

**ADAMS COUNTY
PROFESSIONAL SERVICE AGREEMENT**

THIS AGREEMENT ("Agreement") is made this 8 day of August 2017, by and between the Adams County Board of County Commissioners, located at 4430 South Adams County Parkway, Brighton, Colorado 80601, hereinafter referred to as the "County," and Prestige Corporate Relocation, located at 77 Lipan Street, Denver, Colorado 80223, hereinafter referred to as the "Contractor." The County and the Contractor may be collectively referred to herein as the "Parties".

The County and the Contractor, for the consideration herein set forth, agree as follows:

1. SERVICES OF THE CONTRACTOR:

- 1.1. All work shall be in accordance with the attached RFP 2017.280 and the Contractor's response to the RFP 2017.280 attached hereto as Exhibit A, and incorporated herein by reference. Should there be any discrepancy between Exhibit A and this Agreement the terms and conditions of this Agreement shall prevail.
- 1.2. Emergency Services: In the event the Adams County Board of County Commissioners declares an emergency, the County may request additional services (of the type described in this Agreement or otherwise within the expertise of the Contractor) to be performed by the Contractor. If the County requests such additional services, the Contractor shall provide such services in a timely fashion given the nature of the emergency, pursuant to the terms of this Agreement. Unless otherwise agreed to in writing by the parties, the Contractor shall bill for such services at the rates provided for in this Agreement.

- 2. RESPONSIBILITIES OF THE COUNTY:** The County shall provide information as necessary or requested by the Contractor to enable the Contractor's performance under this Agreement.

3. TERM:

- 3.1. Term of Agreement: The Term of this Agreement shall be for one-year from August 1, 2017 through July 31, 2018.
- 3.2. Renewal Option: The County, at its sole option, may offer to renew this Agreement as necessary for up to two, one year renewals providing satisfactory service is given and all terms and conditions of this Agreement have been fulfilled. Such renewals must be mutually agreed upon in writing by the County and the Contractor.

- 4. PAYMENT AND FEE SCHEDULE:** The County shall pay the Contractor for services furnished under this Agreement, and the Contractor shall accept as full payment for those services, the sum of eighty-nine thousand three hundred eight dollars and zero cents (\$89,308.00).

4.1. Payment pursuant to this Agreement, whether in full or in part, is subject to and contingent upon the continuing availability of County funds for the purposes hereof. In the event that funds become unavailable, as determined by the County, the County may immediately terminate this Agreement or amend it accordingly.

5. **INDEPENDENT CONTRACTOR:** In providing services under this Agreement, the Contractor acts as an independent contractor and not as an employee of the County. The Contractor shall be solely and entirely responsible for his/her acts and the acts of his/her employees, agents, servants, and subcontractors during the term and performance of this Agreement. No employee, agent, servant, or subcontractor of the Contractor shall be deemed to be an employee, agent, or servant of the County because of the performance of any services or work under this Agreement. The Contractor, at its expense, shall procure and maintain workers' compensation insurance as required by law. Pursuant to the Workers' Compensation Act § 8-40-202(2)(b)(IV), C.R.S., as amended, the Contractor understands that it and its employees and servants are not entitled to workers' compensation benefits from the County. The Contractor further understands that it is solely obligated for the payment of federal and state income tax on any moneys earned pursuant to this Agreement.

6. **NONDISCRIMINATION:**

6.1. **The Contractor shall not discriminate against any employee or qualified applicant for employment because of age, race, color, religion, marital status, disability, sex, or national origin. The Contractor agrees to post in conspicuous places, available to employees and applicants for employment, notices provided by the local public agency setting forth the provisions of this nondiscrimination clause. Adams County is an equal opportunity employer.**

6.1.1. The Contractor will cause the foregoing provisions to be inserted in all subcontracts for any work covered by this Agreement so that such provisions will be binding upon each subcontractor, provided that the foregoing provisions shall not apply to contracts or subcontracts for standard commercial supplies or raw materials.

7. **INDEMNIFICATION:** The Contractor agrees to indemnify and hold harmless the County, its officers, agents, and employees for, from, and against any and all claims, suits, expenses, damages, or other liabilities, including reasonable attorney fees and court costs, arising out of damage or injury to persons, entities, or property, caused or sustained by any person(s) as a result of the Contractor's performance or failure to perform pursuant to the terms of this Agreement or as a result of any subcontractors' performance or failure to perform pursuant to the terms of this Agreement.

8. **INSURANCE:** The Contractor agrees to maintain insurance of the following types and amounts:

- 8.1. Commercial General Liability Insurance: to include products liability, completed operations, contractual, broad form property damage and personal injury.
- 8.1.1. Each Occurrence: \$1,000,000
- 8.1.2. General Aggregate: \$2,000,000
- 8.2. Comprehensive Automobile Liability Insurance: to include all motor vehicles owned, hired, leased, or borrowed.
- 8.2.1. Bodily Injury/Property Damage: \$1,000,000 (each accident)
- 8.2.2. Personal Injury Protection: Per Colorado Statutes
- 8.3. Workers' Compensation Insurance: Per Colorado Statutes
- 8.4. Professional Liability Insurance: to include coverage for damages or claims for damages arising out of the rendering, or failure to render, any professional services, as applicable.
- 8.4.1. Each Occurrence: \$1,000,000
- 8.4.2. This insurance requirement applies only to the Contractors who are performing services under this Agreement as professionals licensed under the laws of the State of Colorado, such as physicians, lawyers, engineers, nurses, mental health providers, and any other licensed professionals.
- 8.5. Adams County as "Additional Insured": The Contractor's commercial general liability, and comprehensive automobile liability, insurance policies and/or certificates of insurance shall be issued to include Adams County as an "additional insured" and shall include the following provisions:
- 8.5.1. Underwriters shall have no right of recovery or subrogation against the County, it being the intent of the parties that the insurance policies so affected shall protect both parties and be primary coverage for any and all losses resulting from the actions or negligence of the Contractor.
- 8.5.2. The insurance companies issuing the policy or policies shall have no recourse against the County for payment of any premiums due or for any assessments under any form of any policy.
- 8.5.3. Any and all deductibles contained in any insurance policy shall be assumed by and at the sole risk of the Contractor.
- 8.6. Licensed Insurers: All insurers of the Contractor must be licensed or approved to do business in the State of Colorado. Upon failure of the Contractor to furnish, deliver and/or maintain such insurance as provided herein, this Agreement, at the election of the County, may be immediately declared

suspended, discontinued, or terminated. Failure of the Contractor in obtaining and/or maintaining any required insurance shall not relieve the Contractor from any liability under this Agreement, nor shall the insurance requirements be construed to conflict with the obligations of the Contractor concerning indemnification.

8.7. Endorsement: Each insurance policy herein required shall be endorsed to state that coverage shall not be suspended, voided, or canceled without thirty (30) days prior written notice by certified mail, return receipt requested, to the County.

8.8. Proof of Insurance: At any time during the term of this Agreement, the County may require the Contractor to provide proof of the insurance coverage or policies required under this Agreement.

9. DAMAGES ARISING FROM BREACH OF PERFORMANCE OBLIGATIONS

9.1. Notwithstanding anything else set forth in this Agreement, if Contractor fails to comply with all terms of this contract, including but not limited to, its obligation to perform its work in a workmanlike manner in accordance with all codes, plans, specifications and industry standards, Contractor shall be liable to County for all damages arising from the breach, including but not limited to, all attorney fees, costs and other damages.

10. WARRANTY:

10.1. The Contractor warrants and guarantees to the County that all work, equipment, and materials furnished under the Agreement are free from defects in workmanship and materials for a period of one year after final acceptance by the County. The Contractor further warrants and guarantees that the plans and specifications incorporated herein are free of fault and defect sufficient for Contractor to warrant the finished product after completion date. Should the Contractor fail to proceed promptly in accordance with this guarantee, the County may have such work performed at the expense of the Contractor. This section does not relieve the Contractor from liability for defects that become known after one year.

