



DEPARTMENT OF
GENERAL SERVICES

COMMONWEALTH OF VIRGINIA
DIVISION OF PURCHASES & SUPPLY (DPS)
1111 East Broad Street, Richmond, Virginia 23219

MODIFICATION #1
TO
CONTRACT NUMBER CTR005798
FORMERLY CONTRACT NUMBER E194-89785
BETWEEN THE
COMMONWEALTH OF VIRGINIA
AND
QUALITY MOVING SERVICES INC.

This MODIFICATION #1 is an Agreement between the Commonwealth of Virginia, hereinafter referred to as "State" or "Commonwealth," and Quality Moving Services Inc, a Virginia corporation, hereinafter referred to as the "Contractor" or "Quality Moving Services Inc", relating to the modification of Contract CTR005798 effective June 1, 2022 as amended, hereinafter referred to as the "Contract" or "Agreement." This Modification is hereby incorporated into and made an integral part of the Agreement.

The purpose of this modification is to document both parties' agreement to A.) Renew the Contract, B.) Revise Modified General Terms and Conditions: Vendor's Manual and Default, C.) Revise General Term and Condition eVA Business-To-Government Vendor Registration, Contracts, and Orders. All changes are effective upon full execution of this document, unless otherwise noted, and shall be included in any subsequent modifications.

A. Reference: Contract CTR005798, "CHANGES TO THE CONTRACT"

Both parties hereby agree to Renew the Contract for an additional two (2) year period, beginning June 1, 2024 through May 31, 2026 with one (1) two-year renewal remaining.

B. Reference: Contract CTR005798, "Vendor's Manual" and "Default",

VENDORS MANUAL: This contract is subject to the provisions of the Commonwealth of Virginia *Vendors Manual* and any changes or revisions thereto, which are hereby incorporated into this contract in their entirety. The process for filing a complaint about this solicitation is in section 7.13 of the *Vendors Manual*. (Note section 7.13 does not apply to protests of awards or formal contractual claims.) The procedure for filing contractual claims is in section 7.19 of the *Vendors Manual*. A copy of the manual is normally available for review at the purchasing office and is accessible on the Internet at eva.virginia.gov under "I Sell To Virginia".

DEFAULT: In case of failure to deliver goods or services in accordance with the contract terms and conditions, the Commonwealth may terminate this agreement after verbal or written notice without penalty. Upon termination the Commonwealth may procure the goods or services contracted for from other sources and hold the contractor responsible for any resulting additional purchase and administrative costs. This remedy shall be in addition to any other remedies which the Commonwealth may have.

C. Reference: Contract CTR005798, "eVA Business-To-Government Vendor Registration, Contracts, and Orders" and "eVA Orders and Contracts."

eVA BUSINESS-TO-GOVERNMENT VENDOR REGISTRATION, CONTRACTS AND ORDERS: The eVA Internet electronic procurement solution, web site portal eva.virginia.gov streamlines and automates government purchasing activities in the Commonwealth. The eVA portal is the gateway for vendors to conduct business with state agencies and public bodies. All vendors desiring to provide goods and/or services to the Commonwealth shall participate in the eVA Internet e-procurement solution by completing the free eVA Vendor Registration. All bidders or offerors must register in eVA and pay the Vendor Transaction Fees specified below; failure to register will result in the bid/proposal being rejected.

Vendor transaction fees are determined by the date the original purchase order is issued and the current fees are as follows:

- a. For orders issued July 1, 2014, and after, the Vendor Transaction Fee is:
 - (i) DSBSD-certified Small Businesses: 1%, capped at \$500 per order.
 - (ii) Businesses that are not DSBSD-certified Small Businesses: 1%, capped at \$1,500 per order.
- b. Refer to Special Term and Condition "eVA Orders and Contracts" to identify the number of purchase orders that will be issued as a result of this contract with the eVA transaction fee specified above assessed for each order.

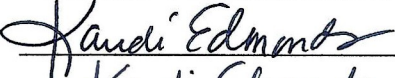
For orders issued prior to July 1, 2014, the vendor transaction fees can be found at eva.virginia.gov

The specified vendor transaction fee will be invoiced, by the Commonwealth of Virginia Department of General Services, typically within 60 days of the order issue date. Any adjustments (increases/decreases) will be handled through purchase order changes.

eVA ORDERS AND CONTRACTS: Contractors providing goods and/or services to the Commonwealth shall participate in the eVA e-procurement solution and agree to comply with the following: if this solicitation is for a term contract, failure to provide a static/hosted catalog (excel file) or an electronic catalog with functionality to interface with eVA (punchout catalog) for items awarded, will be just cause for the Commonwealth to reject your response or terminate the contract for default. The format of the electronic catalog shall conform to the eVA Catalog standards. Contractors shall work with the Contract Officer and eVA Catalog Team to provide the appropriate catalog option for the contract.

The foregoing is the complete and final expression of the parties' agreement to modify Contract CTR005798 and cannot be modified, except by a writing signed by the duly authorized representatives of both parties. All other terms and conditions remain unchanged.

PERSONS SIGNING THIS CONTRACT ARE AUTHORIZED REPRESENTATIVES OF EACH PARTY TO THIS CONTRACT AND ACKNOWLEDGE THAT EACH PARTY AGREES TO BE BOUND BY THE TERMS AND CONDITIONS OF THE CONTRACT.

