APPROACH TO CONTRACT FOR THE

ON-CALL MOVING SERVICES CONTRACT RFP BC-21357-J

The following items are to be addressed concisely and completely. This approach is to be developed by each Proposer in response to the RFP; however, the final and actual approach utilized for the planning, management, and execution of the moving services will be developed between the successful Proposer and the University.

1. Discuss your firm's capabilities in handling local moves, small moves and long distance moves.
2. Provide a description of the number of trucks you have available, as well as, any specialized equipment that you can provide to the University which will expedite the moving process.
3. a.) Describe the types of pre-move procedures your firm utilizes.

b.) What type of training or instruction are routinely provided to the requesting client:

1. Describe your firm's ability to move specialized equipment (lab, vibration sensitive equipment, computers, etc.)? What experience have you had in the past in moving this type of equipment?

 Discuss your firm's ability to disassemble and re-assemble modular furniture systems. What type systems does your firm have experience with? Hoe is staffing handled for this (i.e. special crew or same people)?

1. Does your firm have local storage facilities? Yes No

If yes, where?

1. Does your firm have the ability to crate equipment? Yes No If yes, describe methods:
2. How will your firm protect the buildings' surfaces and finishes (i.e. columns, doors, door frames, wall corners, wall surfaces, elevators, end panels of the shelving ranges, carpeting, flooring, etc.) from damage during the move?
3. What equipment will you have to rent, if any, to perform this contract?
4. Will your firm utilize any subcontractors on the contract? If so, please list in what capacity?
	1. Subcontractor names, addresses and phone numbers:

a.

b.

c.

1. Also, how your firm handles the damages/claims process: include who is responsible for handling this from your firm; the length of time it takes; and what is involved?

END OF FORM