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PHYSICAL LOCATION
Montgomery County
Administrative Building, Annex III
101 S. Lawrence Street
Montgomery, AL 36104

PURCHASING DEPARTMENT

P.O. BOX 1667
MONTGOMERY, ALABAMA 36102-1667

INVITATION TO BID

Moving and Storage Services

Bid Date: November 6, 2023	Bid Number: 51901-24B-002	Return Quotation By: November 27, 2023 10:00 a.m. CST
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Please submit a sealed price quotation on the items listed herein. (**Faxed bids will not be accepted.**) The submissions will be received at the Purchasing Department Office, 101 S. Lawrence Street until the date and time shown above, and publicly opened as soon thereafter as practicable. If unable to quote, write "NO BID" and return.

The Montgomery County Commission reserves the right to award this bid on an all or none, to refuse all bids, and to waive technicalities.

Questions regarding this bid should be directed to Khristie Davis, Purchasing Manager, Purchasing Department, Montgomery County Administrative Building Annex III, 101 South Lawrence Street, Montgomery, Alabama, phone number (334) 832-1267.

Florence M. Cauthen
County Administrator

GENERAL CONDITIONS AND INSTRUCTIONS

1. The bid number must appear on the outside of the bid envelope.
2. No oral, telephonic, facsimile, modifications or alternate bids will be considered. Bids from firms, individuals, or the same owners of separate companies submitting more than one bid will not be considered.
3. Late bids will not be opened.
4. Three (3) no responses to invitation to bid will be reason for deletion of bidder's name from the bid list. Once deleted from bid list, bidder's name may be returned to bid list with a written request from the bidder.
5. Bidders must submit an original and one (1) copy of its bid. The attached bid form must be completed in its entirety, signed by an authorized agent of the company, and submitted with the bid response. **Bid forms that are not signed will be disqualified.**
6. All pricing shall be F.O.B., Montgomery, Alabama. Deliveries shall be to the site and designated location of the ordering department listed on the purchase order. The bid price shall include all freight/delivery, fuel, surcharge, handling, packaging, services charges, paid by the vendor.
7. Bidders must attach to bid a copy of a current City of Montgomery business license and Montgomery County business license, if required by law, and shall be current on payment of all city and county sales taxes. **If vendor is not required to have a City of Montgomery Business license or a Montgomery County business license, vendor must specify why license is not required.**
8. Bidders having a place of business within the legal boundaries of Montgomery County shall be given a 5% preference over vendors located outside of the legal boundaries of Montgomery County. Separately, the Montgomery County Commission reserves the right to award the contract to a local responsible bidder if the bid is within 10% of a foreign entity's bid. A foreign entity is a business that does not have a place of business within the State of Alabama.
9. The contract period will be for one (1) year, beginning from the date of award and ending one (1) year thereafter with an option to renew for an additional two (2) years, in one (1) year periods. At the end of the one (1) year contract period, a price increase may be allowed but shall not exceed five percent (5%) per year.
10. The successful bidder awarded the contract/ purchase order must provide documentation of its enrollment in the E-Verify program.
11. Montgomery County reserves the right to perform a criminal background check on successful vendor's employees that will be servicing the County.

12. Montgomery County Commission or the successful vendor reserves the right to cancel this contract with a sixty (60) written notice at any time during the contract.
13. Successful vendor shall file the following insurance coverage and limited liability with the Purchasing Department before beginning work with Montgomery County:

General Liability

\$1,000,000 – Bodily injury and property damage combined occurrence

\$1,000,000 – Bodily injury and property damage combined aggregate

\$1,000,000 – Personal injury aggregate

Comprehensive form including premises/operation, products/completed operations contractual, independent contractors.

Broad form property damage and personal injury.