11. TERMINATION:

11.1. For Cause: If, through any cause, the Contractor fails to fulfill its obligations under this Agreement in a timely and proper manner, or if the Contractor violates any of the covenants, conditions, or stipulations of this Agreement, the County shall thereupon have the right to immediately terminate this Agreement, upon giving written notice to the Contractor of such termination and specifying the effective date thereof.

11.2. For Convenience: The County may terminate this Agreement at any time by giving written notice as specified herein to the other party, which notice shall be

given at least thirty (30) days prior to the effective date of the termination. If this Agreement is terminated by the County, the Contractor will be paid an amount that bears the same ratio to the total compensation as the services actually performed bear to the total services the Contractor was to perform under this Agreement, less payments previously made to the Contractor under this Agreement.

12. MUTUAL UNDERSTANDINGS:

- 12.1. **Jurisdiction and Venue:** The laws of the State of Colorado shall govern as to the interpretation, validity, and effect of this Agreement. The parties agree that jurisdiction and venue for any disputes arising under this Agreement shall be with Adams County, Colorado.
- 12.2. **Compliance with Laws:** During the performance of this Agreement, the Contractor agrees to strictly adhere to all applicable federal, state, and local laws, rules and regulations, including all licensing and permit requirements. The parties hereto aver that they are familiar with § 18-8-301, et seq., C.R.S. (Bribery and Corrupt Influences), as amended, and § 18-8-401, et seq., C.R.S. (Abuse of Public Office), as amended, , the Clean Air Act (42 U.S.C. 7401-7671q), and the Federal Water Pollution Control Act (33 U.S.C. 1251-1387), as amended, and that no violation of such provisions are present. The Contractor warrants that it is in compliance with the residency requirements in §§ 8-17.5-101, et seq., C.R.S. Without limiting the generality of the foregoing, the Contractor expressly agrees to comply with the privacy and security requirements of the Health Insurance Portability and Accountability Act of 1996 (HIPAA).
- 12.3. **OSHA:** The Contractor shall comply with the requirements of the Occupational Safety and Health Act (OSHA) and shall review and comply with the County's safety regulations while on any County property. Failure to comply with any applicable federal, state or local law, rule, or regulation shall give the County the right to terminate this agreement for cause.
- 12.4. **Record Retention:** The Contractor shall maintain records and documentation of the services provided under this Agreement, including fiscal records, and shall retain the records for a period of three (3) years from the date this Agreement is terminated. Said records and documents shall be subject at all reasonable times to inspection, review, or audit by authorized Federal, State, or County personnel.
- 12.5. **Assignability:** Neither this Agreement, nor any rights hereunder, in whole or in part, shall be assignable or otherwise transferable by the Contractor without the prior written consent of the County.
- 12.6. **Waiver:** Waiver of strict performance or the breach of any provision of this Agreement shall not be deemed a waiver, nor shall it prejudice the waiving party's right to require strict performance of the same provision, or any other

provision in the future, unless such waiver has rendered future performance commercially impossible.

12.7. **Force Majeure:** Neither party shall be liable for any delay or failure to perform its obligations hereunder to the extent that such delay or failure is caused by a force or event beyond the control of such party including, without limitation, war, embargoes, strikes, governmental restrictions, riots, fires, floods, earthquakes, or other acts of God.

12.8. **Notice:** Any notices given under this Agreement are deemed to have been received and to be effective:

1) Three (3) days after the same shall have been mailed by certified mail, return receipt requested;

2) Immediately upon hand delivery; or

3) Immediately upon receipt of confirmation that an E-mail was received. For the purposes of this Agreement, any and all notices shall be addressed to the contacts listed below:

Department: Adams County Fleet and Facilities Management
Contact: Sean Braden
Address: 4430 South Adams County Parkway
City, State, Zip: Brighton, Colorado 80601
Phone: 720.523.6003
E-mail: Sbraden@adcogov.org

Department: Adams County Purchasing
Contact: Bethany Bonasera
Address: 4430 South Adams County Parkway
City, State, Zip: Brighton, Colorado 80601
Phone: 720.523.6056
E-mail: Bbonasera@adcogov.org

Department: Adams County Attorney's Office
Address: 4430 South Adams County Parkway
City, State, Zip: Brighton, Colorado 80601
Phone: 720.523.6116

Contractor: Prestige Corporate Relocation
Contact: Andre Richmond
Address: 77 Lipan Street
City, State, Zip: Denver, Colorado 80223
Phone: 303.210.4158
E-mail: Anichmond@prestige-move.com

12.9. **Integration of Understanding:** This Agreement contains the entire understanding of the parties hereto and neither it, nor the rights and obligations

hereunder, may be changed, modified, or waived except by an instrument in writing that is signed by the parties hereto.

- 12.10. Severability: If any provision of this Agreement is determined to be unenforceable or invalid for any reason, the remainder of this Agreement shall remain in effect, unless otherwise terminated in accordance with the terms contained herein.
- 12.11. Authorization: Each party represents and warrants that it has the power and ability to enter into this Agreement, to grant the rights granted herein, and to perform the duties and obligations herein described.
- 12.12. Confidentiality: All documentation related to this Agreement will become the property of Adams County. All documentation maintained or kept by Adams County shall be subject to the Colorado Open Records Act, C.R.S. 24-72-201 *et seq.* ("CORA"). The County does not guarantee the confidentiality of any records.

13. AMENDMENTS, CHANGE ORDERS OR EXTENSIONS:

- 13.1. Amendments or Change Orders: The County may, from time to time, require changes in the scope of the services of the Contractor to be performed herein including, but not limited to, additional instructions, additional work, and the omission of work previously ordered. The Contractor shall be compensated for all authorized changes in services, pursuant to the applicable provision in the Solicitation, or, if no provision exists, pursuant to the terms of the Amendment or Change Order.
- 13.2. Extensions: The County may, upon mutual written agreement by the parties, extend the time of completion of services to be performed by the Contractor.

14. COMPLIANCE WITH C.R.S. § 8-17.5-101, ET. SEQ. AS AMENDED 5/13/08: Pursuant to Colorado Revised Statute (C.R.S.), § 8-17.5-101, *et seq.*, as amended May 13, 2008, the Contractor shall meet the following requirements prior to signing this Agreement (public contract for service) and for the duration thereof:

- 14.1. The Contractor shall certify participation in the E-Verify Program (the electronic employment verification program that is authorized in 8 U.S.C. § 1324a and jointly administered by the United States Department of Homeland Security and the Social Security Administration, or its successor program) or the Department Program (the employment verification program established by the Colorado Department of Labor and Employment pursuant to C.R.S. § 8-17.5-102(5)) on the attached certification.
- 14.2. The Contractor shall not knowingly employ or contract with an illegal alien to perform work under this public contract for services.
- 14.3. The Contractor shall not enter into a contract with a subcontractor that fails to certify to the Contractor that the subcontractor shall not knowingly employ or

contract with an illegal alien to perform work under this public contract for services.

- 14.4. At the time of signing this public contract for services, the Contractor has confirmed the employment eligibility of all employees who are newly hired for employment to perform work under this public contract for services through participation in either the E-Verify Program or the Department Program.
- 14.5. The Contractor shall not use either the E-Verify Program or the Department Program procedures to undertake pre-employment screening of job applicants while this public contract for services is being performed.
- 14.6. If the Contractor obtains actual knowledge that a subcontractor performing work under this public contract for services knowingly employs or contracts with an illegal alien, the Contractor shall: notify the subcontractor and the County within three (3) days that the Contractor has actual knowledge that the subcontractor is employing or contracting with an illegal alien; and terminate the subcontract with the subcontractor if within three days of receiving the notice required pursuant to the previous paragraph, the subcontractor does not stop employing or contracting with the illegal alien; except that the Contractor shall not terminate the contract with the subcontractor if during such three (3) days the subcontractor provides information to establish that the subcontractor has not knowingly employed or contracted with an illegal alien.
- 14.7. Contractor shall comply with any reasonable requests by the Department of Labor and Employment (the Department) made in the course of an investigation that the Department is undertaking pursuant to the authority established in C.R.S. § 8-17.5-102(5).
- 14.8. If Contractor violates this Section, of this Agreement, the County may terminate this Agreement for breach of contract. If the Agreement is so terminated, the Contractor shall be liable for actual and consequential damages to the County.

