Request for Proposal # 2018-021

Moving Services

Due Date: October 10, 2017
Time: 2:00 pm EST
Receipt Location: Government Center
Administrative Services Procurement Division
500 N. Main Street, Suite #709
Monroe, NC 28112

Pre-Proposal Meeting: See page 2 for details

Procurement Contact Person
Name: David Shaul
Title: Procurement Specialist
E-mail: david.shaul@unioncountync.gov
Telephone: 704.283.3601
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2 Submittal Deadline and Addendum Information

2.1 PROPOSAL SUBMISSION DEADLINE

Submittals shall be sealed and labeled on the outside “RFP# 2018-021 Moving Services”. RFP’s are to be received by the Union County, Procurement Division by 2:00 p.m., October 10, 2017.

Mail or hand-deliver submission packets to:

Union County Government Building
Administrative Services, Procurement Division
500 North Main Street, Suite #709
Monroe, NC 28112
Attention: David Shaul, Procurement Specialist

The proposal must be submitted electronically on non-returnable CD or flash drive, and in printed form. One (1) original (mark “ORIGINAL COPY”) plus six (6) hard copies of the proposal must be submitted. The original proposal package must have original signatures and must be signed by a person who is authorized to bind the proposing firm. All additional proposal sets may contain photocopies of the original package.

Electronic (email) or facsimile submissions will not be accepted.

There is no expressed or implied obligation for Union County to reimburse firms for any expenses incurred in preparing proposals in response to this request.

Union County reserves the right to reject any or all proposals or to select the proposal, which in its opinion, is in the best interest of the County.

2.2 PRE-PROPOSAL MEETING

A pre-proposal meeting will be held at the date and time listed below. Both buildings involved in the move shall be previewed. Attendance at the pre-proposal meeting is not mandatory, but is highly encouraged.

DATE: September 22, 2017
TIME: 2:30 PM EST
LOCATION: Union County Human Services
            DSS Auditorium A
            1212 W. Roosevelt Blvd
            Monroe, NC 28112
2.3 PROPOSAL QUESTIONS

Proposal questions will be due on **September 28, 2017 at 5 pm** EST. The primary purpose of this is to provide participating firms with the opportunity to ask questions, in writing, related to the RFP. The County may respond with an addendum within five (5) calendar days.

Submit questions by e-mail to **David Shaul at david.shaul@unioncountync.gov** by **the deadlines shown above**. The email should identify the RFP number and project title. All questions and answers may be posted as addenda on [www.co.union.nc.us](http://www.co.union.nc.us) and [www.ips.state.nc.us](http://www.ips.state.nc.us).

Union County may modify the RFP prior to the date fixed for submission of proposals by the issuance of an addendum.

Any addenda to these documents shall be issued in writing. No oral statements, explanations, or commitments by anyone shall be of effect unless incorporated in the written addenda. Receipt of Addenda shall be acknowledged by the Proposer on Appendix C, Addendum Receipt and Anti-Collusion form.

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3 PURPOSE

3.1 Introduction

Union County (hereafter the “County”), through its Human Services Department, is seeking a full service relocation project management firm to manage coordination, logistics, and move management for the relocation of the Human Service Agency from 1212/1224 W. Roosevelt Blvd to 2330 Concord Avenue, Monroe, NC 28110, in late February 2018 with a completion date not later than March 5, 2018.

3.2 County

Union County, North Carolina (population 212,756) is located in the central, southern piedmont. The County provides its citizens with a full array of services that include public safety, water/wastewater utilities and sanitation, human services, cultural and recreational activities, and general government administration.

4 PROJECT SCOPE

The County is requesting proposals from qualified contractors to provide Moving Services. This includes consultant services in preparation of the move, furnishing of all materials (speed packs, carts, labels, etc.), labor, supervision, tools, supplies, vehicles, fees, permits, and any other items necessary to provide a timely move over one or two weekends, as determined through the consultation services.

The County Human Services department currently occupies the Union Village complex, a 70,000 sq. ft., single story building, housing ~380 employees, that includes medical, dental, and clinical facilities located at 1212/1224 W. Roosevelt Blvd in Monroe, NC. The building has a loading dock at the rear. The move will be to a new, 144,000 sq. ft., three-story building located at 2330 Concord Avenue, Monroe. The new building has a loading dock and two elevators.

The move will include individual employee-packed shipping boxes, disconnect/reconnect desktop computers, medical & dental clinical equipment, limited furniture and filing cabinets, and removal and rehanging of various wall-hung items.

This project will require substantial planning and coordination, and the selected vendor must plan sufficient time and resources to prepare for the planning, coordination and execution of this time sensitive relocation, which might include
completion of the move in multiple phases. The scope of the project involves the planning and implementation for the relocation of all the required FFE from origin sites to the final destination. At this point in time there are still many unknowns that need to be researched, identified and incorporated into the planning for the move logistics and sequencing for a smooth transition.

Responding vendors are requested to provide a proposal including pricing for consulting and move project management services including: 1) initial requirements gathering, including validation of the anticipated requirements as identified by Union County staff, 2) move planning, including scheduling and validation of the anticipated FFE included as identified by Union County staff in Attachment A, 3) coordination with the GC, Architect, and 3rd Party County Construction-related vendors to enable seamless relocation planning and schedule to be defined and executed, 4) move management, 5) the move, and 6) post move follow-up to complete the project in a clear and cost effective manner. No decommissioning is included as part of this RFP request.

