

## SWC# 170 Moving Services Contact Information and Special Use Instructions

### Contract Period:

Start Date – August 28, 2019

End Date – August 27, 2023, with 1 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 drive cost savings and provide quality moving services to State of Tennessee Agencies and Local Governments.

### State Contract Administrator:

Cami Howard

Category Specialist

Central Procurement Office

(615) 770-3829

Cami.Howard@tn.gov

### Contractor Contact Information:

<p><u>Armstrong Relocations</u> Contract #: 63750 Supplier ID: 135083 Mark Oglesby 423-643-3703 <a href="mailto:moglesby@goarmstrong.com">moglesby@goarmstrong.com</a> 6059 Relocation Way Ooltewah, TN 37363</p>	<p><u>Armstrong Transfer &amp; Storage</u> Contract #: 64076 Supplier ID: 902 Rob Hurt 901-367-3064 <a href="mailto:rhurt@goarmstrong.com">rhurt@goarmstrong.com</a> 3927 Winchester Rd Memphis, TN 38118</p>	<p><u>Best Moving Inc</u> Contract #: 64077 Supplier ID: 213320 Colquett VanDyke 901-751-9611 <a href="mailto:bestmovinginc@gmail.com">bestmovinginc@gmail.com</a> 498 Landen Cir Byhalia, MS 38611</p>
<p><u>Duncan Storage of Cookeville</u> Contract #: 63753 Supplier ID: 127217 Tamera Duncan 931-526-9500 <a href="mailto:tamera.duncanmoving@gmail.com">tamera.duncanmoving@gmail.com</a> 809 E 20<sup>th</sup> Street Cookeville, TN 38501</p>	<p><u>Ewing Moving Service</u> Contract #: 63754 Supplier ID: 1144 Charles Ewing 901-606-8061 <a href="mailto:lewing@ewingmoving.com">lewing@ewingmoving.com</a> 1814 S. Third St. Memphis, TN 38109</p>	<p><u>Flood Brothers Incorporated</u> Contract #: 63756 Supplier ID: 155967 Graham Sanford 615-473-8783 <a href="mailto:graham.sanford@floodbrothers.net">graham.sanford@floodbrothers.net</a> 910 Park Ave. Murfreesboro, TN 37129</p>

<p><u>General Moving Company</u>  Contract #: 63758  Supplier ID: 1227  Sidney Montgomery  901-398-8696  <a href="mailto:generalmoving@comcast.net">generalmoving@comcast.net</a>  2045 Sitler St  Memphis, TN 38114</p>	<p><u>Sams Inc</u>  Contract #: 64078  Supplier ID: 1194  Brandon Cooley  800-550-0217  <a href="mailto:bcooley@alexanders.net">bcooley@alexanders.net</a>  7235 cockrill Bend Blvd  Nashville, TN 37209</p>	<p><u>Ted R Sanders Moving and Warehouse</u>  Contract #: 63759  Supplier ID: 84447  Mike Sanders  615-350-7006  <a href="mailto:mike.sanders@tedrsandersmoving.com">mike.sanders@tedrsandersmoving.com</a>  7149 Centennial Blvd  Nashville, TN 37209</p>
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## Usage Instructions:

1. Identify the Contractors who service the county where your move origin is located.  
*Refer to the Contractor Awarded Counties List and contact info.*
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 E.2)*
  - 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 F.17*)(*Terms & Conditions 7.37*).
3. Ask for quotes, with a submission deadline, from all Contractors who service the county of your move origin.
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.
  - Note: Contractors who were qualified and submitted a quote by the deadline have the option to request the CPO to review the award and quotes—*see specs for more info (section E.5)*.
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 E.7)*.
  - 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 must provide all packing material to the move site 5 to 7 working days prior to the move, unless otherwise specified by the Move Manager, along with an itemized proof of delivery. Contractor must keep all documentation.
    - 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 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 H.2.)*
  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 F.18.) Terms & Conditions (Term 8.2.)*
    - Contractor Identification—*see specs (section F.7)*
    - 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.

## **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.