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IN WITNESS WHEREOF, the Parties have caused their names to be affixed hereto:

Interim County Manager



Raymond H. Gonzalez

8 Aug 2017

Date

Prestige Corporate Relocation



Signature

8/4/17

Date

Andre Richmond

Printed Name

Project Manager

Title

Attest:

Stan Martin, Clerk and Recorder



Deputy Clerk

Approved as to Form:



Adams County Attorney's Office


NOTARIZATION OF CONTRACTOR'S SIGNATURE:

COUNTY OF Denver

STATE OF Colorado)SS.

Signed and sworn to before me this 4 day of August, 2017,

by Andre Richmond


Notary Public

RON LEE REMINGTON DURON
NOTARY PUBLIC
STATE OF COLORADO
NOTARY ID 20164011161
MY COMMISSION EXPIRES 03/21/2020

My commission expires on: 03/21/2020

CONTRACTOR'S CERTIFICATION OF COMPLIANCE

Pursuant to Colorado Revised Statute, § 8-17.5-101, *et seq.*, as amended 5/13/08, as a prerequisite to entering into a contract for services with Adams County, Colorado, the undersigned Contractor hereby certifies that at the time of this certification, Contractor does not knowingly employ or contract with an illegal alien who will perform work under the attached contract for services and that the Contractor will participate in the E-Verify Program or Department program, as those terms are defined in C.R.S. § 8-17.5-101, *et seq.* in order to confirm the employment eligibility of all employees who are newly hired for employment to perform work under the attached contract for services.

CONTRACTOR:

Freestone Corporate Relocation 8/4/17
Company Name Date

[Signature]
Signature

ANDRE RICHMOND
Name (Print or Type)

Frog Mgr.
Title

Note: Registration for the E-Verify Program can be completed at:
<https://www.vis-dhs.com/employerregistration>.

It is recommended that employers review the sample "memorandum of understanding" available at the website prior to registering

Exhibit A



Adams County Finance Department
Purchasing Division
4430 South Adams County Parkway
Brighton, Colorado 80601

REQUEST FOR PROPOSAL COVER SHEET

RFP Issue Date: June 1, 2017
RFP Number: RFP-BB-2017-280
RFP Title: **MOVE SERVICES**
Pre-Proposal Meeting: **MANDATORY June 8, 2017 at 10:00am MT**
Human Service Building, Front Lobby
7190 Colorado Blvd, Commerce City Colorado 80022
RFP Questions Due: June 9 by 5:00 pm MT
Proposal will be received until: June 22, 2017 9:00 am MT, Our Clock
4430 South Adams County Parkway, Front Lobby
Brighton, CO 80601
Goods or services to be delivered to or performed at: Adams County Human Services
For additional information please contact: Bethany Bonasera, Contract Specialist
720-523-6056
Email Address: bbonasera@adcogov.org
Documents included in this package:
Proposal Instructions Contractor's Certificate of Compliance
General Terms and Conditions Contractor's Statement
Scope of Work (SOW)/ Specifications Reference Form
Term of Acceptance Form Appendix A - Sample Agreement
Submission Form Appendix B- Response 1,2,3 Workbook
Statement of No Bid

If any of the documents listed above are missing from this package, contact Adams County Purchasing. If you require additional information, call the Purchasing Division contact person.

The undersigned hereby affirms that (1) he/she is a duly authorized agent of the Contractor, (2) he/she has read all terms and conditions and technical specifications which were made available in conjunction with this solicitation and fully understands and accepts them unless specific variations have been expressly listed in his/her Proposal, (3) the Proposal is being submitted on behalf of the Contractor in accordance with any terms and conditions set forth in this Solicitation, and (4) the Contractor will accept any awards made to it as a result of the Proposal submitted herein for a minimum of 120 calendar days following the date of submission.

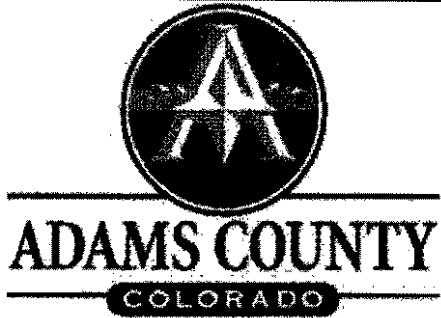
PRINT OR TYPE YOUR INFORMATION

Name of Contractor: _____ Fax: _____
Address: _____ City/State: _____ Zip: _____
Contact Person: _____ Title: _____ Phone: _____

Authorized Representative's Signature: _____ Phone: _____

Printed Name: _____ Title: _____ Date: _____

Email Address: _____



Adams County Finance Department
Purchasing Division
4430 South Adams County Parkway
Brighton, Colorado 80601

**REQUEST FOR PROPOSAL
PROPOSAL INSTRUCTIONS**

1. **PURPOSE/BACKGROUND:** The purpose of this RFP is to purchase Moving Services as specified herein from a source(s) of supply that will give prompt and efficient service to the County.
2. **SUBMISSION OF PROPOSALS:** The proposal must be received before the due date and time as specified in this solicitation. The Contractor is responsible for addressing the envelope as indicated below. If the submittal arrives late, it may be returned unopened. Address the envelope as follows:

Mailing Address:
Adams County Government Center
Purchasing Division
4430 South Adams County Parkway
Brighton, CO 80601

Hand Deliveries accepted:
Adams County Government Center
First Floor Central Lobby Receptionist
4430 South Adams County Parkway
Brighton, CO 80601

ATTN: Bethany Bonasera
Contract Specialist
RFP-BB-2017-280

ATTN: Bethany Bonasera
Contract Specialist
RFP-BB-2017-280

3. The Adams County Board of Commissioners by and through its Purchasing Division of the Finance Department is accepting proposals for Move Services.
4. All documents related to this RFP will be posted on the Rocky Mountain Bid System (BidNet) at: <http://www.bidnetdirect.com/colorado/solicitations/open-bids>
 - 4.1. Interested parties must register with this service to receive these documents.

5. CONTRACTUAL OBLIGATIONS

- 5.1. The successful Contractor will be required to sign an Agreement substantially similar to the Agreement form in Appendix A. The County reserves the right to add or delete provisions to the form prior to Agreement execution.
- 5.2. Issuance of this solicitation does not commit the County to award any Agreement or to procure or Agreement for any equipment, materials or services.
- 5.3. If a formal Agreement is required, the Contractor agrees and understands that a Notice of Award does not constitute an Agreement or create a property interest of any nature until an Agreement is signed by the Awardee and the Board of County Commissioners and/or their authorized designee.
- 5.4. Contractor is responsible for reviewing the form Agreement and understanding the terms and conditions contained therein, including, but not limited to, insurance requirements, indemnification, illegal aliens, equal opportunity, non-appropriation, and termination.
- 5.5. Contractor's Response must state its willingness to enter into the form Agreement or Contractor shall identify and include any proposed revisions they have for the form Agreement. Any proposed revisions made by the Contractor after the County Notice of Intent to Award the Solicitation may be grounds for rescinding said Notice. The identification of willingness to enter into the standard Agreement is for general purposes at this time, but is part of the evaluation process and must be included. There may be negotiations on a project-by-project basis that provide further clarification.
- 5.6. Incorrect Pricing. As part of any award resulting from this process, Contractor(s) will discount all transactions as agreed. In the event the County discovers, through its Agreement monitoring process or formal audit process, that material or services were priced incorrectly, Contractor(s) agree to promptly refund all overpayments and to pay all reasonable audit expenses incurred as a result of the non-compliance.
- 5.7. The County may, during the term of the Agreement and any extensions, request additional work at other locations throughout Adams County by the successful Contractor.

