



**STATE OF MICHIGAN**  
**CENTRAL PROCUREMENT SERVICES**  
Department of Technology, Management, and Budget  
320 S. WALNUT ST., LANSING, MICHIGAN 48933  
P.O. BOX 30026 LANSING, MICHIGAN 48909

**CONTRACT CHANGE NOTICE**

Change Notice Number **3**  
to  
Contract Number **190000000228**

|                   |  |              |                           |                         |      |
|-------------------|--|--------------|---------------------------|-------------------------|------|
| <b>CONTRACTOR</b> | COMPLETE QUALITY INSTALLATION SERVICES DBA<br>ONEIDA SOLUTIONS GROUP | <b>STATE</b> | Program<br>Manager        | Various                 | DTMB |
|                   | 10049 Harrison Road, Suite 500                                       |              |                           |                         |      |
|                   | Romulus, MI 48174  |              |                           |                         |      |
|                   | John Gilligan  |              | Contract<br>Administrator | Lisa Spitzley           | DTMB |
|                   | 810-691-6820   |              |                           | (517) 249-0440          |      |
|                   | jgilligan@oneidasolutions.com  |              |                           | spitzleyl4@michigan.gov |      |
|                   | VS0068369  |              |                           |                         |      |

| CONTRACT SUMMARY   |                         |                                    |                                    |   |
|--|-------------------------|------------------------------------|------------------------------------|---|
| MOVING SERVICES AND MOVING SUPPLIES – STATEWIDE  |                         |                                    |                                    |   |
| INITIAL EFFECTIVE DATE   | INITIAL EXPIRATION DATE | INITIAL AVAILABLE OPTIONS          |                                    | EXPIRATION DATE BEFORE  |
| December 1, 2018   | November 30, 2021       | 3 - 1 Year                         |                                    | November 30, 2022   |
| PAYMENT TERMS  |                         | DELIVERY TIMEFRAME                 |                                    |   |
| NET 45   |                         | As per Agency/Contractor Agreement |                                    |   |
| ALTERNATE PAYMENT OPTIONS  |                         |                                    |                                    | EXTENDED PURCHASING   |
| <input type="checkbox"/> P-Card <input type="checkbox"/> PRC <input type="checkbox"/> Other  |                         |                                    |                                    | <input checked="" type="checkbox"/> Yes <input type="checkbox"/> No |
| MINIMUM DELIVERY REQUIREMENTS  |                         |                                    |                                    |   |
| N/A  |                         |                                    |                                    |   |
| DESCRIPTION OF CHANGE NOTICE   |                         |                                    |                                    |   |
| OPTION   | LENGTH OF OPTION        | EXTENSION                          | LENGTH OF EXTENSION                | REVISED EXP. DATE   |
| <input checked="" type="checkbox"/>  | Two, 1-Year             | <input type="checkbox"/>           | N/A                                | November 30, 2024   |
| CURRENT VALUE  | VALUE OF CHANGE NOTICE  |                                    | ESTIMATED AGGREGATE CONTRACT VALUE |   |
| \$1,000,000.00   | \$250,000.00            |                                    | \$1,250,000.00                     |   |
| DESCRIPTION  |                         |                                    |                                    |   |
| Effective October 27, 2022, this contract is hereby exercising the two remaining 1-year options, adding increase of \$250,000.00, and Schedule B, Pricing is updated effective December 1, 2022, see attached Schedule B, Pricing. The revised expiration date is November 30, 2024 All other terms, conditions, specifications and pricing remain the same. Per Contractor and Agency agreement, and DTMB Procurement approval. |                         |                                    |                                    |   |

**Program Managers  
for  
Multi-Agency and Statewide Contracts**

| AGENCY | NAME             | PHONE        | EMAIL                   |
|--------|------------------|--------------|-------------------------|
| DIFS   | Karen Dennis     | 517-284-8696 | dennisk1@michigan.gov   |
| DTMB   | Shelly Millimaki | 517-636-7710 | MillimakiS@michigan.gov |

Contract No. 190000000228  
 Moving Services and Moving Supplies - Statewide  
**SCHEDULE B- PRICING**  
**Effective 12/1/22 - 11/30/2024**

| <b>1. MOVING AND DELIVERY SERVICES</b>   |                         |                      |
|--|-------------------------|----------------------|
| <b>A. The following rates apply for work performed when the Contractor arrives at the Origin site until they leave the Destination site.</b> |                         |                      |
| <b>Move Personnel</b>  |                         | <b>Rate per Hour</b> |
| Move Supervisor  | Straight Time           | <b>\$50.00</b>       |
|  | Overtime (after 8 hrs.) | <b>\$55.00</b>       |
|  | Double-Time             | <b>\$65.00</b>       |
|  | Saturday/Sunday         | <b>\$65.00</b>       |
| Mover  | Straight Time           | <b>\$40.00</b>       |
|  | Overtime (after 8 hrs.) | <b>\$50.00</b>       |
|  | Double-Time             | <b>\$55.00</b>       |
|  | Saturday/Sunday         | <b>\$55.00</b>       |
| Project Manager  | Straight Time           | <b>\$60.00</b>       |
|  | Overtime (after 8 hrs.) | <b>\$70.00</b>       |
|  | Double-Time             | <b>\$75.00</b>       |
|  | Saturday/Sunday         | <b>\$75.00</b>       |
| Driver   | Straight Time           | <b>\$50.00</b>       |
|  | Overtime (after 8 hrs.) | <b>\$60.00</b>       |
|  | Double-Time             | <b>\$75.00</b>       |
|  | Saturday/Sunday         | <b>\$75.00</b>       |
| Project Management will typically be offered free of charge; however, the Contractor may require this fee on larger projects                 |                         |                      |
| <b>B. The following rates apply for work performed when the Contractor arrives at the Origin site until they leave the Destination site.</b> |                         |                      |
| <b>Transport/Moving Vehicles</b>   |                         | <b>Rate</b>          |
| Tractor/Trailers: Rate Per Hour:   |                         | <b>\$50.00</b>       |
| Tractor/Trailers: Storage per Day  |                         | <b>\$150.00</b>      |
| Tractor/Trailers: Storage per Week   |                         | <b>\$350.00</b>      |
| Tractor/Trailers: Storage per Month  |                         | <b>\$850.00</b>      |
| Large Truck (over 28 feet): Rate per Hour  |                         | <b>\$50.00</b>       |
| Small Truck: Rate Per Hour   |                         | <b>\$50.00</b>       |
| Van: Rate Per Hour   |                         | <b>\$45.00</b>       |
| Please Note: Mileage is included in the hourly rates for Transport/Moving vehicles.  |                         |                      |

| C. Mobilization/Demobilization Rates for Contractor based on Zone of Move Origination- one per move (These rates include all costs and include personnel costs from the Contractors location to the origin site and from the destination site back to the Contractors location.) |                   |                                  |             |                |
|--|-------------------|----------------------------------|-------------|----------------|
| All Vehicles*  |                   | Single Rate                      |             |                |
| *All vehicles include van, small & large truck, and tractor trailer.   | Item              | Zone 1                           | Zones 2 & 5 | Zones 3, 4 & 6 |
|  | Driver Only       | \$100.00/Hr.                     | \$100.00    | \$150.00       |
|  | Driver + 1 Mover  | \$140.00/Hr.                     | \$140.00    | \$225.00       |
|  | Driver + 2 Movers | \$190.00/Hr.                     | \$190.00    | \$310.00       |
|  | Driver + 3 Movers | \$235.00/Hr.                     | \$235.00    | \$380.00       |
|  | Driver + 4 Movers | \$280.00/Hr.                     | \$280.00    | \$450.00       |
|  |                   |                                  |             |                |
| D. Additional Mileage Rates (See Schedule A, Section 4.Pricing, Subsection F. Pricing for Additional Mileage Rates)  |                   |                                  |             |                |
| All Vehicles*  |                   | Cost per Mile for each mile over |             |                |
| *All vehicles include van, small & large truck, and tractor trailer.   | Item              |                                  |             |                |
|  | Driver Only       | \$3.00                           |             |                |
|  | Driver + 1 Mover  | \$3.00                           |             |                |
|  | Driver + 2 Movers | \$3.00                           |             |                |
|  | Driver + 3 Movers | \$3.00                           |             |                |
|  | Driver + 4 Movers | \$3.00                           |             |                |
|  |                   |                                  |             |                |
| E. Delivery Charge for Moving Equipment and Supplies including Reusable plastic bins/totes independent of the move (Added Milage Rates may apply for deliveries with round trips of 300 miles or more).  |                   |                                  |             |                |
| Delivery Independent of Move   |                   | Total Cost                       |             |                |
| One Time Drop or One Time Pickup Charge to Loading Dock*   |                   | \$175.00                         |             |                |
| Hourly Rate to Distribute Equipment and Supplies   |                   | \$90.00/hr. for 2 men            |             |                |
|  |                   |                                  |             |                |

## 2. MOVING EQUIPMENT AND SUPPLIES- RENTAL OR PURCHASE

| F. List of Moving Equipment and Supplies   |                | Rental Per Day | Rental Per Week | Purchase Price |
|--|----------------|----------------|-----------------|----------------|
| Masonite fiberboard – for floor protection (4' x 8') sheet:  |                | \$2.00         | \$5.00          | \$30.00        |
| 1/2" Plywood – for floor protection (sheet)  |                | \$3.00         | \$5.00          | \$35.00        |
| 1/4" Plywood – for floor protection (sheet)  |                | \$3.00         | \$5.00          | \$30.00        |
| Protection Material (walls/doorways/floors) Foam Insulation Sheets:                                    |                | \$2.00         | \$5.00          | \$8.00         |
| Protection Material (walls/doorways/floors) Cardboard Sheets:  |                | \$1.00         | N/A             | \$5.00         |
| Speed Pack – (39 x28 x 24) 1 dolly included  |                | \$2.00         | \$8.00          | \$55.00        |
| Speed pack without dolly – purchase price  |                | N/A            | N/A             | \$20.00        |
| 4-wheel dolly for use with speed pack – purchase price   |                | N/A            | N/A             | \$45.00        |
| 6.0 Cardboard Cartons (24 x 18 x 24)   |                | N/A            | N/A             | \$4.25         |
| 4.5 Cardboard Cartons (18 x 18 x 24)   |                | N/A            | N/A             | \$4.00         |
| 3.0 Cardboard Cartons (18 x 18 x 16)   |                | N/A            | N/A             | \$3.50         |
| Legal Tote Boxes/ Cardboard Cartons (24 x 16 x 13)   |                | N/A            | \$1.00          | \$3.25         |
| Letter Tote Boxes/ Cardboard Cartons (24 x 12 x 12)  |                | N/A            | \$1.00          | \$3.00         |
| 1.5 Cardboard Cartons (17 x 13 x 13)   |                | N/A            | N/A             | \$2.50         |
| Specialty Cardboard Cartons will be quoted on individual basis.  |                | N/A            | N/A             | N/A            |
| Rental charge for reusable plastic bins with or without mover assistance (1 dolly included per 4 bins) |                | \$1.00         | \$3.50          | N/A            |
| Maximum Charge for 1 destroyed or unreturned Reusable Plastic Bin                                      |                | N/A            | N/A             | \$40.00        |
| Maximum Charge for 1 destroyed or unreturned dolly   |                | N/A            | N/A             | \$50.00        |
| Carts (CRT)/Library Carts  |                | \$5.00         | \$25.00         | \$250.00       |
| Panel Carts  |                | \$5.00         | \$25.00         | \$150.00       |
| Furniture Pads   |                | N/A            | N/A             | \$40.00        |
| Dish Packs   |                | N/A            | N/A             | \$6.00         |
| Bubble Warp, small 3/16 – 24" x 250" roll – perf 12" Static Resistant                                  | per lineal ft. | N/A            | N/A             | \$0.55         |
| Bubble Wrap, small 3/16 – 24" x 250" roll – perf 12"   | per lineal ft. | N/A            | N/A             | \$0.40         |
| Bubble Wrap, large ½ - 24" x 250" roll – perf 12"  | per lineal ft. | N/A            | N/A             | \$0.48         |
| Bubble Wrap, large ½ - 48" x 250" roll – perf 12"  | per lineal ft. | N/A            | N/A             | \$0.60         |
| Paper Pack – Wrapping – White Sheet  | 25 lb. bundle  | N/A            | N/A             | \$30.00        |
| Shrink/Stretch Wrap – 18" x 1500' rolls  | per roll       | N/A            | N/A             | \$21.00        |
| Corrugated Roll – 36" x 250' single face   | per roll       | N/A            | N/A             | \$30.00        |
| Box Tape- 2" x 55 yards  | per roll       | N/A            | N/A             | \$2.50         |
| Labels – Pack (500 per pack)   | per pack       | N/A            | N/A             | \$12.00        |
| Computer bags  | per each       | N/A            | N/A             | \$2.10         |

| G. Storage/Warehousing    | Per Day | Per Week | Per Month |
|---------------------------|---------|----------|-----------|
| Warehousing (per sq. ft.) | \$0.60  | \$0.75   | \$1.25    |



**STATE OF MICHIGAN**  
**CENTRAL PROCUREMENT SERVICES**  
 Department of Technology, Management, and Budget  
 525 W. ALLEGAN ST., LANSING, MICHIGAN 48913  
 P.O. BOX 30026 LANSING, MICHIGAN 48909

**CONTRACT CHANGE NOTICE**

Change Notice Number **2**  
 to  
 Contract Number **190000000228**

|                   |  |
|-------------------|--|
| <b>CONTRACTOR</b> | COMPLETE QUALITY INSTALLATION SERVICES DBA<br>ONEIDA SOLUTIONS GROUP |
|                   | 10049 Harrison Road, Suite 500                                       |
|                   | Romulus, MI 48174  |
|                   | John Gilligan  |
|                   | (810) 691-6820   |
|                   | michigan@oneidasolutions.com or jgilligan@oneidasolutions.com        |
|                   | VS0068369  |

|              |                               |   |      |
|--------------|-------------------------------|---|------|
| <b>STATE</b> | <b>Program Manager</b>        | Various                                   | DTMB |
|              |                               |   |      |
|              | <b>Contract Administrator</b> | Lisa Spitzley                             | DTMB |
|              |                               | (517) 249-0440<br>spitzleyl4@michigan.gov |      |

| CONTRACT SUMMARY   |                         |                                    |                                    |   |
|--|-------------------------|------------------------------------|------------------------------------|---|
| MOVING SERVICES AND MOVING SUPPLIES – STATEWIDE  |                         |                                    |                                    |   |
| INITIAL EFFECTIVE DATE   | INITIAL EXPIRATION DATE | INITIAL AVAILABLE OPTIONS          |                                    | EXPIRATION DATE BEFORE  |
| December 1, 2018   | November 30, 2021       | 3 - 1 Year                         |                                    | November 30, 2021   |
| PAYMENT TERMS  |                         | DELIVERY TIMEFRAME                 |                                    |   |
| NET 45   |                         | As per Agency/Contractor Agreement |                                    |   |
| ALTERNATE PAYMENT OPTIONS  |                         |                                    |                                    | EXTENDED PURCHASING   |
| <input type="checkbox"/> P-Card <input type="checkbox"/> PRC <input type="checkbox"/> Other  |                         |                                    |                                    | <input checked="" type="checkbox"/> Yes <input type="checkbox"/> No |
| MINIMUM DELIVERY REQUIREMENTS  |                         |                                    |                                    |   |
| N/A  |                         |                                    |                                    |   |
| DESCRIPTION OF CHANGE NOTICE   |                         |                                    |                                    |   |
| OPTION   | LENGTH OF OPTION        | EXTENSION                          | LENGTH OF EXTENSION                | REVISED EXP. DATE   |
| <input checked="" type="checkbox"/>  | One, 1-Year             | <input type="checkbox"/>           |                                    | November 30, 2022   |
| CURRENT VALUE  | VALUE OF CHANGE NOTICE  |                                    | ESTIMATED AGGREGATE CONTRACT VALUE |   |
| \$600,000.00   | \$400,000.00            |                                    | \$1,000,000.00                     |   |
| DESCRIPTION  |                         |                                    |                                    |   |
| Effective November 30, 2021, this contract is hereby exercising the first of three, 1-year options and is increased by \$400,000.00 for statewide use. Schedule B, Pricing, is updated effective January 1, 2022, see attached. The revised expiration date is November 30, 2022. Please note the Contractor's Contract Administrator is updated to John Gilligan,per Standard Contract Terms section 3, see Contract Change Notice cover page for updated contact information. All other terms, conditions, specifications, and pricing remain the same. Per Contractor and Agency agreement, DTMB Procurement approval, and State Administrative Board approval on December 7, 2021. |                         |                                    |                                    |   |

**Program Managers  
for  
Multi-Agency and Statewide Contracts**

| AGENCY | NAME             | PHONE        | EMAIL                   |
|--------|------------------|--------------|-------------------------|
| DIFS   | Karen Dennis     | 517-284-8696 | dennisk1@michigan.gov   |
| DTMB   | Shelly Millimaki | 517-636-7710 | MillimakiS@michigan.gov |