Automobile Liability

\$1,000,000 – Bodily injury and property damage combined coverage

Any automobile including hired and non-owned vehicles

Worker Compensation and Employers Liability

\$1,000,000 – Limited each occurrence

Umbrella Coverage

\$1,000,000 – Each occurrence

\$1,000,000 – Aggregate

14. Successful bidder shall maintain such insurance throughout the term of the contract.
15. If a dispute arises out of or relates to this agreement or its breach, the parties shall endeavor to settle the dispute first through direct discussions and negotiations. If the dispute cannot be settled through direct discussions or negotiations, the parties shall endeavor to settle the dispute by non-binding mediation. The location of the mediation shall be Montgomery, Alabama. Either party may terminate the mediation at any time after the session, but the decision to terminate must be delivered in person to the other party and the mediator. Engaging in mediation is a condition precedent to any other form of binding dispute resolution. If the parties cannot agree on a mutual resolution, any disputes not resolved by mediation shall be decided in the Circuit Court of Montgomery County, Alabama, governed by the laws of the state of Alabama.
16. If a bidder desires to protest a bid, a formal written protest shall be submitted to the Administrator/Purchasing Agent within five (5) working days before the bid opening or proposal due date or within five (5) working days after award. The formal written protest may be hand delivered to the Administrator or Administrator's Office of the Montgomery County Commission and/or mailed to the Administrator/Purchasing Agent by registered certified mail. The bidder and/or his authorized agent or legal representative must sign the formal written protest, or it will not be accepted.

Failure to file the notice of protest within the time limit prescribed herein shall constitute a waiver of any protest to the bid and/or request for proposal process.

The formal written protest shall state with particularity the facts and law upon which the protest is based. Within 30 calendar days of receipt of the timely filed, formal written protest, the Administrator/Purchasing Agent shall issue a written decision with respect to the protest. Should the decision by the Administrator/Purchasing Agent be adverse to the bidder, the bidder may seek relief in accordance with the *Code of Alabama 41-16-31*.

17. The selected vendor agrees to protect, defend, indemnify and hold the Montgomery County Commission and its employees, agents, officers and servants free and harmless from any and all losses, claims, liens, not limited to, the amounts of judgments, penalties, interests, court costs, legal fees, and all other expenses incurred by the County arising in favor of any party, including employees of the successful vendor, death or damages to property and without limitation by enumeration, all other claims or demands of every character but only on the proportion of and to the extent such losses, claims, liens, demands and causes of action arise out of the negligent acts or omissions of contractor, its employees, agents and officers. The successful vendor agrees to investigate, handle, respond to, provide defense for and defend any such claims, demand, or suite at its sole expense. The successful vendor also agrees to bear all other costs and expense related thereto, even if the claim or claims alleged are groundless, false or fraudulent.
18. The selected vendor affirms that it will not violate federal immigration law or knowingly employ, hire for employment, or continue to employ an unauthorized alien within the State of Alabama for the duration of the agreement. Furthermore, a contracting party found to be in violation of this provision shall be deemed in breach of the agreement and shall be responsible for all damages resulting therefrom.
19. The Montgomery County Commission is committed to increase participation by Minority and Women-Owned Businesses (M/WBs) in the procurement process in Montgomery County; to insure equal opportunity for M/WBs to participate in the procurement process; to prohibit discrimination on the basis of race, color, religion, national origin, sex, age, disability, or veteran status in the procurement process; and to achieve a minimum of 30% participation by M/WBs in the procurement process in Montgomery County.
20. Montgomery County Commission may review bidder's qualifications and references as it deems necessary to determine the ability of the bidder to perform the work, and the bidder shall furnish to the County all such information and data for this purpose as the County may request.
21. Montgomery County Commission reserves the right to reject any bid if the evidence submitted by, or investigation of such bidder fails to satisfy the County that such bidder is properly qualified to carry out the obligations of the contract and to complete the work contemplated therein.

22. While the bid award may be made to the lowest bidder meeting all specifications, Montgomery County Commission will not award the bid on the basis of the low bid only. Quality, conformity with specifications, terms of delivery, past service history, and experience are among factors that may be considered in determining the lowest responsible bidder.
23. Montgomery County Commission reserves the right to award the bid in any manner that is in the best interest of the County.

Vendor Requirements

1. Must be a bonded professional moving company.
2. Must have a minimum of two (2) years of experience providing comparable services, preferably moving and storage services for public agencies.
3. Must submit references from three (3) public agencies/companies for which the vendor has performed comparable services within the last two (2) years.
4. Must have the ability to provide the required personnel, labor, and equipment to meet scheduled deadlines with an exceptional service level and attention to detail.
5. Shall furnish all supervision, vehicles, drivers, packers, packing materials, boxes and other supplies as needed to execute the move and manage resources to minimize cost.
6. Vehicles must be enclosed and contain equipment suitable for securing and transporting.
7. Ensure all items are properly prepped and protected for safe transport.
8. Prior to transporting any item, inspect and immediately notify the County in writing of any visible damage or defects.
9. All moving crews shall be uniformed or wear identification while on County property.
10. Vendor assumes all responsibility for damaged or lost property and must resolve any such issues within thirty (30) days of discovery through replacement, repair, or reimbursement. Montgomery County Commission is solely responsible for obtaining quotes/appraisals for making repairs and replacement arrangements for damaged items.
11. Must demonstrate the ability to meet the project scope without subcontracting.
12. May not assign, transfer, convey, or otherwise dispose of the contract or its rights, title or interest in or the same, or any part thereof, without written consent from Montgomery County Commission.
13. Must provide an individual who will manage all communication, schedule and coordination of the move and a project manager and/or supervisor who will be on-site during the job.
14. Utilization of vendor's storage, including climate-controlled facilities, may be sought should the need arise. The facilities must be bonded and insured. County property must be inventoried and properly stored. High value items as determined by the County must have additional security measures in place.