6. PRE-PROPOSAL CONFERENCE AND WALK-THROUGH IS MANDATORY:

- 6.1. A **mandatory** pre-proposal conference will be held on June 8, 2017, at the Adams County Human Services Building, Front Lobby, Commerce City, Colorado, to discuss the Scope of Work. A representative of the Contractor must attend this **mandatory** conference in order to qualify to respond to this Agreement.
- 6.2. Pricing **MUST** be submitted in a separate sealed envelope.

7. **METHOD OF AWARD** - It is the intent of the County to award an Agreement to the Contractor who provides the best value for Adams County.
- 7.1. The County reserves the right to conduct negotiations with Contractors and to accept revisions of Responses. During this negotiation period, the County will not disclose any information derived from Responses submitted, or from discussions with other Contractors. Once an award is made, the Solicitation file and the Responses contained therein are in the public record.
- 8.6 Questions which arise during the Response preparation period regarding issues around this Solicitation, purchasing and/or award should be directed, via e-mail, to Bethany Bonasera, Contract Specialist, Purchasing Division, Adams County, bbonasera@adcogov.org. The Contractor submitting the question(s) shall be responsible for ensuring the question(s) is received by the County by the date listed above in the schedule of activities for submitting the question(s) regardless of the method of delivery.
8. Any official interpretation of this RFP must be made by an agent of the County's Purchasing Division who is authorized to act on behalf of the County. The County shall not be responsible for interpretations offered by employees of the County who are not agents of the County's Purchasing Division.
9. **COOPERATIVE PURCHASING:** Adams County encourages cooperative purchasing in an effort to assist other agencies to reduce their cost of bidding and to make better use of taxpayer dollars through volume purchasing. Contractor(s) may, at their discretion, agree to extend the prices and/or terms of the resulting award to other state or local government agencies, school districts, or political subdivisions in the event they would have a need for the same product/service. Usage by any entity shall not have a negative impact on Adams County in the current term or in any future terms.
10. The Contractor(s) must deal directly with any governmental agency concerning the placement of purchase orders/agreements, freight/delivery charges, Contractual disputes, invoices, and payments. Adams County shall not be liable for any costs or damages incurred by any other entity.
11. **BUDGET:** Budget will not be disclosed.
12. **DEBARMENT:** By submitting this proposal, the Contractor warrants and certifies that he/she is eligible to submit a proposal because he/she is not presently debarred, suspended, proposed for debarment, declared ineligible, or voluntarily excluded from participation in a transaction by any Federal, State, or local department or agency.



Adams County Finance Department
Purchasing Division
4430 South Adams County Parkway
Brighton, Colorado 80601

REQUEST FOR PROPOSAL GENERAL TERMS AND CONDITIONS

1. **APPLICABILITY:** These General Terms and Conditions apply, but are not limited, to all bids, Proposals, proposals, qualifications and quotations (hereinafter referred to as "Proposal" or "Response") made to Adams County (hereinafter referred to as "County") by all prospective Contractors, Contractors, Contractors, firms, companies, publishers, consultants, or suppliers (herein after referred to as "Contractor" or "Contractors") in response, but not limited, to all Invitations to Bid, Requests for Proposals, Requests for Qualifications, and Requests for Quotations (hereinafter referred to as "Solicitation" or "Solicitations").
2. **CONTENTS OF PROPOSAL**
 - 2.1. **GENERAL CONDITIONS:** Contractors are required to submit their Proposals in accordance with the following expressed conditions:
 - 2.1.1. Contractors shall make all investigations necessary to thoroughly inform themselves regarding the plant and facilities affected by the delivery of materials and equipment as required by the conditions of the Solicitation. No plea of ignorance by the Contractor of conditions that exist or that may hereafter exist will be accepted as the basis for varying the requirements of the County or the compensation to the Contractor.
 - 2.1.2. Contractors are advised that all County Solicitations and Agreements are subject to all requirements contained in the County's Purchasing Division's Policies and state and federal statutes. When conflicts occur, the highest authority will prevail.
 - 2.1.3. Contractors are required to state exactly what they intend to furnish to the County in their Proposal and must indicate any variances to the terms, conditions, and specifications of this Solicitation no matter how slight. If variations are not stated in a Contractor's Proposal, it shall be construed that the Contractor's Proposal fully complies with all conditions identified in this Solicitation.
3. **Equal Opportunity:** The County intends and expects that the Contracting processes of the County and its Contractors provide equal opportunity without

regard to gender, race, ethnicity, religion, age or disability and that its Contractors make available equal opportunities to the extent third parties are engaged to provide goods and services to the County as sub Contractors, Contractors, or otherwise. Accordingly, the Contractor shall not discriminate on any of the foregoing grounds in the performance of any Agreement awarded to the Contractor, and shall make available equal opportunities to the extent third parties are engaged to provide goods and services in connection with performance of the Agreement. If submitting a joint venture proposal, or a proposal involving a partnership arrangement, articles of partnership stating each partner's responsibilities shall be furnished and submitted with the Response.

4. **Colorado Open Records Act:** All documentation submitted in response to this solicitation will become the property of Adams County. All documentation maintained or kept by Adams County shall be subject to the Colorado Open Records Act. C.R.S. 24-72-201 *et. seq.* ("CORA"). Accordingly, respondents are discouraged from providing information that they consider confidential, privileged, and/or trade secrets as part of a response to this solicitation. Any portions of submissions that are reasonably considered confidential should be clearly marked as such. The County does not guarantee the confidentiality of any record(s).

Careful consideration should be given before submitting confidential information to the County. The Colorado Open Records Act permits public scrutiny of most materials collected in this solicitation process.

5. CLARIFICATION AND MODIFICATIONS IN TERMS AND CONDITIONS

5.1. Where there appears to be variances or conflicts between the General Terms and Conditions, any Special Terms and Conditions and the Scope of Work/Specifications outlined in this Solicitation, the Scope of Work/Specifications, and then the Special Terms and Conditions, will prevail.

5.1.1. If any Contractor contemplating submitting a Proposal under this Solicitation is in doubt as to the true meaning of the Scope of Work or any other portion of the Solicitation, the Contractor must submit a **written request** via email for clarification to the Point of Contact listed on the first page of this Solicitation. The Contractor submitting the request shall be responsible for ensuring that the request is received by the County prior to the deadline for submitting questions.

5.1.2. The County shall issue a written addendum if substantial changes which impact the technical submission of Proposals are required. A copy of such addenda will be available at the Rocky Mountain E-Purchasing System (BIDNET) website. In the event of conflict with the original Solicitation documents, addenda shall supersede to the extent specified. Subsequent addenda shall supersede prior addenda only to the extent specified.

5.1.3. ADDENDA: CONTRACTOR IS RESPONSIBLE FOR OBTAINING AND ACKNOWLEDGING ALL SUBSEQUENT ADDENDA VIA THE ROCKY MOUNTAIN E-PURCHASING SYSTEM (BIDNET). FAILURE TO SUBMIT ANY AND ALL SUBSEQUENT ADDENDUM/ADDENDA MAY DEEM THE CONTRACTOR NON-RESPONSIVE. EACH AND EVERY ADDENDUM TO BE SEPARATELY ACKNOWLEDGED.

5.2. PRICES CONTAINED IN PROPOSAL-DISCOUNTS, TAXES, COLLUSION

5.2.1. Contractors may offer a cash discount for prompt payment. Discounts will be considered in determining the lowest net cost for the evaluation of Proposals; discounts for periods of less than twenty days, however, will not be considered in making an award. If no prompt payment discount is being offered, the Contractor shall enter a zero (0) for the percentage discount to indicate net thirty days. If the Contractor does not enter a percentage discount, it is hereby understood and agreed that the payment terms shall be net thirty days, effective on the date that the County receives an accurate invoice or accepts the products, whichever is the later date. Payment is deemed to be made on the date of the mailing of the check.

5.2.2. Contractors shall not include federal, state, or local excise or sales taxes in prices offered, as the County is exempt from payment of such taxes.