<u>Quality Moving Services Inc</u>		<u>COMMONWEALTH OF VIRGINIA</u>	
BY:		BY:	_____
NAME:	<u>Kandi Edmonds</u> Printed Name	NAME:	<u>Anna S. Croak, VCO, VCA</u> Printed Name
TITLE:	<u>Operations Manager</u>	TITLE:	<u>Statewide Sourcing & Contracting Officer</u>
DATE:	<u>5/14/2024</u>	DATE:	_____



COMMONWEALTH of VIRGINIA

*Department of General Services
Division of Purchases and Supply*

J. Peter Stamps, CPPO, VCM, VCO
Director

Kelly J. Langley, CPPO, CPPB, VCM, VCO
Deputy Director

P. O. Box 1199
Richmond, VA 23218-1199
Voice: (804) 786-3842

NOTICE OF AWARD

Contract No. E194-89785

Date: April 26, 2022

eVA Vendor No. VS0000026232

Name: Quality Moving Services, Inc.
Address: P. O. Box 331
Chesterfield, VA 23832
Bid Response Date: 3/15/2022
In Response to: IFB #: 4439
To Furnish: Office Hauling and Moving
Ranking #3 for Zone 102
During the Period: June 1, 2022 through May 31, 2024

hereby is accepted at prices and terms stated, subject to all conditions and requirements of the solicitation, purchase specifications, warranties, performance bond, and other stipulations, if any. The solicitation, your bid and this notice of acceptance constitute the contract.

Precious Walters

Precious Walters, MBA, VCO, VCARM
Statewide Sourcing & Contracting Officer



COMMONWEALTH of VIRGINIA

*Department of General Services
Division of Purchases and Supply*

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Richmond, VA 23218-1199
Voice: (804) 786-3842

February 10, 2022

ADDENDUM NO. 1 TO ALL BIDDERS:

Reference – Invitation for Bids: 4439
Commodity: Office Hauling, Moving and Labor Services
Dated: February 9, 2022
For Delivery To: Statewide
Bid Due: March 2, 2022 @ 1:00pm
Public Bid Opening: March 3, 2022 @ 10:00am

The above is hereby changed to read:

1. Reference Attachment A, Section IV Optional Pre-Bid Conference: Please change this section to read as follows:

An optional pre-bid conference will be held at **10:00am on Tuesday, February 22, 2022** virtually and via the phone at the following:

URL: meet.google.com/pei-mwis-qtx

Phone: 470-314-0362

PN: 432 050 812 #

Note: A signed acknowledgment of this addendum must be received at the location indicated on the IFB either prior to the bid due date and hour or attached to your bid. Signature on this addendum does not substitute for your signature on the original bid document. The original bid document must be signed.

Very truly yours,

Precious Walters

Precious Walters, MBA, VCO
Statewide Sourcing & Contracting Officer

Quality Moving Services

Name of Firm

V. A. Tucker, President

Signature/Title

3/12/22

Date



COMMONWEALTH of VIRGINIA

Department of General Services
Division of Purchases and Supply

J. Peter Stamps, CPPO, VCM, VCO
Director

P. O. Box 1199
Richmond, VA 23218-1199
Voice: (804) 786-3842

Kelly J. Langley, CPPO, CPPB, VCM, VCO
Deputy Director

February 28, 2022

ADDENDUM NO. 2 TO ALL BIDDERS:

Reference – Invitation for Bids:	4439
Commodity:	Office Hauling, Moving and Labor Services
Dated:	February 9, 2022
For Delivery To:	Statewide
Bid Due:	March 2, 2022 @ 1:00pm
Public Bid Opening:	March 3, 2022 @ 10:00am

The above is hereby changed to read:

1. Reference Closing Date and Time: Change to read: "Closing Date and Time: **March 15, 2022 at 1:00pm EST.**"
2. Reference Public Opening Date and Time: Change to read "Public Opening Date and Time: **March 16, 2022 at 10:00am EST.**"

Note: A signed acknowledgment of this addendum must be received at the location indicated on the IFB either prior to the bid due date and hour or attached to your bid. Signature on this addendum does not substitute for your signature on the original bid document. The original bid document must be signed.

Very truly yours,

Precious Walters

Precious Walters, MBA, VCO
Statewide Sourcing & Contracting Officer

Quality Moving Services
Name of Firm

Vincent A. Tucker, President
Signature/Title

3-10-22
Date



COMMONWEALTH of VIRGINIA

*Department of General Services
Division of Purchases and Supply*

J. Peter Stamps, CPPO, VCM, VCO
Director

P. O. Box 1199
Richmond, VA 23218-1199
Voice: (804) 786-3842

Kelly J. Langley, CPPO, CPPB, VCM, VCO
Deputy Director

March 1, 2022

ADDENDUM NO. 3 TO ALL BIDDERS:

Reference – Invitation for Bids: 4439
Commodity: Office Hauling, Moving and Labor Services
Dated: February 9, 2022
For Delivery To: Statewide
Bid Due: March 15, 2022 @ 1:00pm
Public Bid Opening: March 16, 2022 @ 10:00am

The above is hereby changed to read:

1. **Reference Questions and Answers:** Response to all questions asked during the pre-bid conference dated February 22, 2022 along with those submitted in writing before the bid clarification period of 2:00pm February 25, 2022 can be found in the Question & Answer document.
2. **Reference IFB 4439. Price Escalation/De-Escalation Term and Condition:** Change to read:

Price adjustments may be permitted for changes in the contractor's cost of material not to exceed the increase in the following index/indices: PPI Table 11, PCU484210. **The initial term of the contract is two (2) years from date of award; however, price increases may be authorized 365 calendar days after the effective date of the contract.** Price escalation may be permitted only at the end of this period and each 365 days thereafter and only where verified to the satisfaction of the purchasing office. However, "across the board" price decreases are subject to implementation at any time and shall be immediately conveyed to the Commonwealth. Contractor shall give not less than 30 days advance notice of any price increase to the purchasing office. Any approved price changes will be effective only at the beginning of the calendar month following the end of the full 30 day notification period. The contractor shall document the amount and proposed effective date of any general change in the price of materials. Documentation shall be supplied with the contractor's request for increase which will: (1) verify that the requested price increase is general in scope and not applicable just to the Commonwealth of Virginia; and (2) verify the amount or percentage of increase which is being passed on to the contractor by the contractor's suppliers. The purchasing office will notify the using agencies and contractor in writing of the effective date of any increase which it approves. However, the contractor shall fill all purchase orders received prior to the effective date of the price adjustment at the old contract prices. The contractor is further advised that decreases which affect the cost of materials are required to be communicated immediately to the purchasing office.

