will provide assembly, disassembly, removal, relocation and/or reconfiguration of systems furniture (modular) as required by the Ordering Agency.

D. Contracting for Services

This contract is awarded under the authority of Public Contract Code Section 10298 authorizing the director to consolidate the needs of multiple state agencies for goods, information technology, and services.

Ordering Agencies must use a Request for Offer (RFO) solicitation process and enter into individual agreements with the best value bidder. Ordering Agencies must not include protest language in the RFO solicitation.

- 1) Each RFO shall be issued with a scope of work which details services requested including the date of the move and any special conditions of the existing and future facilities (stairs, elevators, access, parking, masonite, etc.).
- 2) Short or emergency response times by Office Moving Services Carriers may be requested and/or required.
- 3) In most cases offers shall be based on a visual inspection of goods to be moved.
- 4) The price on the RFO will be the "not to exceed" price as listed in the Max 4 Tariff Rates located at the following url: https://bhgs.dca.ca.gov/forms_pubs/maxtariff4.pdf. Ordering Agencies shall choose the Office Moving Services Carrier offering the best value (may be least cost) to the state.
- 5) Documentation must be submitted to support bond fees, rental of equipment and other moving related expenses an Ordering Agency may request in order to receive payment. Office Moving Services Carriers shall itemize the above charges on the RFO for Ordering Agency approval prior to contract. Equipment rental (such as book carts) is limited to specialized needs required by the Ordering Agency and must be agreed to prior to contract award.
- 6) Offers for moves in excess of 100 miles (line haul) shall use Max 4 Tariff Rates in effect during time of performance. All others shall use the hourly rates. The Max 4 Tariff Rates can be located at the following url: https://www.bhgs.dca.ca.gov/forms_pubs/maxtariff4.pdf.

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E. Move Coordination and Planning

- 1) The Office Moving Services Carrier shall assign a move coordinator to direct workers and work directly with Ordering Agency contact.
- 2) Ordering Agencies should supply the Office Moving Services Carrier with an inventory of items to be moved.
- 3) Any items of particular value shall be listed separately by the Ordering Agency and the value noted on the inventory list.
- 4) Any items that require special handling shall be noted and the items tagged by the Ordering Agency.

F. Packing, Pickup and Other Preparations

- 1) Ordering Agencies shall notify the Office Moving Services Carrier of any packing requirements.
- 2) Pickup shall be on the date mutually agreed upon. If the Office Moving Services Carrier cannot meet that date and time, the Office Moving Services Carrier shall notify the Ordering Agency twenty-four (24) hours in advance. Delays by the Office Moving Services Carrier of more than one (1) day from the agreed upon date may result in a penalty to the Office Moving Services Carrier of \$100 per day.
- 3) The Office Moving Services Carrier shall provide the type of vehicle applicable to the items to be moved (e.g., refrigerated van, Office Moving Services Carrier's vehicle, low-boy, etc.). Also, the Office Moving Services Carrier shall not provide two smaller vehicles (and charge extra) when one larger vehicle would be more appropriate.
- 4) For line haul moves, moving vans or Office Moving Services Carrier's vehicles shall be weighed before and after loading by a certified weigh master on a certified scale and a copy of the report to be delivered or faxed to the Ordering Agency. There shall be no separate or extra charges allowed for moves which require weigh tickets.

G. Unpacking

- 1) Upon delivery, all items on the inventory list shall be verified by the Ordering Agency as having been delivered prior to invoice payment.
- 2) The Office Moving Services Carrier shall be notified in writing of any missing or damaged articles in accordance with J. Filing a Claim.

H. Limits of Liability

The Office Moving Services Carrier shall be liable for loss or damage to property caused by its failure to properly pack and transport property. However, the Office Moving Services Carrier shall not be held liable for loss or damage in the following situation:

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- 1) Damage or breakage to items packed improperly by other than the Office Moving Services Carrier's personnel.
- 2) Damage caused by deterioration or inherent susceptibility of the article or by insects.

