INVITATION TO BID NO: 10-R-2216861

STATE OF ALABAMA

DEPTARTMENT OF FINANCE
DIVISION OF PURCHASING

INVITATION TO BID

REQ. AGENCY	: 016000 HUMAN RESOURCES
AGENCY REQ. NO.	: 1610001565
T-NUMBER	:
DATE ISSUED	: 02/10/10
VENDOR NO.	:
VENDOR PHONE NO.	:
SNAP REQ. NO.	: 1436309
BUYER NAME	: PAT ANTLE
BUYER PHONE NO.	: (334) 242-7253-
PURCHASING PHONE NO	: (334) 242-7250

FOR: MOVING SERVICE/ GENERAL SERVICES

BID MUST BE RECEIVED BEFORE:
DATE: 03/02/10 TIME: 5:00 PM

BIDS WILL BE PUBLICLY OPENED:
DATE: 03/03/10 TIME: 10:00 AM

TO BE COMPLETED BY VENDOR

INFORMATION IN THIS SECTION SHOULD BE PROVIDED, AS APPROPRIATE. BID RESPONSE MUST BE IN INK OR TYPED WITH ORIGINAL SIGNATURE AND NOTARIZATION.

1. DELIVERY: CAN BE MADE _____ DAYS OR _____ WEEKS AFTER RECEIPT OF ORDER

2. TERMS: _____(DISCOUNTS ARE TAKEN WITHOUT REGARD TO DATE OF PAYMENT.)

3. PRICE VALID FOR ACCEPTANCE WITHIN _____ DAYS.

4. VENDOR QUOTATION REFERENCE NUMBER, IF ANY: _____
   (THIS NUMBER WILL APPEAR ON THE PURCHASE ORDER.)

5. E-MAIL ADDRESS: _____

   INTERNET WEBSITE: _____

6. GENERAL CONTRACTOR'S LICENSE NO: _____

   TYPE OF G.C. LICENSE: _____

***** IMPORTANT NOTE: *****
BIDDERS MUST COMPLY WITH ALL "BID RESPONSE INSTRUCTIONS" ON PAGE 2, TO INCLUDE ITEM 7 - COPY REQUIREMENT.

RETURN INVITATION TO BID:

US MAIL	COURIER
STATE OF ALABAMA DEPARTMENT OF FINANCE DIVISION OF PURCHASING P O BOX 302620 MONTGOMERY, AL 36130-2620	STATE OF ALABAMA DIVISION OF PURCHASING RSA UNION BUILDING 100 N. UNION ST., SUITE 192 MONTGOMERY, AL 36104

SIGNATURE AND NOTARIZATION REQUIRED

I HAVE READ THE ENTIRE BID AND AGREE TO FURNISH EACH ITEM OFFERED AT THE PRICE QUOTED. I HERBY AFFIRM I HAVE NOT BEEN IN ANY AGREEMENT OR COLLUSION AMONG BIDDERS IN RESTRAINT OF FREEDOM OF COMPETITION BY AGREEMENT TO BID AT A FIXED PRICE OR TO REFRAIN FROM BIDDING.

SWORN TO AND

SUBSCRIBED BEFORE ME THIS

_____ DAY OF _____

_____
NOTARY PUBLIC

TERM EXP: _____

_____ FEIN OR SSN	_____ AUTHORIZED SIGNATURE (INK)
_____ COMPANY NAME	_____ TYPE/PRINT AUTHORIZED NAME
_____ MAIL ADDRESS	_____ TITLE
_____ CITY, STATE, ZIP	_____ TOLL FREE NUMBER
_____ PHONE INCLUDING AREA CODE	_____ FAX NUMBER

AUTHORITY:
THE DEPARTMENT OF FINANCE CODE OF ADMINISTRATIVE PROCEDURE, CHAPTER 355-4-1 EFFECTIVE DECEMBER 20, 2001 IS INCORPORATED BY REFERENCE AND MADE A PART OF T HIS DOCUMENT. TO RECEIVE A COPY CALL (334)242-7250, OR OUR WEBSITE WWW.PURCHASING.ALABAMA.GOV .

INFORMATION AND ASSISTANCE TO MINORITY AND WOMEN-OWNED BUSINESSES IN ACQUIRING M/WBE CERTIFICATION MAY BE OBTAINED FROM THE OFFICE OF MINORITY BUSINESS ENTERPRISE, 1-800-447-4191.

