



**COUNTY OF HENRICO
DEPARTMENT OF FINANCE
PURCHASING DIVISION
CONTRACT EXTRACT
NOTICE OF RENEWAL**

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| DATE: | July 15, 2024 |
| CONTRACT COMMODITY/SERVICE: <i>(include contracting entity if cooperative)</i> | Moving Services |
| CONTRACT NUMBER: | 2010A |
| COMMODITY CODE: | 962.56 |
| CONTRACT PERIOD: | August 1, 2024 through July 31, 2025 |
| RENEWAL OPTIONS: | NONE |
| USER DEPARTMENT: | County and Schools |
| Contact Name: | See Below |
| Phone Number: | See Below |
| Email Address: | See Below |
| HENRICO COOPERATIVE TERMS NCLUDED: | YES |
| SUPPLIER: Name: | Apple Transfer, Inc. |
| Address: | 39 Sage Lane |
| City, State: | Fredericksburg, VA 22405 |
| Contact Name: | See Below |
| Phone Number: | See Below |
| Email address: | See Below |
| ORACLE SUPPLIER NUMBER: | 410387 |
| BUSINESS CATEGORY: | Woman-Owned |
| PAYMENT TERMS: | Net 30 |
| DELIVERY: | As needed and Requested |
| FOB: | Destination |
| BUYER: Name: | Leisel Collins, CPPB, VCO, VCA |
| Title: | Procurement Manager |
| Phone: | 804-501-5687 |
| Email: | COL119@henrico.gov |

This contract is the result of a competitive solicitation issued by the Department of Finance, Purchasing Division. A requisition must be generated for all purchases made against this contract and the requisition must reference the contract number.

USER DEPARTMENT CONTACT LIST:

General Services:

Doug Gavin, 804-501-4230; gav@henrico.gov

Doug Brooks, 804-501-5152; bro19@henrico.gov

Mental Health & Development Services:

Robert Lee Scott III, 804-727-8345; sco11@henrico.gov

Purchasing (Surplus):

Samuel Booker, 804-501-5692; boo11@henrico.gov

SUPPLIER CONTACT LIST:

Operations:

571-418-9186

Contract Support:

540-419-5809

540-657-2855 (Office) or 703-690-8445

540-657-2851 (Fax)

customercare@appletransfer.com

Customer Care/Support Advocates:

Barbara Ayers, 202-579-0962 (Cell)

barbara@appletransfer.com

Jane Swift, 540-419-5807 (Cell)

jane@appletransfer.com

Brenda Royer, 540-623-5163 (Cell)

brenda@appletransfer.com

Supplier Holidays:

Federal Government Observed Holidays

PRICE SCHEDULE – CONTRACT NO. 2010A

| Classifications | Rate Per Man Hour |
|--|--------------------------|
| Supervisor/Driver - Normal Hourly Rates | \$ 39.15 |
| Supervisor/Driver - Overtime Hourly Rates | \$ 39.15 |
| Moving Crew - Normal Hourly Rates | \$ 31.83 |
| Moving Crew - Overtime Hourly Rates | \$ 31.83 |
| Packer - Normal Hourly Rates | \$ 32.89 |
| Packer - Overtime Hourly Rates | \$ 32.89 |
| Vehicle 14' Van Body Truck | \$ 26.52 |
| Vehicle 24' Van Body Truck | \$ 29.71 |
| Moving Materials | Rate Per Item |
| Return Legal Corrugated Boxes | \$ 1.28 |
| Return Letter Corrugated Boxes | \$ 1.11 |
| Non-Return Legal Corrugated Boxes | \$ 2.54 |
| Non-Return Letter Corrugated Boxes | \$ 2.16 |
| Packing Labels (50 per pack) | \$ 1.06 |
| Wheeled Packing Crates | \$ 1.85 |

SCOPE OF WORK/SERVICES

COOPERATIVE PROCUREMENT:

This procurement is being conducted by Henrico County, Virginia on behalf of all other public bodies of the Commonwealth of Virginia in accordance with the provisions of 2.2-4304 of the Code of Virginia, as amended. If agreed to by the Successful Bidder(s), other public bodies of the Commonwealth of Virginia may make purchases under the resulting contract at the prices set forth herein and in accordance with its terms, conditions and specifications, subject to any modifications necessary to comply with local policy or practice to which the Successful Bidder(s) agrees. The Successful Bidder(s) shall deal directly with any public body it authorizes to use the resulting contract. Henrico County, Virginia, its officials and its staff are not responsible for placement of orders, invoicing, payments, contractual disputes, or any other transactions between the Successful Bidder(s) and any other public bodies, and in no event shall the County, its officials or staff be responsible for any costs, damages or injury resulting to any party from use of a Henrico County contract. Henrico County assumes no responsibility for any notification of the availability of the resulting contract for use by other public bodies, but the Successful Bidder(s) may conduct such notification.

A. GENERAL REQUIREMENTS:

1. Successful Bidder(s) shall be responsible for complying with all applicable federal, state, and local government laws, ordinances, regulations including but not limited to, Moving Industry standards, Virginia Department of Transportation (VDOT), Office of Safety and Health Administration (OSHA), and Virginia Occupational Safety and Health (VOSH).

2. Successful Bidder(s) must have been in business for a minimum of three (3) years providing Moving Services.
3. Successful Bidder(s) shall perform all work under this contract with the Successful Bidder's own forces and shall NOT subcontract any portion of the work or contract without the prior written consent of the County.
4. Successful Bidder(s) shall provide all moving materials required by the County for complete and professional moving services, such as boxes, protective wrapping materials, labels, trucks, dollies, hand trucks, blankets, elevator protectors, wheeled packing crates, etc.
5. Successful Bidder(s) shall provide crews to disassemble systems furniture, pack it, and transport to installation sites.
6. Successful Bidder(s) must have sufficient vehicles/equipment and personnel to be considered for contract award.
7. Successful Bidder(s) shall provide quality moving services for the relocation of all types of office furniture, equipment, and other property to include but not limited to desktop computers, server racks, servers, office copiers and all sorters, electronic filing systems, faxes, boxes, antique furniture and special items, belongings, etc.
8. It is critical that County staff are aware of visitors at all times. Each individual reporting to work at any County facility must follow the reporting procedures given during the on-boarding meeting.

B. SPECIFICATIONS:

1. Successful Bidder(s) shall be responsible for walking the areas to be relocated and defining the moving materials and personnel needed for the performance of each project. The County's authorized representative will identify all project work for the Successful Bidder(s) to perform including all equipment, furniture, and other articles to be moved, location of elevators (if applicable), and building entrances and parking locations that Successful Bidder(s) may utilize.
2. Successful Bidder(s) shall provide the County's authorized representative with a written estimate of the costs to complete the project.
3. Successful Bidder(s) shall provide the appropriate size of truck(s) for the move and access to the move. Successful Bidder(s) shall be responsible for evaluating the move site to assure that maximum access is achieved.
4. Successful Bidder(s) shall assign a supervisor to manage move activities, truck driver, and all Successful Bidder's moving personnel. The Successful Bidder's supervisor shall work with the County's authorized representative on the coordination and management of all move activities to assure a smooth move with minimum disruptions, loss of items and misplacement of items. When requested by the County, the Successful Bidder's supervisor shall meet with the authorized representative and employees to be relocated and review how the packing should be done, provide a written instructions and/or training on how to pack boxes, how to pack up the personal computers, how to label the items to be moved, etc. Ideal condition is that the Successful Bidder(s) shall provide wheeled packing crates that can accommodate a complete contents move with the exception of file cabinets and bookcases. This method of moving has reduced the down time for the County employees and allows them to work up until the move date and allows for expedient unpacking.
5. The County employees will be responsible for packing and putting label on boxes, wheeled packing crates, furniture, and equipment (including keyboards, monitors, laptops, and cables will be wrap together with tape and taped to the computer for Successful Bidder's personnel to move together as a unit), etc.

