
B. 3.1 - Scope of Services:

The personnel qualifications/certifications/licenses, and equipment utilized to perform this work must comply with the specifications herein and all applicable federal, state, and local regulations.

General Conditions:

The successful Respondent is responsible for advising and assisting the Co-Op Members staff in the proposing and performance of the Services offered.

The successful Respondent shall coordinate with Co-Op Members representatives to determine the availability of each area for services.

Scope of Work shall include, but not limited to the following:

- Disassembly and Assembly of any/all furniture, fixtures, partitions, workstations, etc.
- Pack up and move any/all contents from shelving units, file cabinets, storage cabinets, storage closets, etc.
- Pack up and move any/all desks, chairs, tables or other furnishings
- Pack up, label, and move any/all computers, printers, monitors, phones, or other IT equipment
- Pack up and move any/all area rugs, window treatments, or other interior décor items
- Pack up and move any/all blackboards, whiteboards, bulletin boards, or other fixtures
- Pack up, label, and move any/all personal items
- Supply all PPE, tools, and equipment required to perform all services

Labor Rates

Project Manager	<u>\$109.10</u> Per Hour	<u>\$141.55</u> OT Per Hour
Supervisor	<u>\$93.50</u> Per Hour	<u>\$120.80</u> OT Per Hour
Driver	<u>\$67.50</u> Per Hour	<u>\$106.50</u> OT Per Hour
Laborer	<u>\$67.50</u> Per Hour	<u>\$87.00</u> OT Per Hour
Installer	<u>\$75.30</u> Per Hour	<u>\$97.40</u> OT Per Hour
Other	<u>\$120.00</u> Per Hour	<u>\$120.00</u> OT Per Hour

Transport Rates

Box Truck / Straight Truck	<u>\$64.95</u> Per Hour
Tractor Trailer	<u>\$67.50</u> Per Hour
Crew Van Transport	<u>\$24.35</u> Per Hour

Warehousing/Storage RatesPricing Per Calendar Month \$0.40 Per Square FootPricing Per Calendar Month \$0.40 Per Cubic Foot**Time – Extended Rates**Hours in a Minimum Shift? 4 HoursTravel Time \$67.50 Per Hour

B 3.2 – Grading Metric - Respondents must achieve a total score of at least 70 points to be considered for a contract. The one /or/ multiple respondent(s) with the highest cumulative points total will be considered for a contract award.

Corporate Overview – 30 Points

Respondents must provide a company history. The Respondent must have been in business for at least five (5) continuous years. The statement shall set forth brief details of the firm's principal activities.

For the purpose of determining the Respondent's ability to perform financially, include a letter from your financial institution indicating your available credit range. You may include a narrative statement in this section

Provide at least 5 current customer references who have made a purchase for services within the last 12 months. All references must contain contact information (company name, contact name, phone number, and email address). A series of questions may be asked of the provided references.

Performance Capability – 30 Points

Identify the contact information for the proposed primary account representative (name, email & direct phone number). If someone other than the primary account representative will be responsible for customer service and submission of required reports, indicate their contact information (name, email & direct phone number). Include a list or chart of those individuals who will be involved in support of potential customers (sales and customer service teams). Include the geographic location of those contacts.

Pricing – 30 Points

Pricing will be evaluated in each of the categories in B3.1. Contracts may be awarded in any or all categories, in part or in whole.