BID (ITB) RESPONSE INSTRUCTIONS REV: 01/14/10

1. TO SUBMIT A RESPONSIVE BID, READ THESE INSTRUCTIONS, ALL TERMS, CONDITIONS AND SPECIFICATIONS.

2. BID ENVELOPES/PACKAGES/BOXES MUST BE IDENTIFIED ON FRONT, PREFERABLY LOWER LEFT CORNER AND BE VISIBLE WITH THE BID NUMBER AND OPENING DATE. EACH INDIVIDUAL BID (IDENTIFIED BY A UNIQUE BID NUMBER) MUST BE SUBMITTED IN A SEPARATE ENVELOPE. RESPONSES TO MULTIPLE BID NUMBERS SUBMITTED IN THE SAME ENVELOPE/COURIER PACKAGE, THAT ARE NOT IN SEPARATE ENVELOPES PROPERLY IDENTIFIED, WILL BE REJECTED. THE DIVISION OF PURCHASING DOES NOT ASSUME RESPONSIBILITY FOR LATE BIDS FOR ANY REASON INCLUDING THOSE DUE TO POSTAL, OR COURIER SERVICE. BID RESPONSES MUST BE IN THE DIVISION OF PURCHASING OFFICE PRIOR TO THE "RECEIVE DATE AND TIME" INDICATED ON THE BID.

3. BID RESPONSES (PAGE 1, PRICE SHEET AND ADDENDUMS (WHEN SIGNATURE IS REQUIRED)) MUST BE IN INK OR TYPED ON THIS DOCUMENT. OR EXACT FORMAT WITH SIGNATURES BEING HANDWRITTEN ORIGINALS IN INK (PERSON SIGNING BID, NOTARY, AND NOTARY EXPIRATION), OR THE BID WILL BE REJECTED. UNLESS INDICATED IN THE BID, ALL PRICE PAGES MUST BE COMPLETED AND RETURNED. IF AN ITEM IS NOT BEING BID, IDENTIFY IT AS NB (NO-BID). PAGES SHOULD BE SECURED. THE DIVISION OF PURCHASING DOES NOT ASSUME RESPONSIBILITY FOR MISSING PAGES. FAXED BID RESPONSES WILL NOT BE ACCEPTED.

4. THE UNIT PRICE ALWAYS GOVERNS REGARDLESS OF THE EXTENDED AMOUNT. A UNIT PRICE CHANGE ON A LINE MUST BE INITIALED BY THE PERSON SIGNING THE BID, OR THAT LINE WILL BE REJECTED. THIS INCLUDES A CROSS-OUT, STRIKE-OVER, INK-OVER, WHITE-OUT, ERASURE, OR ANY OTHER METHOD CHANGING THE PRICE.

5. A "NO BID" MUST BE RETURNED TO REMAIN ON A CLASS/SUBCLASS. RETURN PAGE 1 OR NOTIFICATION PAGE MARKED "NO-BID". IDENTIFY IT ON THE ENVELOPE AS A "NO-BID". FAILING TO RESPOND TO 3 ITB'S WITHIN THE SAME CLASS/SUBCLASS WILL AUTOMATICALLY PURGE THE VENDOR FROM THAT CLASS/SUBCLASS. RESPONDING WITH 6 "NO-BIDS" WITHIN THE SAME CLASS/SUBCLASS WILL AUTOMATICALLY PURGE THE VENDOR FROM THAT CLASS/SUBCLASS. A "NO-BID" RECEIVED LATE IS CONSIDERED A NO RESPONSE.

6. THE DIVISION OF PURCHASING IS NOT RESPONSIBLE FOR MISINTERPRETATION OF DATA FAXED FROM THIS OFFICE.

7. THE DIVISION OF PURCHASING REQUIRES AN ORIGINAL AND A MINIMUM OF ONE COMPLETE EXACT COPY (TO INCLUDE SIGNATURE AND NOTARY) OF THE INVITATION-TO-BID RESPONSE. THE ORIGINAL AND THE COPY SHOULD BE SUBMITTED TOGETHER AS A BID PACKAGE. FAILURE TO MARK RESPONSES AS "ORIGINAL" AND/OR "COPY" COULD RESULT IN THE ENTIRE BID RESPONSE BEING REJECTED.

8. AN IMPROPERLY SUBMITTED BID, LATE BID, OR BID THAT IS CANCELLED ON OR BEFORE THE OPENING DATE WILL BE HELD FOR 90 DAYS AND THEN DESTROYED. THE BID MUST BE RETRIEVED DURING REGULAR WORK HOURS, MONDAY - FRIDAY, EXCEPT STATE HOLIDAYS. AFTER THE BID IS DESTROYED, THE DIVISION OF PURCHASING ASSUMES NO RESPONSIBILITY FOR THE DOCUMENT.