5.2.2.1. Federal Identification Number: 20-1971780

5.2.2.2. State of Colorado Tax Exempt Number: 98-03569

6. SIGNING PROPOSAL

6.1. Contractor, by affixing its signature to this Solicitation, certifies that its Proposal is made without previous understanding, agreement, or connection either with any persons, firms or corporations making a Proposal for the same items, or with the County. The Contractor also certifies that its Proposal is in all respects fair, without outside control, collusion, fraud, or otherwise illegal action. To insure integrity of the County's public procurement process, all Contractors are hereby placed on notice that any and all Contractors who falsify the certifications required in conjunction with this section will be prosecuted to the fullest extent of the law.

7. PREPARATION AND SUBMISSION OF PROPOSAL

7.1. PREPARATION

- 7.1.1. The Proposal must be typed or legibly printed in ink. The use of erasable ink is not permitted. All corrections made by the Contractor must be initialed by the authorized agent of the Contractor.
- 7.1.2. Proposals must contain a manual signature of an authorized agent of the Contractor in the space provided on the Solicitation cover page. The original cover page of this Solicitation must be included in all Proposals. If the Contractor's authorized agent fails to sign and return the original cover page of the Solicitation, its Proposal may be invalid and may not be considered.
- 7.1.3. The County logo is trademarked and property solely of the County. Contractors do not have permission to use the County's logo on any documentation or presentation materials and to do so would be a violation of the County's trademark
- 7.1.4. Unit prices shall be provided by the Contractor on the Solicitation's Specification and Pricing Form when required in conjunction with the prescribed method of award and shall be for the unit of measure requested. Prices that are not in accordance with the measurements and descriptions requested shall be considered non-responsive and may not be considered. Where there is a discrepancy between the unit price and the extension of prices, the unit price shall prevail.
- 7.1.5. Alternate Proposals will not be considered unless expressly permitted in the Scope of Work.
- 7.1.6. The accuracy of the Proposal is the sole responsibility of the Contractor. No changes in the Proposal shall be allowed after the date and time that submission of the Proposals is due.

7.2. SUBMISSION

- 7.2.1. The Proposal shall be sealed in an envelope with the Contractor's name and the Solicitation number on the outside. The County's Pricing Form, which is attached to this Solicitation, must be used when the Contractor is submitting its Proposal. The Contractor shall not alter this form (e.g. add or modify categories for posting prices offered) unless expressly permitted in the Solicitation or in an addendum duly issued by the County. Only sealed proposals received by the Purchasing Division of the Finance Department will be accepted; proposals submitted telephone, email, or facsimile machines are not acceptable.
- 7.2.2. Each Proposal must be submitted at the time and place, and number of copies as specified in this Solicitation. Failure to submit the required number of copies may deem the Contractor's Proposal non-responsive.

- 7.2.3. Failure to provide any requested information may result in the rejection of the Proposal as non-responsive.
- 7.2.4. Proposal must be submitted in the format supplied and/or described by the County. Failure to submit in the format provided may be cause for rejection of the proposal. Proposals must be furnished exclusive of taxes.
- 7.2.5. Contractor is responsible for ensuring their Proposal is received by the Purchasing Division prior to the deadline outlined in the solicitation regardless of the method of delivery.
- 7.2.6. Contractors, which qualify their Proposal by requiring alternate Contractual terms and conditions as a stipulation for Agreement award, must include such alternate terms and conditions in their Response. The County reserves the right to declare a Contractor's Proposal as non-responsive if any of these alternate terms and conditions is in conflict with the County's terms and conditions, or if they are not in the best interests of the County.

8. LATE PROPOSALS

- 8.1. Proposals received after the date and time set for the opening shall be considered non-responsive and may be returned unopened to the Contractor.
- 8.2. The County assumes no responsibility for late deliveries of mail on behalf of the United States Post Office or any other delivery system.
- 8.3. The County assumes no responsibility for a Proposal being either opened early or improperly routed if the envelope is not clearly marked on the outside:

MOVE SERVICES RFP-BB-2017.280

- 8.4. In the event of a situation severe enough to cause the Adams County Board of Commissioners to close the County offices for any reason, the Purchasing Manager has the prerogative of rescheduling the proposal opening time and date. No proposal will be considered above all other proposals by having met the proposal opening time and date requirements to the exclusion of those who were unable to present their proposal due to a situation severe enough to cause the Board of Commissioners to close the County offices.

9. MODIFICATION OR WITHDRAWAL OF PROPOSALS

- 9.1. MODIFICATIONS TO PROPOSALS. Proposals may only be modified in the form of a written notice on Contractor letterhead and must be received prior to the time and date set for the Proposals to be opened. Each modification

submitted to the County's Purchasing Division must have the Contractor's name and return address and the applicable Solicitation number and title clearly marked on the face of the sealed envelope. If more than one modification is submitted, the modification bearing the latest date of receipt by the County's Purchasing Division will be considered the valid modification.

9.2. WITHDRAWAL OF PROPOSALS

9.2.1. Proposals may be withdrawn in the form of a written notice on Contractor letterhead and must be received prior to the time and date set for the opening of Proposals. Any withdrawal of a Proposal submitted to Adams County Purchase Division must have the Contractor's name, return address, and the applicable Solicitation number and title clearly marked on the face of the envelope and on the withdrawal letter.

9.2.2. Proposals may not be withdrawn after the time and date set for the opening for a period of ninety calendar days. If a Proposal is withdrawn by the Contractor during this ninety-day period, the County may, at its option, suspend the Contractor and may not accept any Proposal from the Contractor for a six-month period following the withdrawal.

10. REJECTION OF PROPOSALS

10.1. REJECTION OF PROPOSALS. The County may, at its sole and absolute discretion:

10.1.1. Reject any and all, or parts of any or all, Proposals submitted by prospective Contractors;

10.1.2. Re-advertise this Solicitation;

10.1.3. Postpone or cancel the process;

10.1.4. Waive any irregularities in the Proposals received in conjunction with this Solicitation; and/or

10.2. REJECTION OF A PARTICULAR PROPOSAL. In addition to any reason identified above, the County may reject a Proposal under any of the following conditions:

10.2.1. The Contractor misstates or conceals any material fact in its Proposal;

10.2.2. The Contractor's Proposal does not strictly conform to the law or the requirements of the Solicitation;

10.2.3. The Proposal expressly requires or implies a conditional award that conflicts with the method of award stipulated in the Solicitation;

10.2.4. The Proposal does not include documents, including, but not limited to, certificates, licenses, and/or samples, which are required for submission with the Proposal in accordance with the Solicitation; and/or

10.2.5. The Proposal has not been executed by the Contractor through an authorized signature on the Specification's Cover Sheet.

10.3. The County reserves the right to waive any irregularities or informalities, and the right to accept or reject any and all proposals.

11. ELIMINATION FROM CONSIDERATION

11.1. A Proposal may not be accepted from, nor any Agreement be awarded to, any person or firm which is in arrears to the County upon any debt or Agreement or which is a defaulter as surety or otherwise upon any obligation to the County.

11.2. A Proposal may not be accepted from, nor any Agreement awarded to, any person or firm who has failed to perform faithfully any previous Agreement with the County or other governmental entity, for a minimum period of three years after the previous Agreement was terminated for cause.

11.3. Any communications in regards to this RFP must go through the Adams County Purchasing Division only. Any contact with other County personnel or County Contractors may be cause for disqualification.

11.4. No damages shall be recoverable by any challenger as a result of the determinations listed in this Section or decisions by the County.

11.5. The Board of County Commissioners may rescind the award of any proposal within one week thereof or at its next regularly scheduled meeting; whichever is later, when the public interest will be served thereby.

12. QUALIFICATIONS OF CONTRACTOR: The County may make such investigations as deemed necessary to determine the ability of the Contractor to perform work, and the Contractor shall furnish all information and data for this purpose as the County requests. Such information includes, but is not limited to: current/maximum bonding capabilities, current licensing information, audited financial statements, history of the firm on assessments of liquidated damages, Agreements cancelled prior to completion and/or lawsuits and/or pending lawsuits against the firm and/or its principals. The County reserves the right to reject any Proposal if the evidence submitted by, or investigation of, such Contractor fails to satisfy the County that such

Contractor is properly qualified to carry out the obligations of the Agreement and to complete the work contemplated therein. Conditional Proposals will not be accepted.

