

SWC# 170 Moving Services

Usage Instructions

Contract Period:

Start Date – August 28, 2024

End Date – August 27, 2027, with two (2) one-year renewal options remaining.

Summary/Background Information:

The purpose of this solicitation is for the State of Tennessee to secure a statewide contract (SWC) for Moving Services across the State. The goal of this solicitation is to award to multiple qualified Contractors, that will then be able to respond to quotes on a constant compete/per job basis. Each quote will contain move specific information, such as Move Origin, Move Destination, and time frame. This will better ensure that State Agencies' moving needs, both planned and on an emergency, basis are met, and drive cost savings while providing moving services to State of Tennessee Agencies and Local Governments.

State Contract Administrator:

Kelly Bekele

Category Specialist

Central Procurement Office

615-253-1637

kelly.bekele@tn.gov

Contractor Contact Information:

See SWC 170 Moving Services Contractor Awarded Regions spreadsheet for more information.

Apex Plus Group Inc.	Armstrong Relocation	DNK Transport615
Contract #: 84211	Contract #: 84203	Contract #: 84212
Andrew Komornik 3195 Franklin Limestone Road Antioch, TN 37013 andrew.komornik@apex-moving.net 800-766-1902 (toll free) 615-834-3992 (office) 615-962-3137 (direct)	Mark Oglesby 6059 Relocation Way, Ooltewah, TN MOglesby@goArmstrong.com 423-643-3703 800-283-5814 423-280-6143	Monica Smith 2003 Alan John Way, Lebanon, TN 37087 dnktransport615@gmail.com contact@dnktransport615.com 615-489-7426 615-405-8233
Duncan Storage of Cookeville LLC	Ewing Moving Services Inc	Flood Brothers Inc
Contract #: 84213	Contract #: 84214	Contract #: 84215
Tamera Duncan 809 East 20th Street Cookeville, TN tamera.duncanmoving@gmail.com Office: 931.526.9500 Cell: 931.252.1911	Michael Richmond 1814 S. Third Street, Memphis, TN mrichmond@ewingmovingservice.com 901-774-2197 901-489-7634	Graham Sanford 1324 McArthur St. Manchester, TN 37355 graham.sanford@floodbrothers.net 615-473-8783 866-528-9137 615-485-4035
General Moving Co Inc	Sabrina Scrivens dba People's Choice Moving & Storage	Prime Cleaning Services
Contract #: 84216	Contract #: 84292	Contract #: 84217
Sidney E Montgomery 2045 Sitler Street Memphis, TN generalmoving@comcast.net 901-398-8696 (direct) 901-722-5287 (office) 901-417-4655 (cell)	Sabrina Scrivens 1229 Spruell Drive Nolensville, TN 37135 sabrina@peopleschoicemoving.com 615-849-8093 (office) 615-294-548 (cell)	Amron Ari 2713 Nolensville Pike Ste. 108 Nashville, TN 37211 info@primecleaningtn.com 615-955-2750 615-668-7383
Sam's Inc. dba Alexander's Mobility Services		
Contract #: 84205		
Brandon Cooley 7235 Cockrill Bend Blvd., Nashville, TN bcooley@alexanders.net 800-550-0217		

Usage Instructions:

A. Non-Emergency Jobs over \$10,000

1. Identify the Contractors who service the Region where your move origin is located.
 - Refer to the Contractor Awarded Regions Spreadsheet.
2. Ask for quotes, with a submission deadline, from **all** Contractors who service the Region of your move origin.
3. Provide the following information about your move to the appropriate Contractors:
 - Estimated scope of work
 - Origin and destination points - agency must provide info at Mandatory Walk Through, if held
 - Estimated move date(s)
 - Authorized User Move Manager and contact information
 - Quote submission deadline
 - Moving Guidelines Handout (Not required) - If Authorized User chooses to provide a Moving Guidelines Handout it must be provided at Mandatory Walk Through. If a Walk Through is not held, the guidelines must be provided at time of Quote Request.
 - Mandatory Walk Through details (if applicable) - *see specs for more info (section 4.3)*
 - Note: If the move involves leased property, the agency must indicate up front because the Contractor must provide a Certificate of Insurance as detailed in the specs (*section 7.17) (Terms & Conditions 7.39)*.
4. Evaluate quotes and send notice of award (email or letter) to all Contractors who submitted quotes.
 - Move will be awarded to the qualified Contractor with the lowest quote who submitted the quote by the deadline.
 - Note: If a Mandatory Walk Through was held, only those Contractors who attended may submit quotes for the move.
5. If there are any changes that impact your move (i.e. changes in scope, schedule, or locations) after an award, the agency should immediately contact the awarded Contractor—*see specs for more info (section 5.1)*.
 - If there is a change to the scope, the agency has the sole discretion to send the changes to all qualified Contractors and allow them to re-quote. If the agency does not ask for re quotes, and there is a change in cost due to the scope change, then the awarded Contractor must provide a supplemental quote.
 - If the awarded Contractor is unable to meet a requested schedule change, the agency should then ask the Contractor who submitted the second lowest quote to perform the move. The agency should proceed this way until a Contractor can perform the move at their originally quoted price.

6. The awarded Contractor shall deliver all Packing Material to the move destination a minimum of five (5) working days prior to the scheduled move but no more than seven (7) working days prior to the move, unless requested in writing by the Authorized User.
 - The agency is responsible for labeling all packed materials, if desired.
7. Complete the move. It is the agency Move Manager's responsibility to verify all items have been moved to the new location and/or surplus property location.
 - During the move, the Contractor shall protect the move site and items. Contractor shall be responsible for damages sustained during the move and accept liability for damages.
8. Complete post-move activities.
 - Agency should prepare all empty boxes, crates, crate dollies, and/or skates for pick-up (i.e. flatten boxes, stack crates) and place them in one central area on each floor of move. These materials should be available for pick-up within 5 working days after completion of the move.
 - The Contractor can charge the agency for these materials up to five (5) working days after the move date, but no more, unless there is a written notice from the Contractor on the fifth day stating what items are left to be returned and what the full daily cost will be to the agency.
 - If a crate, crate dolly or skate is lost or destroyed by the agency, the Contractor shall invoice the agency based on the line item(s) established in the Contract – *see specs (section 8.3.)*
9. Additional requirements and information:
 - Subcontractors—Contractor must get all subcontractors pre-approved. Contractor is responsible and liable for work and actions of subcontractors.
 - Confidentiality Agreements—*see specs (section 7.18.) Terms & Conditions (Term 7.41.)*
 - Contractor Identification—*see specs (section 6.8)*
 - Surplus furniture/equipment—*see specs (section C.1.b)*
 - Role of State agencies in the moving process — *see specs (section F. Move Requirements, section G. Authorized User Instructions)*
10. Review the Contract Specifications for more detailed information on the use of this Contract.

B. Non-Emergency Jobs under \$10,000

1. Authorized Users may choose to instead proceed to utilize any Contractor awarded to the Move Origin's region without seeking multiple quotes.
2. Provide the following information about your move to the appropriate Contractors:
 - Estimated scope of work
 - Origin and destination points - agency must provide info at Mandatory Walk Through, if held
 - Estimated move date(s)
 - Authorized User Move Manager and contact information
 - Quote submission deadline
 - Moving Guidelines Handout (Not required) - If Authorized User chooses to provide a Moving Guidelines Handout it must be provided at Mandatory Walk Through. If a Walk Through is not held, the guidelines must be provided at time of Quote Request.
 - Mandatory Walk Through details (if applicable) - *see specs for more info (section 4.3)*
 - Note: If the move involves leased property, the agency must indicate up front because the Contractor must provide a Certificate of Insurance as detailed in the specs (*section 7.17 (Terms & Conditions 7.39)*).
3. If there are any changes that impact your move (i.e. changes in scope, schedule, or locations) after an award, the agency should immediately contact the awarded Contractor—see specs for more info (section 5.1).
 - If there is a change to the scope, the agency has the sole discretion to send the changes to all qualified Contractors and allow them to re-quote. If the agency does not ask for re-quotes, and there is a change in cost due to the scope change, then the awarded Contractor must provide a supplemental quote.
 - If the awarded Contractor is unable to meet a requested schedule change, the agency should then ask the Contractor who submitted the second lowest quote to perform the move. The agency should proceed this way until a Contractor can perform the move at their originally quoted price.
4. The awarded Contractor shall deliver all Packing Material to the move destination a minimum of five (5) working days prior to the scheduled move but no more than seven (7) working days prior to the move, unless requested in writing by the Authorized User.
 - The agency is responsible for labeling all packed materials, if desired.
5. Complete the move. It is the agency Move Manager's responsibility to verify all items have been moved to the new location and/or surplus property location.
 - During the move, the Contractor shall protect the move site and items.