6. Successful Bidder(s) will not be held responsible for concealed damage due to faulty or poor packing. Successful Bidder(s) shall advise the County's authorized representative whenever faulty packing is a concern. Successful Bidder(s) shall provide a packing list to the County's authorized representative identifying all picked-up/delivered items and quantities. Upon receipt, the County's authorized representative will verify all quantities and report to Successful Bidder(s) any discrepancies for corrective action.
7. Successful Bidder(s) shall protect any and all equipment according to the methods commonly accepted by the industry. Successful Bidder(s) shall disassemble/dismantle any item, as necessary and mutually agreed upon, to facilitate moving and shall reassemble at the new location.
8. The County may request Successful Bidder(s) to provide personnel to pack items for moving. Upon advance notice by the County's authorized representative, the Successful Bidder(s) shall provide packing crews in accordance with the project requirements. Successful Bidder(s) will be held responsible for concealed damage due to faulty or poor packing.
9. Successful Bidder(s) shall provide moving services for transporting items to the County's Surplus location.
10. Servers, Server Racks, and Computer Room Equipment - Successful Bidder(s) shall move equipment as directed by the County's authorized representative. The County will remove drives from all equipment prior to moving and will back up all systems prior to moving. The County will also have the need for the Successful Bidder(s) to move servers with the racks.
11. Filing Systems - Successful Bidder(s) shall move as many file cabinets as possible; loaded and emptied. Successful Bidder(s) shall provide direction to the County authorize representative on which file cabinets need to be emptied and which ones can be moved loaded.
12. Antique Furniture and Special Items - Successful Bidder(s) shall provide white glove moving services of antique furniture and special items located in buildings that require moving. Successful Bidder(s) shall protect these items from damage during moving.
13. Unpacking and Trash Removal - Upon completion of relocation/moving services, Successful Bidder(s) shall remove all trash accumulated as a result of the move and unpacking prior to leaving the County's site. Boxes unpacked while Successful Bidder(s) is on site and unused packing materials shall be picked up and returned to Successful Bidder(s), after the quantities are mutually agreed upon. The Successful Bidder(s) shall credit the County for the boxes returned up to seven (7) days following the completion of the project. The Agency cannot require Successful Bidder(s) to remove any other trash other than packing materials, etc. from the move. Successful Bidder(s) will not be required to remove any other County generated trash.
14. Elevators, Floors and Grounds - Weight limits of elevators shall not be exceeded. All elevators authorized for use shall be protected by Successful Bidder by the use of proper padding and/or 1/4" plywood provided by Successful Bidder(s). Successful Bidder(s) shall provide a protective material as appropriate to adequately protect all floors and/or carpets to prevent damage while moving the items. Similar care shall be taken to prevent damage to grounds, shrubs, etc.
15. Building Entrance and Parking – The County's authorize representative will identify the building entrance and parking locations during the moving operation. The County **WILL NOT** be responsible for any parking tickets that Successful Bidder(s) obtain as a result of illegal parking.

C. WORK ESTIMATES AND APPROVALS:

1. Successful Bidder(s) shall prepare and submit to the County's authorized representative a detail written estimate to include department requesting services, service being requested, man hours by labor categories, labor rates, vehicle with driver rates, and moving materials price which will be required to perform moving project. NOTE: The actual charges invoiced shall not exceed the written estimate. Time for the completion of each project shall be jointly estimated and agreed upon by both the County's authorized representative and the Successful Bidder's supervisor. Move shall be performed only after receipt of written authorization to proceed from the County's authorized representative.
2. Upon acceptance and approval of the work estimate, the county will Purchase Order to which will incorporate the Successful Bidder's estimate and the agreed upon starting and completion dates. All project shall be completed within the time set forth on the Purchase Order.
3. The Successful Bidder shall not perform work which would result in exceeding the dollar limitation of the Purchase Order without first having obtained written approval from the County's authorized representative, and a Change Order from the Purchasing Department.
4. Failure to meet the time requirements established on the work estimate and Purchase Order, and the Change Order may result in the Successful Bidder(s) being considered in default of the Terms and Conditions of this Contract.