5 DESCRIPTION OF SERVICES DESIRED

5.1 MOVING CONSULTATION SERVICES

The successful vendor must be thorough in its up-front planning and scheduling, communication, and management of the relocation planning process and must coordinate so that the entire project team works together to accomplish the expected objectives, which include but are not limited to:

- being on budget;
- understanding the requirements and time frames as they relate to the overall project, effective communication for the scope of project work;
- developing the logistics and sequencing plans for all pre-move, move, and post-move items;
- preparing for the move (or phased moves) including providing all training and coordination necessary to enable County employees and County-managed 3rd-party vendors to successfully complete any components for which they are responsible; and
- identifying the best solutions to problems and issues should they arise to minimize distractions and disruptions to the Human Service Agency’s staff and operations.

Consultant services are anticipated to include, at a minimum, the following (with anticipated time lines):
**Bid and Initiation: (Oct-Dec)**
- Complete site visits of origin and destination department locations to understand operations, layouts, logistics, and existing FFE
- Meet with County staff, architect and contractors as appropriate to discuss, review, and revise FFE inventory, schedule, floor plans, special equipment
- Review with Clinical Staff and 3rd Party Providers the Clinical Equipment move requirements
- Meet with the stakeholders to discuss relocation with representatives for three (3) Human Services Divisions (Health, DSS, and Business Operations)
- Gather from key issues, potential conflicts, dependencies and move concerns

**Move Planning: (Dec-Jan)**
- Develop an integrated relocation schedule
- Review with County staff the FFE to be relocated and finalize any required phasing
- Meet with County IT to discuss IT relocation and finalize logistics for computer Disconnect, Move, Reconnect
- Create and finalize logistics/sequencing plan
- Host master project schedule meeting incorporating construction and move schedules
- Determine best plan for the efficient move and relocation of all inventory to ensure seamless operational functionality
- Host move planning meetings and trainings as required
- Work closely with County Staff and relevant vendors to ensure no outages between various parties or vendors
- Communicate frequently and clearly to stakeholders

**Coordination with GC and Architect: (Dec-Jan)**
- Attend final construction and FFE planning meetings to answer questions and stay up dated on progress
- Identify and accommodate equipment dependencies for inspections (Especially important for relocation of existing clinical/dental equipment)
- Identify and determine needs associated with vendor services
- Update and identify potential move sequencing and timing changes

**Relocation Preparation: (Dec-Jan):**
- Meet with stakeholders to finalize necessary purge program
- Create move numbering and more sequencing systems for the three (3) Human Services Divisions in existing facility
- Conduct move training and orientation meetings with handouts to provide move guidelines, answer questions, and provide for a smooth employee transition and
accurate placement of FFE in work spaces.
- Plan with County staff to coordinate incumbent vendors responsible for equipment/items under lease or maintenance the relocation of printers, plotters, vending machines, etc.)
- Finalize tagging for all FFE, allocating on-site vendor resources as needed. Utilize color coding or similar method for each division as required.
- Identify areas for departmental staging crates/packing supplies for deliveries and post move returns.
- Coordinate delivery of move materials/crates and equipment for staff departments
- Complete the walk through of origin site with County leads prior to scheduled move day(s).

**Move Project Management: (January-February)**
- Develop a plan for the resources and equipment relocation for an efficient and timely move
- Oversee all team members completing the physical move of all FFE
- Provide for move project managers at origin and destination at all times
- Perform the move internally (self-source) OR, if not self-sourcing, Identify qualified movers and vendors required to complete relocation
- Develop the move RFP and complete origin and destination site visits with movers, if not self-sourcing the move.
- Secure approved contracts for selected vendors
- Graphically label with signage at destination as needed to ensure efficient flow to move process
- Establish skilled teams to relocate all items including computers, A/V, clinical equipment, shelving and inventory, crates, art work, whiteboards, office supplies, special equipment.
- Plan for the repurpose of signs in lobby and elsewhere and the re-install in the new building as appropriate.
- Develop plans for the re-hang of all artwork, whiteboards, glass enclosed cork boards, etc.
- Manage the resources for the safe and efficient disconnect of computers and bag cables, key boards, mouse, accessories, place on computer gondolas, shrink wrap, transport, place and reconnect.
- Address field problems, communicate options for resolution, and execute resolution
- Supervise placement of contents and FFE
- Create/Distribute/Collect Post Move-Issue Report from each work space to identify issues
- Host a post move “after action review” to resolve any employee issues

**Post Move—Project Closing: February**
- Plan removal of wall and corner protection barriers. NOTE: The County anticipates that the Architect/FFE Vendor will provide wall and corner protection barriers.
- Tour destination to identify areas requiring attention, create and manage post move punch list across all occupancy vendors
- Aggressively follow-up to move related issues with appropriate vendor resources

5.2 MOVING SERVICES

The successful contractor shall provide moving services internally (self-source) or secure a subcontractor through consulting service requirements that shall furnish all materials (speed packs, carts, labels, etc.), labor, supervision, tools, supplies, vehicles, fees, permits, and any other items necessary to provide a timely move over one or two weekends, as determined through the consultation services.