DISQUALIFIED/CANCELLED BID

BIDS THAT ARE IMPROPERLY SUBMITTED OR RECEIVED LATE WILL BE A RESPONSE FOR RECORD, BUT WILL NOT BE RETURNED OR A NOTIFICATION MAILED.

THE FOLLOWING IS A PARTIAL LIST WHEREBY A BID RESPONSE WILL BE DISQUALIFIED:

BID NUMBER NOT ON FACE OF ENVELOPE/COURIER PACKAGE/BOX
RESPONSES TO MULTIPLE BID NUMBERS IN SAME ENVELOPE NOT PROPERLY IDENTIFIED
BID RECEIVED LATE
BID NOT SIGNED/NOT ORIGINAL SIGNATURE
BID NOT NOTARIZED/NOT ORIGINAL SIGNATURE OF NOTARY AND/OR NO NOTARY EXPIRATION
NOTARIZED OWN SIGNATURE
REQUIRED INFORMATION NOT SUBMITTED WITH BID
FAILURE TO SUBMIT THE ORIGINAL BID AND A COMPLETE EXACT COPY

CERTIFICATION PURSUANT TO ACT NO. 2006-557

ALABAMA LAW (SECTION 41-4-116,CODE OF ALABAMA 1975) PROVIDES THAT EVERY BID SUBMITTED AND CONTRACT EXECUTED SHALL CONTAIN A CERTIFICATION THAT THE VENDOR, CONTRACTOR, AND ALL OF ITS AFFILIATES THAT MAKE SALES FOR DELIVERY INTO ALABAMA OR LEASES FOR USE IN ALABAMA ARE REGISTERED, COLLECTING, AND REMITTING ALABAMA STATE AND LOCAL SALES, USE, AND/OR LEASE TAX ON ALL TAXABLE SALES AND LEASES INTO ALABAMA. BY SUBMITTING THIS BID, THE BIDDER IS HEARBY CERTIFYING THAT THEY ARE IN FULL COMPLIANCE WITH ACT NO. 2006-557, THEY ARE NOT BARRED FROM BIDDING OR ENTERING INTO A CONTRACT PURSUANT TO 41-4-116, AND ACKNOWLEDGES THAT THE AWARDING AUTHORITY MAY DECLARE THE CONTRACT VOID IF THE CERTIFICATION IS FALSE.

INTENT TO AWARD

EFFECTIVE MAY 1, 2008, THE STATE OF ALABAMA - DIVISION OF PURCHASING WILL ISSUE AN 'INTENT TO AWARD' BEFORE A FINAL AWARD IS MADE. THE 'INTENT TO AWARD' WILL CONTINUE FOR A PERIOD OF FIVE (5) CALENDAR DAYS, AFTER WHICH A PURCHASE ORDER WILL BE PRODUCED. UPON FINAL AWARD, ALL RIGHTS TO PROTEST ARE FORFEITED. A DETAILED EXPLANATION OF THIS PROCESS MAY BE REVIEWED IN THE ALABAMA ADMINISTRATIVE CODE - CHAPTER 355-4-1(14).

ALTERNATE BID RESPONSE

UNLESS STATED ELSEWHERE IN THIS INVITATION-TO-BID (ITB) THE STATE OF ALABAMA WILL ACCEPT AND EVALUATE ALTERNATE BID SUBMITTALS ON ANY ITB'S. ALTERNATE BID RESPONSES WILL BE EVALUATED ACCORDING TO THE REQUIREMENTS AS ALL OTHER RESPONSES TO THIS ITB.

INTERNET WEBSITE LINK'S

INTERNET AND/OR WEBSITE LINKS WILL NOT BE ACCEPTED IN BID RESPONSES AS A MEANS TO SUPPLY ANY REQUIREMENTS STATED IN THIS ITB (INVITATION-TO-BID).

PRODUCT DELIVERY, RECEIVING AND ACCEPTANCE

IN ACCORDANCE WITH THE UNIVERSAL COMMERCE CODE (CODE OF ALABAMA, TITLE 7), AFTER DELIVERY, THE STATE OF ALABAMA HAS THE RIGHT TO INSPECT ALL PRODUCTS BEFORE ACCEPTING. THE STATE WILL INSPECT PRODUCTS IN A REASONABLE TIMEFRAME. SIGNATURE ON A DELIVERY DOCUMENT DOES NOT CONSTITUTE ACCEPTANCE BY THE STATE. THE STATE WILL ACCEPT PRODUCTS ONLY AFTER SATISFACTORY INSPECTION.

