



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

Contract Number CTR005798
Formerly Contract E194-89785
OFFICE HAULING AND MOVING

CONTRACT PERIOD	June 1, 2024 through May 31, 2026
CONTRACT TYPE	Optional Statewide
RENEWAL(S) REMAINING	1 two-year
AUTHORIZED USERS	Commonwealth of Virginia state agencies, institutions of higher education & other public bodies as authorized and defined in the Code of Virginia §2.2-1110, 2.2-1120, and 2.2-4301
CONTRACTOR & SUPPLIER ID #	Quality Moving Services, Inc. SUP021760
CONTRACTOR(S) POINT OF CONTACT	Vincent Tucker P.O. Box 331 Chesterfield, VA 23832 Phone: 804-796-4860 info@qmovingservices.com
MINIMUM ORDER	No Minimum Order
PAYMENT TERMS	Net 30
DELIVERY	N/A
DPS CONTRACT OFFICER	See eVA
COMMODITY CODE(S)	96256
LAST UPDATE & PURPOSE	April 24, 2024 Renew Contract

I. INFORMATION:

1. Ordering Method: All Authorized Users placing orders against this Contract **must place purchase orders through eVA.**
2. Authorized User Acceptance: Inspection and acceptance upon delivery and approval of Contractor's invoice is the responsibility of the receiving Authorized User.
3. Non-Catalog Purchase Order Information: Click Other Actions from Contract → Select Create Requisition from Contract → Select the box for the \$0.00 line → Click the Create Requisition from Contract Items → Update Header Information where applicable → Create additional lines as needed in the following format (Contract Number – Contract Description – Description of item or service being procured) → Complete other information required and submit requisition. *****DO NOT DELETE THE \$0.00 CONTRACT LINE *****

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- II. **OVERVIEW:** Authorized User(s) will determine the service requirements, security requirements, locations, and required timeframe for the requested move. The Agency shall identify the point of contact at their agency who will become familiar with all aspects of the work to be performed and assist in coordinating the services provided by the Contractor. **Personal household moves are not included in this contract.**

The minimum time for any one requirement for use of this contract is established at four (4) hours. The agency may utilize this contract for less-than-minimum requirements; however, a minimum charge of four (4) hours for any one applicable labor rate will apply.

RESPONSE TIME: The Contractor shall respond within 48 hours after receipt of a request from an Authorized User(s). 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. The Authorized User(s) shall identify the 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. The written estimate shall include, but is not limited to, any packing and/or unpacking, disassembling and/or reassembling equipment and/or furniture. The Contractor shall detail all applicable hourly rates, in accordance with the pricing schedule of the resulting contract, and the number of hours required to complete the request. 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.

SKILLED LABOR SERVICES: The Contractor shall include any suggested skilled labor services (i.e. plumbers, electricians, etc.) 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.

MOVE PREPARATION: **Packing will be the responsibility of the Authorized User(s), 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

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notify the Authorized User(s) immediately of any deficient packaged items. All items and quantities shall be verified upon pickup and delivery with the Authorized User(s).

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(s), 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.

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 User(s) and their employees.

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 shall be labeled in accordance with the instructions of the Authorized User(s).

ORDERING: Authorized User(s) shall request office move services from the 1st ranking contractor in the applicable zone. If the 1st ranking contractor is unable to provide the requested services, document the procurement file, and the 2nd ranking contractor in the applicable zone shall be contacted. If the 2nd ranking contractor is unable to provide requested services, document the procurement file, and the 3rd ranking contractor in the applicable zone, shall be contacted. **The applicable zone shall be determined by the origin of the office move. See the Contractors ranking order per zone in the Pricing Schedule document.**

III. PRICING: The Contractor should be contacted for pricing based on the "Ranking per zone and hourly pricing" located on the Price Schedule document.

Clarification of Zones is listed on the Price Schedule Document.