13. **AWARD OF SOLICITATION:** The County shall award this Solicitation to the successful Contractor through the issuance of a Notice of Intent to Award. All Contractors that participated in the Solicitation process will be notified of Contractor selection. No services or goods shall be provided, and no compensation shall be paid, until and unless an Agreement has been signed by an authorized representative of the County and the Contractor.

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Adams County Finance Department
 Purchasing Division
 4430 South Adams County Parkway
 Brighton, Colorado 80601

**REQUEST FOR PROPOSAL
 SCOPE OF WORK**

1. INTRODUCTION

Adams County (County) is seeking responses from qualified vendors to provide Move Services for the Adams County Human Services Department to move 4 sites to a newly constructed site at 11860 Pecos Street, Westminster Colorado.

MovePlan has been appointed by Adams County as Project Managers to manage and coordinate the relocation. The Move will be conducted under the supervision of MovePlan and the mover will receive instructions from and be accountable to the Moveplan representative in relation thereto. Instructions on site delivered by MovePlan are the same as if by Adams County Personnel.

2. Scope of Work

2.1 Proposed Schedule

The proposed move dates are August 15, 2017 and September 8-15, 2017. The project is projected to be completed by September 30, 2017. Below is a typical activity schedule per phase. This move will happen in 4 phases.

Mon, August 9 th	Crate deliveries & distribution to the users	
Tues, August 15 th at 2pm	Site Protection Laid	
Tues, August 15 th at 5pm	Move Commences	
Wed, August 16 th	Move Date Contingency	
Wed, August 16 th at 8am	Post Move Support Day 1	
Fri, August 25 th	Final Crate Pick Up	
Mon, August 28 th	Crate deliveries & distribution to the users	
Fri, September 8 th at 2pm	Site Protection Laid	
Fri, September 8 th at 5pm	Move Commences	
Sat, September 9 th	Move Date Contingency	
Mon, September 11 th at	Post Move Support Day 1	

8am		
Fri, September 15 th	Final Crate Pick Up	
Mon, September 4 th	Crate deliveries & distribution to the users	
Tues, September 12 th at 2pm	Site Protection Laid	
Tues, September 12 th at 5pm	Move Commences	
Wed, September 13 th at 8am	Move Continues	
Thurs, September 14 th at 8am	Post Move Support Day 1	
Fri, September 22 nd	Final Crate Pick Up	
Mon, September 4 th	Crate deliveries & distribution to the users	
Fri, September 15 th at 2pm	Site Protection Laid	
Fri, September 15 th at 5pm	Move Commences	
Sat, September 16 th	Move Date Contingency	
Mon, September 18 th at 8am	Post Move Support Day 1	
Fri, September 22 nd	Final Crate Pick Up	

2.2 Move Details

Adams County is relocating all occupants and contents from 4 sites to a newly constructed site at 11860 Pecos Street, Westminster, CO. The moves will happen in 4 phases, and will include the removal & reinstall of existing furniture.

Proposed Phase	Building Name	Address	# Staff
1	Honnen Building Kitchen	7111 East 56th - Commerce City, CO	0
2	Human Services Center	7190 Colorado Blvd Commerce City, CO	339
3	Government Center	4430 South Adams County Pkwy Brighton, CO	105
4	Honnen Building	7111 East 56th Commerce City, CO	30
5	Children & Family Center	7401 North Broadway Denver, CO	290

The proposed move dates are August 15, 2017 and September 8-15, 2017. The project is projected to be completed by September 30, 2017. Note that dates are subject to change. Reference Page 27; Migration Schedule for full details and phasing.

2.2.1 Total Number of People Being Moved: 764

2.2.2 Filing, Personal Contents & Computing Relocation

- 3,056 LF of filing and personal contents
- Desktop Computing & Peripheral Devices

2.2.3 Total number of pieces of furniture & specialty items being moved:

- It is expected that the amount of existing furniture to be relocated is minimal

2.2.4 Packing Materials Required:

- Integral Lidded Standard Crates: 4/person depending on client requirement
- Integral Lidded File Crates: Move Agent expected to provide recommendation based on 3,056 LF of filing
- Keyboard Bags: 1 per person
- Zip Ties for Crates: 2 per crate
- Numbered Seal Ties for Crates: 1 per crate

2.2.5 Site Protection is required as follows

- Outgoing & Incoming Sites:
 - Corner protection along route to freight elevator
 - Wall/Door protection along route to freight elevator
 - Masonite, Polynite, Ram Board for vinyl or tiled floor
 - Carpet Film for carpeted flooring protection
 - Masonite for Tile/Vinyl/Hardwood flooring protection
- Contractor is responsible for measuring the linear footage of the required site protection and including the cost in the proposal.

2.2.6 The following are details about the requirements for accessing the loading dock and freight elevators:

- Outgoing Sites:
 - Honnen: No Loading Dock or Freight Elevator
 - Human Services Center:
 - Loading Dock & Freight Elevator Available by Reservation 48hrs prior
 - COI Documents Required
 - Government Center:

- Loading Dock & Freight Elevator Available by Reservation 48hrs prior
- COI Documents Required
- Children & Family Center:
 - Loading Dock & Freight Elevator Available by Reservation 48hrs prior
 - COI Documents Required

2.2.7 The following assumptions have been made for this RFP:

- Each person moving would include the following personal contents; 4 crates per person, 100% desktop computers, 100% single
- Delivery, install and removal costs for Site Protection must be included in the proposal
- Rates should be priced out on Overtime
- Rates should be Non-Union
- Clean Sweep Activities required at conclusion of move including opening all drawers, files, closets and identifying any abandoned documents & equipment – carrying out appropriate action at the direction of the MovePlan representative up to and including boxing items or gathering equipment to a central location. Candidates must include pricing for such activities.
- Post Move Support Services require dedicated move resources to perform 'on-demand' services after the move for the specified length of time including crate clean up.

2.3 Optional Details

The proposal shall provide separate prices for the following additional optional services. Individual costs should be included in the Response 1 Cost Summary.

2.3.1 File packing/Unpacking Services are requested for 2,445 Linear Feet of Filing

2.3.2 A Chain of Custody Process is requested for EBT Cards

2.3.3 Crate Rental for 1 additional week (per crate)

2.3.4 Desktop IT Disconnect, pack and relocation by professionally trained staff;

- includes:
 - Disconnect and bag IT and ancillary items on Inventory Control sheet
 - Disconnect monitors from stands (in preparation for monitors to be mounted on monitor arms)
 - Compare and confirm against Inventory Control Sheet
 - Relocate to new desk location

2.3.5 Additional Goods In-Transit Insurance

- Cost per truck load including any applicable deductibles

3. DETAILED RESPONSE REQUIREMENTS

Response Requirements

Failure to provide required information may deem your submittal non-responsive.

SUBMISSION OF PROPOSALS: ONE (1) hardcopy ORIGINAL, ONE (1) electronic ORIGINAL (USB or CD-single PDF document) and FIVE (5) HARDCOPIES, Proposals must be received at the time and place specified in this Solicitation. Submittals should be prepared simply and economically providing a straightforward, concise description of the Contractor's ability to perform the requirements of this solicitation. Failure to submit the required number of copies may deem the Contractor non-responsive.

PRICING MUST BE SUBMITTED IN A SEPARATE SEALED ENVELOPE. THERE MUST NOT BE ANY PRICING INFORMATION WITHIN THE PROPOSAL SUBMITTAL ENVELOPE.

Electronic copy shall be an EXACT reproduction of the original documents provided. All sections shall be combined into a single PDF electronic document.

1. Provide submittal without reference to Adams County logo or company logo.
2. Label cover of Original submittal
3. Submit proposal in a tab format

Contractors are asked to provide specific detailed responses to the following sections, in the order and manner outlined within the RFP, be detailed, and concise:

- Section 4 - Detailed Response Requirements
 - Completion of Responses 1, 2 & 3 (Excel workbook attachments)
 - Completion of Responses 4, 5 & 6 in a formal written proposal document.
 - Pricing shall be quoted in USD at non-union, be inclusive of all freight & fuel, materials, permit/license fees, and labor exclusive of tax.