Contractor shall be responsible for damages sustained during the move and accept liability for damages.

6. Complete post-move activities.
 - Agency should prepare all empty boxes, crates, crate dollies, and/or skates for pick-up (i.e. flatten boxes, stack crates) and place them in one central area on each floor of move. These materials should be available for pick-up within five (5) working days after completion of the move.
 - The Contractor can charge the agency for these materials up to five (5) working days after the move date, but no more, unless there is a written notice from the Contractor on the fifth day stating what items are left to be returned and what the full daily cost will be to the agency.
 - If a crate, crate dolly or skate is lost or destroyed by the agency, the Contractor shall invoice the agency based on the line item(s) established in the Contract – *see specs (section 8.3.)*
 7. Additional requirements and information:
 - Subcontractors—Contractor must get all subcontractors pre-approved. Contractor is responsible and liable for work and actions of subcontractors.
 - Confidentiality Agreements—*see specs (section 7.18.) Terms & Conditions (Term 7.41.)*
 - Contractor Identification—*see specs (section 6.8)*
 - Surplus furniture/equipment—*see specs (section C.1.b)*
 - Role of State agencies in the moving process — *see specs (section F. Move Requirements, section G. Authorized User Instructions)*
 8. Review the Contract Specifications for more detailed information on the use of this Contract.
- C. Emergency Jobs**
1. Authorized Users may proceed to utilize any Contractor awarded to the Move Origin's region without seeking multiple quotes.
 2. Provide the following information about your move to the chosen Contractor:
 - Estimated scope of work
 - Origin and destination points - agency must provide info at Mandatory Walk Through, if held
 - Estimated move date(s)
 - Authorized User Move Manager and contact information
 - Quote submission deadline
 - Moving Guidelines Handout (Not required) - If Authorized User chooses to

provide a Moving Guidelines Handout it must be provided at Mandatory Walk Through. If a Walk Through is not held, the guidelines must be provided at time of Quote Request.

- Mandatory Walk Through details (if applicable) - *see specs for more info (section 4.3)*
 - Note: If the move involves leased property, the agency must indicate up front because the Contractor must provide a Certificate of Insurance as detailed in the specs (*section 7.17 (Terms & Conditions 7.39)*).
3. In accordance with Specifications 3.5, The Contractor shall respond to an Emergency Move job request within seventy-two (72) hours; if this period falls over a weekend, this may be extended up to one hundred twenty (120) hours at the discretion of the Authorized User.
 4. Contractors shall respond by the RSVP date listed on the Mandatory Walk Through invite with confirmation of attendance for regular and Emergency Moves.

Requisition and Purchase Order Generation:

For information on how to create a requisition and/or purchase order please reference our CPO Job Aids on the following page: <https://www.teamtn.gov/cpo/learning-development/cpo-job-aids.html>

Billing and Payment Instructions:

The Contractor shall submit an itemized invoice, with all necessary supporting documentation, to the state agency billing address provided. Invoice shall not exceed the last quoted amount without written documentation. Once the agency is in possession of the invoice the timeframe for payment begins and the agency will then follow their normal procedures for invoice payment.

- Note: If there is a dispute about charges, the Contractor must provide written documentation of the agreed upon charge(s). The State may not pay the charges in question if the Contractor fails to provide documentation.

Miscellaneous Information:

If you have any questions about this Contract and the products or services covered, please contact the Contract Administrator listed at the top of this page.