Contract No. 190000000228  
 Moving Services and Moving Supplies - Statewide  
**SCHEDULE B- PRICING**

| <b>1. MOVING AND DELIVERY SERVICES</b>   |                         |                      |
|--|-------------------------|----------------------|
| <b>A. The following rates apply for work performed when the Contractor arrives at the Origin site until they leave the Destination site.</b> |                         |                      |
| <b>Move Personnel</b>  |                         | <b>Rate per Hour</b> |
| Move Supervisor  | Straight Time           | <b>\$50.00</b>       |
|  | Overtime (after 8 hrs.) | <b>\$55.00</b>       |
|  | Double-Time             | <b>\$65.00</b>       |
|  | Saturday/Sunday         | <b>\$65.00</b>       |
| Mover  | Straight Time           | <b>\$40.00</b>       |
|  | Overtime (after 8 hrs.) | <b>\$50.00</b>       |
|  | Double-Time             | <b>\$55.00</b>       |
|  | Saturday/Sunday         | <b>\$55.00</b>       |
| Project Manager  | Straight Time           | <b>\$60.00</b>       |
|  | Overtime (after 8 hrs.) | <b>\$70.00</b>       |
|  | Double-Time             | <b>\$75.00</b>       |
|  | Saturday/Sunday         | <b>\$75.00</b>       |
| Driver   | Straight Time           | <b>\$50.00</b>       |
|  | Overtime (after 8 hrs.) | <b>\$60.00</b>       |
|  | Double-Time             | <b>\$75.00</b>       |
|  | Saturday/Sunday         | <b>\$75.00</b>       |
| Project Management will typically be offered free of charge; however, the Contractor may require this fee on larger projects                 |                         |                      |
| <b>B. The following rates apply for work performed when the Contractor arrives at the Origin site until they leave the Destination site.</b> |                         |                      |
| <b>Transport/Moving Vehicles</b>   |                         | <b>Rate</b>          |
| Tractor/Trailers: Rate Per Hour:   |                         | <b>\$50.00</b>       |
| Tractor/Trailers: Storage per Day  |                         | <b>\$150.00</b>      |
| Tractor/Trailers: Storage per Week   |                         | <b>\$350.00</b>      |
| Tractor/Trailers: Storage per Month  |                         | <b>\$850.00</b>      |
| Large Truck (over 28 feet): Rate per Hour  |                         | <b>\$50.00</b>       |
| Small Truck: Rate Per Hour   |                         | <b>\$50.00</b>       |
| Van: Rate Per Hour   |                         | <b>\$45.00</b>       |
| Please Note: Mileage is included in the hourly rates for Transport/Moving vehicles.  |                         |                      |

| C. Mobilization/Demobilization Rates for Contractor based on Zone of Move Origination- one per move (These rates include all costs and include personnel costs from the Contractors location to the origin site and from the destination site back to the Contractors location.) |                   |                                  |             |                |
|--|-------------------|----------------------------------|-------------|----------------|
| All Vehicles*  |                   | Single Rate                      |             |                |
| *All vehicles include van, small & large truck, and tractor trailer.   | Item              | Zone 1                           | Zones 2 & 5 | Zones 3, 4 & 6 |
|  | Driver Only       | \$100.00/Hr.                     | \$100.00    | \$150.00       |
|  | Driver + 1 Mover  | \$140.00/Hr.                     | \$140.00    | \$225.00       |
|  | Driver + 2 Movers | \$190.00/Hr.                     | \$190.00    | \$310.00       |
|  | Driver + 3 Movers | \$235.00/Hr.                     | \$235.00    | \$380.00       |
|  | Driver + 4 Movers | \$280.00/Hr.                     | \$280.00    | \$450.00       |
|  |                   |                                  |             |                |
| D. Additional Mileage Rates (See Schedule A, Section 4.Pricing, Subsection F. Pricing for Additional Mileage Rates)  |                   |                                  |             |                |
| All Vehicles*  |                   | Cost per Mile for each mile over |             |                |
| *All vehicles include van, small & large truck, and tractor trailer.   | Item              |                                  |             |                |
|  | Driver Only       | \$3.00                           |             |                |
|  | Driver + 1 Mover  | \$3.00                           |             |                |
|  | Driver + 2 Movers | \$3.00                           |             |                |
|  | Driver + 3 Movers | \$3.00                           |             |                |
|  | Driver + 4 Movers | \$3.00                           |             |                |
|  |                   |                                  |             |                |
| E. Delivery Charge for Moving Equipment and Supplies including Reusable plastic bins/totes independent of the move (Added Mileage Rates may apply for deliveries with round trips of 300 miles or more).   |                   |                                  |             |                |
| Delivery Independent of Move   |                   | Total Cost                       |             |                |
| One Time Drop or One Time Pickup Charge to Loading Dock*   |                   | \$175.00                         |             |                |
| Hourly Rate to Distribute Equipment and Supplies   |                   | \$90.00/hr. for 2 men            |             |                |
|  |                   |                                  |             |                |

## 2. MOVING EQUIPMENT AND SUPPLIES- RENTAL OR PURCHASE

| F. List of Moving Equipment and Supplies  |                | Rental<br>Per Day | Rental<br>Per<br>Week | Purchase<br>Price |
|---|----------------|-------------------|-----------------------|-------------------|
| Masonite fiberboard – for floor protection (4' x 8') sheet:   |                | \$2.00            | \$5.00                | \$30.00           |
| 1/2" Plywood – for floor protection (sheet)   |                | \$3.00            | \$5.00                | \$35.00           |
| 1/4" Plywood – for floor protection (sheet)   |                | \$3.00            | \$5.00                | \$30.00           |
| Protection Material (walls/doorways/floors) Foam Insulation Sheets:                                       |                | \$2.00            | \$5.00                | \$8.00            |
| Protection Material (walls/doorways/floors) Cardboard Sheets:   |                | \$1.00            | N/A                   | \$5.00            |
| Speed Pack – (39 x28 x 24) 1 dolly included   |                | \$2.00            | \$8.00                | \$55.00           |
| Speed pack without dolly – purchase price   |                | N/A               | N/A                   | \$15.00           |
| 4-wheel dolly for use with speed pack – purchase price  |                | N/A               | N/A                   | \$45.00           |
| 6.0 Cardboard Cartons (24 x 18 x 24)  |                | N/A               | N/A                   | \$4.25            |
| 4.5 Cardboard Cartons (18 x 18 x 24)  |                | N/A               | N/A                   | \$4.00            |
| 3.0 Cardboard Cartons (18 x 18 x 16)  |                | N/A               | N/A                   | \$3.50            |
| Legal Tote Boxes/ Carboard Cartons (24 x 16 x 13)   |                | N/A               | \$1.00                | \$2.75            |
| Letter Tote Boxes/ Cardboard Cartons (24 x 12 x 12)   |                | N/A               | \$1.00                | \$2.50            |
| 1.5 Cardboard Cartons (17 x 13 x 13)  |                | N/A               | N/A                   | \$2.50            |
| Specialty Cardboard Cartons will be quoted on individual basis.   |                | N/A               | N/A                   | N/A               |
| Rental charge for reusable plastic bins with or without mover assistance<br>(1 dolly included per 4 bins) |                | \$1.00            | \$3.00                | N/A               |
| Maximum Charge for 1 destroyed or unreturned Reusable Plastic Bin   |                | N/A               | N/A                   | \$40.00           |
| Maximum Charge for 1 destroyed or unreturned dolly  |                | N/A               | N/A                   | \$50.00           |
| Carts (CRT)/Library Carts   |                | \$5.00            | \$25.00               | \$250.00          |
| Panel Carts   |                | \$5.00            | \$25.00               | \$150.00          |
| Furniture Pads  |                | N/A               | N/A                   | \$40.00           |
| Dish Packs  |                | N/A               | N/A                   | \$5.00            |
| Bubble Warp, small 3/16 – 24" x 250" roll – perf 12" Static Resistant                                     | per lineal ft. | N/A               | N/A                   | \$0.55            |
| Bubble Warp, small 3/16 – 24" x 250" roll – perf 12"  | per lineal ft. | N/A               | N/A                   | \$0.40            |
| Bubble Wrap, large ½ - 24" x 250" roll – perf 12"   | per lineal ft. | N/A               | N/A                   | \$0.48            |
| Bubble Wrap, large ½ - 48" x 250" roll – perf 12"   | per lineal ft. | N/A               | N/A                   | \$0.60            |
| Paper Pack – Wrapping – White Sheet   | 25 lb bundle   | N/A               | N/A                   | \$30.00           |
| Shrink/Stretch Wrap – 18" x 1500' rolls   | per roll       | N/A               | N/A                   | \$18.00           |
| Corrugated Roll – 36" x 250' single face  | per roll       | N/A               | N/A                   | \$30.00           |
| Box Tape- 2" x 55 yards   | per roll       | N/A               | N/A                   | \$2.50            |
| Labels – Pack (500 per pack)  | per pack       | N/A               | N/A                   | \$10.00           |
| Computer bags   | per each       | N/A               | N/A                   | \$2.00            |

| G. Storage/Warehousing    | Per Day | Per Week | Per Month |
|---------------------------|---------|----------|-----------|
| Warehousing (per sq. ft.) | \$0.55  | \$0.55   | \$1.10    |



**STATE OF MICHIGAN**  
**CENTRAL PROCUREMENT SERVICES**  
 Department of Technology, Management, and Budget  
 525 W. ALLEGAN ST., LANSING, MICHIGAN 48913  
 P.O. BOX 30026 LANSING, MICHIGAN 48909

**CONTRACT CHANGE NOTICE**

Change Notice Number 1  
 to  
 Contract Number 190000000228

|                   |  |              |                           |                         |      |
|-------------------|--|--------------|---------------------------|-------------------------|------|
| <b>CONTRACTOR</b> | COMPLETE QUALITY INSTALLATION SERVICES DBA<br>ONEIDA SOLUTIONS GROUP | <b>STATE</b> | Program<br>Manager        | Various                 | SW   |
|                   | 10049 Harrison Road, Suite 500                                       |              |                           |                         |      |
|                   | Romulus, MI 48174  |              |                           |                         |      |
|                   | Robert Plumb   |              | Contract<br>Administrator | Lisa Spitzley           | DTMB |
|                   | 734-573-2683   |              |                           | (517) 249-0440          |      |
|                   | michigan@oneidasolutions.com   |              |                           | spitzleyl4@michigan.gov |      |
|                   | VS0068369  |              |                           |                         |      |

| CONTRACT SUMMARY  |                         |                                    |                     |   |
|---|-------------------------|------------------------------------|---------------------|---|
| MOVING SERVICES AND MOVING SUPPLIES – STATEWIDE   |                         |                                    |                     |   |
| INITIAL EFFECTIVE DATE  | INITIAL EXPIRATION DATE | INITIAL AVAILABLE OPTIONS          |                     | EXPIRATION DATE BEFORE  |
| December 1, 2018  | November 30, 2021       | 3 - 1 Year                         |                     | November 30, 2021   |
| PAYMENT TERMS   |                         | DELIVERY TIMEFRAME                 |                     |   |
| Net 45  |                         | As per Agency/Contractor Agreement |                     |   |
| ALTERNATE PAYMENT OPTIONS   |                         |                                    |                     | EXTENDED PURCHASING   |
| <input type="checkbox"/> P-Card <input type="checkbox"/> PRC <input type="checkbox"/> Other   |                         |                                    |                     | <input checked="" type="checkbox"/> Yes <input type="checkbox"/> No |
| MINIMUM DELIVERY REQUIREMENTS   |                         |                                    |                     |   |
| N/A   |                         |                                    |                     |   |
| DESCRIPTION OF CHANGE NOTICE  |                         |                                    |                     |   |
| OPTION  | LENGTH OF OPTION        | EXTENSION                          | LENGTH OF EXTENSION | REVISED EXP. DATE   |
| <input type="checkbox"/>  |                         | <input type="checkbox"/>           |                     | November 30, 2021   |
| CURRENT VALUE   | VALUE OF CHANGE NOTICE  | ESTIMATED AGGREGATE CONTRACT VALUE |                     |   |
| \$400,000.00  | \$200,000.00            | \$600,000.00                       |                     |   |
| DESCRIPTION   |                         |                                    |                     |   |
| Effective October 30, 2020 this contract is hereby increased by \$200,000.00 for statewide use. All other terms, conditions specifications and pricing remain the same. Per Contractor and Agency agreement and DTMB Central procurement Services approval. |                         |                                    |                     |   |

**Program Managers  
for  
Multi-Agency and Statewide Contracts**

| AGENCY | NAME             | PHONE        | EMAIL                   |
|--------|------------------|--------------|-------------------------|
| DIFS   | Karen Dennis     | 517-284-8696 | dennisk1@michigan.gov   |
| DTMB   | Shelly Millimaki | 517-636-7710 | MillimakiS@michigan.gov |



# STATE OF MICHIGAN ENTERPRISE PROCUREMENT DTMB Central Procurement Services

525 W. Allegan St., 1<sup>st</sup> Floor,  
PO Box 30026, Lansing, MI 48913

## NOTICE OF CONTRACT

NOTICE OF CONTRACT NO. **190000000228**

between

THE STATE OF MICHIGAN

and

|                   |  |
|-------------------|--|
| <b>CONTRACTOR</b> | Complete Quality Installation Services<br>dba Oneida Solutions Group |
|                   | 10049 Harrison Road, Suite 500                                       |
|                   | Romulus, MI 48174  |
|                   | Robert Plumb   |
|                   | 734-573-2683   |
|                   | michigan@oneidasolutions.com   |
|                   | VS0068369  |

|              |                        |                     |      |
|--------------|------------------------|---------------------|------|
| <b>STATE</b> | Program Manager        | Varies by Agency    | SW   |
|              |                        | Varies              |      |
|              |                        | Varies              |      |
|              | Contract Administrator | Valerie Hiltz       | DTMB |
|              |                        | 517-249-0459        |      |
|              |                        | hiltzv@michigan.gov |      |

| CONTRACT SUMMARY   |                         |                                    |   |
|--|-------------------------|------------------------------------|---|
| <b>DESCRIPTION: Moving Services and Moving Supplies – Statewide</b>  |                         |                                    |   |
| INITIAL EFFECTIVE DATE   | INITIAL EXPIRATION DATE | INITIAL AVAILABLE OPTIONS          | EXPIRATION DATE BEFORE CHANGE(S) NOTED BELOW                        |
| December 1, 2018   | November 30, 2021       | 3, one-year                        | November 30, 2018   |
| PAYMENT TERMS  |                         | DELIVERY TIMEFRAME                 |   |
| Net 45   |                         | As per Agency/Contractor Agreement |   |
| ALTERNATE PAYMENT OPTIONS  |                         |                                    | EXTENDED PURCHASING   |
| <input type="checkbox"/> P-card <input type="checkbox"/> Payment Request (PRC) <input type="checkbox"/> Other  |                         |                                    | <input checked="" type="checkbox"/> Yes <input type="checkbox"/> No |
| MINIMUM DELIVERY REQUIREMENTS  |                         |                                    |   |
| N/A  |                         |                                    |   |
| MISCELLANEOUS INFORMATION  |                         |                                    |   |
| <p>State Agency offices contemplating moves will be required to e-mail DTMB Delivery Services to check for moving service or moving supplies availability. Should DTMB Delivery Services be unable to provide services or supplies for the agencies moves, the State agencies are then allowed to obtain moving services utilizing this contract.</p> <p>THIS IS NOT AN ORDER: Orders will be placed directly by the State Agency via a Delivery Order per the terms and conditions and specifications of this contract.</p> |                         |                                    |   |
| ESTIMATED CONTRACT VALUE AT TIME OF EXECUTION  |                         |                                    | <b>\$400,000.00</b>   |



**FOR THE CONTRACTOR:**

\_\_\_\_\_  
**Company Name**

\_\_\_\_\_  
**Authorized Agent Signature**

\_\_\_\_\_  
**Authorized Agent** (Print or Type)

\_\_\_\_\_  
**Date**

**FOR THE STATE:**

\_\_\_\_\_  
**Signature**

**Valerie Ann Hiltz, Sr. Category Analyst**  
Name & Title

**DTMB Central Procurement Service, Commodities Division**  
Agency

\_\_\_\_\_  
**Date**





# STATE OF MICHIGAN

## STANDARD CONTRACT TERMS

This STANDARD CONTRACT ("**Contract**") is agreed to between the State of Michigan (the "**State**") and Oneida Solutions Group ("**Contractor**"), a Michigan corporation. This Contract is effective on December 1, 2018 ("**Effective Date**"), and unless terminated, expires on November 30, 2021.

This Contract may be renewed for up to three additional one-year option periods. Renewal is at the sole discretion of the State and will automatically extend the Term of this Contract. The State will document its exercise of renewal options via Contract Change Notice.

The parties agree as follows:

1. **Duties of Contractor.** Contractor must perform the services and provide the deliverables described in **Schedule A – Statement of Work** (the "**Contract Activities**"). An obligation to provide delivery of any commodity is considered a service and is a Contract Activity.

Contractor must furnish all labor, equipment, materials, and supplies necessary for the performance of the Contract Activities, and meet operational standards, unless otherwise specified in Schedule A.

Contractor must: (a) perform the Contract Activities in a timely, professional, safe, and workmanlike manner consistent with standards in the trade, profession, or industry; (b) meet or exceed the performance and operational standards, and specifications of the Contract; (c) provide all Contract Activities in good quality, with no material defects; (d) not interfere with the State's operations; (e) obtain and maintain all necessary licenses, permits or other authorizations necessary for the performance of the Contract; (f) cooperate with the State, including the State's quality assurance personnel, and any third party to achieve the objectives of the Contract; (g) return to the State any State-furnished equipment or other resources in the same condition as when provided when no longer required for the Contract; (h) not make any media releases without prior written authorization from the State; (i) assign to the State any claims resulting from state or federal antitrust violations to the extent that those violations concern materials or services supplied by third parties toward fulfillment of the Contract; (j) comply with all State physical and IT security policies and standards which will be made available upon request; and (k) provide the State priority in performance of the Contract except as mandated by federal disaster response requirements. Any breach under this paragraph is considered a material breach.

Contractor must also be clearly identifiable while on State property by wearing identification issued by the State, and clearly identify themselves whenever making contact with the State.

2. **Notices.** All notices and other communications required or permitted under this Contract must be in writing and will be considered given and received: (a) when verified by written receipt if sent by courier; (b) when actually received if sent by mail without verification of receipt; or (c) when verified by automated receipt or electronic logs if sent by facsimile or email.

| If to State:  | If to Contractor:   |
|---|---|
| Valerie Hiltz<br>525 W. Allegan St, 1 <sup>st</sup> Flr, NE<br>PO Box 30026<br>Lansing, MI 48913<br>hiltzv@michigan.gov<br>517-249-0459 | Robert Plumb<br>Oneida Solutions Group<br>10049 Harrison Road, Suite 500<br>Romulus, MI 48174<br>michigan@oneidasolutions.com<br>734-573-2683 |



3. **Contract Administrator.** The Contract Administrator for each party is the only person authorized to modify any terms of this Contract, and approve and execute any change under this Contract (each a “**Contract Administrator**”):

| State:  | Contractor:   |
|---|---|
| Valerie Hiltz<br>525 W. Allegan St, 1 <sup>st</sup> Flr, NE<br>PO Box 30026<br>Lansing, MI 48913<br>hiltzv@michigan.gov<br>517-249-0459 | Robert Plumb<br>Oneida Solutions Group<br>10049 Harrison Road, Suite 500<br>Romulus, MI 48174<br>michigan@oneidasolutions.com<br>734-573-2683 |

4. **Program Manager.** The Program Manager for each party will monitor and coordinate the day-to-day activities of the Contract (each a “**Program Manager**”):

| State:  | Contractor:   |
|---|---|
| Valerie Hiltz<br>525 W. Allegan St, 1 <sup>st</sup> Flr, NE<br>PO Box 30026<br>Lansing, MI 48913<br>hiltzv@michigan.gov<br>517-249-0459 | Diane Copple<br>Oneida solutions Group<br>10049 Harrison Road, Suite 500<br>Romulus, MI 48174<br>michigan@oneidasolutions.com<br>734-573-2641 |

5. **Performance Guarantee.** Contractor must at all times have financial resources sufficient, in the opinion of the State, to ensure performance of the Contract and must provide proof upon request. The State may require a performance bond (as specified in Schedule A) if, in the opinion of the State, it will ensure performance of the Contract.
6. **Insurance Requirements.** Contractor must maintain the insurances identified below and is responsible for all deductibles. All required insurance must: (a) protect the State from claims that may arise out of, are alleged to arise out of, or result from Contractor's or a subcontractor's performance; (b) be primary and non-contributing to any comparable liability insurance (including self-insurance) carried by the State; and (c) be provided by a company with an A.M. Best rating of "A" or better, and a financial size of VII or better.