I. Valuation of Articles

The Office Moving Services Carrier's rates shall include full replacement value protection against possible loss or damage while property is under the protection of the Office Moving Services Carrier. The Office Moving Services Carrier shall be responsible for the satisfactory repair, or replacement (at the Ordering Agencies option) of any state property that is lost, damaged or stolen while in Office Moving Services Carrier's custody and for the satisfactory repair of any damage to buildings or grounds. The Ordering Agency must declare any item of extraordinary value (above \$20,000). If the Office Moving Services Carrier is required to purchase additional insurance to provide full value protection to the Ordering Agency for that item, the Office Moving Services Carrier will be allowed to pass through those charges to the Ordering Agency.

J. Filing a Claim

If the Ordering Agency has determined that damage or loss to property has occurred, the Ordering Agency shall note it on the Office Moving Services Carrier's bill for services and file a formal claim by:

- 1) Sending a written notice to the Office Moving Services Carrier describing the loss or damage.
- 2) Listing each of the damaged articles.
- 3) Including the valuation for each item.
- 4) Show the Office Moving Services Carrier's order number, date of move, origin and destination.
- 5) Storing any damaged packing material or other evidence of damage.
- 6) Retaining copies of all receipts, correspondence, repair estimates, etc.
- 7) Claims should be filed within nine (9) months after delivery or after loss has been reasonably established. Office Moving Services Carrier shall acknowledge claim in writing within thirty (30) calendar days and commit to action within sixty (60) calendar days (i.e., pay, identify a compromise or decline to pay). Claims not settled within one (1) year shall be reported to the Department of General Services, Office of Risk and Insurance Management (ORIM) at (916) 376-5300.
- 8) An Office Moving Services Carrier will be allowed no more than three (3) upheld customer service complaints during the course of each year of the MSA term before being removed from the contract for a period of no less than 90 calendar days. The Office Moving Services Carrier will be given the opportunity to fully defend and resolve any complaint that may be received. Failure to present full explanation and

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resolution of complaints may result in permanent removal from the MSA. Ordering Agency may contact the Contract Administrator for information regarding Office Moving Services Carrier performance.

K. Storage

If the new facility is not available at the time of the move and/or items must be stored, the Ordering Agency may request storage-in-transit. When that occurs, the following steps shall be taken:

- 1) The Ordering Agency must request storage-in-transit at least five (5) calendar days prior to the move.
- 2) Separate charges will accrue for transportation to storage, the storage period, and transportation from storage to the new facility.
- 3) If storage is required for more than 90 calendar days, a separate agreement will be necessary with the storage company.

An Ordering Agency that expects to use long-term storage should carefully review the rates and terms offered by the Office Moving Services Carrier's storage facility before the move, to determine if the terms would place an undue burden on the Ordering Agency (such as limited access/removal, an unnecessary requirement for staff, etc.).

3. DGS USAGE/RULES

Ordering Agencies must have a DGS agency billing code prior to placing orders against this MSA. Ordering Agencies may contact their Purchasing Authority contact or their agency's fiscal office to obtain this information.

4. DGS ADMINISTRATIVE FEE

- A. DGS will bill each Ordering Agency an administrative fee for use of this MSA. The administrative fee should NOT be included in the order total, nor remitted before an invoice is received from DGS.
- B. Current fees are available online in the Procurement Division Price Book can be located at the following url: <https://www.dgs.ca.gov/OFS/Price-Book> (Click on "Purchasing" under Procurement Division).