Moving services shall include, but not be limited to:
- Ensure a supervisory team is present at all times during the move
- Provide and utilize the proper moving equipment to ensure an efficient and expeditious move
- Providing two (2) re-usable sealable shipping containers (typically plastic moving crates) per employee to be packed by ~380 employees. Containers shall be provided in advance of the move to allow time for packing and shall remain in County control for five (5) business days after the move.
- Computer disconnect/reconnect service for ~520 desktop computers
- Removal and rehanging of wall-hung accessories (cork, bulletin, and notice boards; pamphlet holders, signs, etc.) identified by County staff
- Removal and protective wrap packaging of Audio/Video equipment not being moved to new location
- Movement of FFE identified by County staff
- Movement of employee-packed shipping containers
- Movement of Clinical, Dental, and Laboratory equipment and fixtures identified by County staff
- Movement of exercise equipment identified by County staff
- Movement of file cabinets, shelving, and storage cabinets identified by County staff
- Movement of miscellaneous office supplies and equipment identified by County staff
- Removal of wall and corner protection barriers
- Successful contractor shall make available, either by rental (for re-usable items) or purchase (for consumable items) additional containers, packing supplies, cardboard boxes, and other supplies typically utilized in a move.

Appendix E contains a list of identified items to be moved, the party responsible for packing, and the party responsible for moving the items. This list is tentative.
and may change as a result of consultations with the successful contractor or as County staff add or remove items.

6 DETAILED SUBMITTAL REQUIREMENTS

6.1 Proposal Format

Proposers should prepare their proposals in accordance with the instructions outlined in this section. Each proposer is required to submit the proposal in a sealed package. Proposals should be prepared as simply as possible and provide a straightforward, concise description of the proposer’s capabilities to satisfy the requirements of the RFP. Utmost attention should be given to accuracy, completeness, and clarity of content. All parts, pages, figures, or tables should be numbered and clearly labeled. Response information should be limited to pertinent information only.

The proposal should be organized into sections:

- **Tab A** for Cover Letter / Executive Summary
- **Tab B** for Company Information;
- **Tab C** Proposed Relocation Implementation;
- **Tab D** for References;
- **Tab E** for Proposed Pricing; and
- **Tab F** for Required Signature Forms.

Omissions and incomplete answers will be deemed unresponsive. Please initial any corrections.

A. Cover Letter / Executive Summary

An executive Summary including the name, address, email address, and any other pertinent information about the firm. The summary must be signed by an individual authorized to contractually bind the firm and include an expression of the firm’s ability and desire to meet the requirements of the request for proposal. The Executive Summary should not exceed two (2) pages.

Each Company shall make the following representation and warranty in the cover letter/executive summary, the falsity of which might result in rejection of its proposal: “The information contained in this proposal or any part thereof, including any exhibits, schedules, and other documents and instruments delivered or to be delivered to the County, is true, accurate, and complete. This proposal includes all information necessary to ensure that the statements therein do not in whole or in part mislead the County as to any material facts.”

B. Company Information

Include a description of the firm’s background, its organizational structure, length
of time in business, assets available to meet County service requirements, and experience in providing the type of services solicited herein. Include brief resumes of Supervisory Staff and higher that will be associated with the project.

C. Proposed Relocation Implementation

Provide a recommendation on whether to make the relocation in a single move or a multi-phased move. Provide a detailed schedule based on the recommendation. Provide rationales and justifications for the recommendation.

Provide an overview of the types and number of equipment, materials, and man-power utilized to make the move within the schedule.

D. References

List three (3) references for similar sized moves serviced by your company in the last six (6) months. Provide building address, contact name and telephone numbers.

E. Proposed Pricing

Complete the pricing form, Appendix A

F. Required Signature Forms

Proposers should include signed copies of the following documents:

- Proposal Submission Form, Appendix B
- Addendum Receipt and Anti-Collusion Form, Appendix C
- Iran Divestment Certificate, Appendix D

7 EVALUATION CRITERIA

7.1 Evaluation of Proposals

The County reserves the right to determine the suitability of proposals on the basis of a proposal's meeting administrative requirements, technical requirements, the review team's assessment of the quality, performance of the services proposed, and cost.

Evaluation Committee will make a selection based on criteria listed below (no particular order) and other relevant RFP information. Evaluation factors will include, but are not limited to, the following:

- Demonstrated ability to provide the services,
- References
- Price/Cost
- Compliance with the information listed in the RFP
If a large number of proposals are received, the County reserves the right to review the proposals using a tiered evaluation system. All proposals will be evaluated based on the Submission Requirements and Cost, with the top candidates advancing as a finalist and receiving a full evaluation as outlined above.

7.2 AWARD PROCEDURES

The award shall be made in the best interest of the County. This Request for Proposal is not subject to any competitive bidding requirements of North Carolina law. The County reserves the right to accept other than the most financially advantageous proposal. The County reserves the right to accept or reject any and all proposals, to waive any informality in proposals, and unless otherwise specified in writing by the Proposer, to accept any items in any proposal. The County may, at its discretion, require one or more proposers to appear before an evaluation committee for an interview or to make a presentation. During such interview, the contractor may be required to orally and otherwise present its proposal and to respond in detail to any questions posed. Additional meetings may be held to clarify issues or to address comments, as deemed appropriate. Proposers will be notified in advance of the time and format of such meetings. Since Union County may choose to award a contract without engaging in discussions or negotiations, the proposal submitted shall define each proposer’s best offer for performing the services described in this RFP.

The commencement of such discussions, however, does not signify a commitment by Union County to execute a contract or to continue discussions. The County may terminate discussions at any time and for any reason.

A proposal may be rejected if it is incomplete. Union County may reject any or all proposals and may waive any immaterial deviation in a proposal.