| Required Limits  | Additional Requirements   |
|--|---|
| <b>Commercial General Liability Insurance</b>  |   |
| <u>Minimal Limits:</u><br>\$1,000,000 Each Occurrence Limit<br>\$1,000,000 Personal & Advertising Injury Limit<br>\$2,000,000 General Aggregate Limit<br>\$2,000,000 Products/Completed Operations<br><br><u>Deductible Maximum:</u><br>\$50,000 Each Occurrence | Contractor must have their policy endorsed to add “the State of Michigan, its departments, divisions, agencies, offices, commissions, officers, employees, and agents” as additional insureds using endorsement CG 20 10 11 85, or both CG 2010 07 04 and CG 2037 07 0. |
| <b>Umbrella or Excess Liability Insurance</b>  |   |
| <u>Minimal Limits:</u><br>\$4,000,000 General Aggregate  | Contractor must have their policy endorsed to add “the State of Michigan, its departments, divisions, agencies, offices, commissions, officers, employees, and agents” as additional insureds.  |
| <b>Automobile Liability Insurance</b>  |   |
| <u>Minimal Limits:</u><br>\$1,000,000 Per Occurrence   | Contractor must have their policy: (1) endorsed to add “the State of Michigan, its departments, divisions, agencies, offices, commissions, officers, employees.   |



| <b>Hired and Non-Owned Automobile Insurance</b>   |   |
|---|---|
| <u>Minimal Limits:</u><br>\$1,000,000 Per Occurrence  | Contractor must have their policy: (1) endorsed to add "the State of Michigan, its departments, divisions, agencies, offices, commissions, officers, employees, and agents" as additional insureds  |
| <b>Workers' Compensation Insurance</b>  |   |
| <u>Minimal Limits:</u><br>Coverage according to applicable laws governing work activities.  | Waiver of subrogation, except where waiver is prohibited by law.  |
| <b>Employers Liability Insurance</b>  |   |
| <u>Minimal Limits:</u><br>\$500,000 Each Accident<br>\$500,000 Each Employee by Disease<br>\$500,000 Aggregate Disease.   |   |
| <b>Privacy and Security Liability (Cyber Liability) Insurance</b>   |   |
| <u>Minimal Limits:</u><br>\$1,000,000 Each Occurrence<br>\$1,000,000 Annual Aggregate   | Contractor must have their policy: (1) endorsed to add "the State of Michigan, its departments, divisions, agencies, offices, commissions, officers, employees, and agents" as additional insureds; and (2) cover information security and privacy liability, privacy notification costs, regulatory defense and penalties, and website media content liability.        |
| <b>Crime (Fidelity) Insurance</b>   |   |
| <u>Minimal Limits:</u><br>\$1,000,000 Employee Theft Per Loss   | Contractor must have their policy: (1) cover forgery and alteration, theft of money and securities, robbery and safe burglary, computer fraud, funds transfer fraud, money order and counterfeit currency, and (2) endorsed to add "the State of Michigan, its departments, divisions, agencies, offices, commissions, officers, employees, and agents" as Loss Payees. |
| <b>Property Insurance (Only applicable for Exhibit A, Section A – Office Relocation Services)</b>   |   |
| The Contractor is responsible for Property Insurance covering any loss or damage to State-owned owned property that results from this agreement including cargo while in transit, and State-owned office space used by the Contractor for any reason under this Contract, together with State-owned equipment, software and other contents of the office space, including without limitation, those contents used by the Contractor to provide the Services to the State, up to its replacement value, where the property is under the care, custody and control of the Contractor. | The State of Michigan, its departments, divisions, agencies, offices, commissions, officers, employees and agents must be endorsed on the policy as a loss payee as its interests appear.   |

If any of the required policies provide **claims-made** coverage, the Contractor must: (a) provide coverage with a retroactive date before the effective date of the contract or the beginning of Contract Activities; (b) maintain coverage and provide evidence of coverage for at least three (3) years after completion of the Contract Activities; and (c) if coverage is canceled or not renewed, and not replaced with another claims-made policy form with a retroactive date prior to the contract effective date, Contractor must purchase extended reporting coverage for a minimum of three (3) years after completion of work.

Contractor must: (a) provide insurance certificates to the Contract Administrator, containing the agreement or purchase order number, at Contract formation and within 20 calendar days of the expiration date of the applicable policies; (b) require that subcontractors maintain the required insurances contained in this Section; (c) notify the



Contract Administrator within 5 business days if any insurance is cancelled; and (d) waive all rights against the State for damages covered by insurance. Failure to maintain the required insurance does not limit this waiver.

This Section is not intended to and is not be construed in any manner as waiving, restricting or limiting the liability of either party for any obligations under this Contract (including any provisions hereof requiring Contractor to indemnify, defend and hold harmless the State).

7. **Administrative Fee and Reporting.** Contractor must pay an administrative fee of 1% on all payments made to Contractor under the Contract including transactions with the State (including its departments, divisions, agencies, offices, and commissions), MiDEAL members, and other states (including governmental subdivisions and authorized entities). Administrative fee payments must be made by check payable to the State of Michigan and mailed to:

Department of Technology, Management and Budget  
Cashiering  
P.O. Box 30681  
Lansing, MI 48909

Contractor must submit an itemized purchasing activity report, which includes at a minimum, the name of the purchasing entity and the total dollar volume in sales. Reports should be mailed to [MiDeal@michigan.gov](mailto:MiDeal@michigan.gov).

The administrative fee and purchasing activity report are due within 30 calendar days from the last day of each calendar quarter.

8. **Extended Purchasing Program.** This contract is extended to MiDEAL members. MiDEAL members include local units of government, school districts, universities, community colleges, and nonprofit hospitals. A current list of MiDEAL members is available at [www.michigan.gov/mideal](http://www.michigan.gov/mideal). Upon written agreement between the State and Contractor, this contract may also be extended to: (a) State of Michigan employees and (b) other states (including governmental subdivisions and authorized entities).

If extended, Contractor must supply all Contract Activities at the established Contract prices and terms. The State reserves the right to impose an administrative fee and negotiate additional discounts based on any increased volume generated by such extensions.

Contractor must submit invoices to, and receive payment from, extended purchasing program members on a direct and individual basis.

9. **Independent Contractor.** Contractor is an independent contractor and assumes all rights, obligations and liabilities set forth in this Contract. Contractor, its employees, and agents will not be considered employees of the State. No partnership or joint venture relationship is created by virtue of this Contract. Contractor, and not the State, is responsible for the payment of wages, benefits and taxes of Contractor's employees and any subcontractors. Prior performance does not modify Contractor's status as an independent contractor.
10. **Subcontracting.** Contractor may not delegate any of its obligations under the Contract without the prior written approval of the State. Contractor must notify the State at least 90 calendar days before the proposed delegation and provide the State any information it requests to determine whether the delegation is in its best interest. If approved, Contractor must: (a) be the sole point of contact regarding all contractual matters, including payment and charges for all Contract Activities; (b) make all payments to the subcontractor; and (c) incorporate the terms and conditions contained in this Contract in any subcontract with a subcontractor. Contractor remains responsible for the completion of the Contract Activities, compliance with the terms of this Contract, and the acts and omissions of the subcontractor. The State, in its sole discretion, may require the replacement of any subcontractor.
11. **Staffing.** The State's Contract Administrator may require Contractor to remove or reassign personnel by providing a notice to Contractor.
12. **Background Checks.** Upon request, Contractor must perform background checks on all employees and subcontractors and its employees prior to their assignment. The scope is at the discretion of the State and documentation must be provided as requested. Contractor is responsible for all costs associated with the requested background checks. The State, in its sole discretion, may also perform background checks.
13. **Assignment.** Contractor may not assign this Contract to any other party without the prior approval of the State. Upon notice to Contractor, the State, in its sole discretion, may assign in whole or in part, its rights or responsibilities



under this Contract to any other party. If the State determines that a novation of the Contract to a third party is necessary, Contractor will agree to the novation and provide all necessary documentation and signatures.

14. **Change of Control.** Contractor will notify, at least 90 calendar days before the effective date, the State of a change in Contractor's organizational structure or ownership. For purposes of this Contract, a change in control means any of the following: (a) a sale of more than 50% of Contractor's stock; (b) a sale of substantially all of Contractor's assets; (c) a change in a majority of Contractor's board members; (d) consummation of a merger or consolidation of Contractor with any other entity; (e) a change in ownership through a transaction or series of transactions; (f) or the board (or the stockholders) approves a plan of complete liquidation. A change of control does not include any consolidation or merger effected exclusively to change the domicile of Contractor, or any transaction or series of transactions principally for bona fide equity financing purposes.

In the event of a change of control, Contractor must require the successor to assume this Contract and all of its obligations under this Contract.

15. **Ordering.** Contractor is not authorized to begin performance until receipt of authorization as identified in Schedule A.
16. **Acceptance.** Contract Activities are subject to inspection and testing by the State within 30 calendar days of the State's receipt of them ("**State Review Period**"), unless otherwise provided in Schedule A. If the Contract Activities are not fully accepted by the State, the State will notify Contractor by the end of the State Review Period that either: (a) the Contract Activities are accepted but noted deficiencies must be corrected; or (b) the Contract Activities are rejected. If the State finds material deficiencies, it may: (i) reject the Contract Activities without performing any further inspections; (ii) demand performance at no additional cost; or (iii) terminate this Contract in accordance with Section 23, Termination for Cause.

Within 10 business days from the date of Contractor's receipt of notification of acceptance with deficiencies or rejection of any Contract Activities, Contractor must cure, at no additional cost, the deficiency and deliver unequivocally acceptable Contract Activities to the State. If acceptance with deficiencies or rejection of the Contract Activities impacts the content or delivery of other non-completed Contract Activities, the parties' respective Program Managers must determine an agreed to number of days for re-submission that minimizes the overall impact to the Contract. However, nothing herein affects, alters, or relieves Contractor of its obligations to correct deficiencies in accordance with the time response standards set forth in this Contract.

If Contractor is unable or refuses to correct the deficiency within the time response standards set forth in this Contract, the State may cancel the order in whole or in part. The State, or a third party identified by the State, may perform the Contract Activities and recover the difference between the cost to cure and the Contract price plus an additional 10% administrative fee.

17. **Delivery.** Contractor must deliver all Contract Activities F.O.B. destination, within the State premises with transportation and handling charges paid by Contractor, unless otherwise specified in Schedule A. All containers and packaging become the State's exclusive property upon acceptance.
18. **Risk of Loss and Title.** Until final acceptance, title and risk of loss or damage to Contract Activities remains with Contractor. Contractor is responsible for filing, processing, and collecting all damage claims. The State will record and report to Contractor any evidence of visible damage. If the State rejects the Contract Activities, Contractor must remove them from the premises within 10 calendar days after notification of rejection. The risk of loss of rejected or non-conforming Contract Activities remains with Contractor. Rejected Contract Activities not removed by Contractor within 10 calendar days will be deemed abandoned by Contractor, and the State will have the right to dispose of it as its own property. Contractor must reimburse the State for costs and expenses incurred in storing or effecting removal or disposition of rejected Contract Activities.
19. **Warranty Period.** The warranty period, if applicable, for Contract Activities is a fixed period commencing on the date specified in Schedule A. If the Contract Activities do not function as warranted during the warranty period, the State may return such non-conforming Contract Activities to the Contractor for a full refund.
20. **Terms of Payment.** Invoices must conform to the requirements communicated from time-to-time by the State. All undisputed amounts are payable within 45 days of the State's receipt. Contractor may only charge for Contract Activities performed as specified in Schedule A. Invoices must include an itemized statement of all charges. The State is exempt from State sales tax for direct purchases and may be exempt from federal excise tax, if Services purchased under this Agreement are for the State's exclusive use. Notwithstanding the foregoing, all prices are inclusive of taxes, and Contractor is responsible for all sales, use and excise taxes, and any other similar taxes,



duties and charges of any kind imposed by any federal, state, or local governmental entity on any amounts payable by the State under this Contract.

The State has the right to withhold payment of any disputed amounts until the parties agree as to the validity of the disputed amount. The State will notify Contractor of any dispute within a reasonable time. Payment by the State will not constitute a waiver of any rights as to Contractor's continuing obligations, including claims for deficiencies or substandard Contract Activities. Contractor's acceptance of final payment by the State constitutes a waiver of all claims by Contractor against the State for payment under this Contract, other than those claims previously filed in writing on a timely basis and still disputed.

The State will only disburse payments under this Contract through Electronic Funds Transfer (EFT). Contractor must register with the State at <http://www.michigan.gov/SIGMAVSS> to receive electronic fund transfer payments. If Contractor does not register, the State is not liable for failure to provide payment. Without prejudice to any other right or remedy it may have, the State reserves the right to set off at any time any amount then due and owing to it by Contractor against any amount payable by the State to Contractor under this Contract.

21. **Liquidated Damages.** Liquidated damages, if applicable, will be assessed as described in Schedule A.
22. **Stop Work Order.** The State may suspend any or all activities under the Contract at any time. The State will provide Contractor a written stop work order detailing the suspension. Contractor must comply with the stop work order upon receipt. Within 90 calendar days, or any longer period agreed to by Contractor, the State will either: (a) issue a notice authorizing Contractor to resume work, or (b) terminate the Contract or purchase order. The State will not pay for Contract Activities, Contractor's lost profits, or any additional compensation during a stop work period.
23. **Termination for Cause.** The State may terminate this Contract for cause, in whole or in part, if Contractor, as determined by the State: (a) endangers the value, integrity, or security of any location, data, or personnel; (b) becomes insolvent, petitions for bankruptcy court proceedings, or has an involuntary bankruptcy proceeding filed against it by any creditor; (c) engages in any conduct that may expose the State to liability; (d) breaches any of its material duties or obligations; or (e) fails to cure a breach within the time stated in a notice of breach. Any reference to specific breaches being material breaches within this Contract will not be construed to mean that other breaches are not material.

If the State terminates this Contract under this Section, the State will issue a termination notice specifying whether Contractor must: (a) cease performance immediately, or (b) continue to perform for a specified period. If it is later determined that Contractor was not in breach of the Contract, the termination will be deemed to have been a Termination for Convenience, effective as of the same date, and the rights and obligations of the parties will be limited to those provided in Section 24, Termination for Convenience.

The State will only pay for amounts due to Contractor for Contract Activities accepted by the State on or before the date of termination, subject to the State's right to set off any amounts owed by the Contractor for the State's reasonable costs in terminating this Contract. The Contractor must pay all reasonable costs incurred by the State in terminating this Contract for cause, including administrative costs, attorneys' fees, court costs, transition costs, and any costs the State incurs to procure the Contract Activities from other sources.

24. **Termination for Convenience.** The State may immediately terminate this Contract in whole or in part without penalty and for any reason, including but not limited to, appropriation or budget shortfalls. The termination notice will specify whether Contractor must: (a) cease performance of the Contract Activities immediately, or (b) continue to perform the Contract Activities in accordance with Section 25, Transition Responsibilities. If the State terminates this Contract for convenience, the State will pay all reasonable costs, as determined by the State, for State approved Transition Responsibilities.
25. **Transition Responsibilities.** Upon termination or expiration of this Contract for any reason, Contractor must, for a period of time specified by the State (not to exceed 180 calendar days), provide all reasonable transition assistance requested by the State, to allow for the expired or terminated portion of the Contract Activities to continue without interruption or adverse effect, and to facilitate the orderly transfer of such Contract Activities to the State or its designees. Such transition assistance may include, but is not limited to: (a) continuing to perform the Contract Activities at the established Contract rates; (b) taking all reasonable and necessary measures to transition performance of the work, including all applicable Contract Activities, training, equipment, software, leases, reports and other documentation, to the State or the State's designee; (c) taking all necessary and appropriate steps, or such other action as the State may direct, to preserve, maintain, protect, or return to the State all materials, data, property, and confidential information provided directly or indirectly to Contractor by any entity,





agent, vendor, or employee of the State; (d) transferring title in and delivering to the State, at the State's discretion, all completed or partially completed deliverables prepared under this Contract as of the Contract termination date; and (e) preparing an accurate accounting from which the State and Contractor may reconcile all outstanding accounts (collectively, "**Transition Responsibilities**"). This Contract will automatically be extended through the end of the transition period.

- 26. General Indemnification.** Contractor must defend, indemnify and hold the State, its departments, divisions, agencies, offices, commissions, officers, and employees harmless, without limitation, from and against any and all actions, claims, losses, liabilities, damages, costs, attorney fees, and expenses (including those required to establish the right to indemnification), arising out of or relating to: (a) any breach by Contractor (or any of Contractor's employees, agents, subcontractors, or by anyone else for whose acts any of them may be liable) of any of the promises, agreements, representations, warranties, or insurance requirements contained in this Contract; (b) any infringement, misappropriation, or other violation of any intellectual property right or other right of any third party; (c) any bodily injury, death, or damage to real or tangible personal property occurring wholly or in part due to action or inaction by Contractor (or any of Contractor's employees, agents, subcontractors, or by anyone else for whose acts any of them may be liable); and (d) any acts or omissions of Contractor (or any of Contractor's employees, agents, subcontractors, or by anyone else for whose acts any of them may be liable).

The State will notify Contractor in writing if indemnification is sought; however, failure to do so will not relieve Contractor, except to the extent that Contractor is materially prejudiced. Contractor must, to the satisfaction of the State, demonstrate its financial ability to carry out these obligations.

The State is entitled to: (i) regular updates on proceeding status; (ii) participate in the defense of the proceeding; (iii) employ its own counsel; and to (iv) retain control of the defense if the State deems necessary. Contractor will not, without the State's written consent (not to be unreasonably withheld), settle, compromise, or consent to the entry of any judgment in or otherwise seek to terminate any claim, action, or proceeding. To the extent that any State employee, official, or law may be involved or challenged, the State may, at its own expense, control the defense of that portion of the claim.

Any litigation activity on behalf of the State, or any of its subdivisions under this Section, must be coordinated with the Department of Attorney General. An attorney designated to represent the State may not do so until approved by the Michigan Attorney General and appointed as a Special Assistant Attorney General.

- 27. Infringement Remedies.** If, in either party's opinion, any piece of equipment, software, commodity, or service supplied by Contractor or its subcontractors, or its operation, use or reproduction, is likely to become the subject of a copyright, patent, trademark, or trade secret infringement claim, Contractor must, at its expense: (a) procure for the State the right to continue using the equipment, software, commodity, or service, or if this option is not reasonably available to Contractor, (b) replace or modify the same so that it becomes non-infringing; or (c) accept its return by the State with appropriate credits to the State against Contractor's charges and reimburse the State for any losses or costs incurred as a consequence of the State ceasing its use and returning it.
- 28. Limitation of Liability and Disclaimer of Damages.** **IN NO EVENT WILL THE STATE'S AGGREGATE LIABILITY TO CONTRACTOR UNDER THIS CONTRACT, REGARDLESS OF THE FORM OF ACTION, WHETHER IN CONTRACT, TORT, NEGLIGENCE, STRICT LIABILITY OR BY STATUTE OR OTHERWISE, FOR ANY CLAIM RELATED TO OR ARISING UNDER THIS CONTRACT, EXCEED THE MAXIMUM AMOUNT OF FEES PAYABLE UNDER THIS CONTRACT.** The State is not liable for consequential, incidental, indirect, or special damages, regardless of the nature of the action.
- 29. Disclosure of Litigation, or Other Proceeding.** Contractor must notify the State within 14 calendar days of receiving notice of any litigation, investigation, arbitration, or other proceeding (collectively, "**Proceeding**") involving Contractor, a subcontractor, or an officer or director of Contractor or subcontractor, that arises during the term of the Contract, including: (a) a criminal Proceeding; (b) a parole or probation Proceeding; (c) a Proceeding under the Sarbanes-Oxley Act; (d) a civil Proceeding involving: (1) a claim that might reasonably be expected to adversely affect Contractor's viability or financial stability; or (2) a governmental or public entity's claim or written allegation of fraud; or (e) a Proceeding involving any license that Contractor is required to possess in order to perform under this Contract.
- 30. State Data.** All data and information provided to Contractor by or on behalf of the State, and all data and information derived therefrom, is the exclusive property of the State ("**State Data**"); this definition is to be construed as broadly as possible. Upon request, Contractor must provide to the State, or a third party designated by the State, all State Data within 10 calendar days of the request and in the format requested by the State. Contractor



will assume all costs incurred in compiling and supplying State Data. No State Data may be used for any marketing purposes.