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5. ORDERING PROCEDURE

- A. SCM policy requires that a minimum of three (3) offers from eligible Office Moving Services Carriers shall be solicited including one (1) from SB and/or DVBE when available. Ordering Agencies must contact Office Moving Services Carriers to determine and document why they did not respond. The rationale for proceeding with less than the minimum responses must be documented in the procurement file.
- B. The Ordering Agency completing the RFO should include the following information:
- 1) Ordering Agency contact information;
 - 2) Requested date of move;
 - 3) Work Hours (will overtime be allowed?) (Is work to be performed on the weekend?) Per DIR prevailing wage determination, any work on Saturday or Sunday requires payment of overtime;
 - 4) Location (from and to);
 - 5) Inventory of items to be moved (recommended);
 - 6) Will work involve modular furniture? (see attached SOW for services covered);
 - 7) Statement of Work;
 - 8) Who will be responsible for packing contents of desks and files? (Usually the Ordering Agency staff handles this.);
 - 9) Any special conditions of the job or work site (stairs, elevators, parking, bonds, security issues, etc.).
- C. Once an Ordering Agency procurement official has obtained the proper departmental and/or Ordering Agency approvals, complete the required purchase document (See E, F & G below), then mail or fax it directly to the Office Moving Services Carrier to complete the order.
- D. The purchase document must include the Ordering Agency contact information, MSA number and agency billing code.
- E. Ordering Agencies not transacting in FI\$Cal must use the Purchasing Authority Purchase Order (STD 65) for purchase execution.
- F. FI\$Cal Purchase Documents – Ordering Agencies transacting in FI\$Cal will follow the FI\$Cal procurement and contracting procedures.
- G. A Standard Agreement (STD.213) must be used by Ordering Agencies for any job estimated to exceed \$50,000 or for continuing use, such as an annual contract.
- H. The Ordering Agency must obtain approval from the DGS Office of Legal Services (OLS) if the service contract amount exceeds \$50,000 (unless the Ordering Agency has a DGS Exemption greater than \$50,000) per State Contract Manual, Volume II,

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Chapter 6, Section 6. A1.3. Follow the routing procedures used for non-IT service contracts.

- I. Ordering Agencies are required to complete the STD. 215 for all contracts, regardless of dollar amount. The justification for contracting based on Government Code Section 19130 is an important component of the contract documentation. The STD. 215 should be maintained in the contract file with other purchase documents
- J. Ordering agency must adhere to all state laws, regulations, policies, best practices, and purchasing authority requirements, e.g. California Codes, Code of Regulations, Public Contract Code, State Administrative Manual, Management Memos, and State Contracting Manual Volumes 1 and 2, as applicable.

6. STATE AGENCY ORDERING AND REPORTING REQUIREMENTS

- A. Ordering Agencies using this MSA must register the purchase in the State Contract and Procurement Registration System (SCPRS) and submit a copy of their ordering document to the State Contract Administrator listed on the cover sheet.
- B. Awarding bodies are now required to submit PWC-100 (contract award notice) for all public works projects (e.g., assembly and disassembly of modular furniture) at the time of order at the following url: <https://www.dir.ca.gov/pwc100ext/LoginPage.aspx>.

7. FILE DOCUMENTATION

Ordering Agencies shall follow State Contracting Manual, Volume 2, Chapter 6, Leveraged Procurement Agreements, Topic 4 – Documenting the Results of a LPA Offer.

8. SUPPLIER PERFORMANCE/PROBLEM RESOLUTION

All Ordering Agencies should report non-compliance issues. Technical or contractual difficulties encountered should be reported to the State Contract Administrator listed on the cover sheet in a timely manner. This includes and is not limited to informal disputes, supplier performance, outstanding deliveries, etc.

9. CALIFORNIA SELLER'S PERMIT

The California seller's permit numbers, for companies providing tangible goods, are listed on the Office Moving Services Provider Listing. Ordering Agencies can verify that permits are currently valid at the following url: <https://onlineservices.cdtfa.ca.gov/#1>.

10. VERIFY CURRENT LICENSE

The Department of Consumer Affairs (DCA), Bureau of Household Goods and Services (BHGS) Home Furnishing License (formerly CPUC) has been verified for each Office

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Moving Services Carrier at the time of application. Ordering Agencies are responsible for verifying the current license status of the Office Moving Services Carrier at the time of order at the following url: <https://bhgs.dca.ca.gov/licensee/index.shtml>.

11. PREVAILING WAGE

Moving services provided to Ordering Agencies exceeding \$2,500.00 must conform to the requirements contained of Government Code 14920, California Labor Code Section 1720 and SAM § 3810, which provide for such contracts to be with an Office Moving Services Carrier whose drivers and supporting personnel are operating under current collective bargaining agreements or who are maintaining the prevailing wages, standards, and conditions of employment for its driver and supporting personnel, including mover, packer, driver, helper, Modular furniture installer; including Master Installer, Lead Installer, Installer I, Installer II (Labor Code Section 1720) as set forth for each county. County prevailing wage determinations can be located at the following url: <https://www.dir.ca.gov/OPRL/dprevagedetermination.htm>.