More than one proposal from an individual, firm, partnership, corporation or association under the same or different names, will not be considered.

As the County may award a contract based on the initial offer, a bidder should make its initial offer on the most favorable terms available. The County reserves the right, however, to have discussions with those bidders falling within a competitive range, and to request revised pricing offers from them and to make an award or conduct negotiations thereafter.

County may select and enter into negotiations with the next most advantageous Proposer if negotiations with the initially chosen Proposer are not successful.
The award document will be a Contract incorporating, by reference, all the requirements, terms and conditions of the solicitation and the Proposer’s proposal as negotiated.

8 GENERAL CONDITIONS AND REQUIREMENTS

8.1 TERMS AND CONDITIONS

The County desires a service agreement with an initial term of one (1) year from the effective date. The County would have, at its sole discretion, two (2) one-year renewal options. Either party may cancel this agreement by providing 30 days written notice prior to the expiration of the contract period.

All proposals submitted in response to this request shall become the property of Union County and as such, may be subject to public review.

Union County has the right to reject any or all proposals, to engage in further negotiations with any firm submitting a proposal, and/or to request additional information or clarification. The County is not obligated to accept the lowest cost proposal. The County may accept that proposal that best serves its needs, as determined by County officials in their sole discretion.

All payroll taxes, liability and worker’s compensation are the sole responsibility of the Proposer. The Proposer understands that an employer/employee relationship does not exist under this contract.

8.2 Sub-Contractor/Partner Disclosure

A single firm may propose the entire solution. If the proposal by any firm requires the use of sub-contractors, partners, and/or third-party products or services, this must be clearly stated in the proposal. The firm submitting the proposal shall remain solely responsible for the performance of all work, including work that is done by sub-contractors.

8.3 Modification or Withdrawal of Proposal

Prior to the scheduled closing time for receiving proposals, any Contractor may withdraw their proposal. After the scheduled closing time for receiving proposals, no proposal may be withdrawn for 60 days. Only written requests for the modification or correction of a previously submitted proposal that are addressed in the same manner as proposals and are received by the County prior to the closing time for receiving proposals will be accepted. The proposal will be corrected in accordance with such written requests, provided that any such written request is in a sealed envelope that is plainly marked “Modification of Proposal – “2018-021 Moving Services”. Oral, telephone, or fax modifications or corrections will not be recognized or considered.
8.4 Insurance

At Awarded Bidder/Proposer’s (hereafter “Contractor”) sole expense, Contractor shall procure and maintain the following minimum insurances with insurers authorized to do business in North Carolina and rated A-VII or better by A.M. Best.

A. WORKERS’ COMPENSATION
Statutory limits covering all employees, including Employer’s Liability with limits of:

- $500,000 Each Accident
- $500,000 Disease - Each Employee
- $500,000 Disease - Policy Limit

B. COMMERCIAL GENERAL LIABILITY
Covering all operations involved in this Agreement.

- $2,000,000 General Aggregate
- $2,000,000 Products/Completed Operations Aggregate
- $1,000,000 Each Occurrence
- $1,000,000 Personal and Advertising Injury Limit
- $5,000 Medical Expense Limit

C. COMMERCIAL AUTOMOBILE LIABILITY

- $1,000,000 Combined Single Limit - Any Auto

D. MOTOR TRUCK CARGO

- $1,000,000 Any One Conveyance, with Deductible of no less than $10,000

8.5 ADDITIONAL INSURANCE REQUIREMENTS

A. Contractor’s General Liability policy shall be endorsed, specifically or generally, to include the following as Additional Insured:

**UNION COUNTY, ITS OFFICERS, AGENTS AND EMPLOYEES ARE INCLUDED AS ADDITIONAL INSURED WITH RESPECT TO THE GENERAL LIABILITY INSURANCE POLICY.**
B. Before commencement of any work or event, Contractor shall provide a Certificate of Insurance in satisfactory form as evidence of the insurances required above.

C. Contractor shall have no right of recovery or subrogation against Union County (including its officers, agents and employees), it being the intention of the parties that the insurance policies so affected shall protect both parties and be primary coverage for any and all losses covered by the above-described insurance.

D. Union County shall have no liability with respect to Contractor’s personal property whether insured or not insured. Any deductible or self-insured retention is the sole responsibility of Contractor.

E. Notwithstanding the notification requirements of the Insurer, Contractor hereby agrees to notify Union County’s Risk Manager, at 500 N. Main Street # 130, Monroe, NC 28112, within two (2) days of the cancellation or substantive change of any insurance policy set out herein. Union County, in its sole discretion, may deem failure to provide such notice as a breach of this Agreement.

F. The Certificate of Insurance should note in the Description of Operations the following:

   Department: _____________________
   Contract #: _____________________

G. Insurance procured by Contractor shall not reduce nor limit Contractor’s contractual obligation to indemnify, save harmless and defend Union County for claims made or suits brought which result from or are in connection with the performance of this Agreement.

H. Certificate Holder shall be listed as follows:

   Union County
   Attention: Risk Manager
   500 N. Main Street, Suite #130
   Monroe, NC 28112

I. If Contractor is authorized to assign or subcontract any of its rights or duties hereunder and in fact does so, Contractor shall ensure that the assignee or subcontractor satisfies all requirements of this Agreement, including, but not limited to, maintenance of the required insurances coverage and provision of certificate(s) of insurance and additional
insured endorsement(s), in proper form prior to commencement of services.