SALES TAX EXEMPTION

PURSUANT TO THE CODE OF ALABAMA, 1975, TITLE 40-23-4 (A) (11), THE STATE OF ALABAMA IS EXEMPT FROM PAYING SALES TAX. AN EXEMPTION LETTER WILL BE FURNISHED UPON REQUEST.

INVOICES

INQUIRIES CONCERNING PAYMENT AFTER INVOICES HAVE BEEN SUBMITTED ARE TO BE DIRECTED TO THE RECEIVING AGENCY, NOT THE DIVISION OF PURCHASING

BID RESPONSES AND BID RESULTS

UNEVALUATED BID RESPONSES (NOT BID RESULTS) ARE AVAILABLE ON OUR WEB SITE AT WWW.PURCHASING.ALABAMA.GOV. BID RESULTS WILL BE MADE AVAILABLE FOR REVIEW IN THE DIVISION OF PURCHASING OFFICE, BUT ONLY AFTER THE BID HAS BEEN AWARDED. WE DO NOT FAX OR MAIL COPIES OF BID RESULTS. IF A VENDOR WISHES TO REVIEW BID RESULTS IN OUR OFFICE, THEY SHOULD FAX THEIR REQUEST TO REVIEW THE BID TWO DAYS IN ADVANCE TO THE "BID REVIEW CLERK" AT (334) 242-4419. BE SURE TO REFERENCE THE BID NUMBER.

FOREIGN CORPORATION - CERTIFICATE OF AUTHORITY

ALABAMA LAW PROVIDES THAT A FOREIGN CORPORATION (AN OUT-OF-STATE COMPANY/FIRM) MAY NOT TRANSACT BUSINESS IN THE STATE OF ALABAMA UNTIL IT OBTAINS A CERTIFICATE OF AUTHORITY FROM THE SECRETARY OF STATE. SECTION 10-2B-15.01, CODE OF ALABAMA 1975. TO OBTAIN FORMS FOR A CERTIFICATE OF AUTHORITY, CONTACT THE SECRETARY OF STATE, CORPORATIONS DIVISION, (334) 242-5324. THE CERTIFICATE OF AUTHORITY DOES NOT KEEP THE VENDOR FROM SUBMITTING A BID.

BID IDENTIFICATION

REFERENCE PAGE 2, ITEM 2. DUE TO THE POSTAL SERVICE PUTTING BAR CODE LABELS ON ENVELOPES, IT CONCEALS THE BID NUMBER AND DATE IF THE VENDOR HAS WRITTEN THEM OTHER THAN THE LOWER LEFT CORNER, THEREFORE THE BID WOULD BE REJECTED FOR NOT BEING PROPERLY IDENTIFIED.

AWARD:
AWARD WILL BE MADE "ALL OR NONE" TO THE LOWEST RESPONSIBLE BIDDER MEETING ALL SPECIFICATIONS.

ASSIGNMENT OF CONTRACT:
TO ASSIGN, SUBLET OR TRANSFER ANY CONTRACT RESULTING FROM THIS SOLICITATION, THE VENDOR'S WRITTEN REQUEST MUST BE APPROVED BY THE STATE PURCHASING DIRECTOR AND THE AGENCY.

CERTIFICATION OF INSPECTION:
VENDORS MUST COMPLETE AND SUBMIT CERTIFICATE OF SITE INSPECTION FORM PROVIDED WITH THE BID OR THE BID WILL BE REJECTED.

***** NOTE: SITE INSPECTION IS MANDATORY. PROSPECTIVE BIDDERS MUST ATTEND ON THE BELOW DATE. VENDORS WHO FAIL TO ATTEND SITE INSPECTION WILL NOT BE ALLOWED TO BID, NOR WILL THEY BE ALLOWED A SITE INSPECTION AT A LATER DATE.
***** SITE INSPECTION WILL BE CONDUCTED ON TUESDAY, FEBRUARY 23, 2010 AT 1:30 PM. PROSPECTIVE BIDDERS WILL MEET AT 401 NORTH PERRY STREET, MONTGOMERY, ALABAMA 36104. THE VENDORS WILL INSPECT THE BUILDING AT 401 NORTH PERRY STREET, AND WILL THEN PROCEED TO THE MOVE TO LOCATION AT 2773 WEST GUNTER PARK DRIVE, MONTGOMERY, ALABAMA 36109. PROSPECTIVE BIDDERS MAY ASK ANY QUESTIONS AT THE TIME OF THE SITE INSPECTION. A LIST OF ITEMS TO BE MOVED WILL BE PROVIDED TO BIDDERS AT THE TIME OF THE SITE VISIT.