3. **Reference Attachment F Pricing Schedule:** Please refer to the "Revised Attachment F Pricing Schedule."

4. **Reference Attachment A, Section IV. D Award:** Change to read:

The Commonwealth reserves the right to make multiple awards as a result of this solicitation. The awards will be made based on the grand total sum of all line items in each zone on Attachment F Revised Pricing Schedule. Awards will be made to the lowest responsive and responsible bidders. Additional awards may be granted at the Commonwealth's sole discretion to the next lowest responsive and responsible bidders in each zone. The award will determine the awarded Contractor(s) ranking order in each "zone" starting with the 1st place ranking being determined by the lowest, responsive and responsible Bidder in that zone. The 2nd and 3rd place ranking will be determined by the next lowest responsive and responsible bidders in each zone. The Commonwealth reserves the right to award a maximum of three (3) bids per zone, to the lowest responsive and responsible Bidders.

5. **Reference Attachment C Vendor Data Sheet:** Please refer to the "Attachment C Revised Vendor Data Sheet."

Note: A signed acknowledgment of this addendum must be received at the location indicated on the IFB either prior to the bid due date and hour or attached to your bid. Signature on this addendum does not substitute for your signature on the original bid document. The original bid document must be signed.

Very truly yours,

Precious Walters

Precious Walters, MBA, VCO
Statewide Sourcing & Contracting Officer

Quality Moving Services
Name of Firm

Vincent A. Tucker, President
Signature/Title

3/10/22
Date

**IFB# 4439
OFFICE HAULING, MOVING, AND LABOR SERVICES**

I. PURPOSE:

The purpose of this Invitation for Bid (IFB) is to solicit sealed bids to establish a contract with one or more qualified suppliers to provide **intrastate** office hauling, moving, and labor services on an “as needed” basis, to all Commonwealth of Virginia agencies, institutions of higher education, or other public bodies (collectively “Authorized Users”) as defined in the Code of Virginia §2.2-1110, 2.2-1120, and 2.2-4301.

Any contract that may result from this solicitation will be an optional-use term contract for use by Commonwealth of Virginia executive branch agencies and optional-use for other public bodies and authorized users. Any contract that may result from this solicitation will be established and managed by the Commonwealth of Virginia, Department of General Services (DGS), Division of Purchases and Supplies (DPS). **Personal household moves are not included in the resulting contract.**

All Authorized Users shall place orders through eVA for any contract that may result from this solicitation.

II. PERIOD OF CONTRACT:

The initial period of the contract will be from the date of award for two (2) years with 2 optional two-year renewal periods.

III. BACKGROUND AND/OR HISTORICAL SALES DATA:

The Commonwealth has a need for office moving, hauling, and labor services for a wide variety of projects to include, but not limited to, office moves for employees of the Commonwealth, packing and unpacking of office goods and furniture, and discarding of all debris. Based on available information regarding current use of these services described herein, the Commonwealth’s estimated total contract spend is \$3.5 million; however, this is an estimate only and shall neither require nor limit the services. The Commonwealth does not guarantee any amount of business to the successful Bidder(s).

IV. SCOPE OF WORK:

The Contractor(s) shall provide all labor, supervision, equipment, tools, parts and materials, and incidentals, as necessary, to complete intrastate relocation of office furniture, equipment and other office property for Authorized Users.

A. SERVICE REQUIREMENTS: The Contractor’s failure to provide the service requirements listed below may be cause to terminate the resulting contract for default.

1. **CONTRACTOR’S RESPONSE TIME:** The Contractor shall respond within 48 hours after receipt of a request from an Authorized User. The Contractor shall

schedule a work-site “walk-through” to be conducted during normal business hours which is 8:00 A.M. to 5:00 P.M. Monday through Friday (unless otherwise noted by an Authorized User).

During the “walk-through” the Authorized User(s) will assist the Contractor in identifying all work to be performed including, but not limited to, identifying all equipment, furniture and other articles to be moved, location of elevators, building entrances that the Contractor may utilize during the move and parking locations as applicable.

Upon completion of the “walk-through” the Contractor shall provide a written estimate of the total costs to complete the work including, but not limited to, any packing and/or unpacking, disassembling and/or reassembling equipment and/or furniture, detail all applicable hourly rates, in accordance with the pricing schedule of the resulting contract, number of hours required and any skill labor services that may be necessary. If the written estimation is approved, the Authorized User(s) will issue an eVA purchase order to the Contractor with a date to start performance of services.

- 2. CONTRACTOR’S RESPONSIBILITIES:** All Contractor’s employees performing service under the resulting contract shall wear appropriate uniform apparel at all times while on Authorized User’s premises. The uniform shall be in accordance with standard industry uniforms, including: Company name and employee name patch/badge. Uniforms shall be provided by the Contractor at no cost to the Commonwealth. All Contractor’s employees shall carry their identification badge while performing services on the Authorized User’s premises.