8.6 INDEMNIFICATION

Contractor agrees to protect, defend, indemnify and hold Union County, its officers, employees and agents free and harmless from and against any and all losses, penalties, damages, settlements, costs, charges, professional fees or other expenses or liabilities of every kind and character arising out of or relating to any and all claims, liens, demands, obligations, actions, proceedings, or causes of action of every kind in connection with or arising out of this agreement and/or the performance hereof that are due, in whole or in part, to the negligence of the Contractor, its officers, employees, subcontractors or agents. Contractor further agrees to investigate, handle, respond to, provide defense for, and defend the same at its sole expense and agrees to bear all other costs and expenses related thereto.

8.7 EQUAL EMPLOYMENT OPPORTUNITY

All Firms will be required to follow Federal Equal Employment Opportunity (EEO) policies. Union County will affirmatively assure that on any project constructed pursuant to this advertisement, equal employment opportunity will be offered to all persons without regard to race, color, creed, religion, national origin, sex, and marital status, status with regard to public assistance, membership or activity in a local commission, disability, sexual orientation, or age.

8.8 MINORITY BUSINESSES (MBE) OR DISADVANTAGED BUSINESSES (DBE)

It is the policy of Union County that Minority Businesses (MBEs), Disadvantaged Business Enterprises (DBEs) and other small businesses shall have the opportunity to compete fairly in contracts financed in whole or in part with public funds. Consistent with this policy, Union County will not allow any person or business to be excluded from participation in, denied the benefits of, or otherwise be discriminated against in connection with the award and performance of any contract because of sex, race, religion, or national origin.

8.9 LICENSES

The successful Contractor(s) shall have and maintain a valid and appropriate business license (if applicable), meet all local, state, and federal codes, and have current all required local, state, and federal licenses.

8.10 E-VERIFY

E-Verify is the federal program operated by the United States Department of Homeland Security and other federal agencies, or any successor or equivalent program, used to verify
the work authorization of newly hired employees pursuant to federal law. Contractor shall ensure that Contractor and any Subcontractor performing work under this contract: (i) uses E-Verify if required to do so; and (ii) otherwise complies with applicable law.

8.11 IRAN DIVESTMENT ACT NOTICE FOR LOCAL GOVERNMENTS IN NORTH CAROLINA

Pursuant to G.S. 147-86.59, any person identified as engaging in investment activities in Iran, determined by appearing on the Final Divestment List created by the State Treasurer pursuant to G.S. 147-86.58, is ineligible to contract with the State of North Carolina or any political subdivision of the State. The Iran Divestment Act of 2015, G.S. 147-86.55 et seq.* requires that each vendor, prior to contracting with the State certify:

1. That the vendor is not identified on the Final Divestment List of entities that the State Treasures has determined engages in investment activities in Iran;

2. That the vendor shall not utilize on any contract with the State agency any sub-contractors that is identified on the Final Divestment List; and

3. That the undersigned is authorized by the Vendor to make this certification.

UNION COUNTY RESERVES THE RIGHT TO REJECT ANY AND/OR ALL QUALIFICATIONS AND TO WAIVE ANY AND ALL TECHNICALITIES.

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9 APPENDIX A - PRICING FORM

RFP # 2018-021
Moving Services

<table>
<thead>
<tr>
<th>TURNKEY COST – CONSULTATION &amp; RELOCATION</th>
<th>COST</th>
</tr>
</thead>
<tbody>
<tr>
<td>Single Phase – relocation completed in one move</td>
<td></td>
</tr>
<tr>
<td>Multi-Phase – multiple relocation moves</td>
<td>Number of Phases:</td>
</tr>
</tbody>
</table>

Enter a cost for the recommended move type. You may enter a cost for both.

<table>
<thead>
<tr>
<th>ALT-ADD OPTIONS</th>
<th>COST / PER ITEM</th>
</tr>
</thead>
<tbody>
<tr>
<td>App. E Item # 8 Remove &amp; Rehang Dispensers</td>
<td></td>
</tr>
<tr>
<td>App. E Item # 29 Remove Outdoor Electronic Board</td>
<td></td>
</tr>
<tr>
<td>App. E Item # 40 Pack &amp; Move Trash Cans, Employee</td>
<td></td>
</tr>
<tr>
<td>App. E Item # 54 Pack &amp; Move Other Shelving</td>
<td></td>
</tr>
</tbody>
</table>

Enter a cost, Per Item, for the optional items listed.

<table>
<thead>
<tr>
<th>ADDITIONAL SERVICES</th>
<th>COST / PER ITEM</th>
</tr>
</thead>
<tbody>
<tr>
<td>Shipping Container</td>
<td>Rental for move</td>
</tr>
<tr>
<td>Roll of Bubble Wrap</td>
<td>Purchase</td>
</tr>
<tr>
<td>Roll of Carton Tape</td>
<td>Purchase</td>
</tr>
<tr>
<td>Roll of 15” Shrink-wrap</td>
<td>Purchase</td>
</tr>
<tr>
<td>Cardboard Cartons</td>
<td>Size:</td>
</tr>
<tr>
<td></td>
<td>Purchase</td>
</tr>
</tbody>
</table>

Enter cost, Per Item, for additional services

<table>
<thead>
<tr>
<th>INSTALL FLOOR, WALL &amp; CORNER PROTECTION</th>
<th>COST</th>
</tr>
</thead>
<tbody>
<tr>
<td>Mover to supply and install all necessary protective material including 1/4&quot; Masonite for floors and carpeted areas, corner buck and wall protection.</td>
<td></td>
</tr>
</tbody>
</table>

The County anticipates that the Architect/FFE Vendor will provide wall and corner protection barriers.