- A. Upon request of the Ordering Agency, DGS, or the Department of Industrial Relations, the Office Moving Services Carrier shall submit a certified copy of all requested payroll records. Delinquent or inadequate certified payrolls or other required documents will result in the withholding of payment until such documents are submitted by the Office Moving Services Carrier.
- B. Pursuant to California Labor Code Section 1720, a public work includes, but is not limited to, the assembly and disassembly of freestanding and affixed modular office systems.
- C. General Prevailing Wage Rate Determinations applicable to this MSA may also be obtained from the Department of Industrial Relations Internet site located at the following url: <http://www.dir.ca.gov/>.

12. INSURANCE REQUIREMENTS

- A. Office Moving Services Carriers are required to provide proof of insurance to Ordering Agencies in accordance with Attachment D (see appendix). If additional insurance is required by the Ordering Agency, that requirement will be included in the Ordering Agency's SOW.
- B. For Motor Truck Cargo Legal Liability and Bailee's Legal Liability, Ordering Agencies owning the property should create an inventory of the property to be moved and stored. Based on the inventory an estimate of its replacement value can be determined.

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C. Ordering Agencies should direct insurance questions to the DGS Office of Risk and Insurance Management located at the following url: <https://www.dgs.ca.gov/ORIM>.

13. PAYEE DATA RECORD

Ordering Agencies not transacting in FISCAL, must obtain a copy of the Payee Data Record (STD 204) in order to process payments. Ordering Agencies forward a copy of the STD 204 to their Accounting office(s). Without the STD 204, payment may be unnecessarily delayed.

14. SMALL BUSINESS/DISABLED VETERAN BUSINESS ENTERPRISE CERT.

The applicable small business and/or disabled veteran business enterprise (DVBE) certifications for each Office Moving Services Carrier are listed on the Office Moving Services Provider Listing. State departments should verify that the certifications are currently valid at the following url: <https://caleprocure.ca.gov/pages/PublicSearch/supplier-search.aspx>.

15. EQUIPMENT INDEMINIFICATION

The Office Moving Services Carrier shall indemnify the State for any claims against the State for loss or damage to the Office Moving Services Carrier's property or equipment during its use under this Agreement and shall at the Office Moving Services Carrier's own expense maintain such fire, theft, liability or other insurance as deemed necessary for this protection. The Office Moving Services Carrier assumes all responsibility which may be imposed by law for property damage or personal injuries caused by defective equipment furnished under this Agreement or by operations of the Office Moving Services Carrier or the Office Moving Services Carrier's employees under this Agreement.

16. PROHIBITION OF DELINQUENT TAXPAYERS

Public Contract Code (PCC) Section 10295.4 prohibits the State from entering into an agreement for goods or services with any taxpayer whose name appears on either list maintained by The California Department of Tax and Fee Administration (CDTFA) or the Franchise Tax Board (FTB) pursuant to Revenue and Taxation Code sections 7063 and 19195, respectively, of the 500 largest tax delinquencies. PCC Section 10295.4 provides no exceptions to these prohibitions. Prior to executing any state contract or renewal for non-IT goods or services, the Ordering Agencies must verify that the Office Moving Services Carrier is not on a prohibited list by checking both the CDTFA <https://www.cdtfa.ca.gov/> and FTB <https://www.ftb.ca.gov/> websites.

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17. DARFUR CONTRACTING ACT:

- A. Public Contract Code Sections 10475 -10481 applies to any company that currently or within the previous three (3) years has had business activities or other operations outside of the United States. For such a company to bid on or submit a proposal for a State of California contract, the company must certify that it is either a) not a scrutinized company; or b) a scrutinized company that has been granted permission by the Department of General Services to submit a proposal.
- B. A scrutinized company is a company doing business in Sudan as defined in Public Contract Code section 10476. Scrutinized companies are ineligible to, and shall not bid on or submit a proposal for a contract with a State agency for goods or services. (Public Contract Code Section 10477(a)).
- C. The Darfur Contracting Act Certification Form is located at the following url:
<https://www.dgs.ca.gov/SearchResult?search=darfur%20forms&divisionid>

Note: The Darfur Contracting Act Certification Form is not required for companies who have not, within the previous three years, had any business activities or other operations outside of the United States.