**31. Reserved.**

**32. Non-Disclosure of Confidential Information.** The parties acknowledge that each party may be exposed to or acquire communication or data of the other party that is confidential, privileged communication not intended to be disclosed to third parties. The provisions of this Section survive the termination of this Contract.

- a. Meaning of Confidential Information. For the purposes of this Contract, the term “**Confidential Information**” means all information and documentation of a party that: (a) has been marked “confidential” or with words of similar meaning, at the time of disclosure by such party; (b) if disclosed orally or not marked “confidential” or with words of similar meaning, was subsequently summarized in writing by the disclosing party and marked “confidential” or with words of similar meaning; and, (c) should reasonably be recognized as confidential information of the disclosing party. The term “Confidential Information” does not include any information or documentation that was: (a) subject to disclosure under the Michigan Freedom of Information Act (FOIA); (b) already in the possession of the receiving party without an obligation of confidentiality; (c) developed independently by the receiving party, as demonstrated by the receiving party, without violating the disclosing party’s proprietary rights; (d) obtained from a source other than the disclosing party without an obligation of confidentiality; or, (e) publicly available when received, or thereafter became publicly available (other than through any unauthorized disclosure by, through, or on behalf of, the receiving party). For purposes of this Contract, in all cases and for all matters, State Data is deemed to be Confidential Information.
- b. Obligation of Confidentiality. The parties agree to hold all Confidential Information in strict confidence and not to copy, reproduce, sell, transfer, or otherwise dispose of, give or disclose such Confidential Information to third parties other than employees, agents, or subcontractors of a party who have a need to know in connection with this Contract or to use such Confidential Information for any purposes whatsoever other than the performance of this Contract. The parties agree to advise and require their respective employees, agents, and subcontractors of their obligations to keep all Confidential Information confidential. Disclosure to a subcontractor is permissible where: (a) use of a subcontractor is authorized under this Contract; (b) the disclosure is necessary or otherwise naturally occurs in connection with work that is within the subcontractor’s responsibilities; and (c) Contractor obligates the subcontractor in a written contract to maintain the State’s Confidential Information in confidence. At the State’s request, any employee of Contractor or any subcontractor may be required to execute a separate agreement to be bound by the provisions of this Section.
- c. Cooperation to Prevent Disclosure of Confidential Information. Each party must use its best efforts to assist the other party in identifying and preventing any unauthorized use or disclosure of any Confidential Information. Without limiting the foregoing, each party must advise the other party immediately in the event either party learns or has reason to believe that any person who has had access to Confidential Information has violated or intends to violate the terms of this Contract and each party will cooperate with the other party in seeking injunctive or other equitable relief against any such person.
- d. Remedies for Breach of Obligation of Confidentiality. Each party acknowledges that breach of its obligation of confidentiality may give rise to irreparable injury to the other party, which damage may be inadequately compensable in the form of monetary damages. Accordingly, a party may seek and obtain injunctive relief against the breach or threatened breach of the foregoing undertakings, in addition to any other legal remedies which may be available, to include, in the case of the State, at the sole election of the State, the immediate termination, without liability to the State, of this Contract or any Statement of Work corresponding to the breach or threatened breach.
- e. Surrender of Confidential Information upon Termination. Upon termination of this Contract or a Statement of Work, in whole or in part, each party must, within 5 calendar days from the date of termination, return to the other party any and all Confidential Information received from the other party, or created or received by a party on behalf of the other party, which are in such party’s possession, custody, or control; provided, however, that Contractor must return State Data to the State following the timeframe and procedure described further in this Contract. Should Contractor or the State determine that the return of any Confidential Information is not feasible, such party must destroy the Confidential Information and must certify the same in writing within 5 calendar days from





the date of termination to the other party. However, the State's legal ability to destroy Contractor data may be restricted by its retention and disposal schedule, in which case Contractor's Confidential Information will be destroyed after the retention period expires.

33. **Reserved.**

34. **Reserved.**

35. **Reserved.**

36. **Records Maintenance, Inspection, Examination, and Audit.** The State or its designee may audit Contractor to verify compliance with this Contract. Contractor must retain, and provide to the State or its designee and the auditor general upon request, all financial and accounting records related to the Contract through the term of the Contract and for 4 years after the latter of termination, expiration, or final payment under this Contract or any extension ("**Audit Period**"). If an audit, litigation, or other action involving the records is initiated before the end of the Audit Period, Contractor must retain the records until all issues are resolved.

Within 10 calendar days of providing notice, the State and its authorized representatives or designees have the right to enter and inspect Contractor's premises or any other places where Contract Activities are being performed, and examine, copy, and audit all records related to this Contract. Contractor must cooperate and provide reasonable assistance. If any financial errors are revealed, the amount in error must be reflected as a credit or debit on subsequent invoices until the amount is paid or refunded. Any remaining balance at the end of the Contract must be paid or refunded within 45 calendar days.

This Section applies to Contractor, any parent, affiliate, or subsidiary organization of Contractor, and any subcontractor that performs Contract Activities in connection with this Contract.

37. **Warranties and Representations.** Contractor represents and warrants: (a) Contractor is the owner or licensee of any Contract Activities that it licenses, sells, or develops and Contractor has the rights necessary to convey title, ownership rights, or licensed use; (b) all Contract Activities are delivered free from any security interest, lien, or encumbrance and will continue in that respect; (c) the Contract Activities will not infringe the patent, trademark, copyright, trade secret, or other proprietary rights of any third party; (d) Contractor must assign or otherwise transfer to the State or its designee any manufacturer's warranty for the Contract Activities; (e) the Contract Activities are merchantable and fit for the specific purposes identified in the Contract; (f) the Contract signatory has the authority to enter into this Contract; (g) all information furnished by Contractor in connection with the Contract fairly and accurately represents Contractor's business, properties, finances, and operations as of the dates covered by the information, and Contractor will inform the State of any material adverse changes; (h) all information furnished and representations made in connection with the award of this Contract is true, accurate, and complete, and contains no false statements or omits any fact that would make the information misleading; and that (i) Contractor is neither currently engaged in nor will engage in the boycott of a person based in or doing business with a strategic partner as described in 22 USC 8601 to 8606. A breach of this Section is considered a material breach of this Contract, which entitles the State to terminate this Contract under Section 23, Termination for Cause.

38. **Conflicts and Ethics.** Contractor will uphold high ethical standards and is prohibited from: (a) holding or acquiring an interest that would conflict with this Contract; (b) doing anything that creates an appearance of impropriety with respect to the award or performance of the Contract; (c) attempting to influence or appearing to influence any State employee by the direct or indirect offer of anything of value; or (d) paying or agreeing to pay any person, other than employees and consultants working for Contractor, any consideration contingent upon the award of the Contract. Contractor must immediately notify the State of any violation or potential violation of these standards. This Section applies to Contractor, any parent, affiliate, or subsidiary organization of Contractor, and any subcontractor that performs Contract Activities in connection with this Contract.

39. **Compliance with Laws.** Contractor must comply with all federal, state and local laws, rules and regulations.

40. **Reserved.**

41. **Reserved.**

42. **Nondiscrimination.** Under the Elliott-Larsen Civil Rights Act, 1976 PA 453, MCL 37.2101, *et seq.*, and the Persons with Disabilities Civil Rights Act, 1976 PA 220, MCL 37.1101, *et seq.*, Contractor and its subcontractors agree not to discriminate against an employee or applicant for employment with respect to hire, tenure, terms, conditions, or privileges of employment, or a matter directly or indirectly related to employment, because of race,



color, religion, national origin, age, sex, height, weight, marital status, or mental or physical disability. Breach of this covenant is a material breach of this Contract.

43. **Unfair Labor Practice.** Under MCL 423.324, the State may void any Contract with a Contractor or subcontractor who appears on the Unfair Labor Practice register compiled under MCL 423.322.
44. **Governing Law.** This Contract is governed, construed, and enforced in accordance with Michigan law, excluding choice-of-law principles, and all claims relating to or arising out of this Contract are governed by Michigan law, excluding choice-of-law principles. Any dispute arising from this Contract must be resolved in Michigan Court of Claims. Contractor consents to venue in Ingham County, and waives any objections, such as lack of personal jurisdiction or *forum non conveniens*. Contractor must appoint agents in Michigan to receive service of process.
45. **Non-Exclusivity.** Nothing contained in this Contract is intended nor will be construed as creating any requirements contract with Contractor. This Contract does not restrict the State or its agencies from acquiring similar, equal, or like Contract Activities from other sources.
46. **Force Majeure.** Neither party will be in breach of this Contract because of any failure arising from any disaster or acts of god that are beyond their control and without their fault or negligence. Each party will use commercially reasonable efforts to resume performance. Contractor will not be relieved of a breach or delay caused by its subcontractors. If immediate performance is necessary to ensure public health and safety, the State may immediately contract with a third party.
47. **Dispute Resolution.** The parties will endeavor to resolve any Contract dispute in accordance with this provision. The dispute will be referred to the parties' respective Contract Administrators or Program Managers. Such referral must include a description of the issues and all supporting documentation. The parties must submit the dispute to a senior executive if unable to resolve the dispute within 15 business days. The parties will continue performing while a dispute is being resolved, unless the dispute precludes performance. A dispute involving payment does not preclude performance.

Litigation to resolve the dispute will not be instituted until after the dispute has been elevated to the parties' senior executive and either concludes that resolution is unlikely, or fails to respond within 15 business days. The parties are not prohibited from instituting formal proceedings: (a) to avoid the expiration of statute of limitations period; (b) to preserve a superior position with respect to creditors; or (c) where a party makes a determination that a temporary restraining order or other injunctive relief is the only adequate remedy. This Section does not limit the State's right to terminate the Contract.
48. **Media Releases.** News releases (including promotional literature and commercial advertisements) pertaining to the Contract or project to which it relates must not be made without prior written State approval, and then only in accordance with the explicit written instructions of the State.
49. **Website Incorporation.** The State is not bound by any content on Contractor's website unless expressly incorporated directly into this Contract.
50. **Entire Agreement and Order of Precedence.** This Contract, which includes Schedule A – Statement of Work, and expressly incorporated schedules and exhibits, is the entire agreement of the parties related to the Contract Activities. This Contract supersedes and replaces all previous understandings and agreements between the parties for the Contract Activities. If there is a conflict between documents, the order of precedence is: (a) first, this Contract, excluding its schedules, exhibits, and Schedule A – Statement of Work; (b) second, Schedule A – Statement of Work as of the Effective Date; and (c) third, schedules expressly incorporated into this Contract as of the Effective Date. NO TERMS ON CONTRACTOR'S INVOICES, ORDERING DOCUMENTS, WEBSITE, BROWSE-WRAP, SHRINK-WRAP, CLICK-WRAP, CLICK-THROUGH OR OTHER NON-NEGOTIATED TERMS AND CONDITIONS PROVIDED WITH ANY OF THE CONTRACT ACTIVITIES WILL CONSTITUTE A PART OR AMENDMENT OF THIS CONTRACT OR IS BINDING ON THE STATE FOR ANY PURPOSE. ALL SUCH OTHER TERMS AND CONDITIONS HAVE NO FORCE AND EFFECT AND ARE DEEMED REJECTED BY THE STATE, EVEN IF ACCESS TO OR USE OF THE CONTRACT ACTIVITIES REQUIRES AFFIRMATIVE ACCEPTANCE OF SUCH TERMS AND CONDITIONS.
51. **Severability.** If any part of this Contract is held invalid or unenforceable, by any court of competent jurisdiction, that part will be deemed deleted from this Contract and the severed part will be replaced by agreed upon language that achieves the same or similar objectives. The remaining Contract will continue in full force and effect.
52. **Waiver.** Failure to enforce any provision of this Contract will not constitute a waiver.



53. **Survival.** The provisions of this Contract that impose continuing obligations, including warranties and representations, termination, transition, insurance coverage, indemnification, and confidentiality, will survive the expiration or termination of this Contract.
54. **Contract Modification.** This Contract may not be amended except by signed agreement between the parties (a “**Contract Change Notice**”). Notwithstanding the foregoing, no subsequent Statement of Work or Contract Change Notice executed after the Effective Date will be construed to amend this Contract unless it specifically states its intent to do so and cites the section or sections amended.



## Federal Provisions Addendum

The provisions in this addendum may apply if the purchase will be paid for in whole or in part with funds obtained from the federal government. If any provision below is not required by federal law for this Contract, then it does not apply and must be disregarded. If any provision below is required to be included in this Contract by federal law, then the applicable provision applies and the language is not negotiable. If any provision below conflicts with the State's terms and conditions, including any attachments, schedules, or exhibits to the State's Contract, the provisions below take priority to the extent a provision is required by federal law; otherwise, the order of precedence set forth in the Contract applies. Hyperlinks are provided for convenience only; broken hyperlinks will not relieve Contractor from compliance with the law.

### 1. Federally Assisted Construction Contracts

If this contract is a “**federally assisted construction contract**” as defined in [41 CFR Part 60-1.3](#), and except as otherwise may be provided under [41 CFR Part 60](#), then during performance of this Contract, the Contractor agrees as follows:

(1) The Contractor will not discriminate against any employee or applicant for employment because of race, color, religion, sex, sexual orientation, gender identity, or national origin. The Contractor will take affirmative action to ensure that applicants are employed, and that employees are treated during employment without regard to their race, color, religion, sex, sexual orientation, gender identity, or national origin. Such action shall include, but not be limited to the following:

Employment, upgrading, demotion, or transfer; recruitment or recruitment advertising; layoff or termination; rates of pay or other forms of compensation; and selection for training, including apprenticeship. The Contractor agrees to post in conspicuous places, available to employees and applicants for employment, notices to be provided setting forth the provisions of this nondiscrimination clause.

(2) The Contractor will, in all solicitations or advertisements for employees placed by or on behalf of the Contractor, state that all qualified applicants will receive consideration for employment without regard to race, color, religion, sex, sexual orientation, gender identity, or national origin.

(3) The Contractor will not discharge or in any other manner discriminate against any employee or applicant for employment because such employee or applicant has inquired about, discussed, or disclosed the compensation of the employee or applicant or another employee or applicant. This provision shall not apply to instances in which an employee who has access to the compensation information of other employees or applicants as a part of such employee's essential job functions discloses the compensation of such other employees or applicants to individuals who do not otherwise have access to such information, unless such disclosure is in response to a formal complaint or charge, in furtherance of an investigation, proceeding, hearing, or action, including an investigation conducted by the employer, or is consistent with the Contractor's legal duty to furnish information.

(4) The Contractor will send to each labor union or representative of workers with which he has a collective bargaining agreement or other contract or understanding, a notice to be provided advising the said labor union or workers' representatives of the Contractor's commitments under this section, and shall post copies of the notice in conspicuous places available to employees and applicants for employment.

(5) The Contractor will comply with all provisions of [Executive Order 11246](#) of September 24, 1965, and of the rules, regulations, and relevant orders of the Secretary of Labor.

(6) The Contractor will furnish all information and reports required by [Executive Order 11246](#) of September 24, 1965, and by rules, regulations, and orders of the Secretary of Labor, or pursuant thereto, and will permit access to his books, records, and accounts by the administering agency and the Secretary of Labor for purposes of investigation to ascertain compliance with such rules, regulations, and orders.

(7) In the event of the Contractor's noncompliance with the nondiscrimination clauses of this contract or with any of the said rules, regulations, or orders, this Contract may be canceled, terminated, or suspended in whole or in part and the Contractor may be declared ineligible for further Government contracts or federally assisted construction contracts in accordance with procedures authorized in [Executive Order 11246](#) of September 24, 1965, and such other sanctions may be imposed and remedies invoked as provided in [Executive Order 11246](#) of September 24, 1965, or by rule, regulation, or order of the Secretary of Labor, or as otherwise provided by law.



(8) The Contractor will include the portion of the sentence immediately preceding paragraph (1) and the provisions of paragraphs (1) through (8) in every subcontract or purchase order unless exempted by rules, regulations, or orders of the Secretary of Labor issued pursuant to section 204 of [Executive Order 11246](#) of September 24, 1965, so that such provisions will be binding upon each subcontractor or vendor. The Contractor will take such action with respect to any subcontract or purchase order as the administering agency may direct as a means of enforcing such provisions, including sanctions for noncompliance:

Provided, however, that in the event a Contractor becomes involved in, or is threatened with, litigation with a subcontractor or vendor as a result of such direction by the administering agency, the Contractor may request the United States to enter into such litigation to protect the interests of the United States.

## **2. Davis-Bacon Act (Prevailing Wage)**

- a. If applicable, the Contractor (and its Subcontractors) for **prime construction contracts** in excess of \$2,000 must comply with the Davis-Bacon Act ([40 USC 3141-3148](#)) as supplemented by Department of Labor regulations ([29 CFR Part 5](#), "Labor Standards Provisions Applicable to Contracts Covering Federally Financed and Assisted Construction").
- b. The Contractor (and its Subcontractors) shall pay all mechanics and laborers employed directly on the site of the work, unconditionally and at least once a week, and without subsequent deduction or rebate on any account, the full amounts accrued at time of payment, computed at wage rates not less than those stated in the advertised specifications, regardless of any contractual relationship which may be alleged to exist between the Contractor or subcontractor and the laborers and mechanics;
- c. The Contractor will post the scale of wages to be paid in a prominent and easily accessible place at the site of the work;
- d. There may be withheld from the Contractor so much of accrued payments as the contracting officer considers necessary to pay to laborers and mechanics employed by the Contractor or any Subcontractor on the work the difference between the rates of wages required by the Contract to be paid laborers and mechanics on the work and the rates of wages received by the laborers and mechanics and not refunded to the Contractor or Subcontractors or their agents.

## **3. Copeland "Anti-Kickback" Act**

If applicable, the Contractor must comply with the [Copeland "Anti-Kickback" Act \(40 USC 3145\)](#), as supplemented by Department of Labor regulations ([29 CFR Part 3](#), "Contractors and Subcontractors on Public Building or Public Work Financed in Whole or in Part by Loans or Grants from the United States"), which prohibits the Contractor and subrecipients from inducing, by any means, any person employed in the construction, completion, or repair of public work, to give up any part of the compensation to which he or she is otherwise entitled.

## **4. Contract Work Hours and Safety Standards Act**

If the Contract is **in excess of \$100,000** and **involves the employment of mechanics or laborers**, the Contractor must comply with [40 USC 3702](#) and [3704](#), as supplemented by Department of Labor regulations ([29 CFR Part 5](#)), as applicable.

## **5. Rights to Inventions Made Under a Contract or Agreement**

If the Contract is funded by a federal "funding agreement" as defined under 37 CFR §401.2 (a) and the recipient or subrecipient wishes to enter into a contract with a small business firm or nonprofit organization regarding the substitution of parties, assignment or performance of experimental, developmental, or research work under that "funding agreement," the recipient or subrecipient must comply with 37 CFR Part 401, "Rights to Inventions Made by Nonprofit Organizations and Small Business Firms Under Government Grants, Contracts and Cooperative Agreements," and any implementing regulations issued by the awarding agency.

