

# Sample Request for Quotes for an Office Move



## REQUEST FOR QUOTATION

The \_\_\_\_\_ Library is seeking quotations from qualified persons or companies to move its offices, library furniture, equipment, and supplies.

### Scope of Work

The library will move from its temporary location at \_\_\_\_\_ (Origin) to its new location at \_\_\_\_\_ (Destination), a distance of about 4 blocks. The move will be done during \_\_\_\_\_ (date) \_\_\_\_\_ and \_\_\_\_\_ (date) \_\_\_\_\_, according to a schedule to be worked out between the library and the selected contractor. The work does not include moving the books or the bookshelves.

The library has purchased new furniture and equipment for its new building. As a result, we will move limited quantities of furniture out of the Origin. Items to be moved are listed in the attached Inventory.

We are asking for a price to move the items on the Inventory list, plus approximately 2,500 boxes of office files, personal effects, supplies, and other materials from the Origin to the Destination.

The amount of noninventoried material to be moved was calculated as the equivalent of 2,500 boxes 12 inches wide, 12 inches high, and 20 inches long. This number is approximate and represents our best estimate. A list showing the calculation is enclosed, and potential responders are welcome to check it or to make their own calculations. This is an estimate of volume only. Responders must make all calculations based on the size and capacity of the actual containers they plan to use. About 300 boxes of materials are already boxed in sturdy cardboard containers and will not be reboxed. These containers may vary slightly from the 12-by-12-by-20-inch dimensions.

### Conditions of Work

The loading area at the Destination has a 6-inch curb wide enough for two trucks, but no loading dock. Trucks longer than 26 feet or heavier than 46,000 lbs cannot use this loading area. The Destination has a pull-off lane long enough for a 53-foot van to be unloaded, although not without blocking at least one lane of traffic. There is a pull-in area along Ewing Street that is suitable for a single tractor and 53-foot van. The entry from this point requires a step down inside the building. The responder must inspect the various options and determine which are suitable. The responder is responsible for providing all walkboards and other unloading equipment necessary.

The Origin location has a 32-inch-high dock, wide enough for a single truck. The dock must be shared with shelving and book movers and possibly other trades. The Origin building has several available street-level entrances.

The Destination location has a freight elevator about 5 by 8 feet and several smaller elevators. The Origin location has a freight elevator about 10 by 16 feet and four large personnel elevators. Responders should perform an on-site inspection and note the difficulties inherent in moving large quantities of furniture and equipment vertically in the Destination location. The elevators must be shared with shelving and book movers and possibly other trades.

The move will be phased to reduce disruption to library services. The library will be open to the public during some portions of the move. The specific schedule will be worked out in concert with the library, the shelving contractor, and the move contractor. Dock space, elevators, and exits will be assigned to each function to minimize conflicts and waiting time. At this time, the move is expected to take place during the first or second week of \_\_\_\_\_ (date) \_\_\_\_\_.

Library staff will box their personal effects and most supplies and other materials used at personal, workroom, or reference desks. Contractor will box, wrap, or otherwise package as necessary any other furniture and equipment.

Library staff will label each box and each piece of unboxed furniture or equipment. The label will show the room number to which the item is to be delivered. Where appropriate, library staff will be assigned to direct movers to specific locations within the numbered rooms.

Weekend work will be permitted but not required unless necessary to complete the move in the required time frame.

The contractor will be required to clean up and remove, or dispose of, all trash, packing material, leftover parts, and other debris at the Destination location.

The contractor will be required to protect furniture and equipment from damage during disassembly, transport, and reassembly and to protect the finishes and furnishings of the Origin and Destination locations from damage during transport and installation.

The contractor must provide evidence of insurance including workers' compensation to cover all of the contractor's employees, property damage in an amount of at least \$1,000,000, to cover loss or damage to library property, and general liability for any acts or omissions of contractor or contractor's employees while working on this project. The contractor will be required to hold the library harmless from all effects of action, inaction, or omission on the part of the contractor or contractor's employees.

### **Walk-through Dates**

On \_\_\_\_\_(date)\_\_\_\_\_ at 1:00 p.m. and \_\_\_\_\_(date)\_\_\_\_\_ at 9:00 a.m., library staff will be available to walk through the buildings with potential responders. We explain the move as we see it and answer any questions. Attendance at at least one of the sessions is mandatory. No quote will be considered unless a representative of the responder has attended at least one walk-through session.

### **Submitting a Quotation**

Submit the following documents:

- A completed Quotation Form (enclosed), signed by a responsible officer or agent of the company. The price quoted must be valid if accepted by the library at a time before \_\_\_\_\_(date)\_\_\_\_\_.
- A completed Contractor Information Form (enclosed), with the additional references and work plan as requested.

The Quotation Form requires three amounts:

- A fixed price for moving all of the furniture and equipment listed on the Inventory; plus approximately 2,500 boxes of materials.
- An alternate price if the library supplies cardboard boxes for the move.
- A per-hour rate for moving furniture, equipment, and other materials not listed on the Inventory or not included in the office/employee moves.

Submit both documents, together, by mail or in person to:

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**Quotes are due no later than 2:00 p.m. \_\_\_\_\_(date)\_\_\_\_\_.**

Questions, requests for clarification, and scheduling of site visits should be directed to \_\_\_\_\_ at 999-999-9999 or by e-mail at \_\_\_\_\_.

### **Contract Price**

If the quotation is accepted by the library, the quoted fixed-price amount will become the Contract Price. Ten Percent, 10%, of the Contract Price will be retained by the library until the move project is satisfactorily completed. The contractor may invoice for work performed and for time-and-materials work, at any convenient interval, subject to the 10% retainage.

We are aware that the estimate of 2,500 boxes of material is only an estimate and that the actual number of boxes may vary from that estimate. Prior to awarding a contract, the library will negotiate with the responder an adjustment formula to be applied if the actual number of boxes of material moved is substantially different from the estimate.

## Room-by-Room List of FFE to Be Moved

Floor		1	1	1	1	1	1
		Check-in	Children's	Children's	Circ	Readers'	Readers'
		Clearing-	Playscape	Reference	Services	Public	Services
Item	Size (L-W-H-D)	house	Area	Desk	Desk	Area	Workroom
Book dump							
Magazine rack	26 X 26 X 72				2	10	
Table < 12 sf			2			12	
Table 12-16 sf				4		2	
Table 17-24 sf				3		2	
Table 25-32 sf							
Table	4' X 10'						
Nonstacking chairs		3	7	45	8	16	
Stacking chairs						146	
Lounge chair						12	
Couch							
Refrigerator, full-size							
Refrigerator, half-size							1
Microwave							1
Coffeemaker							1
Podium							
Movable whiteboard							
Wall-hung whiteboard			1			4	
Clock		1		2	1	2	
Computer table—single				1	1	3	1
Computer table—double						2	1
Reference desk				2		3	
Reference desk modules					2		
Locker							
File cabinet—letter						1	
File cabinet—legal						2	
File cabinet—jumbo						18	
File cabinet—lateral							
Card catalog						3	
Microfiche viewer						9	
Microfilm viewer	< 22 X 25 X 40"					11	
Microfilm cabinet	< 25 X 28 X 42"					28	
Microfilm overfile							
Fax machine—tabletop						1	
Paperback rack				1		20	
Newspaper rack						7	
Atlas stand						4	
Map case						6	
Bench							
Trash container	16 X 16 X 40"	1		1		1	
Literature display				2		1	
Change machine						2	
Cash register					1		
Floor fan							
Flat file							
Index table						2	