COMPANY NAME: ________________________________
10 APPENDIX B - PROPOSAL SUBMISSION FORM

RFP # 2018-021
Moving Services

This Proposal is submitted by:

Provider Name: ____________________________________________________________

Representative (printed): ____________________________________________________

Representative (signed): ____________________________________________________

Address: _________________________________________________________________
   ________________________________________________________________

City/State/Zip: ____________________________________________________________

E-Mail Address: ___________________________________________________________

Telephone: ____________________________ (Area Code) Telephone Number

Facsimile: ____________________________ (Area Code) Fax Number

It is understood by the Proposer that Union County reserves the right to reject any and all Proposals, to make awards according to the best interest of the County, to waive formalities, technicalities, to recover and rebid this RFP. Proposal is valid for sixty (60) calendar days from the Proposal due date.

________________________________       ______________________
Authorized Signature           Please type or print name

Proposer                                             Date
Please acknowledge receipt of all addenda by including this form with your Proposal. Any questions or changes received will be posted as an addendum on www.co.union.nc.us and/or www.ips.state.nc.us. It is your responsibility to check for this information.

<table>
<thead>
<tr>
<th>ADDENDUM #</th>
<th>DATE ADDENDUM DOWNLOADED</th>
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<tbody>
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</table>

I certify that this proposal is made in good faith and without collusion with any other offeror or officer or employee of Union County.

(Please Print Name) ___________________________________________ Date __________________________

Authorized Signature __________________________

Title __________________________

E-Mail Address __________________________

Company Name __________________________
12 APPENDIX D – IRAN DIVESTMENT CERTIFICATE

RFP # 2018-021
Moving Services

Name of Vendor or Bidder: ________________________________

IRAN DIVESTMENT ACT CERTIFICATION
REQUIRED BY N.C.G.S. 143C-6A-5(a)

As of the date listed below, the vendor or bidder listed above is not listed on the Final Divestment List created by the State Treasurer pursuant to N.C.G.S. 143-6A-4.

The undersigned hereby certifies that he or she is authorized by the vendor or bidder listed above to make the foregoing statement.

______________________________
Signature

______________________________
Date

______________________________
Printed Name

______________________________
Title

Notes to persons signing this form:

N.C.G.S. 143C-6A-5(a) requires this certification for bids or contracts with the State of North Carolina, a North Carolina local government, or any other political subdivision of the State of North Carolina. The certification is required at the following times:

• When a bid is submitted
• When a contract is entered into (if the certification was not already made when the vendor made its bid)
• When a contract is renewed or assigned

N.C.G.S. 143C-6A-5(b) requires that contractors with the State, a North Carolina local government, or any other political subdivision of the State of North Carolina must not utilize any subcontractor found on the State Treasurer’s Final Divestment List.

The State Treasurer’s Final Divestment List can be found on the State Treasurer’s website at the address www.nctreasurer.com/Iran and will be updated every 180 days.
### APPENDIX E - ITEM MOVEMENT LIST