## **6. Clean Air Act**

If this Contract is **in excess of \$150,000**, the Contractor must comply with all applicable standards, orders, and regulations issued under the Clean Air Act (42 USC 7401-7671q) and the Federal Water Pollution Control Act (33 USC 1251-1387). Violations must be reported to the federal awarding agency and the regional office of the Environmental Protection Agency.



#### **7. Debarment and Suspension**

A “contract award” (see [2 CFR 180.220](#)) must not be made to parties listed on the government-wide exclusions in the [System for Award Management](#) (SAM), in accordance with the OMB guidelines at 2 CFR 180 that implement Executive Orders 12549 (3 CFR part 1986 Comp., p. 189) and 12689 (3 CFR part 1989 Comp., p. 235), “Debarment and Suspension.” SAM Exclusions contains the names of parties debarred, suspended, or otherwise excluded by agencies, as well as parties declared ineligible under statutory or regulatory authority other than Executive Order 12549.

#### **8. Byrd Anti-Lobbying Amendment**

If this Contract **exceeds \$100,000**, bidders and the Contractor must file the certification required under [31 USC 1352](#).

#### **9. Procurement of Recovered Materials**

Under [2 CFR 200.322](#), a non-Federal entity that is a state agency or agency of a political subdivision of a state **and its contractors** must comply with section 6002 of the Solid Waste Disposal Act, as amended by the Resource Conservation and Recovery Act. The requirements of Section 6002 include procuring only items designated in guidelines of the Environmental Protection Agency (EPA) at [40 CFR part 247](#) that contain the highest percentage of recovered materials practicable, consistent with maintaining a satisfactory level of competition, where the purchase price of the item exceeds \$10,000 or the value of the quantity acquired during the preceding fiscal year exceeded \$10,000; procuring solid waste management services in a manner that maximizes energy and resource recovery; and establishing an affirmative procurement program for procurement of recovered materials identified in the EPA guidelines.



## Moving Services and Moving Supplies – Statewide

### SCHEDULE A STATEMENT OF WORK CONTRACT ACTIVITIES

#### BACKGROUND & INTENT

DTMB Delivery Services is responsible for office moves for the State of Michigan. State Agency offices contemplating moves will be required to e-mail DTMB Delivery Services to check for moving service or moving supplies availability. Should DTMB Delivery Services be unable to provide services or supplies for the agencies moves, the State agencies are then allowed to obtain moving services elsewhere.

This contract will be the vehicle under which the agencies will procure office moving services and supplies should DTMB be unable to do so.

#### SCOPE

The Contactor will provide moving services on an as-needed basis for the relocation of State agency offices, and the purchase or rental of moving supplies in the State of Michigan.

Types of moves not included in this solicitation and subsequent contract are:

- Individual/Employee household relocations
- Emergency relocations
- Office furniture assembling/disassembling
- Lab equipment currently under contract or requiring calibration and validation
- Server rooms

#### REQUIREMENTS

##### 1. General Requirements

##### 1.1. Office Relocation Services

Office relocation services include but are not limited to, removing existing office furniture, equipment, and related items from an office's current location ("Origin Site"), transporting the items to a new location ("Destination Site"), and placing the items according to the instructions provided by the State. Office Relocations involve either intra-building moves (e.g., 1st floor to 2nd floor), or remote site moves (e.g., 123 Oak St. to 678 Elm St.).

##### A. Scheduling Moving Service

1. Agencies are required to first contact DTMB Delivery Services via e-mail with their moving requests.
  - a. If the agency receives an e-mail response from DTMB Delivery Services that they are unable to perform the service or provide the supplies required, the agency is then released to purchase from this contract.
  - b. Please note: If DTMB Delivery Services sends an e-mail response that they are unable to accommodate the agencies moving request/requirements, the agency is required to retain a copy of that e-mail for audit purposes as it serves as their release to use this contract.
2. The State will contact the Contractor Representative to request office relocation services no less than 30 calendar days prior to the requested move date and will provide to the Contractor with the following:
  - a. Date that the move is anticipated
  - b. Basic description of the scope of the move





- c. The name of the End User Coordinator. The End User Coordinator is the State employee who:
      - 1) the Site Supervisor will arrange to meet during the site visit,
      - 2) who will be aware of the parameters of the impending move
      - 3) who will be onsite during the move and confirm or amend the quotation sheet after the move is completed.
  3. Contractor must, upon receiving a request for Office Relocation services:
    - a. Reserve and guarantee the requested move date(s) in its schedule.
    - b. Assign a Site Supervisor. **See Section 1.1.B.**
    - c. Schedule a site visit with the End User Coordinator to occur within 5 business days of the State's request. **See Section 1.1.D.**
- B. **Site Supervisor**  
Contractor must assign for each Office Relocation service request a "Site Supervisor" who must:
  1. Be present for any pre-planning meetings and/or Site Visit(s);
  2. Plan, coordinate, and estimate each move
  3. Be present at the job site(s) during the performance of Contract Activities; and
  4. Supervise Contractor's staff and personnel during performance of Contract Activities.
- C. **Exclusive Use and Dispatching of Vehicles**
  1. Contractor must, for each Office Relocation service request, provide exclusive use of any trucks or vehicles during the performance of Contract Activities.
  2. The State expects the Contractor to dispatch from their location closest to the move. However, this is at the discretion of the Contractor, and the State shall not be charged any additional fees for the Contractor making a business decision to dispatch from locations elsewhere in the State or out of the State.
- D. **Planning & Site Visits**
  1. Site Supervisor or other designee must participate in a Site Visit, unless otherwise agreed to in writing by the parties, to inspect the origin and destination sites so that a written Cost Estimate can be prepared in accordance with **Section E Cost Estimates**, below.
  2. Site Visits must be conducted no more than 5 business days from the date of a request for services, unless otherwise agreed to in writing by the parties.
  3. Site Supervisor or other designee must inspect all applicable site conditions to ensure a safe and efficient move including, but not limited to, access points for ingress and egress, loading dock height/width, door and pathway clearances, code compliance requirements, etc.
  4. Site Supervisor or other designee must make all necessary arrangements with the State, as well as local traffic authorities, regarding the use of street space and parking. Contractor is solely responsible for any parking and/or traffic citations incurred by Contractor's staff during performance of Contract Activities.
- E. **Cost Estimates**  
Contractor must, at no cost to the State, provide the State with a written, non-binding Cost Estimate in accordance with this section, which must represent the work to be performed as determined during the Site Visit.
  1. A Cost Estimate must be provided to the Agency Requester no more than 48 hours after conducting a Site Visit, unless otherwise agreed to in writing by the parties.





2. Cost Estimates must comprise of all costs, including all applicable goods, services, and fees. Each Cost Estimate must be completed using the State's applicable Quotation-Pricing Worksheets which are included in this contract. There are three worksheets. One for moves originating in Zone 1, one for moves originating in Zones 2 or 5, and one for moves originating from Zones 3, 4 or 6. This Quotation- Pricing Worksheet will become the basis of any invoicing.
  - a. The final invoice must not exceed the Cost Estimate by more than 10%.
  - b. The State is not liable for any amount exceeding 10% of the Cost Estimate unless pre-approved by the Program Manager, in writing.

**F. Order**

1. Once the requestor has received the quotation from the contractor and has verified that it meets their requirements, the requestor is required to forward to their agency purchasing office:
  - a. the quotation;
  - b. with the appropriate SIGMA Requisition, and a
  - c. copy of the e-mail response from DTMB Delivery releasing the agency to purchase from this contract.
2. **Authorizing Document** - The appropriate authorizing document for the Contract will be a Delivery Order (DO) created by the requesting agency purchasing department, in SIGMA, against the master agreement.
  - a. The agency will send the DO to the contractor via fax or email.
  - b. Contractor will not begin Contract Activities until a DO is received.
  - c. Verbal orders are not acceptable and will not be considered authorization to proceed.

**G. Moving**

1. Under the direction of the Site Supervisor, the contractor will conduct the move as directed.
2. Prior to demobilization:
  - a. The Site Supervisor must review the cost estimate created on the appropriate move Quotation-Pricing Worksheet (see **Schedule E.1, E.2 or E.3**) with the End User Coordinator.
  - b. The End User Coordinator will verify time and materials used, make revisions as necessary, and will sign off on the Move Quotation/Price Sheet. Please note, the contractor will create their invoice based on this reviewed and approved move Quotation/Price Sheet.

**H. Storage**

The State is interested in having the option to store their items in the event that items must be moved from the Origin site, but the destination site is unavailable.

**I. Inspection and Acceptance**

Acceptance of completed Contract Activities occurs once:

1. The End User Coordinator or designee inventories and accepts the transported State Property by signing the Move Quotation/Price Sheet;
2. All items are delivered to the destination site according to the move Quotation-Pricing Worksheet; and review and approval from the End User Coordinator;
3. The End User Coordinator or designee confirms all items are damage free within 5 business days;
4. The State may hold back payment on invoices equal to estimated damage amounts

**J. Computation and Invoice for Services**



Contractor must prepare and provide an invoice for completed and accepted Contract Activities.

1. Invoice must be provided no more than 10 business days from the date of completed service.
2. Using the approved move Quotation-Pricing Worksheet, the Contractor's invoice must indicate, at minimum:
  - a. Date;
  - b. Delivery order number
  - c. Description of Contract Activities;
  - d. Number and type of vehicles used;
  - e. Number and type of employees, indicating hourly rate and # of hours worked for each;
  - f. Moving supplies – quantity & price per unit (e.g., boxes, shrink wrap rolls, pads, packing materials, etc.);
  - g. Total price;
3. The Contractor must attach to the invoice a copy of the move Quotation-Pricing Worksheet signed by the End User Coordinator.

### **1.2. Moving Equipment and Supplies Rental or Purchase**

Moving Equipment and Supplies Rental or Purchase consist of the delivery and/or pickup of moving supplies. These products may be utilized for relocations managed by the State (i.e., self-moves), or relocations managed by the Contractor. Moving Supplies available for purchase include, but are not limited to: moving/storage boxes, sealing tape, labels, bubble wrap and other packing material, furniture pads, etc. Supplies available for rent include, but are not limited to: reusable bins/totes (See **Schedule D**), file carts, dollies, hand trucks, etc.

#### **A. Ordering and Scheduling Supplies**

1. Offices requiring rental or purchase of moving supplies must send a requisition along with a completed Quotation-Pricing Worksheet to their appropriate purchasing department and provide End User Coordinator contact information.
2. Agency purchasing office will create a delivery order in SIGMA and transmit that via email or fax along with a completed Quotation-Pricing Worksheet to the Contractor.
3. Contractor must, upon receiving a delivery order, confirm and guarantee the availability of the requested items with the End User Coordinator and agree to a delivery time frame.

#### **B. Delivery & Pick-up**

1. Contractor must, for each request, coordinate both a delivery and pick-up point, if a rental, with the End User Coordinator, which may be located within the interior of a building or facility.
2. Items shall be delivered directly to the End User Coordinator or designee at the designated location per the End User Coordinator requirements.
  - a. Contractor must, for every four (4) bins/totes ordered, provide one (1) dolly that is designated for use with said bins/totes. (See Exhibit G –Tote/Bin Exemplar)
3. Delivery will be expected, for rental and purchase of moving supplies, within 7 calendar days upon date of order. Delivery will be made at the location established in the delivery order and under direction of the End User Coordinator.
4. Rental agreements will be understood to be from the date of product delivery to the date the written notice of pick-up is sent to the Contractor by the End User Coordinator. The State will not be obligated to pay for rental products beyond the date of the written notice regardless of when the Contractor picks those items up.



5. Pick-up of rental items will be expected to take place within 7 calendar days of written notice of pick-up provided to the Contractor by the End User Coordinator. The State will not be held liable for cost to replace rental items lost or misplaced if the items are not collected by the Contractor within this time.

**C. Acceptance**

1. The End User will verify that the products ordered were delivered on the Quotation-Pricing Worksheet.
2. The Contractor will receive from the End User Coordinator the signed Quotation-Pricing Worksheet / shipping receipt signifying that products were delivered as ordered or marked with adjustments as necessary.
3. For rental items, the Contractor will provide to the State's End User Coordinator a signed copy of the Quotation-Pricing Worksheet / receipt of items from the State.

**D. Invoice for Purchase/Rental of Moving Supplies**

Contractor must prepare and provide an invoice for completed and accepted Contract Activities.

1. Invoice must be provided no more than 10 business days from the date of service.
2. Contractor's invoice must indicate, at minimum:
  - a. Date;
  - b. Delivery order number;
  - c. Description of Contract Activities;
  - d. Number and type of vehicles used;
  - e. Number and type of employees, indicating hourly rate and # of hours worked for each;
  - f. Moving supplies – quantity & price per unit (e.g., boxes, shrink wrap rolls, pads, packing materials, etc.);
  - g. Total price;
3. For purchased items, Contractor must attach a copy of the Quotation- Pricing Worksheet/ shipping receipt signed by the End User Coordinator.
4. For rental items Contractor must attach a copy of delivery and pick-up receipts with the attached Quotation-Pricing Worksheet signed by the End User Coordinator.

**2. Service Levels**

**2.1. Reporting**

The Contractor must submit to the following written reports, to the contract administrator:

- A. Annual usage report which includes the following information broken down by agency:
  1. Type of service(s) requested (i.e., Office Relocation, Bin/Tote Rental, or both);
  2. date service was performed;
  3. Original estimated cost
  4. Actual total due per invoice.
  5. Total Spend
- B. Other reports as requested

**2.2. Meetings**

The Contractor's contract representative must attend the following meetings:

- A. Kick-off meeting, either in person or via conference call, within 10 calendar days of the Contract Execution date.
- B. The state may request other meetings as it deems appropriate.



### 2.3. Service Level Credits for Late Delivery

For delays not pre-approved by the Program Manager, the State may impose a 1% service level credit against the total invoice cost for each additional hour beyond the first hour of delay for a scheduled delivery.

## 3. Staffing

### 3.1. Contractor Representative and Key Personnel

The Contractor must appoint one Contractor Representative and other Key Personnel, specifically assigned to State of Michigan accounts, who will be knowledgeable on the contractual requirements and directly responsible for the day to day operations of the Contract.

- A. The Contractor Representative will be the individual who will administrate this contract on behalf of the Contractor and will be expected to have intimately knowledge of this contract and its parameter and will have the ability to answer questions about our unique program, handle day to day issues. This person will work with the Contract Administrator regarding required contractual changes, amendments and the like.
- B. Listed among the Key Personnel will be **the primary contract at each of the Contractors locations**. This person **will be known as the Location Representative** and will be expected to have intimately knowledge of this contract and its parameter, will have the ability to answer questions about our unique program, handle day to day issues, and assist with projects quotes.
- C. The Contractor Representative and Key Personnel must be: available via a toll-free number for customer service calls and must be available during the hours of 8:00 a.m. to 5:00 p.m. ET Monday through Friday.
- D. The Contractor Representative and Key Personnel must respond to the State within 3 business hours to State inquiries.
- E. The Contractor must notify the Contract Administrator at least 14 calendar days before removing or assigning a new Contractor Representative or Key Personnel.
- F. The Contractor may not remove or assign a new Contractor Representative or Key Personnel without the prior consent of the State.
  - 1. Prior consent is not required for reassignment for reasons beyond the Contractor's control, including illness, disability, death, leave of absence, personal emergency circumstances, resignation, or termination for cause.
  - 2. The State may request a résumé and conduct an interview before approving a change.
  - 3. The State may require a 30-calendar day training period for replacement personnel.

#### Contractor Representative:

Robert Plumb

10049 Harrison Road, Suite 500

Romulus, MI 48174

Phone Number: 734-573-2683

Email Address: rplumb@oneidasolutions.com

#### Project Manager, Coordinator, Accounting and Accounts Receivable:

Diane Copple

10049 Harrison Road, Suite 500

Romulus, MI 48174

Phone Number: 734-573-2641 or 313-717-1648

Email Address: dcopple@oneidasolutions.com

#### Other Key Personnel:

Joy Green, Vice-President/ General Manager, and  
Fred Rogers, Director of Corporate Relations

10049 Harrison Road, Suite 500

Romulus, MI 48174



### 3.2. Security

The bidder's staff may be required to make deliveries to or enter State facilities and dependent on the individual agency requiring the move, the Contractor may be required to have drivers and moving staff certified at higher security standard, with background checks conducted at the State's expense. The State may require the Contractor's personnel to wear State issued identification badges.

The Contractor will:

- A. Perform employee background checks
- B. Have staff wear corporate uniforms to identify its employees

### 3.3. Customer Service Number

The Contractor must provide a direct line to the Contractor Representative. The Contractor Representative must be available for calls during the hours of 8:00 am to 5:00 pm ET. The toll-free number to call is 866-947-1740.

### 3.4. Disclosure of Subcontractors

The Contractor does not intend to utilize subcontractors in the performance of this contract. However, the Contractor may utilize its subsidiary and partner companies for movement of rental and purchased products, but all billing and payments will still be processed through the Contractor.

Reed Express Delivery  
10049 Harrison Road, Suite 500  
Romulus, MI 48174

Morse Moving and Storage  
10049 Harrison Road, Suite 500  
Romulus, MI 48174

Should the Contractor intend to utilize subcontractors in the performance of this contract, the Contractor must disclose so in the information boxes below.

- A. Any subcontractors will be bound by the terms of this contract. The State will not accept billing from nor make direct payments to any subcontractor.
- B. The Contractor will give the State 30 calendar days' notice if it intends to utilize any subcontractor and provide the following information: Subcontractor's corporate name, street address, city, state and zip code along with a corporate telephone number.

### 3.5. Contractor Locations

The Contractor has three locations strategically located throughout the state from which it intends to dispatch trucks, personnel, rental equipment, or in which state property could be warehoused if required. Their locations are as follows:

| Location Address                     | Servicing Which Zones |
|--------------------------------------|-----------------------|
| 2040 Traversefield, Traverse City    | 1,2                   |
| 3000 Sanders Rd., Lansing            | 3,4                   |
| 10046 Harrison Rd., Ste 500, Romulus | 5,6                   |

## 4. Pricing

- A. Pricing for this contract will be as established in **Schedule B- Pricing** and include all costs associated with this contract, including but not limited to, any one-time or set-up charges, fees, and potential costs that Contractor may charge the State (e.g., shipping and handling, per piece pricing, and palletizing).
- B. Moving Services will be established by zone, Rental and Purchase Prices will apply statewide.
- C. Quotation Pricing Sheets are established for the use in quoting and then invoicing for moves with the State.
- F. Pricing for Additional Mileage Rates. In Schedule B, under Section D., the State is allowing for Additional Mileage in specific situations or scenarios including:



1. The move is between two different zones and exceeds 100 miles between the Origin Site and the Destination Site. The extra mileage will only apply to those miles which exceed 100 miles within the move between sites and then back to the contractor's location. This will include "round robin moves" where a truck may move multiple times within the day from the origin to the destination. Mobilization miles are not included.
2. A move occurring in a single zone exceeds 200 miles between the Origin Site and the Destination Site. The extra mileage will only apply to those miles which exceed 100 miles within the move between sites and then back to the contractor's location. This will include "round robin moves" where a truck may move multiple times within the day from the origin to the destination. Mobilization miles are not included.

#### 4.1. Price Term

- A. Pricing is firm for 36 months ("Pricing Period"). The first pricing period begins on the Effective Date. **Thereafter, pricing may be adjusted every 12 months.**
- B. Adjustments may be requested, in writing, by either party and will take effect no earlier than the next Pricing Period.