The Contractor shall be solely and completely responsible for initiating, maintaining, and supervising all safety precautions and programs in connection with the service of the resulting contract and be in compliance with all applicable rules and regulations of agencies such as OSHA. The Contractor shall take all necessary protection to prevent injury to all employees while performing services and other persons including, but not limited to, the general public who may be affected thereby. Contractor’s employees shall be properly certified, if required, for performing this type of service or supervising this type of service.

The Contractor shall be responsible for the conduct and performance of their employees, in addition to being in compliance with the following rules while performing services on the Authorized User’s premises:

- a. Contractor’s employees appearing to be under the influence of alcohol or drugs shall not be permitted on the Authorized User’s premises.
- b. No loud, boisterous or rude conduct shall be permitted on the Authorized User’s premises.
- c. Contractor’s employees shall not use or tamper with office equipment of the Authorized User’s at any time.
- d. No smoking inside Authorized User’s buildings. Smoking is allowed outdoors in Authorized User’s designated areas only.
- e. No personal radios or other portable music sources shall be permitted while inside the Authorized User’s buildings.

- f. The Contractor's employees are not to be accompanied in work areas or on the Authorized User's premises by acquaintances, family members, or any other person unless said person is an authorized Contractor's employee performing work under the resulting contract.
- g. The Contractor's employees must arrive in Contractor's uniform and with the proper equipment required to perform the requested move.
- h. The Contractor's employees must also conduct themselves in a professional manner, be respectful of the Authorized User(s) and adhere to all security requirements and office protocols while on the work-site.

The Contractor shall provide background check information, upon request, for all Contractor's temporary and permanent employees. Contractor's employees must follow the Commonwealth of Virginia's policy on Alcohol and Other Drugs (DHRM Policy #: 1.05).

- 3. SKILLED LABOR SERVICES:** The Contractor shall include any suggested skilled labor services (i.e. plumbers, electricians, etc.) needed to the Authorized User(s) during the work-site "walk through". Obtaining the skilled labor services will be the responsibility of the Authorized User(s), as they are to ensure all building regulations and protocols are followed accordingly. The Authorized User(s) will contact their building facilities manager and/or building owner to obtain the proper procedures to follow for the skilled labor services needed.

- 4. CUSTOMER SERVICE:** The Contractor shall provide a full-time Sales Representative assigned to the Commonwealth to assist Authorized User(s) resolve problems/complaints and support the DPS Contract Officer with contract administration. The Contractor shall apprise the Commonwealth of any quality issues including, but not limited to, difficulties with the requested moves, parking concerns, and any warning or safety issues that may arise.

The Sales Representative for the Commonwealth should have on-line access to information to provide an immediate response to inquiries concerning the requested move, arrival time of movers, location of the requested move, statewide contract pricing, and general information that pertains to the request. The Sales Representative shall be available by phone or email and the contact information shall be provided to the Commonwealth and any Authorized User(s). If the Sales Representative is unavailable (i.e. vacation, illness) a secondary representative shall be designated and communicated via voicemail and email auto reply. Any change or long term unavailability of the Sales Representative shall immediately be reported to the DPS Contract Officer.

- 5. HOURS OF WORK:** Office moves should be conducted during normal work hours; which is 8:00 A.M. to 5:00 P.M. Monday through Friday (unless otherwise noted by an Authorized User), excluding Commonwealth of Virginia's holidays. Work hours and holidays will vary based upon the Authorized User. Contractor shall provide services on days and times agreed upon by the Authorized User and Contractor when services are initiated. The Contractor however, may provide services outside of normal work hours if requested by an Authorized User. For services provided during hours other than the established normal work hours, labor rates and vehicles shall be billed in accordance to the price schedule of the resulting contract. Overtime hourly rates will not be accepted.

In the event of the Authorized User being closed during a scheduled service, the Authorized User will reschedule the service for a later date. As time and circumstances permit, the Authorized User will immediately notify the Contractor of the closure during a scheduled service. The Authorized User shall not be charged any additional fees for being closed during a scheduled service unless the Contractor has incurred fees directly related to the scheduled move for the Authorized User. The Contractor shall only bill the Authorized User for the fees (i.e. rental cancellation fees) that the Contractor will still incur due to the cancellation/rescheduling of the service.

The resulting contract will have a minimum of four (4) hours for services to be performed.

- 6. MOVE PREPARATION:** Packing will be the responsibility of the Authorized User, unless otherwise requested and agreed upon by the Contractor. The Authorized User(s) will obtain all of the necessary packing supplies and materials for each office move. The Contractor shall not be held responsible for any concealed damage(s) due to faulty or insufficient packing. The Contractor shall notify the Authorized User(s) immediately of any deficient packaged items. All items and quantities shall be verified upon pick up and delivery with the Authorized User.

During the requested move, the Contractor shall safely secure and protect equipment and/or furniture that contains drawers, doors or panels. The Contractor shall disassemble/dismantle any item(s), as requested by the Authorized User, and shall reassemble all items at the new location at no additional cost. The Contractor shall not exceed any elevator weight limits and elevators authorized for use shall be protected with proper padding and ¼" plywood, if necessary, provided by the Contractor. The Contractor shall provide appropriate protective material for all floors and/or carpets. Similar care shall be taken to prevent damage to grounds, shrubs, etc.

- 7. UNPACKING AND TRASH REMOVAL:** Upon completion of relocation, the Contractor shall remove all trash accumulated as a result of packing and unpacking, prior to leaving the work site. The Contractor shall not be required to remove any office generated trash acquired by Authorized Users and their employees.
- 8. LABELING:** The Contractor shall provide any required labels to the Authorized User(s) for use of identifying the content of each box and detailing specific locations as to where the items are to be delivered. Any boxes packed by the Contractor(s) shall be labeled in accordance with the instructions of the Authorized User(s).