<table>
<thead>
<tr>
<th>Item</th>
<th>Relocation Vendor To Pack / Remove From Walls</th>
<th>County Staff To Move</th>
<th>Relocation Vendor To Move</th>
<th>Other 3rd Party To Move</th>
<th>NO Move Required - Remain in building to be sold or used by other County Dept.</th>
<th>Notes / Questions:</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>Furniture - Tables, Chairs, Desks, Etc.</strong></td>
<td>X</td>
<td></td>
<td></td>
<td></td>
<td>All Furniture is provided as part of FFE package; possibly need to move a few pieces</td>
<td></td>
</tr>
<tr>
<td><strong>Kitchen/Breakroom Appliances</strong></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td>7 Microwaves and 7 Refrigerators will all be provided new as part of Owner provided FFE. Ice makers provided by Monteith. FOLLOW-UP: Final decision still needed about purchase of coffee pots. If the County could provide coffee pots/Kuerigs, then we would establish a policy that staff aren’t allowed to bring their personal coffee makers to their desks.</td>
<td></td>
</tr>
<tr>
<td><strong>Workstations</strong></td>
<td>County Facility/Mgr. Contract</td>
<td></td>
<td></td>
<td></td>
<td>New cubicles and executive furniture will be handled by the Facilities Provider (Owens) and coordinated by the County Facilities Team (Dean &amp; Kellie)</td>
<td></td>
</tr>
<tr>
<td><strong>Trash / Workroom: Secure Shred Bins</strong></td>
<td>County Facility/Mgr. Contract with Iron Mountain Secure Shredding</td>
<td>X</td>
<td></td>
<td></td>
<td>Secure Shred Bins will be handled by Vendor / Facilities / HS Bus. Ops.</td>
<td></td>
</tr>
<tr>
<td><strong>Vending Machines</strong></td>
<td>County Facility/Mgr. Contract</td>
<td></td>
<td></td>
<td></td>
<td>Vending machines will be handled by Vendor / Facilities / HS Bus. Ops.</td>
<td></td>
</tr>
<tr>
<td><strong>Cleaning / Safety: Hand Sanitizer Machines in Clinical/Lab areas (Not provided in Monteith package)</strong></td>
<td>Add-Alt</td>
<td>Add-Alt</td>
<td></td>
<td></td>
<td>County will order new and install from TBD 3rd party vendor. County Facilities will coordinate with Owens. J. Payne will coordinate the count needed to be installed as of &quot;move-in&quot;.</td>
<td></td>
</tr>
<tr>
<td><strong>Cleaning: Supplies</strong></td>
<td>County Facility Contract</td>
<td></td>
<td></td>
<td></td>
<td>Cleaning Supplies (buckets, mops, dispensers, etc.) are property of County contracted facilities services provider (Owens) and will be handled by the cleaning provider and coordinated by the County Facilities Team (Dean &amp; Kellie)</td>
<td></td>
</tr>
<tr>
<td><strong>Cleaning: Toiletries</strong></td>
<td>County Facility Contract</td>
<td></td>
<td></td>
<td></td>
<td>Toilet Paper, Paper towels, etc. are property of County contracted facilities services provider (Owens) and will be handled by the cleaning provider and coordinated by the County Facilities Team (Dean &amp; Kellie)</td>
<td></td>
</tr>
<tr>
<td><strong>Clinic: Clinical Supplies</strong></td>
<td>Plastic bins or other packing material to be provided</td>
<td>X</td>
<td>X</td>
<td></td>
<td>General supplies in clinical cabinets. Random clinical supplies will need to be moved. Packing support (boxes) will be needed.</td>
<td></td>
</tr>
<tr>
<td><strong>Clinic: Dental Operatory Equipment</strong></td>
<td>X</td>
<td>X</td>
<td>Partial</td>
<td></td>
<td>Some clinical equipment (4 of the 5 dental operatories) will be provided new as part of FFE Package 2. Need to move dental equipment in 1 operatory so all 5 will be up fit. Most other existing dental clinical equipment to remain in building for surplus.</td>
<td></td>
</tr>
<tr>
<td><strong>Clinic: Equipment</strong></td>
<td>X</td>
<td>X</td>
<td>Partial</td>
<td></td>
<td>Some clinical equipment will need to be moved, if required in the new facility and not provided new as part of FFE Package 2. Majority of existing clinical equipment to remain in building for surplus.</td>
<td></td>
</tr>
<tr>
<td><strong>Clinic: Wheel Chairs</strong></td>
<td>X</td>
<td>X</td>
<td>Partial</td>
<td></td>
<td>All wheel chairs are considered clinical equipment and will need to be moved.</td>
<td></td>
</tr>
<tr>
<td><strong>Clinical / LAB: Autoclave and Refrigerator</strong></td>
<td>X</td>
<td>X</td>
<td></td>
<td></td>
<td>Some clinical equipment in Lab work area 164 will need to be moved, if required in the new facility and not provided new as part of FFE Package 2. Majority of existing clinical equipment to remain in building for surplus.</td>
<td></td>
</tr>
<tr>
<td><strong>Clinical / LAB: Equipment</strong></td>
<td>X</td>
<td>X</td>
<td></td>
<td></td>
<td>Some clinical lab equipment, including Centrifuge; Scopes; Strep &amp; Flu Machines will need to be moved, if required in the new facility and not provided new as part of FFE Package 2. Majority of existing clinical equipment to remain in building for surplus.</td>
<td></td>
</tr>
<tr>
<td><strong>Clinical / LAB: MSDS Small Storage Racks</strong></td>
<td>X</td>
<td>X</td>
<td></td>
<td></td>
<td>2 (yellow) in Lab Will need to be taken down, moved, and rehung</td>
<td></td>
</tr>
<tr>
<td><strong>Clinical / LAB: Signage - Eye Wash Sgn</strong> (Reverly with Monteith)</td>
<td>X</td>
<td>X</td>
<td></td>
<td></td>
<td>1 hanging on wall in lab. Will need to be taken down, moved, and rehung.</td>
<td></td>
</tr>
</tbody>
</table>