D. VEHICLES/EQUIPMENT:

1. The vehicles/equipment offered shall be of adequate size, quantity, capacity, properly equipped, and suitable at all times for the performance of moving services. Successful Bidder(s) vehicles/equipment at a minimum shall include but not limited to:
 - a) All vehicles/equipment must be clearly marked with the Successful Bidder's company name.
 - b) Some vehicles/equipment will require a Commercial Driver's License (CDL) with the proper endorsements as required by the Department of Motor Vehicles. The Successful Bidder must be able provide proof of license upon request.
 - c) All items necessary for the operation of the vehicles/equipment are the responsibility of the Successful Bidder. These responsibilities include but are not limited to providing drivers, fuel, oil, necessary lights, and maintenance to the vehicle.
2. The County reserves the right to inspect and approve all vehicles/equipment at various intervals during the term of a resulting contract. Failures to promptly correct deficiencies of required equipment shall be considered just cause for termination of the contract.

E. DAMAGES TO PROPERTY:

1. The Successful Bidder shall take adequate precautions to protect all property from any damage and shall be responsible for any such damage caused by Successful Bidder's personnel while performing the provision of the Contract. The Successful Bidder's Supervisor shall notify the County's authorized representative immediately of any accident involving injury or damage to private or County property.
2. The Successful Bidder shall replace or restore to its original condition, any damaged property at no cost to the property owner or the County.

F. WORKING HOURS AND HOURLY RATES:

1. Successful Bidder(s) shall perform moving services during or outside of normal work hours. Successful Bidder(s) and the County's authorized representative shall coordinate and mutually agree upon time for moving activities. The County will not pay for travel time, lunch or breaks. The County's normal work hours are as follows:
 - a) General Government: Monday to Friday from 7:00 a.m. through 4:30 p.m.

- b) **HCPS:** Monday to Friday from 7:00 a.m. through 3:30 p.m. and summer hours shall be Monday to Thursday from 6:00 a.m. through 4:00 p.m. **Work must not interfere with school activities or when conducting testing (SOLs).**
- 2. Successful Bidder(s) shall not be permitted to work on Saturday, Sunday or any County holidays without the prior approval and consent by the County's authorized representative. The County holidays are as follows:
 - a) **General Government:** New Year's Day, Martin Luther King, Jr. Day, Presidents Day, Memorial Day, Independence Day, Labor Day, Veterans Day, Thanksgiving Day and Day after Thanksgiving, Christmas Eve, and Christmas Day
 - b) **HCPS:** New Year's Day, Martin Luther King, Jr. Day, Memorial Day, Independence Day, Labor Day, Thanksgiving and day after Thanksgiving, Christmas Eve, Christmas Day, and winter break (vary yearly).
- 3. The Successful Bidder(s) will be required to have hours worked certified at the job site by the County's authorized representative.
- 4. Hourly rates shall be per man hour and include all overhead, profit, insurance, union pension fund or contributions, workmen's compensation, unemployment insurance, social security, supervision and any type of truck fees. **Time spent for transportation of workers, material acquisition, handling and delivery, or for movement of Successful Bidder's owned or rental equipment is not chargeable directly but is overhead and the cost shall be included in the hourly rate.**
- 5. **Normal Hourly Rate:** Successful Bidder(s) shall be paid the normal hourly rate for moving services performed and completed during County normal work hours.
- 6. **Overtime Hourly Rate:** Successful Bidder(s) shall be paid overtime hourly rates for services performed outside normal work hours, Saturday, Sunday or any General Government and HCPS holidays. Overtime hours shall be considered for work requested and approved by the County authorized representative to be performed outside of normal work hours. If work must be carried over and the Successful Bidder wishes to continue to work beyond the County's normal working hours, authorization for overtime work must be obtained from County authorized representative prior to proceeding.