B. BID PRICING:

1. The Bidder shall submit pricing, for all line items on Attachment F, Pricing Schedule under the TAB titled "**Bid Price**", in the form of a firm hourly rate. The hourly rate shall include all labor, equipment, tools, parts, materials, and incidentals, necessary, to complete intrastate relocation office moves. The line items shall be used for evaluation purposes and will determine priority rankings

in the awarded contract. 1st place Ranking will be determined by the lowest responsive and responsible bidder; 2nd and 3rd place ranking will be determined by the next lowest responsive and responsible bidder who is within 10% of the lowest responsive and responsible bidder. The service descriptions are not limited to any requests that may be submitted by Authorized Users against the resulting contract.

2. The Bidder shall complete the TAB titled “**Service Area**” in Attachment F, Pricing Schedule. This TAB allows the Bidder to identify each Service Area the Bidder is capable of servicing under the resulting contract. Clarification of “Service Areas” is also depicted on the TAB spreadsheet.
3. The minimum hours invoiced for any requested intrastate office move shall be four (4) hours. An Authorized User may utilize this contract for less than the minimum hours; however, in such case, the Authorized User will nevertheless be billed the minimum. This minimum shall not apply to vehicle rates.
4. The hourly rates for all vehicles and/or equipment, outlined in the pricing schedule, shall only apply to the hours in which the vehicle(s) and/or equipment is used to complete the requested move.
5. The Bidder’s labor rates in Attachment F, Pricing Schedule, shall include travel time to and from origin, lunch, any additional breaks necessary and unlimited mileage.

C. FOR-HIRE INTRASTATE OPERATING AUTHORITY: For-hire motor carriers transporting property or passengers point to point within Virginia may be required to obtain Virginia For-Hire Intrastate Operating Authority. (Va. Code §§ 46.2-2000 and 46.2-2100 et al.). The Contractor must have and maintain the proper certificate and license requirements during the term of the contract per the Virginia Department of Motor Vehicles (DMV) regulations. Bidder’s shall provide a copy of their Property Carriers operating authority permit issued by DMV with the bid response. Household Goods Carriers do not apply to the resulting contract. More information can be found here: <https://www.dmv.virginia.gov/commercial/#mcs/programs/intrastate/index.asp>

D. Award: The Commonwealth will make an award based on the grand total sum of all lines in Attachment F, Pricing Schedule under the “Bid Price” tab, for each Service Area to the lowest responsive and responsible bidder. An additional award may be granted at the Commonwealth’s sole discretion to the next lowest responsive and responsible bidder who is within 10% of the lowest responsive and responsible bidder for each Service Area. The award will determine the awarded Contractor(s) ranking order in each “Service Area” starting with the 1st place ranking being determined by the lowest, responsive and responsible Bidder in each Service Area. The 2nd and 3rd place ranking will be determined by the next lowest responsive and responsible bidders. The Service Area shall be determined by the starting point of the requested move.

The Commonwealth reserves the right to conduct any test it may deem advisable and to make all evaluations. The Commonwealth also reserves the right to reject any or all bids, in whole or in part, to waive informalities and to delete items prior to making the

award, whenever it is deemed in the sole opinion of the procuring public body to be in its best interest.

V. OPTIONAL PRE-BID CONFERENCE:

An optional pre-bid conference will be held at **10:00am on Wednesday February 22, 2022** virtually and via the phone at the following:

URL: meet.google.com/pei-mwis-qtx

Phone: 470-314-0362

PN: 432 050 812 #

The purpose of this conference is to allow potential Bidders an opportunity to present questions and obtain clarification relative to any facet of this solicitation. Bidders should have a copy of the IFB with them to follow along during the conference.

While attendance at this conference will not be a prerequisite to submitting a bid, Bidders who intend to submit a bid are encouraged to attend. Any changes resulting from this conference will be issued in a written addendum to the solicitation.

Conference participants must use the instructions provided below and are advised to start joining no later than ten minutes before the conference time to ensure a connection at the start of the conference. There will be no technical assistance available if a connection cannot be made. Bidder should notify the DPS Contracting Officer noted in the solicitation by email no later than 5:00PM the day before the conference if intending to join the conference. If Bidder joins in late, information may not be repeated and Bidder may have to wait for the addendum to be issued, if applicable. Attendance will be recorded before beginning the conference. Bidders will be asked to identify themselves to record their attendance.

VI. SOLICITATION CLARIFICATIONS:

Questions regarding the solicitation **must be submitted in writing only** to Precious Walters via e-mail at precious.walters@dgs.virginia.gov no later than **2:00PM on February 25, 2022**. Bidder should identify the email by noting the solicitation number "IFB #: 4439" in the subject line. Responses to clarifications may be posted in eVA's Virginia Business Opportunities (VBO). The identity of Bidder's will not be published with the response. Formal changes to the solicitation, including but not limited to, contractual terms and procurement requirements will only be changed by formal written addendum to the solicitation.

There shall be no communication of any type on any aspect of this solicitation, written or otherwise, by any prospective Bidder, including any sub-bidder, Bidder's agent or other type of Bidder representative, with any employee or agency of the Commonwealth of Virginia, with the exception of the DPS Contracting Officer noted in the solicitation, unless a

Bidder is instructed otherwise by the DPS Contracting Officer. Failure to comply with this requirement may disqualify a Bidder from participation in this opportunity.