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<table>
<thead>
<tr>
<th>Category</th>
<th>Item Description</th>
<th>Notes</th>
</tr>
</thead>
<tbody>
<tr>
<td>Clinical / LAB: Supplies</td>
<td>Plastic bins or other packing material to be provided</td>
<td>General supplies in clinical cabinets. Random clinical supplies will need to be moved. Packing support boxes will be needed.</td>
</tr>
<tr>
<td>Clinical / LAB: Supply &quot;Racks&quot; (Acrylic)</td>
<td>x</td>
<td>2 in Lab Phleb areas Will need to be taken down, moved, and rehung.</td>
</tr>
<tr>
<td>Clinical / LAB: Wall Coat Racks</td>
<td>x</td>
<td>2 hanging on wall in lab. Will need to be taken down, moved, and rehung.</td>
</tr>
<tr>
<td>Employee Files / Office Supplies</td>
<td>Plastic bins to be provided</td>
<td>Each employee should be provided 2-3 hard-shell plastic bins in which they can pack the office supplies at their desks/workstations.</td>
</tr>
<tr>
<td>Fitness Equipment: Treadmill and Elliptical</td>
<td>x</td>
<td>1 Each in Medical Storage Rm 211</td>
</tr>
<tr>
<td>Immunization Freezer</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Kitchen/Breakroom Supplies</td>
<td>Plastic bins or other packing material to be provided</td>
<td>Random kitchen supplies will need to be moved. Packing support boxes will be needed.</td>
</tr>
<tr>
<td>Lobby: Line rope guides</td>
<td></td>
<td>Several in front lobby’s</td>
</tr>
<tr>
<td>Notices / Collaboration: Cork Boards</td>
<td>x</td>
<td>2 back hall, multiple in break rooms, Health Education Room 165, 1 Rm 222D/Human Services Finance Area, etc. Will need to be taken down, moved, and rehung.</td>
</tr>
<tr>
<td>Notices / Collaboration: Electronic Ticker Board - Inside Building</td>
<td>x</td>
<td>2 small 1-line hanging on walls in waiting rooms; 1 over health lobby front window. Will need to be taken down, moved, and stored in Health Ed Materials Area.</td>
</tr>
<tr>
<td>Notices / Collaboration: Enclosed Notice Board</td>
<td>x</td>
<td>~12 (black/metal frame w glass case) hanging on walls in lobby’s, HLT waiting rooms, WIC, back hallway. Will need to be taken down, moved, and rehung. Current Display cases located at Union Village Black finish =Public Health; • 2-double side displays; • 2-Single case display; • 1-Board member display case Silver finish: • 3-double side display cases (Public Health); • 4-double side display cases (DSS).</td>
</tr>
<tr>
<td>Notices / Collaboration: Plastic pamphlet holders</td>
<td>x</td>
<td>Multiple 3x4 bin, 6x4 bin, 2x6 bin and single stack bin on walls throughout building. Will need to be taken down, moved, and rehung. Some new to be purchased for lobby a s part of FFE Package 2.</td>
</tr>
<tr>
<td>Notices / Collaboration: White Boards</td>
<td>x</td>
<td>All wall-hanging whiteboards in offices, admin conference room, etc. Will need to be taken down, moved, and rehung.</td>
</tr>
<tr>
<td>Pharmacy - Drugs and Refrigerated Items</td>
<td>x</td>
<td>All items in 2 rooms</td>
</tr>
<tr>
<td>Sticker/Paper towel holder</td>
<td>x</td>
<td>1 in Lab Phleb areas Will need to be taken down, moved, and rehung.</td>
</tr>
<tr>
<td>Technology - Desktop Disconnect, Move, Reconnect</td>
<td></td>
<td>All Hardware (&quot;$20 CPU/Laptops, and associated Docking Stations, Monitors, Keyboards, Mice, Cables, and VoIP Phones) will need to be disconnected, moved, and reconnected by relocation vendor. Additionally, some new equipment will be provided by IT, but it will coordinate delivery directly to the facility.</td>
</tr>
<tr>
<td>Technology - Printers, Scanners</td>
<td>Partial - Scanners</td>
<td>Ricoh will move all Ricoh MFM devices and a few (~46) desktop printers. Coordination will be handled by Vendor / Facilities / HS Bus. Ops. Relocation vendor will need to move some scanners (? Quantity TBD?).</td>
</tr>
<tr>
<td>Technology: A/V</td>
<td>x</td>
<td>All other TVs to be taken off walls, wrapped, and remain in building for IT Surplus</td>
</tr>
<tr>
<td>Technology: Stand Alone Fax - CHS</td>
<td>x</td>
<td>4 TVs in Lobbies and 3 in WIC to be taken down, moved, and stored for later use.</td>
</tr>
<tr>
<td>Trash Cans - Employees</td>
<td>Add-Alt</td>
<td>May not move these - decision still outstanding. Want to compare County pricing from moving vendor with FFE Package 2 pricing to purchase new.</td>
</tr>
<tr>
<td>Trash Cans; Recycle Bins &amp; Associated Signage</td>
<td>x</td>
<td>2 back hall, break rooms, etc. Want to compare County pricing from moving vendor with FFE Package 2 pricing to purchase new. Will need FFE Package 2 pricing to purchase new for break/work areas that wouldn’t have one since the new facility is larger.</td>
</tr>
<tr>
<td>Workroom / Storage / Other: Artwork</td>
<td>x</td>
<td>Limited pieces will be moved. Estimate ~20. Staff can remove from walls and put in a central location, then relocation vendor can move.</td>
</tr>
<tr>
<td>Workroom / Storage / Other: Easels</td>
<td>x</td>
<td>Several in common spaces, meeting rooms, etc. throughout building will need to be moved</td>
</tr>
<tr>
<td>Workroom / Storage / Other: Files / Filing Cabinets</td>
<td>Plastic bins or other packing material to be provided</td>
<td>x</td>
</tr>
<tr>
<td>Workroom / Storage / Other: Filing Cabinets / Lockable Cabinets</td>
<td>Plastic bins or other packing material to be provided</td>
<td>x</td>
</tr>
<tr>
<td>Workroom / Storage / Other: Floor Fans</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Workroom / Storage / Other: Hole Punch Machines</td>
<td>Plastic bins or other packing material to be provided</td>
<td>x</td>
</tr>
<tr>
<td>Workroom / Storage / Other: Key Drop Box</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Workroom / Storage / Other: Lock Box - Small Wall Mount</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Workroom / Storage / Other: Lockers</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Workroom / Storage / Other: Lamps</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Workroom / Storage / Other: Paper Cutters</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Workroom / Storage / Other: Rolling Carts</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Workroom / Storage / Other: Shelving</td>
<td>Add-Alt</td>
<td>Add-Alt</td>
</tr>
<tr>
<td>Workroom / Storage / Other: Supplies in Storage Closets</td>
<td>Plastic bins or other packing material to be provided</td>
<td>x</td>
</tr>
<tr>
<td>Workroom / Storage / Other: Typewriters</td>
<td></td>
<td></td>
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</tbody>
</table>