3.1 Cost Summary (Response 1)

For the purpose of this RFP, the Contractor is requested to provide a time and materials, not to exceed price for the move. Adams County requires all costs to incorporate non-union labor.

The cost for the Main Move in Section 3.2 should include services in Sections 2.2.1 through 2.2.8. Additional optional services have been requested and are detailed in Section 2.3 and include 2.3.1 through 2.3.6. These optional services must be detailed as separate line items in Response 1 - Cost Summary. The Contractor's proposal must specify any assumptions the Contractor has made for the completion of this RFP.

The Contractor shall include the cost of materials within their price for each line item in Response 1 – Cost Summary.

All of the volumes and quantities quoted (including the information provided in the Appendices which form part of this document) are indicative for the purposes of this RFP, and will be confirmed with the successful Contractor prior to the commencement of the move.

3.2 On Site Rate Sheet (Response 2)

The Candidate is required to provide a schedule of on-site rates by completing Response 2, based on those used to calculate the firm and fixed price in the proposal submission, which will be applied to any variations.

The Candidate shall provide a schedule of lidded crate, library cart and cage hire charges per item per day/week, together with charges for loss or damage, per item, and delivery and collection charges, per journey (Response 2), which will be applied to any variations.

Any increase or variation in the costs which may be deemed necessary prior to or during the course of the Move shall only be accepted if agreed in writing in advance by Adams County.

The on-site rates in Response 2 will be applied to any requirements Adams County may have for clearance of origin sites post move.

3.3 Resource & Activity Schedule (Response 3)

The Contractor is asked to provide a Resource & Activity Schedule for the project by completing Response 3. This schedule will show the planned size of teams and activities throughout the project, and should include itemized details for each shift.

3.2.1 Contractors are requested to comment on any perceived difficulties and the Contractor's proposed solutions, specific to the scope of this project. This should include a review of the proposed Response form and the feasibility of the activities and time scales proposed. Use Response 1 to provide responses.

3.2.2 It is possible that the move schedule may be altered, including possible increase/decrease of move phases. The Contractor should indicate what criteria would impact their proposal, should changes to the move schedule be made. The Contractor should also indicate at what point it would impact on cost. Use Response 1 to provide responses.

3.2.3 One Resource & Activity Schedule for the whole project (without cost options) must be provided as laid out in Response 3 (in Excel format) as per the specification provided in Section 4.

3.4 Contractor Information & Requirements (Response 4)

Contractor is asked to provide detailed responses to the items requested in sections 3.4.1 through 3.4.7.

3.4.1 Contractor Information

Please Provide:

- Contractor Name
- Contractor Address
- Contact name for this RFP
- Telephone number
- Contact email address

3.4.2 References

Please detail three (3) organizations of similar sizes and scope that the Contractor has moved within the last twelve (12) months on the reference form of this RFP, who may be approached for references during the evaluation phase. Please provide:

- A contact name, telephone number and email address for each reference
- A brief description of the work undertaken

3.4.3 Staffing

3.4.3.1 Full and Part-Time Staff

Number of staff devoted to providing commercial moving services in (CO). Please provide a breakdown per the table below:

Positions	Full-Time Staff	Part-Time Staff
Management		
Sales		
Move Foreman		
Drivers		
Packers/Movers		

3.4.3.2 Key Personnel assigned to this Project
Describe the key line personnel who would be directly involved in the project, including their qualifications and role. Provide a statement as to availability of trained resource to complete the project in the timescales outlined. This should include a structure chart and previous experience with footwear organizations.

3.4.3.3 Training
Details of specific core industry and Health & Safety training courses undertaken and training tools used to ensure that their employees are trained and competent to carry out their duties in a safe manner. Such information should include a brief summary of the crew induction and briefing process.

3.4.4 Quality Control Systems

3.4.4.1 Contractor is asked to confirm if they have an in-house Quality Control program and if it conforms to the ISO 9000 series, or if a similar program is in place.

3.5 Management & Methodologies (Response 5)

3.5.1 Management of the team: the proposed management on site including names for the Project Manager, and the Lead Foremen. Please see Section 6 for further details and confirm agreement of your ability and intention to comply thereto.

3.5.1.1 Contractor is asked to outline whether subcontractors would be used to supplement their current resources. If subcontractors will be used, Candidate must provide additional details to include:

- Name of company
- Resource type(s)
- Candidate fee for management of subcontractor services

3.5.2 Move Methodologies: Provide method statements for how the team would address packing and moving the following types of items outlining Contractor best practice, staff training, process and control/safety points:

3.5.2.1 File Packing & Relocation Methodology including a Chain of Custody Process

3.5.2.2 IT Packing & Relocation Methodology

3.5.2.3 IT Disconnect & Reconnect Methodology

3.6 Client & MovePlan Requirements (Response 6)

Contractor is asked to confirm in writing in this Response that Sections 5, 6 & 7 have been reviewed in their entirety and accepted.

4. ADDITIONAL RELOCATION DETAILS

4.1 Provision of Labels/Colors & Coding

4.1.1 Labels supplied by MovePlan will be fixed by MovePlan and/or Adams County personnel to all items to be moved by the Contractor. Any item without a label will not be moved. Specific colors will be agreed later.

4.1.2 MovePlan and Adams County shall agree an appropriate color coding system with the Mover prior to the commencement of Moves, supply the Mover with a clear set of floor plans for the new premises, and arrange for additional copies for the new premises to be displayed on each appropriate floor.

4.1.3 Adams County shall ensure that the appropriate colored labels supplied by MovePlan, which must be the 'peel off' type, are placed on all items to be moved by the Mover prior to Move and that the destination is clearly marked on each label. In the case of equipment which is to be wrapped or packed by the Mover, the Mover shall place a duplicate label on each item after it is wrapped or packed.

4.2 Materials

4.2.1 The Mover shall be responsible for the supply and distribution of all materials and equipment necessary to assist with the Move and protect items in transit.

4.2.2 The Mover shall take away any such items no longer required by Adams County on completion of the Move or on dates agreed with Adams County beforehand.

4.2.3 MovePlan shall be responsible for arranging the collection of any materials, including crates, still in use by Adams County personnel after the dates agreed with the Mover for the collection of such items, and for any additional transportation, loss, or hire charges incurred as a result and specified at the time of bidding.

4.2.4 Assumptions for materials are as follows:

- Crate delivery, distribution within the building, and Pick Up costs to be included in Main Move
- Crate Rentals are for 3 weeks
- Crate Wheels are provided at a ratio of 1:3

4.3 Protection

4.3.1 The Mover is required to participate in a pre-move condition survey with representatives from Adams County and MovePlan. Existing damage will be identified and documented. All walls, door facings, elevators and other areas along the move route will be inspected. Following the move, the Mover is also required to participate in a post-move condition survey with Adams County and MovePlan at both the origin and destination to determine move-related damages.

4.3.2 All floors, carpeting, doorways, corners, elevators, corridors, etc., will be protected BEFORE any moving of items will be permitted.

4.3.3 The Mover must provide and install protective coverings on all walls, door facings, elevators and other areas that may be subject to damage. Elevator floors and walls must be protected. If protective covering is taped directly to the floor, wall, door or elevator, the tape provided must be fully removable and not damage the surface in any way.

4.3.4 Wheels of dollies, cages and carts will be free of grease and dirt. In addition to the foregoing, the Mover will abide by all rules of Adams County and is responsible for obtaining such rules. The Mover is responsible for damages caused by the move. The Mover will confer with Adams County and MovePlan to work out details of protection, access, inspections, etc.