#### 4.2. Price Changes

- A. Adjustments will be based on changes in actual Contractor costs. Any request must be supported by written evidence documenting the change in costs. The State may consider sources, such as the Consumer Price Index; Producer Price Index; other pricing indices as needed; economic and industry data; manufacturer or supplier letters noting the increase in pricing; and any other data the State deems relevant.
- B. Following the presentation of supporting documentation, both parties will have 30 days to review the information and prepare a written response. If the review reveals no need for modifications, pricing will remain unchanged unless mutually agreed to by the parties. If the review reveals that changes are needed, both parties will negotiate such changes, for no longer than 30 days, unless extended by agreement.
- C. The Contractor remains responsible for Contract Activities at the current price for all orders received before the mutual execution of a Change Notice indicating the start date of the new Pricing Period.

#### 4.5. Electronic Catalog

To enable catalog management functionality, the Contractor will supply the State with product and pricing information as identified in Schedule B of this Contract.

- A. The Contractor must supply the State with updated product and pricing information over the duration of the Contract using the then- current catalog template provided by the State.
- B. Product and price changes provided in this manner will not take effect until the catalog is updated in the State's procurement system.

### 5. Ordering

#### 5.1. Authorizing Document

- A. The appropriate authorizing document will be a delivery order (DO) created in SIGMA and transmitted to the Contractor via fax or email only.
- B. The Contractor will not accept any verbal work orders. The Contractor risks non-payment for any work performed under verbal authorization.
- C. This contract will be not authorized for P-Card use.

#### 5.2 Order Verification

The Contractor will verify that their orders have been sent by the agency's purchasing department, utilizing a SIGMA generated DO. No other written orders are acceptable.

### 6. Payment Methods

- A. The State prefers to make payment for Contract activities via EFT. If electronic payment fails, a paper warrant will be issued.
- B. This contract will not be approved for P-Card payment.



**7. Additional Requirements**

**7.1. Hazardous Chemical Identification**

The Contractor does not anticipate the use of any hazardous chemicals in the performance of this contract. Should that change, the contractor will abide by the following:

- A. In accordance with the federal Emergency Planning and Community Right-to-Know Act, 42 USC 11001, *et seq.*, as amended, the Contractor must provide a Material Safety Data Sheet listing any hazardous chemicals, as defined in 40 CFR §370.2, to be delivered. Each hazardous chemical must be properly identified, including any applicable identification number, such as a National Stock Number or Special Item Number.



Moving Services and Moving Supplies - Statewide  
**SCHEDULE B- PRICING**

| <b>1. MOVING AND DELIVERY SERVICES</b>   |                        |                      |
|--|------------------------|----------------------|
| <b>A. The following rates apply for work performed when the Contractor arrives at the Origin site until they leave the Destination site.</b> |                        |                      |
| <b>Move Personnel</b>  |                        | <b>Rate per Hour</b> |
| Move Supervisor  | Straight Time          | <b>\$45.00</b>       |
|  | Overtime (after 8 hrs) | <b>\$50.00</b>       |
|  | Double-Time            | <b>\$60.00</b>       |
|  | Saturday/Sunday        | <b>\$60.00</b>       |
| Mover  | Straight Time          | <b>\$35.00</b>       |
|  | Overtime (after 8 hrs) | <b>\$40.00</b>       |
|  | Double-Time            | <b>\$45.00</b>       |
|  | Saturday/Sunday        | <b>\$45.00</b>       |
| Project Manager  | Straight Time          | <b>\$50.00</b>       |
|  | Overtime (after 8 hrs) | <b>\$60.00</b>       |
|  | Double-Time            | <b>\$75.00</b>       |
|  | Saturday/Sunday        | <b>\$75.00</b>       |
| Driver   | Straight Time          | <b>\$40.00</b>       |
|  | Overtime (after 8 hrs) | <b>\$50.00</b>       |
|  | Double-Time            | <b>\$55.00</b>       |
|  | Saturday/Sunday        | <b>\$55.00</b>       |
| Project Management will typically be offered free of charge; however, the Contractor may require this fee on larger projects                 |                        |                      |
| <b>B. The following rates apply for work performed when the Contractor arrives at the Origin site until they leave the Destination site.</b> |                        |                      |
| <b>Transport/Moving Vehicles</b>   |                        | <b>Rate</b>          |
| Tractor/Trailers: Rate Per Hour:   |                        | <b>\$30.00</b>       |
| Tractor/Trailers: Storage per Day  |                        | <b>\$150.00</b>      |
| Tractor/Trailers: Storage per Week   |                        | <b>\$350.00</b>      |
| Tractor/Trailers: Storage per Month  |                        | <b>\$850.00</b>      |
| Large Truck (over 28 feet): Rate per Hour  |                        | <b>\$30.00</b>       |
| Small Truck: Rate Per Hour   |                        | <b>\$30.00</b>       |
| Van: Rate Per Hour   |                        | <b>\$28.00</b>       |
| Please Note: Mileage is included in the hourly rates for Transport/Moving vehicles.  |                        |                      |





**C. Mobilization/Demobilization Rates for Contractor based on Zone of Move Origination- one per move** (These rates include all costs and include personnel costs from the Contractors location to the origin site and from the destination site back to the Contractors location.)

| All Vehicles*   |                   | Single Rate  |             |                |
|---|-------------------|--------------|-------------|----------------|
|   | Item              | Zone 1       | Zones 2 & 5 | Zones 3, 4 & 6 |
| *All vehicles includes van, small & large truck, and tractor trailer. | Driver Only       | \$70.00/Hr.  | \$70.00     | \$140.00       |
|   | Driver + 1 Mover  | \$105.00/Hr  | \$105.00    | \$210.00       |
|   | Driver + 2 Movers | \$140.00/Hr. | \$140.00    | \$280.00       |
|   | Driver + 3 Movers | \$175.00/Hr. | \$175.00    | \$350.00       |
|   | Driver + 4 Movers | \$210.00/Hr. | \$210.00    | \$420.00       |

**D. Additional Mileage Rates** (See Schedule A, Section 4.Pricing, Subsection F. Pricing for Additional Mileage Rates)

| All Vehicles*   |                   | Cost per Mile for each mile over |
|---|-------------------|----------------------------------|
|   | Item              |                                  |
| *All vehicles includes van, small & large truck, and tractor trailer. | Driver Only       | \$2.00                           |
|   | Driver + 1 Mover  | \$2.00                           |
|   | Driver + 2 Movers | \$2.00                           |
|   | Driver + 3 Movers | \$2.00                           |
|   | Driver + 4 Movers | \$2.00                           |

**E. Delivery Charge for Moving Equipment and Supplies including Reusable plastic bins/totes independent of the move** (Added Mileage Rates may apply for deliveries with round trips of 300 miles or more).

| Delivery Independent of Move                             | Total Cost            |
|--|-----------------------|
| One Time Drop or One Time Pickup Charge to Loading Dock* | \$150.00              |
| Hourly Rate to Distribute Equipment and Supplies         | \$75.00/hr. for 2 men |



## 2. MOVING EQUIPMENT AND SUPPLIES- RENTAL OR PURCHASE

| F. List of Moving Equipment and Supplies   |                | Rental Per Day | Rental Per Week | Purchase Price |
|--|----------------|----------------|-----------------|----------------|
| Masonite fiberboard – for floor protection (4' x 8') sheet:  |                | \$2.00         | \$5.00          | \$30.00        |
| 1/2" Plywood – for floor protection (sheet)  |                | \$3.00         | \$5.00          | \$35.00        |
| 1/4" Plywood – for floor protection (sheet)  |                | \$3.00         | \$5.00          | \$30.00        |
| Protection Material (walls/doorways/floors) Foam Insulation Sheets:                                    |                | \$2.00         | \$5.00          | \$8.00         |
| Protection Material (walls/doorways/floors) Cardboard Sheets:  |                | \$1.00         | N/A             | \$5.00         |
| Speed Pack – (39 x28 x 24) 1 dolly included  |                | \$2.00         | \$8.00          | \$55.00        |
| Speed pack without dolly – purchase price  |                | N/A            | N/A             | \$15.00        |
| 4-wheel dolly for use with speed pack – purchase price   |                | N/A            | N/A             | \$45.00        |
| 6.0 Cardboard Cartons (24 x 18 x 24)   |                | N/A            | N/A             | \$4.25         |
| 4.5 Cardboard Cartons (18 x 18 x 24)   |                | N/A            | N/A             | \$4.00         |
| 3.0 Cardboard Cartons (18 x 18 x 16)   |                | N/A            | N/A             | \$3.50         |
| Legal Tote Boxes/ Cardboard Cartons (24 x 16 x 13)   |                | N/A            | \$1.00          | \$2.75         |
| Letter Tote Boxes/ Cardboard Cartons (24 x 12 x 12)  |                | N/A            | \$1.00          | \$2.50         |
| 1.5 Cardboard Cartons (17 x 13 x 13)   |                | N/A            | N/A             | \$2.50         |
| Specialty Cardboard Cartons will be quoted on individual basis.  |                | N/A            | N/A             | N/A            |
| Rental charge for reusable plastic bins with or without mover assistance (1 dolly included per 4 bins) |                | \$1.00         | \$3.00          | N/A            |
| Maximum Charge for 1 destroyed or unreturned Reusable Plastic Bin                                      |                | N/A            | N/A             | \$40.00        |
| Maximum Charge for 1 destroyed or unreturned dolly   |                | N/A            | N/A             | \$50.00        |
| Carts (CRT)/Library Carts  |                | \$5.00         | \$25.00         | \$250.00       |
| Panel Carts  |                | \$5.00         | \$25.00         | \$150.00       |
| Furniture Pads   |                | N/A            | N/A             | \$40.00        |
| Dish Packs   |                | N/A            | N/A             | \$5.00         |
| Bubble Warp, small 3/16 – 24" x 250" roll – perf 12" Static Resistant                                  | per lineal ft. | N/A            | N/A             | \$0.55         |
| Bubble Warp, small 3/16 – 24" x 250" roll – perf 12"   | per lineal ft. | N/A            | N/A             | \$0.40         |
| Bubble Wrap, large ½ - 24" x 250" roll – perf 12"  | per lineal ft. | N/A            | N/A             | \$0.48         |
| Bubble Wrap, large ½ - 48" x 250" roll – perf 12"  | per lineal ft. | N/A            | N/A             | \$0.60         |
| Paper Pack – Wrapping – White Sheet  | 25 lb bundle   | N/A            | N/A             | \$30.00        |
| Shrink/Stretch Wrap – 18" x 1500' rolls  | per roll       | N/A            | N/A             | \$18.00        |
| Corrugated Roll – 36" x 250' single face   | per roll       | N/A            | N/A             | \$30.00        |
| Box Tape- 2" x 55 yards  | per roll       | N/A            | N/A             | \$2.50         |
| Labels – Pack (500 per pack)   | per pack       | N/A            | N/A             | \$10.00        |
| Computer bags  | per each       | N/A            | N/A             | \$2.00         |

**Master Agreement- Dept 171 #190000000228**

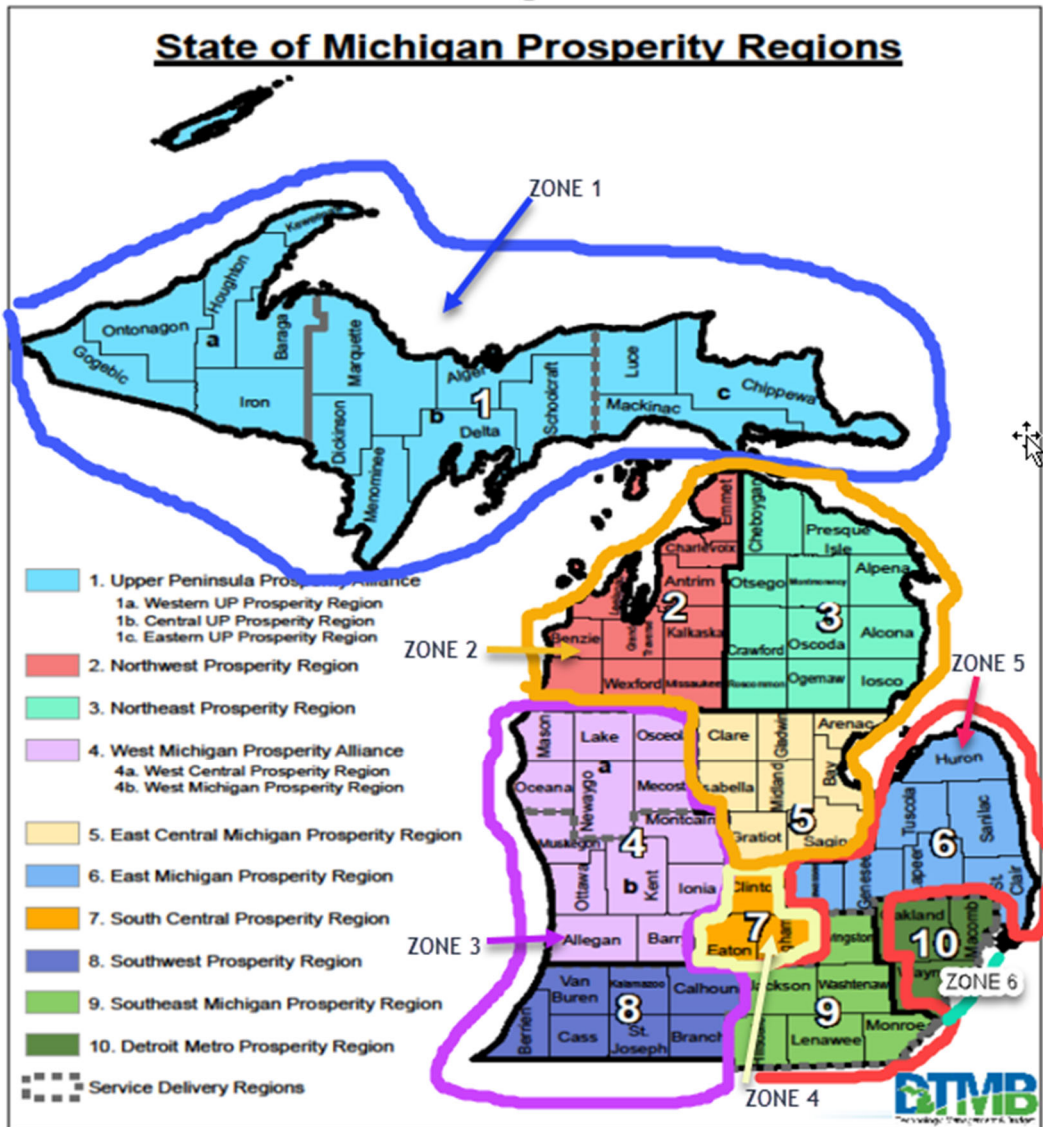
| G. Storage/Warehousing    | Per Day | Per Week | Per Month |
|---------------------------|---------|----------|-----------|
| Warehousing (per sq. ft.) | \$0.55  | \$0.55   | \$1.10    |



## Moving Services and Moving Supplies - Statewide

**SCHEDULE C**

Contract Pricing Zones based on State of Michigan Prosperity Regions



| Proposed Contract Zones | Which Quotation-Pricing Sheet to Use for Zone | State Prosperity Regions included in Contract Zones |
|-------------------------|---|---|
| Zone 1                  | Schedule E.1                                  | Region 1  |
| Zone 2                  | Schedule E.2                                  | Region 2, 3 and 5                                   |
| Zone 3                  | Schedule E.3                                  | Region 4 and 8                                      |
| Zone 4                  | Schedule E.3                                  | Region 7  |
| Zone 5                  | Schedule E.2                                  | Region 6 and 9                                      |
| Zone 6                  | Schedule E.3                                  | Region 10   |



Moving Services and Moving Supplies - Statewide

**SCHEDULE D**  
Tote / Bin Example

Example of Bin/Tote Rentals:



Example of dolly to be provided for  
every 4 bins/totes:





## Moving Services and Moving Supplies- Statewide

## Schedule E.1

## QUOTATION / ORDER WORKSHEET, ZONE 1

**1. MOVING AND DELIVERY SERVICES**

**A. The following rates apply for work performed when the Contractor arrives at the Origin site until they leave the Destination site.**

| Move Personnel  |                        | Rate per Hour | # of Hours | # of Personnel     | Total       |
|---|------------------------|---------------|------------|--------------------|-------------|
| Move Supervisor   | Straight Time          | \$ 45.00      |            |                    | \$ -        |
|   | Overtime (after 8 hrs) | \$ 50.00      |            |                    | \$ -        |
|   | Double-Time            | \$ 60.00      |            |                    | \$ -        |
|   | Saturday/Sunday        | \$ 60.00      |            |                    | \$ -        |
| Mover   | Straight Time          | \$ 35.00      |            |                    | \$ -        |
|   | Overtime (after 8 hrs) | \$ 40.00      |            |                    | \$ -        |
|   | Double-Time            | \$ 45.00      |            |                    | \$ -        |
|   | Saturday/Sunday        | \$ 45.00      |            |                    | \$ -        |
| Project Manager   | Straight Time          | \$ 50.00      |            |                    | \$ -        |
|   | Overtime (after 8 hrs) | \$ 60.00      |            |                    | \$ -        |
|   | Double-Time            | \$ 75.00      |            |                    | \$ -        |
|   | Saturday/Sunday        | \$ 75.00      |            |                    | \$ -        |
| Driver  | Straight Time          | \$ 40.00      |            |                    | \$ -        |
|   | Overtime (after 8 hrs) | \$ 50.00      |            |                    | \$ -        |
|   | Double-Time            | \$ 55.00      |            |                    | \$ -        |
|   | Saturday/Sunday        | \$ 55.00      |            |                    | \$ -        |
| Project management will be offered free of charge (except for especially large moves) |                        |               |            | <b>A. SUBTOTAL</b> | <b>\$ -</b> |

**B. The following rates apply for work performed when the Contractor arrives at the Origin site until they leave the Destination site.**

| Transport/Moving Vehicles                                | Rate      | # Hours or Days | Quantity           | Total       |
|--|-----------|-----------------|--------------------|-------------|
| Tractor/Trailers: Rate Per Hour:                         | \$ 30.00  |                 |                    | \$ -        |
| Tractor/Trailers: Storage per Day                        | \$ 150.00 |                 |                    | \$ -        |
| Tractor/Trailers: Storage per Week                       | \$ 350.00 |                 |                    | \$ -        |
| Tractor/Trailers: Storage per Month                      | \$ 850.00 |                 |                    | \$ -        |
| Large Truck (over 28 feet): Rate per Hour                | \$ 30.00  |                 |                    | \$ -        |
| Small Truck: Rate Per Hour                               | \$ 30.00  |                 |                    | \$ -        |
| Van: Rate Per Hour                                       | \$ 28.00  |                 |                    | \$ -        |
| Mileage is included in the rates for all moving vehicles |           |                 | <b>B. SUBTOTAL</b> | <b>\$ -</b> |

# Master Agreement- Dept 171 #190000000228



## Schedule E.1 QUOTATION / ORDER WORKSHEET, ZONE 1

**C. Mobilization/Demobilization Rates for Contractor based on Zone of Move Origination** (These rates include all costs and include personnel costs from the Contractors location to the origin site and from the destination site back to the Contractors location.)