PERFORMANCE BOND:
THE VENDOR WILL FURNISH WITHIN TEN STATE BUSINESS DAYS AFTER RECEIPT OF NOTICE OF AWARD, A PERFORMANCE BOND IN THE AMOUNT SPECIFIED BELOW. IT SHALL CONSIST OF A CASHIER'S CHECK, OTHER TYPE BANK CERTIFIED CHECK (PERSONAL/COMPANY CHECKS ARE NOT ACCEPTABLE), BANK OR POSTAL MONEY ORDER OR SURETY BOND ISSUED BY A COMPANY AUTHORIZED TO DO BUSINESS WITHIN THE STATE OF ALABAMA.
IRREVOCABLE LETTER OF CREDIT AND CERTAIN U.S. NOTES AND BONDS MAY BE ACCEPTED WHEN APPROVED BY THE DIVISION OF PURCHASING NO LATER THAN 24 HOURS PRIOR TO THE BID OPENING. THE DIRECTOR OF PURCHASING SHALL BE THE CUSTODIAN OF THE PERFORMANCE BOND. THE BOND MUST REFERENCE THE BID AND BE PAYABLE TO THE STATE OF ALABAMA. THE PERFORMANCE BOND WILL BE RETURNED IN A REASONABLE TIME AFTER THE DIVISION OF PURCHASING HAS RECEIVED VERIFICATION THAT THE CONTACT HAS BEEN SATISFACTORILY COMPLETED.

PERFORMANCE BOND AMOUNT: 100% OF BID AMOUNT

LIABILITY INSURANCE:
ALL INSURANCE AMOUNTS LISTED ON PAGE THREE OF THE ATTACHED SPECIFICATIONS MUST BE PROVIDED WITH THE BID. FAILURE TO DO SO WILL CAUSE REJECTION OF THE BID. VENDOR IS RESPONSIBLE FOR ALL LOSSES/DAMAGES CAUSED BY ITS EMPLOYEES. INSURANCE CERTIFICATE MUST SHOW THE STATE OF ALABAMA, DEPARTMENT OF FINANCE, DIVISION OF PURCHASING, P.O. BOX 302620, MONTGOMERY, ALABAMA 36130-2620 AS CERTIFICATE HOLDER.

QUALITY OF MATERIALS AND LABOR:
MATERIALS USED THAT ARE NOT OTHERWISE SPECIFIED SHALL BE THE KIND AND QUALITY CONSISTENT WITH THE TRADE PRACTICE FOR SUCH WORK AND SHALL COMPLY WITH ALL LOCAL CODES. ALL LABOR SHALL BE WELL EXPERIENCED IN THIS TYPE WORK AND IT SHALL BE COMPLETED IN A PROFESSIONAL MANNER.

PRICE SHEET

INVITATION TO BID

VENDOR NAME :

VENDOR NUMBER: -
ITB NO. : 10-R-2216861
OPEN DATE : 03/03/10 TIME: 10:00 AM

RETURN DATE: 03/02/10 TIME: 5:00 PM

LINE NO.	COMMODITY/SERVICE DESCRIPTION	QUANTITY	UNIT	UNIT PRICE	EXTENDED AMOUNT
	UNLESS SPECIFIED OTHERWISE BELOW: SHIP TO: 016000 / 016M03 HUMAN RESOURCES GENERAL SERVICES DIVISION 2773 GUNTER PARK DRIVE W MONTGOMERY AL 36109				
00001	COMMODITY CODE: 962-56-048143 MOVING SERVICE IN ACCORDANCE WITH THE SPECIFICAIONS ATTACHED TO INVITATION TO BID 10-R-2216861 MOVE DHR GENERAL SERVICES DIVISION FROM: 401 N. PERRY STREET MONTGOMERY, AL 36104 TO: 2773 W. GUNTER PARK DRIVE MONTGOMERY, AL 36109 MOVING COORDINATORS: PAUL MCLENDON, WAREHOUSE SUPERVISOR 334-240-6815 PAUL.MCLENDON@DHR.ALABAMA.GOV LESTER THOMAS, DIRECTOR 334-240-6814	1	JB	_____	_____

PAGE TOTAL _____

BID TOTAL _____

ALABAMA DEPARTMENT OF HUMAN RESOURCES
VENDOR BID SPECIFICATIONS 10-R-2216861

REQUEST FOR QUOTATION TO MOVE THE GENERAL SERVICES DIVISION STATE OFFICE FROM:

401 NORTH PERRY STREET, MONTGOMERY, AL 36104

TO:
2773 WEST GUNTER PARK DRIVE, MONTGOMERY, ALABAMA 36109

THE GENERAL SERVICES DIVISION OF THE STATE DEPARTMENT OF HUMAN RESOURCES WILL BE RELOCATING THE OFFICES AND WAREHOUSE TO A NEW LOCATION.
THE MOVE DATE IS PLANNED FOR MARCH 15, 2010, OR THE FIRST MONDAY FOLLOWING FIVE WORKING DAYS FROM NOTIFICATION OF AWARD. THE MOVE MUST BE COMPLETED WITHIN 10 WORK DAYS FROM THE START DATE. WORK WILL BE CONDUCTED BETWEEN 7:00 AM AND 5:00 PM., MONDAY THROUGH FRIDAY.

THE SUCCESSFUL BIDDER WILL FURNISH ALL TRANSPORT VEHICLES, SUPERVISED LABOR, MOVING CARTS, DOLLIES, HAND TRUCKS, MOVING VANS, GONDOLAS, DRIVERS, AND OTHER MATERIALS OR EQUIPMENT NECESSARY FOR THE MOVE OF ALL OFFICE AND WAREHOUSE CONTENTS AS SPECIFIED.
GONDOLAS WILL BE REQUIRED SO DHR WORKERS CAN ACCESS THE SUPPLIES AND FILES DURING THE MOVE. THE VENDOR WILL FURNISH ALL BOXES FOR DHR FOR THE MOVE.

VENDOR MUST BE QUALIFIED TO PLAN, COORDINATE, SUPERVISE AND DIRECT ALL ASPECTS OF THE MOVE TO COMPLETE THE PROJECT WITHIN THE FOLLOWING SPECIFIED TIME FRAME.
ALL BIDDERS MUST PROVIDE THREE (3) REFERENCES FOR JOBS MOVING OFFICE AND WAREHOUSE SPACE SIMILAR TO THIS MOVE: APPROXIMATELY 32,500 SQ. FEET. EACH REFERENCE MUST INCLUDE NAME AND CITY OR ORGANIZATION, CONTACT PERSON, PHONE NUMBER, AND MONTH AND DATE OF EACH MOVE. REFERENCES MUST BE INCLUDED IN THE SUBMITTED BID PACKAGE.

THE VENDOR WILL DESIGNATE A PROJECT MANAGER OR SUPERVISOR WHO WILL REMAIN ON-SITE AT ALL TIMES DURING THE MOVE AND WILL KEEP DHR RELOCATION COORDINATOR ADVISED DURING THE MOVE OF ANY DAMAGES, ACCIDENTS, OR ANY OTHER PROBLEMS THAT MIGHT CONFLICT WITH THE MOVING PLAN.

ALL VENDOR EMPLOYEES MUST BE CLEARLY IDENTIFIED BY SHIRT, BADGE, OR UNIFORM. NO SMOKING, EATING, OR DRINKING WILL BE ALLOWED IN THE DHR'S LOCATIONS. WORKERS INVOLVED WITH THE ACTUAL MOVE MUST REFRAIN FROM CONDUCT UNBECOMING OF A PROFESSIONAL; THEY MUST BE OF FAVORABLE, SOBER CHARACTER WITH NO FELONY CONVICTIONS, AND BE U.S. CITIZENS OR HAVE LEGAL IMMIGRATION STATUS.

THE DEPARTMENT OF HUMAN RESOURCES MAINTAINS, ON THE PREMISES, PROTECTED HIGHLY CONFIDENTIAL INFORMATION. THE SUCCESSFUL BIDDER WILL BE REQUIRED TO EXECUTE A SEPARATE CONFIDENTIALITY AND NON-DISCLOSURE AGREEMENT WITH THE DEPARTMENT OF HUMAN RESOURCES, (COPY ATTACHED.) THE SIGNED AGREEMENT MUST BE INCLUDED WITH THE BID.

REQUIREMENTS FOR MOVING OFFICE SPACE:
ALL SHELVING MUST BE DISASSEMBLED AND REASSEMBLED IN THE NEW BUILDING.
*COMPUTERS AND ACCESSORIES WILL BE MOVED BY DHR COMPUTER TECHNICIANS

NOTE: BECAUSE COMPUTER EQUIPMENT IS ALSO BEING MOVED, IT WILL BE NECESSARY FOR THE EMPLOYEE DESKS OR WORKSTATIONS NORMALLY USED FOR COMPUTER OPERATIONS TO BE MOVED EARLY AND SEPARATELY IN ORDER FOR THE DHR COMPUTER TECHNICIANS TO BE ABLE TO SET UP AND INSTALL THE COMPUTERS AS SOON AS POSSIBLE.