Scope of Work

Montgomery County Commission proposes to enter into a contract with a qualified professional moving company for moving and storage services at various county buildings on an as needs basis.

1. Each individual job to be performed will require a pre-job meeting with the General Service Director or his designee. Prior to all moves, the vendor will be responsible for physically inspecting the site and related locations at origin and destination, including access to and from streets and loading areas, measuring elevator and stairway access, building overhangs, entrances and exits to gather all pertinent logistical information concerning the relocation.
2. A written proposal will be prepared by the vendor detailing the number of man-hours, per classification, required to complete the project, a list of materials and their cost and the time frame recommended to complete the project. The vendor will receive authorization from the General Service Director, or his designee and a purchase order will be issued prior to the commencement of any work.
3. Working hours will be from 8:00a.m. – 5:00p.m., Monday – Friday.
4. Services may consist of packing and/or moving offices from permanent building(s) to interim housing and back to permanent building after construction is complete.
5. Labor, supplies, and materials for all items must be provided which may include but is not limited to office and courtroom furniture, (some of which may require disassembly and reassembly), computer and office equipment.
6. Finishes of furniture, millwork, flooring, walls, doors, ceilings, stairways and windows must retain their pre-move appearance and function.
7. Accurate placement of all items moved to a destination must be verified prior to leaving the job.
8. All cartons and related debris must be removed from the site.
9. After each move, the vendor shall conduct a punch list walk with the General Service Director to close out the project.

Bid Form

Service Cost	
Project Manager	\$ /hour
Supervisor	\$ /hour
Foreman	\$ /hour
Helper/Crewman	\$ /hour
Packers	\$ /hour
Disassembler/Assembler	\$ /hour
Truck w/liftgate (includes driver)	\$ /hour
Van (includes driver)	\$ /hour
Supply Cost	
Roll of Shrink Wrap	\$
Roll of Tape	\$
Roll of Bubble Wrap (250')	\$
Paper Pad	\$
1 Pack of Labels	\$
Moving Boxes (unit price)	\$
Moving Dollies	\$
Rental of Large Totes/Crates	\$
Rate Schedule for Storage Facilities	
Incoming Fee	\$
Monthly Storage Fee (per vault 7'x5'x7')	\$
Overflow Fee	\$
Site Delivery Fee	\$

REFERENCE LIST

This reference list shall be completed and attached to the bid form when submitted to the Purchasing Office. Bids received without this completed reference list will be disqualified.

List three (3) agencies/companies that you have provided comparable services for in the last two (2) years.

1. _____
Agency/Company Name

Name of Contact Person/Title

Phone Number Email Address
2. _____
Agency/Company Name

Name of Contact Person/Title

Phone Number Email Address
3. _____
Agency/Company Name

Name of Contact Person/Title

Phone Number Email Address

Complete this form and return it with your bid proposal. Should you choose not to bid at this time, please complete this form and forward back to our office as soon as possible. It is necessary that you check all categories that apply to your company.

Vendor Name: _____

Address: _____

Email Address: _____

Phone Number: _____

Fax Number: _____

Is the Company Minority Owned: _____ Yes _____ No

Is the Company Owned By: _____ Female _____ Male _____ Both

Is the Company Incorporated: _____ Yes _____ No

Ethnicity of Ownership:

_____ African American

_____ American Indian

_____ Asian American

_____ Caucasian

_____ Disabled

_____ Hispanic

_____ Other (Please Specify) _____

Official Signature

Printed Name and Title

Date: _____

RESPONSE FORM TO BE ATTACHED TO BID

Company Name _____

Federal I.D. # _____

Mailing Address _____

Phone Number _____

Email Address _____

Quote F.O.B. _____

Terms of Payment _____

Delivery Date _____

Official Signature

Printed Name and Title