|  | Item              | Rate Per Hour | Quantity | Total |
|--|-------------------|---------------|----------|-------|
| For all Vehicles including: van, small & large truck, and tractor trailer. | Driver Only       | \$ 70.00      |          | \$ -  |
|  | Driver + 1 Mover  | \$ 105.00     |          | \$ -  |
|  | Driver + 2 Movers | \$ 140.00     |          | \$ -  |
|  | Driver + 3 Movers | \$ 175.00     |          | \$ -  |
|  | Driver + 4 Movers | \$ 210.00     |          | \$ -  |
|  | C. SUBTOTAL       |               |          | \$ -  |

**D. Additional Mileage Rates** (See Schedule A, Section 4.Pricing, Subsection F. Pricing for Additional Mileage Rates)

|   | Item              | Cost per Mile | # of Miles over | Total |
|---|-------------------|---------------|-----------------|-------|
| *All vehicles includes van, small & large truck, and tractor trailer. | Driver Only       | \$ 2.00       |                 | \$ -  |
|   | Driver + 1 Mover  | \$ 2.00       |                 | \$ -  |
|   | Driver + 2 Movers | \$ 2.00       |                 | \$ -  |
|   | Driver + 3 Movers | \$ 2.00       |                 | \$ -  |
|   | Driver + 4 Movers | \$ 2.00       |                 | \$ -  |
|   | D. SUBTOTAL       |               |                 | \$ -  |

**E. Delivery Charge for Moving Equipment and Supplies independent of the move.** (Added Milage Rates may apply for deliveries with round trips of 300 miles or more)

| Delivery Independent of Move   | Single Flat Rate | # of Deliveries or Pickups | Total |
|--|------------------|----------------------------|-------|
| One Time Drop or One Time Pickup Charge to Loading Dock  | \$ 150.00        |                            | \$ -  |
| Hourly Rate to Distribute Equipment and Supplies within the delivery location (for 2 men Per hour) | \$ 75.00         |                            | \$ -  |
| E. SUBTOTAL  |                  |                            | \$ -  |



## Schedule E.1

## QUOTATION / ORDER WORKSHEET, ZONE 1

**2. MOVING AND DELIVERY EQUIPMENT AND SUPPLIES****F. MOVING EQUIPMENT AND SUPPLIES- RENTAL OR PURCHASE**

| List of Rental Items- DAILY RENTAL   | Cost per Day           | Quantity | # of Days | Total     |
|--|------------------------|----------|-----------|-----------|
| Masonite fiberboard – for floor protection (4' x 8') sheet   | \$ 2.00                |          |           | \$ -      |
| 1/2" Plywood – for floor protection (sheet)  | \$ 3.00                |          |           | \$ -      |
| 1/4" Plywood – for floor protection (sheet)  | \$ 3.00                |          |           | \$ -      |
| Protection Material (walls/doorways/floors) Foam Insulation Sheets:                                    | \$ 2.00                |          |           | \$ -      |
| Protection Material (walls/doorways/floors) Cardboard Sheets:  | \$ 1.00                |          |           | \$ -      |
| Speed Pack – (39 x28 x 24) 1 dolly included  | \$ 2.00                |          |           | \$ -      |
| 1.5 Cardboard Cartons (17 x 13 x 13)   |                        |          |           | \$ -      |
| Rental charge for reusable plastic bins with or without mover assistance (1 dolly included per 4 bins) | \$ 1.00                |          |           | \$ -      |
| Carts (CRT)  | \$ 5.00                |          |           | \$ -      |
| Library/ Panel Carts   | \$ 5.00                |          |           | \$ -      |
| Furniture Pads   | No Charge              |          |           | No Charge |
|  | Daily Rental Subtotal  |          |           | \$ -      |
| List of Rental Items- WEEKLY RENTAL  | Cost per Week          | Quantity | # of Days | Total     |
| Masonite fiberboard – for floor protection (4' x 8') sheet   | \$ 5.00                |          |           | \$ -      |
| 1/2" Plywood – for floor protection (sheet)  | \$ 5.00                |          |           | \$ -      |
| 1/4" Plywood – for floor protection (sheet)  | \$ 5.00                |          |           | \$ -      |
| Protection Material (walls/doorways/floors) Foam Insulation Sheets:                                    | \$ 5.00                |          |           | \$ -      |
| Protection Material (walls/doorways/floors) Cardboard Sheets:  | Use Daily              |          |           | Use Daily |
| Speed Pack – (39 x28 x 24) 1 dolly included  | \$ 8.00                |          |           | \$ -      |
| Legal Tote Boxes/ Carboard Cartons (24 x 16 x 13)  | \$ 1.00                |          |           | \$ -      |
| Letter Tote Boxes/ Cardboard Cartons (24 x 12 x 12)  | \$ 1.00                |          |           | \$ -      |
| Rental charge for reusable plastic bins with or without mover assistance (1 dolly included per 4 bins) | \$ 3.00                |          |           | \$ -      |
| Carts (CRT)  | \$ 5.00                |          |           | \$ -      |
| Library/ Panel Carts   | \$ 5.00                |          |           | \$ -      |
| Pads   | No Charge              |          |           | No Charge |
|  | Weekly Rental Subtotal |          |           | \$ -      |



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## Schedule E.1 QUOTATION / ORDER WORKSHEET, ZONE 1

| List of Purchased Items  | Purchase Price         | Quantity           | # of Days | Total |
|--|------------------------|--------------------|-----------|-------|
| Masonite fiberboard – for floor protection (4' x 8') sheet                           | \$ 30.00               |                    |           | \$ -  |
| 1/2" Plywood – for floor protection (sheet)  | \$ 35.00               |                    |           | \$ -  |
| 1/4" Plywood – for floor protection (sheet)  | \$ 30.00               |                    |           | \$ -  |
| Protection Material (walls/doorways/floors) Foam Insulation Sheets:                  | \$ 8.00                |                    |           | \$ -  |
| Protection Material (walls/doorways/floors) Cardboard Sheets:                        | \$ 5.00                |                    |           |       |
| Speed Pack – (39 x28 x 24) 1 dolly included  | \$ 55.00               |                    |           | \$ -  |
| Speed Pack –without dolly  | \$ 15.00               |                    |           |       |
| 4 Wheel dolly for use with Speed Pack  | \$ 45.00               |                    |           |       |
| 6.0 Cardboard Cartons (24 x 18 x 24)   | \$ 4.25                |                    |           | \$ -  |
| 4.5 Cardboard Cartons (18 x 18 x 24)   | \$ 4.00                |                    |           | \$ -  |
| 3.0 Cardboard Cartons (18 x 18 x 16)   | \$ 3.50                |                    |           | \$ -  |
| Legal Tote Boxes/ Cardboard Cartons (24 x 16 x 13)                                   | \$ 2.75                |                    |           | \$ -  |
| Letter Tote Boxes/ Cardboard Cartons (24 x 12 x 12)                                  | \$ 2.50                |                    |           | \$ -  |
| 1.5 Cardboard Cartons (17 x 13 x 13)   | \$ 2.50                |                    |           | \$ -  |
| Specialty Cardboard Cartons (quoted on individual basis)                             |                        |                    |           | \$ -  |
| Carts (CRT)  | \$ 250.00              |                    |           | \$ -  |
| Library/ Panel Carts   | \$ 150.00              |                    |           | \$ -  |
| Pads   | \$ 40.00               |                    |           | \$ -  |
| Dish Packs   | \$ 5.00                |                    |           | \$ -  |
| Bubble Warp, small 3/16 – 24 wide, perf 12" Static Resistant - Price per lineal Foot | \$ 0.55                |                    |           | \$ -  |
| Bubble Warp, small 3/16 – 24"wide, perf 12"– Price per lineal Foot                   | \$ 0.40                |                    |           | \$ -  |
| Bubble Wrap, large ½ - 24", perf 12"- Price per Lineal Foot                          | \$ 0.48                |                    |           | \$ -  |
| Bubble Wrap, large ½ - 48", perf 12"- Price per Lineal Foot                          | \$ 0.60                |                    |           | \$ -  |
| Paper Pack – Wrapping – White Sheet- Price per Bundle                                | \$ 30.00               |                    |           | \$ -  |
| Shrink/Stretch Wrap – 18"- Price per Roll  | \$ 18.00               |                    |           | \$ -  |
| Corrugated Roll – 36" single face- Price per Roll                                    | \$ 30.00               |                    |           | \$ -  |
| Box Tape 2" x 55 yards- Price per Roll   | \$ 2.50                |                    |           | \$ -  |
| Labels – Pack (300 per pack)- Price per Pack   | \$ 10.00               |                    |           | \$ -  |
| Computer bags- Price per Each  | \$ 2.00                |                    |           | \$ -  |
| Miscellaneous Quoted Item:   |                        |                    |           | \$ -  |
| Maximum Charge for 1 destroyed or unreturned Reusable Plastic Bin                    | \$ 40.00               |                    |           | \$ -  |
| Maximum Charge for 1 destroyed or unreturned dolly                                   | \$ 50.00               |                    |           | \$ -  |
|  | Purchase Item Subtotal |                    |           | \$ -  |
|  |                        | <b>F. SUBTOTAL</b> |           | \$ -  |

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## Schedule E.1 QUOTATION / ORDER WORKSHEET, ZONE 1

| G. Long Term Storage/Warehousing   |                      |                                |                        |       |
|--|----------------------|--------------------------------|------------------------|-------|
| Warehousing  | Cost per Square Foot | Quantity (Square Feet)         | # of days/weeks/months | Total |
| Per Day  | \$ 0.55              |                                |                        | \$ -  |
| Per Week   | \$ 0.55              |                                |                        | \$ -  |
| Per Month  | \$ 1.10              |                                |                        | \$ -  |
|  |                      |                                | G. SUBTOTAL            | \$ -  |
| GRAND TOTAL  |                      |                                |                        | \$ -  |
| By signing below, Contractor attests that its Site Supervisor or other designee has conducted a Site Visit, and therefore warrants that the costs identified and notated above represent an estimate of the services to be provided, which must not exceed 10% of the final invoice total. |                      |                                |                        |       |
| <b><i>The State is not liable for any amount exceeding 10% of the Cost Estimate unless pre-approved by the Program Manager in writing.</i></b>   |                      |                                |                        |       |
| SITE VISIT ATTESTATION:  |                      |                                |                        |       |
|  |                      | Contractor Signature           |                        |       |
| Invoicing for any move must be based on a review of this estimate by the End-user Coordinator, and possibly revised estimate. A copy of this reviewed estimate sheet must  |                      |                                |                        |       |
| MOVE TIME AND MATERIAL REVIEWED:   |                      |                                |                        |       |
|  |                      | End-User Coordinator Signature |                        |       |



## Moving Services and Moving Supplies- Statewide

## Schedule E.2

## QUOTATION / ORDER WORKSHEET, ZONES 2 OR 5

**1. MOVING AND DELIVERY SERVICES**

**A. The following rates apply for work performed when the Contractor arrives at the Origin site until they leave the Destination site.**

| Move Personnel   |                        | Rate per Hour | # of Hours | # of Personnel     | Total       |
|--|------------------------|---------------|------------|--------------------|-------------|
| Move Supervisor  | Straight Time          | \$ 45.00      |            |                    | \$ -        |
|  | Overtime (after 8 hrs) | \$ 50.00      |            |                    | \$ -        |
|  | Double-Time            | \$ 60.00      |            |                    | \$ -        |
|  | Saturday/Sunday        | \$ 60.00      |            |                    | \$ -        |
| Mover  | Straight Time          | \$ 35.00      |            |                    | \$ -        |
|  | Overtime (after 8 hrs) | \$ 40.00      |            |                    | \$ -        |
|  | Double-Time            | \$ 45.00      |            |                    | \$ -        |
|  | Saturday/Sunday        | \$ 45.00      |            |                    | \$ -        |
| Project Manager  | Straight Time          | \$ 50.00      |            |                    | \$ -        |
|  | Overtime (after 8 hrs) | \$ 60.00      |            |                    | \$ -        |
|  | Double-Time            | \$ 75.00      |            |                    | \$ -        |
|  | Saturday/Sunday        | \$ 75.00      |            |                    | \$ -        |
| Driver   | Straight Time          | \$ 40.00      |            |                    | \$ -        |
|  | Overtime (after 8 hrs) | \$ 50.00      |            |                    | \$ -        |
|  | Double-Time            | \$ 55.00      |            |                    | \$ -        |
|  | Saturday/Sunday        | \$ 55.00      |            |                    | \$ -        |
| Project management will be offered free of charge<br>(except for especially large moves) |                        |               |            | <b>A. SUBTOTAL</b> | <b>\$ -</b> |

**B. The following rates apply for work performed when the Contractor arrives at the Origin site until they leave the Destination site.**

| Transport/Moving Vehicles                                | Rate      | # Hours or Days | Quantity    | Total |
|--|-----------|-----------------|-------------|-------|
| Tractor/Trailers: Rate Per Hour:                         | \$ 30.00  |                 |             | \$ -  |
| Tractor/Trailers: Storage per Day                        | \$ 150.00 |                 |             | \$ -  |
| Tractor/Trailers: Storage per Week                       | \$ 350.00 |                 |             | \$ -  |
| Tractor/Trailers: Storage per Month                      | \$ 850.00 |                 |             | \$ -  |
| Large Truck (over 28 feet): Rate per Hour                | \$ 30.00  |                 |             | \$ -  |
| Small Truck: Rate Per Hour                               | \$ 30.00  |                 |             | \$ -  |
| Van: Rate Per Hour                                       | \$ 28.00  |                 |             | \$ -  |
| Mileage is included in the rates for all moving vehicles |           |                 | B. SUBTOTAL | \$ -  |

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## Schedule E.2

### QUOTATION / ORDER WORKSHEET, ZONES 2 OR 5

**C. Mobilization/Demobilization Rates for Contractor based on Zone of Move Origination** (These rates include all costs and include personnel costs from the Contractors location to the origin site and from the destination site back to the Contractors location.)

|  | Item              | Single Rate includes both ways | Quantity           | Total       |
|--|-------------------|--------------------------------|--------------------|-------------|
| For all Vehicles including: van, small & large truck, and tractor trailer. | Driver Only       | \$ 70.00                       |                    | \$ -        |
|  | Driver + 1 Mover  | \$ 105.00                      |                    | \$ -        |
|  | Driver + 2 Movers | \$ 140.00                      |                    | \$ -        |
|  | Driver + 3 Movers | \$ 175.00                      |                    | \$ -        |
|  | Driver + 4 Movers | \$ 210.00                      |                    | \$ -        |
|  |                   |                                | <b>C. SUBTOTAL</b> | <b>\$ -</b> |

**D. Additional Mileage Rates** (See Schedule A, Section 4.Pricing, Subsection F. Pricing for Additional Mileage Rates)

|   | Item              | Cost per Mile | # of Miles over    | Total       |
|---|-------------------|---------------|--------------------|-------------|
| *All vehicles includes van, small & large truck, and tractor trailer. | Driver Only       | \$ 2.00       |                    | \$ -        |
|   | Driver + 1 Mover  | \$ 2.00       |                    | \$ -        |
|   | Driver + 2 Movers | \$ 2.00       |                    | \$ -        |
|   | Driver + 3 Movers | \$ 2.00       |                    | \$ -        |
|   | Driver + 4 Movers | \$ 2.00       |                    | \$ -        |
|   |                   |               | <b>D. SUBTOTAL</b> | <b>\$ -</b> |

**E. Delivery Charge for Moving Equipment and Supplies independent of the move.** (Added Mileage Rates may apply for deliveries with round trips of 300 miles or more)

| Delivery Independent of Move   | Single Flat Rate | # of Deliveries or Pickups | Total       |
|--|------------------|----------------------------|-------------|
| One Time Drop or One Time Pickup Charge to Loading Dock  | \$ 150.00        |                            | \$ -        |
| Hourly Rate to Distribute Equipment and Supplies within the delivery location (for 2 men Per hour) | \$ 75.00         |                            | \$ -        |
|  |                  | <b>E. SUBTOTAL</b>         | <b>\$ -</b> |



## Schedule E.2

## QUOTATION / ORDER WORKSHEET, ZONES 2 OR 5

**2. MOVING AND DELIVERY EQUIPMENT AND SUPPLIES****F. MOVING EQUIPMENT AND SUPPLIES- RENTAL OR PURCHASE**

| List of Rental Items- DAILY RENTAL   | Cost per Day           | Quantity | # of Days | Total     |
|--|------------------------|----------|-----------|-----------|
| Masonite fiberboard – for floor protection (4' x 8') sheet   | \$ 2.00                |          |           | \$ -      |
| 1/2" Plywood – for floor protection (sheet)  | \$ 3.00                |          |           | \$ -      |
| 1/4" Plywood – for floor protection (sheet)  | \$ 3.00                |          |           | \$ -      |
| Protection Material (walls/doorways/floors) Foam Insulation Sheets:                                    | \$ 2.00                |          |           | \$ -      |
| Protection Material (walls/doorways/floors) Cardboard Sheets:  | \$ 1.00                |          |           | \$ -      |
| Speed Pack – (39 x 28 x 24) 1 dolly included   | \$ 2.00                |          |           | \$ -      |
| 1.5 Cardboard Cartons (17 x 13 x 13)   |                        |          |           | \$ -      |
| Rental charge for reusable plastic bins with or without mover assistance (1 dolly included per 4 bins) | \$ 1.00                |          |           | \$ -      |
| Carts (CRT)  | \$ 5.00                |          |           | \$ -      |
| Library/ Panel Carts   | \$ 5.00                |          |           | \$ -      |
| Furniture Pads   | No Charge              |          |           | No Charge |
|  | Daily Rental Subtotal  |          |           | \$ -      |
| List of Rental Items- WEEKLY RENTAL  | Cost per Week          | Quantity | # of Days | Total     |
| Masonite fiberboard – for floor protection (4' x 8') sheet   | \$ 5.00                |          |           | \$ -      |
| 1/2" Plywood – for floor protection (sheet)  | \$ 5.00                |          |           | \$ -      |
| 1/4" Plywood – for floor protection (sheet)  | \$ 5.00                |          |           | \$ -      |
| Protection Material (walls/doorways/floors) Foam Insulation Sheets:                                    | \$ 5.00                |          |           | \$ -      |
| Protection Material (walls/doorways/floors) Cardboard Sheets:  | Use Daily              |          |           | Use Daily |
| Speed Pack – (39 x 28 x 24) 1 dolly included   | \$ 8.00                |          |           | \$ -      |
| Legal Tote Boxes/ Carboard Cartons (24 x 16 x 13)  | \$ 1.00                |          |           | \$ -      |
| Letter Tote Boxes/ Cardboard Cartons (24 x 12 x 12)  | \$ 1.00                |          |           | \$ -      |
| Rental charge for reusable plastic bins with or without mover assistance (1 dolly included per 4 bins) | \$ 3.00                |          |           | \$ -      |
| Carts (CRT)  | \$ 5.00                |          |           | \$ -      |
| Library/ Panel Carts   | \$ 5.00                |          |           | \$ -      |
| Pads   | No Charge              |          |           | No Charge |
|  | Weekly Rental Subtotal |          |           | \$ -      |