DHR COMPUTER TECHNICIANS WILL BE ON SITE TO PICK UP THE COMPUTERS AT THE SAME TIME THE DESKS ARE BEING MOVED.

DEPARTMENT STAFF WILL LABEL ALL OFFICE ITEMS TO BE MOVED WITH THE CORRESPONDING ROOM NUMBERS FOR PLACEMENT IN THE NEW LOCATION.

DHR STAFF WILL PACK AND MOVE ALL OF THEIR PERSONAL PROPERTY ITEMS.

CONTENTS OF LATERAL FILES WILL BE BOXED AND LABELED BY DEPARTMENT STAFF. CONTENTS WILL BE UNPACKED AND RE-FILED AT THE NEW BUILDING BY DHR EMPLOYEES. ALL BOXES FOR THE OFFICE SPACES IN THE OLD BUILDING WILL BE BOXED AND UN-BOXED BY DHR PERSONNELL AT THE NEW LOCATION.

VENDOR WILL BE RESPONSIBLE FOR PLACING EACH ITEM AS DESIGNATED BY MOVING COORDINATOR. ANY PLACEMENT ERRORS MUST BE CORRECTED BEFORE THE MOVE IS COMPLETED.

WAREHOUSE:
FOR WAREHOUSE AREA WITH OFFICE SUPPLIES, SPECIAL GONDOLAS WILL BE REQUIRED SO DHR STAFF CAN ACCESS THE SUPPLIES AS MUCH AS POSSIBLE DURING THE MOVE. THE VENDOR WILL BE RESPONSIBLE FOR PLACING THE ITEMS IN THE SAME ORDER ON THE GONDOLAS AS THEY WERE ON THE SHELF. AT THE NEW LOCATION THE VENDOR WILL PLACE THE SUPPLIES ON THE SHELVING ONCE THE SHELVES ARE IN PLACE AND REASSEMBLED.

DESIGNATED DEPARTMENT STAFF WILL BE PRESENT AT THE NEW LOCATION TO HELP COORDINATE THE MOVE.

VENDORS MUST ADEQUATELY PROTECT THE BUILDING WALLS, FLOORS, CARPET, BUILDING, EQUIPMENT, AND FURNISHINGS AT EACH LOCATION. ALL BOXES AND TRASH WILL BE REMOVED DAILY AND HAULED OFF BY THE CONTRACT VENDOR. NO MATERIALS MAY BE STORED IN CORRIDORS. ANY DAMAGES CAUSED BY THE MOVING CREW WILL BE REPAIRED AT VENDOR'S EXPENSE.

PROOF OF GENERAL LIABLITY INSURANCE IN THE FOLLOWING AMOUNTS MUST BE PROVIDED WITH THE BID. FAILURE TO PROVIDE THE PROOF WILL CAUSE YOUR BID TO BE REJECTED.

GENERAL AGGREGATE - MINIMUM $1,000,000.00
OPERATION AGGREGATE – MINIMUM $1,000,000.00
BODILY INJURY AND PROPERTY DAMAGE COMBINED SINGLE LIMIT
FOR EACH OCCURRENCE – MINIMUM $500,000.00
UMBRELLA EXCESS LIABILTY FOR EACH OCCURRENCE – MINIMUM $1,000,000.00.
INSURANCE ON CARGO PER VEHICLE MINIMUM $200,000.00 EMPLOYER'S LIABILITY AND WORKER'S COMPENSATION IN ACCORDANCE WITH THE LAWS OF THE STATE OF ALABAMA.

TO FACILITATE THE EVALUATION OF BIDS, VENDORS SHOULD ENSURE THAT THE TERMINOLOGY USED ON THEIR LIABILITY INSURANCE CERTIFICATES IS AS CLOSE AS POSSIBLE TO THAT USED ABOVE. CERTIFICATE LIABILITY INSURANCE MUST BE INCLUDED IN THE BID.

THE VENDOR WILL MEET WITH DHR DEPARTMENT RELOCATION COORDINATOR AT THE CONCLUSION OF THE MOVE FOR A WALK-THROUGH INSPECTION OF ALL FACILITIES FOR ASSESSING ANY DAMAGES TO THE BUILDING OR OTHER PROPERTY. ANY DAMAGES MUST BE REPAIRED BEFORE PAYMENT CAN BE MADE.