As used in this IFB, the terms “must”, “shall”, “should” and “may” identify the criticality of requirements. “Must” and “shall” identify requirements whose absence will have a major negative impact on the suitability of the bid. Items labeled as “should” or “may” are highly desirable, although their absence will not have a large impact and would be useful, but are not necessary. The term “will” is used to convey an obligation by the Commonwealth and the Authorized Users.

VII. REPORTING REQUIREMENTS:

A. CONTRACTOR'S QUARTERLY REPORT OF SALES:

Contractor shall provide electronic reports in Microsoft Excel format on a quarterly basis showing total invoiced sales data, which means all invoices issued within the reporting period. Reports shall be provided no later the 15th of the next month following the end of the calendar quarter, reporting total invoiced sales and return transactions that took place in the immediately preceding quarter. Reports shall be sent to the DPS Contracting Officer. Failure to submit required information in a timely manner may result in cancellation of the Contract.

B. REPORTING AND PAYMENT SCHEDULES:

<u>Quarterly Report Period</u>	<u>Sales Months</u>	<u>Report Due</u>
1st Quarter	Jan, Feb, Mar	April 15th
2nd Quarter	Apr, May, June	July 15th
3rd Quarter	July, Aug, Sept	October 15th
4th Quarter	Oct, Nov, Dec	January 15 th

C. Contractor shall:

1. Meet or conference call at least quarterly with the DPS Contracting Officer to review performance, usage under the Contract, and discuss opportunities for improvements.
2. Provide any documentation or reports as requested by the DPS Contracting Officer.
3. Notify the DPS Contracting Officer, in writing, of any unresolved disputes or problems that have been outstanding for more than thirty (30) days.

VIII. INVOICES AND PAYMENT:

A. INVOICES:

Contractor shall submit the invoice(s) to the address designated on the purchase order following acceptance by the Authorized User of goods and services rendered. No

invoice may include any cost other than those identified in the purchase order referencing the Contract. Invoice(s) shall provide at a minimum:

1. Name of Authorized User (the ordering entity)
2. Authorized User point of contact and phone/email
3. Description of the goods and/or services provided
4. Contract number
5. Purchase order number
6. Invoice number
7. Invoice date
8. Invoice amount

B. PAYMENT:

Payment will be made in accordance with the Virginia Prompt Payment Act. State Agencies will pay per §2.2-4350 of the Virginia Prompt Payment Act. Localities will pay per §2.2-4352 of the Virginia Prompt Payment Act. Payments will only be remitted after the receipt of valid invoice and verification of satisfactory goods received and/or completion of work. Payment may be made via a small purchase charge card (SPCC) (refer to the Mandatory Acceptance of Small Purchase Charge Card (SPCC) term and condition), check or EDI depending on how the Contractor is registered with the Department of Accounts. Utilization of the SPCC for payment shall not result in any additional fees (transaction fee, service charge etc.).

IFB SUBMISSION INSTRUCTIONS

A. BID SUBMISSION REQUIREMENTS:

IFB #4439 is an invitation for an electronic sealed bid; therefore, bids submitted outside of the eVA system, such as via e-mail, mail, or fax WILL NOT be accepted. Electronic sealed bids will be received until the closing date and time provided in the solicitation. Any bid received after the closing date and time specified in the solicitation will not be considered and will be date and time stamped, marked "late" and retained unopened in the procurement file.

Prior to the due date, Bidders should:

- Check the status of the solicitation on eVA at www.eva.virginia.gov by clicking on Business Opportunities and then click on Virginia Business Opportunities (VBO) for any updates, changes, amendments, cancellations, etc.;
- Check the "Reminders" section in VBO for all attachments and documents to be completed and submitted; and
- Complete all attachments, amendments, exhibits, product information, etc. and attach electronically to the Bidder's electronic submission.

Bidders are solely responsible for reviewing, complying, and returning a complete and responsive bid. Failure to submit any of the required information may result in the bid being declared non-responsive. Changes to the solicitation's forms or formats are prohibited except where clearly instructed and permitted.

Bid Submission:

Electronic bid submission with required documents attached is required. Bidder must be registered in eVA in order to submit an electronic bid. Bidders must submit one (1) complete copy of the bid and attachments.

The following are instructions for submitting an electronic bid:

- a. Go to www.eva.virginia.gov;
- b. Click on "I Sell To Virginia";
- c. Click on "eVA Vendor Training"; and
- d. Click on "Respond to IFBs - RFPs and more".

If a Bidder need assistance submitting an electronic response, the Bidder must contact eVA Customer Care at 866-289-7367 or email eVACustomerCare@dgs.virginia.gov.

Bid Opening:

A public bid opening will be held at **10:00AM on March 3, 2022** via Google Hangouts:

Link: meet.google.com/quo-fqwa-uza

Number: 601-522-2772

Pin #: 545 884 531#

VENDOR DATA SHEET

The following information is required as part of the Bidder's response to this solicitation. Failure to complete and provide this sheet may result in bid being declared nonresponsive. Bidder shall not use the DPS contract Officer administering statewide contract E194-74477 as a reference.

1. Qualification: The Bidder must have the capability and capacity in all respects to satisfy fully all of the contractual requirements.

2. Bidder's Primary Contact:

Name: Vincent Tucker Phone: (804) 796-4860 Email: info@qmovingservices.com

3. Years in Business: Indicate the length of time Bidder has been in business providing this type of good or service:

33 Years _____ Months

4. eVA Vendor ID or DUNS Number: VS 0000026232

5. Indicate below a listing of at least four (4) current or recent accounts, either commercial or governmental, that the Bidder is servicing, has serviced, or has provided similar goods/services. Include the length of service and the name, address, and telephone number of the point of contact.