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## Schedule E.2 - QUOTATION / ORDER WORKSHEET, ZONES 2 OR 5

| List of Purchased Items  | Purchase Price         | Quantity | # of Days | Total |
|--|------------------------|----------|-----------|-------|
| Masonite fiberboard – for floor protection (4' x 8') sheet                           | \$ 30.00               |          |           | \$ -  |
| 1/2" Plywood – for floor protection (sheet)  | \$ 35.00               |          |           | \$ -  |
| 1/4" Plywood – for floor protection (sheet)  | \$ 30.00               |          |           | \$ -  |
| Protection Material (walls/doorways/floors) Foam Insulation Sheets:                  | \$ 8.00                |          |           | \$ -  |
| Protection Material (walls/doorways/floors) Cardboard Sheets:                        | \$ 5.00                |          |           |       |
| Speed Pack – (39 x28 x 24) 1 dolly included  | \$ 55.00               |          |           | \$ -  |
| Speed Pack –without dolly  | \$ 15.00               |          |           |       |
| 4 Wheel dolly for use with Speed Pack  | \$ 45.00               |          |           |       |
| 6.0 Cardboard Cartons (24 x 18 x 24)   | \$ 4.25                |          |           | \$ -  |
| 4.5 Cardboard Cartons (18 x 18 x 24)   | \$ 4.00                |          |           | \$ -  |
| 3.0 Cardboard Cartons (18 x 18 x 16)   | \$ 3.50                |          |           | \$ -  |
| Legal Tote Boxes/ Cardboard Cartons (24 x 16 x 13)                                   | \$ 2.75                |          |           | \$ -  |
| Letter Tote Boxes/ Cardboard Cartons (24 x 12 x 12)                                  | \$ 2.50                |          |           | \$ -  |
| 1.5 Cardboard Cartons (17 x 13 x 13)   | \$ 2.50                |          |           | \$ -  |
| Specialty Cardboard Cartons (quoted on individual basis)                             |                        |          |           | \$ -  |
| Carts (CRT)  | \$ 250.00              |          |           | \$ -  |
| Library/ Panel Carts   | \$ 150.00              |          |           | \$ -  |
| Pads   | \$ 40.00               |          |           | \$ -  |
| Dish Packs   | \$ 5.00                |          |           | \$ -  |
| Bubble Warp, small 3/16 – 24 wide, perf 12" Static Resistant - Price per lineal Foot | \$ 0.55                |          |           | \$ -  |
| Bubble Warp, small 3/16 – 24"wide, perf 12"– Price per lineal Foot                   | \$ 0.40                |          |           | \$ -  |
| Bubble Wrap, large ½ - 24", perf 12"- Price per Lineal Foot                          | \$ 0.48                |          |           | \$ -  |
| Bubble Wrap, large ½ - 48", perf 12"- Price per Lineal Foot                          | \$ 0.60                |          |           | \$ -  |
| Paper Pack – Wrapping – White Sheet- Price per Bundle                                | \$ 30.00               |          |           | \$ -  |
| Shrink/Stretch Wrap – 18"- Price per Roll  | \$ 18.00               |          |           | \$ -  |
| Corrugated Roll – 36" single face- Price per Roll                                    | \$ 30.00               |          |           | \$ -  |
| Box Tape 2" x 55 yards- Price per Roll   | \$ 2.50                |          |           | \$ -  |
| Labels – Pack (300 per pack)- Price per Pack   | \$ 10.00               |          |           | \$ -  |
| Computer bags- Price per Each  | \$ 2.00                |          |           | \$ -  |
| Miscellaneous Quoted Item:   |                        |          |           | \$ -  |
| Maximum Charge for 1 destroyed or unreturned Reusable Plastic Bin                    | \$ 40.00               |          |           | \$ -  |
| Maximum Charge for 1 destroyed or unreturned dolly                                   | \$ 50.00               |          |           | \$ -  |
|  | Purchase Item Subtotal |          |           | \$ -  |
|  | <b>F. SUBTOTAL</b>     |          |           | \$ -  |

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## Schedule E.2

### QUOTATION / ORDER WORKSHEET, ZONES 2 OR 5

| G. Long Term Storage/Warehousing   |                      |                                |                        |       |
|--|----------------------|--------------------------------|------------------------|-------|
| Warehousing  | Cost per Square Foot | Quantity (Square Feet)         | # of days/weeks/months | Total |
| Per Day  | \$ 0.55              |                                |                        | \$ -  |
| Per Week   | \$ 0.55              |                                |                        | \$ -  |
| Per Month  | \$ 1.10              |                                |                        | \$ -  |
|  |                      |                                | G. SUBTOTAL            | \$ -  |
|  |                      | GRAND TOTAL                    |                        | \$ -  |
| By signing below, Contractor attests that its Site Supervisor or other designee has conducted a Site Visit, and therefore warrants that the costs identified and notated above represent an estimate of the services to be provided, which must not exceed 10% of the final invoice total. |                      |                                |                        |       |
| <b><i>The State is not liable for any amount exceeding 10% of the Cost Estimate unless pre-approved by the Program Manager in writing.</i></b>   |                      |                                |                        |       |
| SITE VISIT ATTESTATION:  |                      |                                |                        |       |
|  |                      | Contractor Signature           |                        |       |
| Invoicing for any move must be based on a review of this estimate by the End-user Coordinator, and possibly revised estimate. A copy of this reviewed estimate sheet must  |                      |                                |                        |       |
| MOVE TIME AND MATERIAL REVIEWED:   |                      |                                |                        |       |
|  |                      | End-User Coordinator Signature |                        |       |



## Schedule E.3

## QUOTATION / ORDER WORKSHEET, ZONES 3, 4 OR 6

**1. MOVING AND DELIVERY SERVICES**

**A. The following rates apply for work performed when the Contractor arrives at the Origin site until they leave the Destination site.**

| Move Personnel  |                        | Rate per Hour | # of Hours | # of Personnel     | Total       |
|---|------------------------|---------------|------------|--------------------|-------------|
| Move Supervisor   | Straight Time          | \$ 45.00      |            |                    | \$ -        |
|   | Overtime (after 8 hrs) | \$ 50.00      |            |                    | \$ -        |
|   | Double-Time            | \$ 60.00      |            |                    | \$ -        |
|   | Saturday/Sunday        | \$ 60.00      |            |                    | \$ -        |
| Mover   | Straight Time          | \$ 35.00      |            |                    | \$ -        |
|   | Overtime (after 8 hrs) | \$ 40.00      |            |                    | \$ -        |
|   | Double-Time            | \$ 45.00      |            |                    | \$ -        |
|   | Saturday/Sunday        | \$ 45.00      |            |                    | \$ -        |
| Project Manager   | Straight Time          | \$ 50.00      |            |                    | \$ -        |
|   | Overtime (after 8 hrs) | \$ 60.00      |            |                    | \$ -        |
|   | Double-Time            | \$ 75.00      |            |                    | \$ -        |
|   | Saturday/Sunday        | \$ 75.00      |            |                    | \$ -        |
| Driver  | Straight Time          | \$ 40.00      |            |                    | \$ -        |
|   | Overtime (after 8 hrs) | \$ 50.00      |            |                    | \$ -        |
|   | Double-Time            | \$ 55.00      |            |                    | \$ -        |
|   | Saturday/Sunday        | \$ 55.00      |            |                    | \$ -        |
| Project management will be offered free of charge (except for especially large moves) |                        |               |            | <b>A. SUBTOTAL</b> | <b>\$ -</b> |

**B. The following rates apply for work performed when the Contractor arrives at the Origin site until they leave the Destination site.**

| Transport/Moving Vehicles                                | Rate      | # Hours or Days | Quantity           | Total       |
|--|-----------|-----------------|--------------------|-------------|
| Tractor/Trailers: Rate Per Hour:                         | \$ 30.00  |                 |                    | \$ -        |
| Tractor/Trailers: Storage per Day                        | \$ 150.00 |                 |                    | \$ -        |
| Tractor/Trailers: Storage per Week                       | \$ 350.00 |                 |                    | \$ -        |
| Tractor/Trailers: Storage per Month                      | \$ 850.00 |                 |                    | \$ -        |
| Large Truck (over 28 feet): Rate per Hour                | \$ 30.00  |                 |                    | \$ -        |
| Small Truck: Rate Per Hour                               | \$ 30.00  |                 |                    | \$ -        |
| Van: Rate Per Hour                                       | \$ 28.00  |                 |                    | \$ -        |
| Mileage is included in the rates for all moving vehicles |           |                 | <b>B. SUBTOTAL</b> | <b>\$ -</b> |



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## Schedule E.3

### QUOTATION / ORDER WORKSHEET, ZONES 3, 4 OR 6

**C. Mobilization/Demobilization Rates for Contractor based on Zone of Move Origination** (These rates include all costs and include personnel costs from the Contractors location to the origin site and from the destination site back to the Contractors location.)

|  | Item              | Single Rate includes both ways | Quantity | Total |
|--|-------------------|--------------------------------|----------|-------|
| For all Vehicles including: van, small & large truck, and tractor trailer. | Driver Only       | \$ 140.00                      |          | \$ -  |
|  | Driver + 1 Mover  | \$ 210.00                      |          | \$ -  |
|  | Driver + 2 Movers | \$ 280.00                      |          | \$ -  |
|  | Driver + 3 Movers | \$ 350.00                      |          | \$ -  |
|  | Driver + 4 Movers | \$ 420.00                      |          | \$ -  |
|  | C. SUBTOTAL       |                                |          | \$ -  |

**D. Additional Mileage Rates** (See Schedule A, Section 4.Pricing, Subsection F. Pricing for Additional Mileage Rates)

|   | Item              | Cost per Mile | # of Miles over | Total |
|---|-------------------|---------------|-----------------|-------|
| *All vehicles includes van, small & large truck, and tractor trailer. | Driver Only       | \$ 2.00       |                 | \$ -  |
|   | Driver + 1 Mover  | \$ 2.00       |                 | \$ -  |
|   | Driver + 2 Movers | \$ 2.00       |                 | \$ -  |
|   | Driver + 3 Movers | \$ 2.00       |                 | \$ -  |
|   | Driver + 4 Movers | \$ 2.00       |                 | \$ -  |
|   | D. SUBTOTAL       |               |                 | \$ -  |

**E. Delivery Charge for Moving Equipment and Supplies independent of the move.** (Added Milage Rates may apply for deliveries with round trips of 300 miles or more)

| Delivery Independent of Move   | Single Flat Rate | # of Deliveries or Pickups | Total |
|--|------------------|----------------------------|-------|
| One Time Drop or One Time Pickup Charge to Loading Dock  | \$ 150.00        |                            | \$ -  |
| Hourly Rate to Distribute Equipment and Supplies within the delivery location (for 2 men Per hour) | \$ 75.00         |                            | \$ -  |
| E. SUBTOTAL  |                  |                            | \$ -  |



## Schedule E.3

QUOTATION / ORDER WORKSHEET, ZONES 3, 4 OR 6

**2. MOVING AND DELIVERY EQUIPMENT AND SUPPLIES****F. MOVING EQUIPMENT AND SUPPLIES- RENTAL OR PURCHASE**

| List of Rental Items- DAILY RENTAL   | Cost per Day           | Quantity | # of Days | Total     |
|--|------------------------|----------|-----------|-----------|
| Masonite fiberboard – for floor protection (4' x 8') sheet   | \$ 2.00                |          |           | \$ -      |
| 1/2" Plywood – for floor protection (sheet)  | \$ 3.00                |          |           | \$ -      |
| 1/4" Plywood – for floor protection (sheet)  | \$ 3.00                |          |           | \$ -      |
| Protection Material (walls/doorways/floors) Foam Insulation Sheets:                                    | \$ 2.00                |          |           | \$ -      |
| Protection Material (walls/doorways/floors) Cardboard Sheets:  | \$ 1.00                |          |           | \$ -      |
| Speed Pack – (39 x28 x 24) 1 dolly included  | \$ 2.00                |          |           | \$ -      |
| 1.5 Cardboard Cartons (17 x 13 x 13)   |                        |          |           | \$ -      |
| Rental charge for reusable plastic bins with or without mover assistance (1 dolly included per 4 bins) | \$ 1.00                |          |           | \$ -      |
| Carts (CRT)  | \$ 5.00                |          |           | \$ -      |
| Library/ Panel Carts   | \$ 5.00                |          |           | \$ -      |
| Furniture Pads   | No Charge              |          |           | No Charge |
|  | Daily Rental Subtotal  |          |           | \$ -      |
| List of Rental Items- WEEKLY RENTAL  | Cost per Week          | Quantity | # of Days | Total     |
| Masonite fiberboard – for floor protection (4' x 8') sheet   | \$ 5.00                |          |           | \$ -      |
| 1/2" Plywood – for floor protection (sheet)  | \$ 5.00                |          |           | \$ -      |
| 1/4" Plywood – for floor protection (sheet)  | \$ 5.00                |          |           | \$ -      |
| Protection Material (walls/doorways/floors) Foam Insulation Sheets:                                    | \$ 5.00                |          |           | \$ -      |
| Protection Material (walls/doorways/floors) Cardboard Sheets:  | Use Daily              |          |           | Use Daily |
| Speed Pack – (39 x28 x 24) 1 dolly included  | \$ 8.00                |          |           | \$ -      |
| Legal Tote Boxes/ Carboard Cartons (24 x 16 x 13)  | \$ 1.00                |          |           | \$ -      |
| Letter Tote Boxes/ Cardboard Cartons (24 x 12 x 12)  | \$ 1.00                |          |           | \$ -      |
| Rental charge for reusable plastic bins with or without mover assistance (1 dolly included per 4 bins) | \$ 3.00                |          |           | \$ -      |
| Carts (CRT)  | \$ 5.00                |          |           | \$ -      |
| Library/ Panel Carts   | \$ 5.00                |          |           | \$ -      |
| Pads   | No Charge              |          |           | No Charge |
|  | Weekly Rental Subtotal |          |           | \$ -      |

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## Schedule E.3 - QUOTATION / ORDER WORKSHEET, ZONES 3, 4 OR 6

| List of Purchased Items  | Purchase Price         | Quantity | # of Days | Total       |
|--|------------------------|----------|-----------|-------------|
| Masonite fiberboard – for floor protection (4' x 8') sheet                           | \$ 30.00               |          |           | \$ -        |
| 1/2" Plywood – for floor protection (sheet)  | \$ 35.00               |          |           | \$ -        |
| 1/4" Plywood – for floor protection (sheet)  | \$ 30.00               |          |           | \$ -        |
| Protection Material (walls/doorways/floors) Foam Insulation Sheets:                  | \$ 8.00                |          |           | \$ -        |
| Protection Material (walls/doorways/floors) Cardboard Sheets:                        | \$ 5.00                |          |           |             |
| Speed Pack – (39 x28 x 24) 1 dolly included  | \$ 55.00               |          |           | \$ -        |
| Speed Pack –without dolly  | \$ 15.00               |          |           |             |
| 4 Wheel dolly for use with Speed Pack  | \$ 45.00               |          |           |             |
| 6.0 Cardboard Cartons (24 x 18 x 24)   | \$ 4.25                |          |           | \$ -        |
| 4.5 Cardboard Cartons (18 x 18 x 24)   | \$ 4.00                |          |           | \$ -        |
| 3.0 Cardboard Cartons (18 x 18 x 16)   | \$ 3.50                |          |           | \$ -        |
| Legal Tote Boxes/ Cardboard Cartons (24 x 16 x 13)                                   | \$ 2.75                |          |           | \$ -        |
| Letter Tote Boxes/ Cardboard Cartons (24 x 12 x 12)                                  | \$ 2.50                |          |           | \$ -        |
| 1.5 Cardboard Cartons (17 x 13 x 13)   | \$ 2.50                |          |           | \$ -        |
| Specialty Cardboard Cartons (quoted on individual basis)                             |                        |          |           | \$ -        |
| Carts (CRT)  | \$ 250.00              |          |           | \$ -        |
| Library/ Panel Carts   | \$ 150.00              |          |           | \$ -        |
| Pads   | \$ 40.00               |          |           | \$ -        |
| Dish Packs   | \$ 5.00                |          |           | \$ -        |
| Bubble Warp, small 3/16 – 24 wide, perf 12" Static Resistant - Price per lineal Foot | \$ 0.55                |          |           | \$ -        |
| Bubble Warp, small 3/16 – 24"wide, perf 12"– Price per lineal Foot                   | \$ 0.40                |          |           | \$ -        |
| Bubble Wrap, large ½ - 24", perf 12"- Price per Lineal Foot                          | \$ 0.48                |          |           | \$ -        |
| Bubble Wrap, large ½ - 48", perf 12"- Price per Lineal Foot                          | \$ 0.60                |          |           | \$ -        |
| Paper Pack – Wrapping – White Sheet- Price per Bundle                                | \$ 30.00               |          |           | \$ -        |
| Shrink/Stretch Wrap – 18"- Price per Roll  | \$ 18.00               |          |           | \$ -        |
| Corrugated Roll – 36" single face- Price per Roll                                    | \$ 30.00               |          |           | \$ -        |
| Box Tape 2" x 55 yards- Price per Roll   | \$ 2.50                |          |           | \$ -        |
| Labels – Pack (300 per pack)- Price per Pack   | \$ 10.00               |          |           | \$ -        |
| Computer bags- Price per Each  | \$ 2.00                |          |           | \$ -        |
| Miscellaneous Quoted Item:   |                        |          |           | \$ -        |
| Maximum Charge for 1 destroyed or unreturned Reusable Plastic Bin                    | \$ 40.00               |          |           | \$ -        |
| Maximum Charge for 1 destroyed or unreturned dolly                                   | \$ 50.00               |          |           | \$ -        |
|  | Purchase Item Subtotal |          |           | \$ -        |
|  | <b>F. SUBTOTAL</b>     |          |           | <b>\$ -</b> |

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## Schedule E.3

QUOTATION / ORDER WORKSHEET, ZONES 3, 4 OR 6

| G. Long Term Storage/Warehousing  |                      |                                |                        |       |
|---|----------------------|--------------------------------|------------------------|-------|
| Warehousing   | Cost per Square Foot | Quantity (Square Feet)         | # of days/weeks/months | Total |
| Per Day   | \$ 0.55              |                                |                        | \$ -  |
| Per Week  | \$ 0.55              |                                |                        | \$ -  |
| Per Month   | \$ 1.10              |                                |                        | \$ -  |
|   |                      |                                | <b>G. SUBTOTAL</b>     | \$ -  |
|   |                      |                                |                        |       |
| <b>GRAND TOTAL</b>  |                      |                                |                        | \$ -  |
| <p>By signing below, Contractor attests that its Site Supervisor or other designee has conducted a Site Visit, and therefore warrants that the costs identified and notated above represent an estimate of the services to be provided, which must not exceed 10% of the final invoice total.</p> |                      |                                |                        |       |
| <p><b><i>The State is not liable for any amount exceeding 10% of the Cost Estimate unless pre-approved by the Program Manager in writing.</i></b></p>   |                      |                                |                        |       |
| <p><b>SITE VISIT ATTESTATION:</b></p>   |                      |                                |                        |       |
|   |                      | Contractor Signature           |                        |       |
| <p><b><i>Invoicing for any move must be based on a review of this estimate by the End-user Coordinator, and possibly revised estimate. A copy of this reviewed estimate sheet must</i></b></p>  |                      |                                |                        |       |
| <p><b>MOVE TIME AND MATERIAL REVIEWED:</b></p>  |                      |                                |                        |       |
|   |                      | End-User Coordinator Signature |                        |       |