G. SUCCESSFUL BIDDER'S PERFORMANCE:

- 1. All work performed by the Successful Bidder(s) shall be done in a professional, workmanlike manner and satisfactory to the County's authorized representatives.
- 2. Upon reporting of unsatisfactory performance by the County's authorized representatives, the Successful Bidder(s) shall immediately initiate corrective action. In the event, the Successful Bidder(s) cannot be reached, has not responded, or have not initiated corrective action for the missed and/or unsatisfactory performance, the County has the right to immediately complete the work to its satisfaction, through use of outside contractors. **NOTE: Communication between the Successful Bidder(s) and County's authorized representatives is imperative with this Contract.**
- 3. Any damage to existing utilities, equipment, furniture, or finished surfaces resulting from the performance of this contract shall be repaired to the County's satisfaction at the Successful Bidder(s) expense.
- 4. The County's authorized representative will perform inspections and notify Successful Bidder(s) of discrepancies. The Successful Bidder(s) shall be required to accompany the County's authorized representative on follow-up inspections.

H. SUCCESSFUL BIDDER'S PERSONNEL IDENTIFICATION:

- 1. Successful Bidder(s) shall provide sufficient personnel to perform the duties described in the Scope of Work/Services.

2. Successful Bidder(s) personnel and vehicles shall be easily identifiable with company's name and logo while on County property. Successful Bidder(s) agrees that all personnel shall wear proper safety clothing, footwear, and applicable protective equipment in accordance with all applicable federal, state and local government laws, ordinances, and regulations as specified in section I.A.2. while performing the duties of the contract.
3. All personnel of Successful Bidder(s) shall conduct themselves in a professional manner. The Successful Bidder(s) shall be responsible at all times for the actions and work of its personnel who shall observe and comply with all regulations of the County; failure to observe such regulations will be grounds for removal from County property.
4. Successful Bidder(s) and their personnel shall comply with the following requests while working in the County of Henrico property:
 - a) Successful Bidder(s) shall instruct their personnel that no gratuities shall be solicited or accepted for any reason whatsoever from County of Henrico personnel or other persons using the premises.
 - b) Use, consumption, and/or possession of any controlled substance, substances considered to be illegal, and alcohol are strictly prohibited on County property. Successful Bidder(s) personnel and their vehicles are subject to search by Police during routine County-wide searches. "County property" includes land, buildings, facilities, parking lots, roadway, playgrounds, recreational areas and vehicles owned or rented by County of Henrico.
 - c) Use or possession of weapons, firearms, or archery equipment of any types, including those intended for hunting, are strictly prohibited on County property. Construction workers and their vehicles are subject to search by Police during routine County-wide searches. "County property" includes land, buildings, facilities, parking lots, roadway, playgrounds, recreational areas and vehicles owned or rented by County of Henrico.
 - d) Use of vulgar, suggestive, or abusive language and/or gestures is strictly prohibited on County property. "County property" includes land, buildings, facilities, parking lots, roadway, playgrounds, recreational areas and vehicles owned or rented by County of Henrico.
 - e) Use of radios, stereos, compact disc players, and/or other noise producing equipment shall be deemed unacceptable if they are disruptive to the work environment.
5. The County's authorized representative reserves the right to reject or have removed any of the Successful Bidder's personnel, if the County's authorized representative deems that individual to be unfit to work in any part or all capacities. Any such request shall be made only to Successful Bidder(s) or his/her supervisory personnel.

I. INVOICING:

1. Invoices shall include contract number, purchase order number, dates of service, cost for services based on the contract rate, and completed project certification. No payment will be made for work in progress on the prescribed payment dates. Work completed will be verified in writing by the County's authorized representative and Successful Bidder's Supervisor on an agreeable format.
2. In the event the Successful Bidder fails to prepare the invoice as requested or if charges are calculated incorrectly, the County reserves the right to return the comprehensive invoice to the Successful Bidder and payment will not be made until all corrections are received by the respective department.
3. Successful Bidder(s) shall submit invoices for completed work to the address provided on the Purchase Order provided by the County.