A. Company: Chesterfield County Contact: Cassia Jenkins
Phone: (804) 796-7173 Email: JenkinsC@chesterfield.gov
Dates of Service: 01/2021-12/2021 \$ Value: \$89,747.65

B. Company: Henrico County Contact: Alice Bowyer
Phone: (804) 652-3238 Email: bow39@henrico.us
Dates of Service: 01/2021-12/2021 \$ Value: \$99,117.92

C. Company: Virginia Commonwealth University Contact: Terry McCormick
Phone: (804) 828-1553 Email: mccormickt2@vcu.edu
Dates of Service: 01/2021-09/2021 \$ Value: \$56,745.75

D. Company: Virginia State University Contact: Cameron Stiles
Phone: (804) 527-0131 Email: cstiles@vsu.edu

Dates of Service: _____ \$ Value: _____

I certify the accuracy of this information.

Signed: Vincent A. Tucker Title: President Date: 3-16-22

SMALL BUSINESS SUBCONTRACTING PLAN

It is the goal of the Commonwealth that over 42% of its purchases be made from small businesses. All potential bidders are required to submit the subcontractor plan by one of the following methods in order to be considered responsive:

- A. Complete the subcontractor plan as specified in the electronic response; or
- B. Download the "paper response" form, complete the subcontractor plan section, and submit as an attachment with the bid response.

Small Business: "Small business (including micro)" means a business which holds a certification as such by the Virginia Department of Small Business and Supplier Diversity (DSBSD) on the due date for proposals. This shall also include DSBSD-certified women- owned and minority-owned businesses and businesses with DSBSD service disabled veteran owned status when they also hold a DSBSD certification as a small business on the proposal due date. Currently, DSBSD offers small business certification and micro business designation to firms that qualify.

Certification applications are available through DSBSD online at www.SBSD.virginia.gov (Customer Service).

STATE CORPORATION COMMISSION FORM

The following information is required as part of the Bidder's response to this solicitation. Failure to complete and provide this form may result in bid being declared nonresponsive. (In the case of a Combined Two-Step IFB, it may cause the Technical Proposal to be determined to be not acceptable.)

Virginia State Corporation Commission ("SCC") registration information: The Bidder:

is a corporation or other business entity with the following SCC identification number:
04306007

-OR-

is not a corporation, limited liability company, limited partnership, registered limited liability partnership, or business trust

-OR-

is an out-of-state business entity that does not regularly and continuously maintain as part of its ordinary and customary business any employees, agents, offices, facilities, or inventories in Virginia (not counting any employees or agents in Virginia who merely solicit orders that require acceptance outside Virginia before they become contracts, and not counting any incidental presence of the Bidder in Virginia that is needed in order to assemble, maintain, and repair goods in accordance with the contracts by which such goods were sold and shipped into Virginia from Bidder's out-of-state location)

-OR-

is an out-of-state business entity that is including with this bid an opinion of legal counsel which accurately and completely discloses the undersigned Bidder's current contacts with Virginia and describes why those contacts do not constitute the transaction of business in Virginia within the meaning of § 13.1-757 or other similar provisions in Titles 13.1 or 50 of the Code of Virginia.

****NOTE**** >> Check the following box if you have not completed any of the foregoing options but currently have pending before the SCC an application for authority to transact business in the Commonwealth of Virginia and wish to be considered for a waiver to allow you to submit the SCC identification number after the due date for bids (the Commonwealth reserves the right to determine in its sole discretion whether to allow such waiver):

Signature: Vincent A. Tucker Date: 3-10-22

Name: Vincent A. Tucker
Print

Title: President

Name of Firm: Quality Moving Services

Solicitation Response Print

Use this form as a hard copy reference for your Response Information. Please print this page for future reference using the Send To Printer link below.

[Menu](#)

[Return to Solicitation Response](#) [Send to Printer](#)

Response Summary for ESR31795

Company Name: Quality Moving Services Inc	eVA Vendor ID: VS0000026232
Response Date: 3/15/2022	SR Header Attachment Count: 2
Response Time: 12:57 PM	SR Total Attachment Count: 2
	Subcontractor Plan: Vendor plans to use subcontractors

Solicitation Summary

Procurement Folder: 89785	Amendment: 4
Solicitation: 4439	Closing Date: 3/15/2022
Solicitation Type: Invitation for Bids (IFB)	Closing Time: 1:00 PM
Description: Office Hauling and Moving	Phone: 804-786-3853
Issuing Office: E194	Phone: 804-786-3853
Requesting Office: E194	Phone: 804-786-3853
Buyer: Precious Walters	Fax: 804-786-5413
Department: DGS Division of Purchases and Supply	Status: Bids Opened
Email: precious.walters@dgs.virginia.gov	Header Attachment Count: 12
	Total Attachment Count: 12
	Grand Total: \$8,582.00
Created By: pwalters4	Modified By: pwalters4
Created On: 3/1/2022	Modified On: 3/1/2022

Response Type

Delivery Days: **0**
Response Type: **Response**
Comments:

Discount Information

Discount 1 %:	Days: 0
Discount 2 %:	Days: 0
Discount 3 %:	Days: 0
Discount 4 %:	Days: 0

Attachments

Attachment Name: IFB #4439.pdf	Attachment Type: Standard
Attachment Name: Attachment F Revised Pricing Schedule-IFB-4439 (2).xlsx	Attachment Type: Standard