A SITE INSPECTION WILL OCCUR AT 1:30 P.M.ON FEBRUARY 23, 2010 AT 401 NORTH PERRY STREET, MONTGOMERY, AL 36104. THE VENDORS WILL INSPECT THE BUILDING AT 401 NORTH PERRY STREET, AS WELL AS THE ONE AT 2773 W. GUNTER PARK DRIVE, MONTGOMERY, AL 36109. THE VENDOR MUST ASK ANY QUESTIONS AT THE TIME OF THE SITE INSPECTION. A LIST OF ITEMS TO BE MOVED WILL BE GIVEN TO VENDORS AT THE TIME OF THE SITE VISIT.

CERTIFICATE OF SITE INSPECTION:

I CERTIFY THAT

_____

(SIGNATURE OF COMPANY AGENT)

WHO IS REPRESENTING:

_____

(COMPANY NAME)

_____

(ADDRESS)

_____

(PHONE NUMBER AND E-MAIL ADDRESS)

HAS MADE AN INSPECTION OF THE MOVE LOCATIONS IN ACCORDANCE WITH ALL INVITATION TO BID REQUIREMENTS.

_____

DHR AUTHORIZED PERSONNEL DATE

STATE OF ALABAMA DEPARTMENT OF HUMAN RESOURCES
CONFIDENTIALITY AND NON-DISCLOURE AGREEMENT

This agreement is entered into this _____ day of _____, 2010

By and between the Alabama Department of Human Resources
General Services Division, located at Montgomery, Alabama,
(Hereinafter referred to as "DHR" and _____,
Hereinafter referred to as "Recipient."

The Recipient and DHR agree to the following:

WHEREAS, DHR possesses information that is confidential and proprietary to DHR, (hereinafter "Confidential Information"); and

WHEREAS the Recipient is willing to receive disclosure of the Confidential Information pursuant to the terms of this Agreement for the purpose of moving.

NOW THEREFORE, in consideration for the mutual undertakings of DHR and the Recipient under this agreement, the parties agree as follows:

1. Disclosure. DHR agrees to allow the Recipient to receive the "Confidential Information," for the process of the move.

2. Confidentiality:
   2.1: No use. The Recipient agrees not to use the Confidential Information in any way other than for facilitating the move.

   2.2: No Disclosure. Recipient agrees to use the best efforts to prevent and protect the Confidential Information, or any part thereof, from disclosure to any person other than the Recipient's employees having a need for disclosure in connection with the Recipient's authorized use of the Confidential Information.

   2.3: Protection of Secrecy. Recipient agrees to take all steps reasonably necessary to protect the secrecy of the confidential information, and to prevent any Confidential Information from falling into the public domain or into the possession of any unauthorized persons.

3. Limits on Confidential Information: Confidential Information shall not be deemed proprietary and the Recipient shall have no obligation with respect to such information where the information:
    (a) was known to Recipient prior to receiving any of the Confidential Information from DHR;
    (b) has become publicly known through no wrongful act of Recipient;
    (c) was received by Recipient without breach of this Agreement from a third party without restriction as to the use and disclosure of the information;
    (d) was independently developed by Recipient without use of the Confidential Information or
    (e) was ordered to be publicly released by requirement of a government agency.
4. Ownership of Confidential Information. Recipient agrees that all Confidential Information shall remain the property of DHR, and that DHR may use such Confidential Information for any purpose without obligation to the Recipient. Nothing contained herein shall be construed as granting or implying any transfer of rights to Recipient in the Confidential Information, or any patents or other intellectual property protecting or relating to the Confidential Information.

5. Terms and Termination. The obligations of this Agreement shall be continuing until the Confidential Information disclosed to Recipient is no longer confidential. This agreement shall continue in the event of the above stated purpose service agreement is ended for any reason.

6. Survival of Rights and Obligations. This agreement shall be binding upon, inure to the benefit of, and be enforceable by DHR, it's successors and assigns and the Recipient, it's successors and assigns.

IN WITNESS THEREOF, the parties have executed this agreement effective as the date first written above.

ALABAMA DEPARTMENT OF HUMAN RESOURCES, GENERAL SERVICES DIVISION	**RECIPIENT:**
	_____
	Company name
	_____
Signature	Signature of Company Representative
_____	_____
Printed Name	Printed Name
_____	_____
Title	Title
Date:_____	Date:_____

WITNESS: _____ DATE:_____

PRINT NAME: _____

WITNESS: _____ DATE: _____

PRINT NAME: _____

WITNESS: _____ DATE: _____

PRINT NAME: _____