Commodity Response Information

Group 1: Lot 1

Group 1, Line 1

Commodity: **96256 Moving Services**
Description: **BIDDER SHALL INSERT THE GRAND TOTAL FROM ATTACHMENT F, PRICING SCHEDULE, PRICE TAB**
Specifications:
Manufacturer:
Manufacturer Part Number:
Product/Category Number:
Serial Number:
Specification Number:

Line Type: **Good**

Quantity: **1**
Unit: **each**

Unit Price: **\$8,582.00000**
Line Total: **\$8,582.00**
Delivery Days: **5**
Response Type: **Response**
Header Attachment Count: **0**

Drawing Number:
Piece Number:
Color:
Size:
Model Number:
Warranty:

MSDS Included?: **No**
Comments:
Hazardous Materials:
Handling Instructions:
Packing Instructions:
Detailed Instructions:
Additional Instructions:

Evaluation Criteria

Reminder Responses

Criteria: **BID SPECIFICATIONS**
 Criteria: **VENDOR DATA SHEET**
 Criteria: **SMALL BUSINESS SUBCONTRACTING PLAN**
 Criteria: **STATE CORPORATION COMMISSION**
 Criteria: **SUBMIT MARKET BASKET**

Response: **None**
 Response: **None**
 Response: **None**
 Response: **None**
 Response: **None**

Subcontractor Plan

Line	SBSD Cert #	SBSD Certification	Company Name	Contact Name	Contact Email	Contact Phone	Contact Address	% or \$	Value (Initial Term)	Description of Work	Attachments(Name - Desc)
1	7120898	O, S, M	Corporate Furniture Services of Virginia	Keith Stith	corpfsva@gmail.com	8047373336	329 Cloverfield Lane	Percentage	10	Installation of Systems Furniture	



**COMMONWEALTH OF VIRGINIA
DEPARTMENT OF MOTOR VEHICLES**

QA424 (02/10)
250HMK

**RENEWAL OF: PROPERTY
PERMIT**

This is to certify that the carrier named herein has renewed its Virginia operating authority. The authority remains in effect until the expiration date shown below unless it is suspended or revoked and provided the carrier's operations are in compliance with Chapter 21, Title 46.2 of the Code of Virginia and the requirements and restrictions listed on the carrier's Virginia operating authority (certificate/license/permit).

QUALITY MOVING SERVICES INC
P O BOX 331
CHESTERFIELD, VA 23832

BY:

Commissioner
Richard D. Holcomb

Number: 158

EXPIRATION DATE: 04/30/2022



DEPARTMENT OF MOTOR VEHICLES
 MOTOR CARRIER SERVICES
 POST OFFICE BOX 27412
 RICHMOND, VIRGINIA 23269-0001

FOR-HIRE INTRASTATE OPERATING AUTHORITY CERTIFICATE, LICENSE, OR PERMIT RENEWAL APPLICATION

OA144A (12/20)

The certificate(s), license(s), permit(s) listed below will expire on **04/30/2022**. To renew, review all of the information on this renewal application and make corrections as needed and complete Section E. Failure to renew your Certificate, License or Permit will result in the inactivation of any vehicle registrations used under these operations.

Authority Type(s):
 PROPERTY

Number:
 158

Authority Type(s):

Number:

QUALITY MOVING SERVICES INC
 P O BOX 331
 CHESTERFIELD, VA 23832

A CARRIER INFORMATION

FEIN/SSN T25007856	Business Organization <input checked="" type="checkbox"/> Corporation <input type="checkbox"/> Partnership <input type="checkbox"/> Individual <input type="checkbox"/> Other (Specify)	SCC #: 04306007 (Required)
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B ADDRESS AND CONTACT INFORMATION

Street Address (do not give P.O. box) 15006 PINE VISTA LANE	City CHESTER	St VA	Zip Code 23831	County (if Virginia address) CHESTERFIELD
General Contact Person VINCENT TUCKER	Telephone Number (804) 796-4860	Fax Number (804) 796-5204	e-mail Address info@qmoving.com	

C OTHER CARRIER INFORMATION

IFTA License Number (if applicable)	IFTA Base State	DOT Number (if applicable)
FMCSA MC (Federal MC) Number (if applicable)	IRP Account Number (if applicable)	IRP Base State

D PARTNERSHIP INFORMATION

Social Security Number	Full Legal Name

E CERTIFICATION

I certify that I will comply with all of the applicable provisions of the Code of Virginia, Title 46.2, and with all applicable requirements prescribed by the Virginia Department of Motor Vehicles. I affirm that all taxes, fees, penalties, interest, and judgments due the Commonwealth of Virginia have been paid or satisfied and that I am in compliance with the Workers' Compensation Act of Title 65.2 and with the Business, Professional, and Occupational License Tax requirements, and with all ordinances and requirements of the localities where I operate and where I have office locations. I further affirm that I have read this application and know its contents, and that all of the information herein is true and accurate. I understand that it is unlawful to knowingly make a false statement on this application and that any violation may be prosecuted as a Class 5 felony (Sections 18.2-434 and 46.2-105) and I understand that any Virginia Operating Authority certificate, license, or permit issued to me can be suspended and revoked if any of the information in this application is found to be untrue or inaccurate.

Authorized Representative's Full Legal Name (please print) Vincent A. Tucker	Title President	
Authorized Representative's Signature Vincent A. Tucker	Date 3-9-2022	
Telephone Number (804) 796-4860	Fax Number (804) 861-8650	e-mail Address Vincent@qmoving.com

If you have any questions about this application or operating authority types, contact a Motor Carrier Services Representative at: (804) 249-5130 (voice) (800) 828-1120 (deaf and hearing impaired only) (804) 367-1058 (fax) or mcsonline@dmv.virginia.gov