4.4 Packing & Unpacking Principals

Adams County has requested an optional packing service to be priced by the Contractor. The general principles regarding packing and unpacking are as follows:

- Adams County Self-Packing:
- Adams County colleagues will be self-packing into the crates provided by the Mover
- Adams County colleagues will affix colored destination labels onto the short ends of the crates
- Contractor will collect and deliver crates and place the crates adjacent to the assigned cabinet or desk taking care to not block access to the cabinet, chair or impact egress.
- Contractor Provided and Chain of Custody Packing:
- The Mover will assess the file packing scope and confirm the best approach using either crates or library carts
- The Mover will pack filing contents under the supervision of a MovePlan or a Adams County representative and will retain the desired sequence noted by either representative

- Colored destination labels will be provided by MovePlan and should be affixed by the Mover to either the crate or library cart noting the new location of contents
- Where requested, a chain of custody process shall be agreed with MovePlan and Adams County and steps taken to record and track the specified contents ensuring all contents are received in their original packed state when delivered
- Adams County personnel will be asked to reduce supplies/consumables prior to moving.

5. ADMINISTRATIVE INFORMATION

5.1 Management

5.1.2 The Mover shall ensure that:

- A management representative (Project Manager) is available to the MovePlan Representative and attends pre-Move planning meetings and on call throughout the move weeks, including dialing into checkpoint status meetings.
- Foremen and crews are identified and adequately briefed prior to Moves.
- A Lead Foreman is appointed to the project, with a nominated Deputy when off shift.
- Foremen must liaise with the MovePlan representative on each site throughout their shift and in particular on arrival at the start of each shift, prior to commencement of work by any of the Mover's staff prior to departure.
- A nominated Foreman is on each site at all times.

5.1.3 Prior to the completion of each move, and without prejudice to any claim that Adams County may have for loss or damage to property, MovePlan and the Mover (the relevant lead or site foreman) will undertake a post move snag of both the origin and the destination sites prior to departure from Adams County's site; the Mover's employees shall not leave site until this is done.

5.2 Planning Meetings

As soon as all vendors have their appointments and responsibilities confirmed, a meeting will be held to discuss general move principles, arrangements, and coordination. Prior to each move phase a briefing or 'Green Light' meeting will be held to discuss proposed arrangements for the move with representatives of each of the contracts concerned.

5.3 General Procedures

The following basic points will be established at the first planning meeting:

- Move control
- Security issues
- Emergency & first aid procedure
- Catering and breaks
- Rest and break room facilities
- Move snag list procedure
- Damage reporting procedure
- Escalation procedure.

5.4 Other Vendors / Adams County Suppliers

The activities of all vendors necessary to disconnect equipment, pack, move, unpack, reconnect, and test all equipment will be coordinated by MovePlan as precisely as possible prior to each move. However, cooperation between all vendors is expected during moves.

5.5 Employees

The Mover shall be wholly responsible for the actions or omissions of any person or persons including, without limitation, subcontractors, employed or utilized by the Mover for the Move and the Mover shall ensure that all sub-contractors comply with the terms of this contract as if they were named herein as "the Mover".

The Mover shall:

5.5.1 Obey the reasonable instructions of the MovePlan Representative and other authorized representatives of Adams County in relation to the Move;

5.5.2 Carry out the Moves in an orderly, efficient and business-like manner;

5.5.3 Ensure so far as is practicable that all persons employed by it are efficient, sober, honest and fit;

5.5.4 Ensure that its personnel engaged in carrying out Moves conduct themselves in a polite and courteous manner;

5.5.5 Immediately remove from Adams County's premises any person employed by the Mover who is negligent or guilty of misconduct.

5.7 Access

5.7.1 The Mover shall make any necessary arrangements with the appropriate authorities to obtain vehicular access to premises during the Move.

5.7.2 Adams County shall be responsible for ensuring that the Mover is able to gain access into buildings at the times agreed and Adams County shall liaise with the Mover if other vendors need to gain access to buildings during the Move.

5.7.3 Adams County shall be responsible for the availability, maintenance, and working of designated elevators and hoists to be used by the Mover at specified times during Moves. In event of mechanical, electrical or other failure of such designated elevators and hoists, or in the event that designated elevators and hoists are unavailable for some other reason, Adams County shall endeavor to return them to use by the Mover as soon as practicable. In either event, whilst designated elevators and hoists are unavailable to the Mover, the Mover shall, in consultation with the Adams County representative (MovePlan), use other means available to continue with Moves, including stairs.

5.7.4 Adams County will make arrangements to have elevator engineers on call at all sites during the move period, as appropriate.

5.8 Security

The successful Contractor shall be required to provide full details of all employees that are to be engaged by the Mover for the purpose of the move. Furthermore the Mover shall supply any further information regarding its employees as may be requested by Adams County and/or the MovePlan Representative from time to time.

Adams County and/or MovePlan Representative shall have the right to refuse any individual employee of the Mover from being employed for the purposes of the Move provided that prior notification of such a refusal is given to the Mover. The Mover's staff may not have any felony convictions, crimes against minors or other questionable actions on their criminal background check.

5.8.1 The Mover shall supply in writing all names of staff 72 hours in advance of any shift.

5.8.2 The Mover shall ensure that all employees, agents and subcontractors wear the Mover's uniform at all times during the Move.

5.8.3 The Mover shall ensure that all employees, agents and subcontractors wear a clear individual security pass, supplied by the Adams County, at all times during the Move.

5.8.4 The Mover shall ensure that at all times is escorted by a badged Adams County employee or contractor.

5.8.5 The Mover shall adhere to any reasonable request by Adams County or the MovePlan Representative concerning security including, if required, that nominated Adams County or MovePlan personnel ride in Move vehicles.

5.9 Meals & Breaks

- Breaks will only be taken at specified times agreed between the Mover and the Adams County or MovePlan Representative.
- No food or drink may be consumed in any area of the Adams County's premises without the consent of the Adams County management on site.
- Smoking is not permitted in any area of the sites.

5.10 Licenses & Permits

The mover will be responsible for any and all licenses and permits required as part of the move. None are currently anticipated for this project, unless deemed necessary by the Contractor.

6. MIGRATION SCHEDULE

Move No	Move Date	Department	No. of Staff Moving
Move 1	15-Aug-17	Honnen Kitchen	0
Move 1 Total			0
Move 2	8-Sep-17	HSB	339
Move 2 Total			339
Move 3	Sept 12/13	GC	105
	Sept 12/13	Honnen	30
Move 3 Total			135
Move 4	15-Sep-17	CFC	290
Move 4 Total			290
GRAND TOTAL			764

7. Evaluation Criteria

Proposals shall be evaluated on the following criteria:

- Professionalism:** Response to the proposal. This is inclusive of professional character of proposal, interviews, compliance with RFP, etc.
- Resource & Activity Schedule**

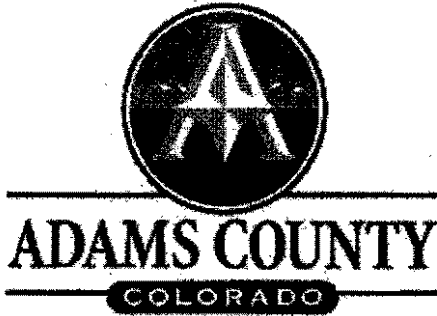
- c. **Methodologies**
- d. **Project Approach:** Resource & Activity Schedule
- e. **Experience**
- f. **Pricing Structure:** Inclusive of proposed fee structures, pricing discounts, planned duration of discounts, etc.

It is estimated that the Evaluation Committee will review all proposals and select some or all of the proposers to provide presentations and/or interviews to the committee.

8. Interviews:

A short list of qualified vendors may be contacted for an interview/presentation on or around July 6, 2017. Adams County may elect to provide questions for the Professional to respond, in writing, prior to the actual interview. This option may allow for clarifications or general questions to be answered and not take up time in the interview.

End of the Scope of Work



Adams County Finance Department
 Purchasing Division
 4430 South Adams County Parkway
 Brighton, Colorado 80601

**REQUEST FOR PROPOSAL
 SUBMISSION FORM**

SUBMISSION: It is imperative you address your submittal envelope as follows:

Mailing Address:
 Adams County Government Center
 Purchasing Division C4000A
 4430 South Adams County Parkway
 Brighton, CO 80601

Hand Deliveries accepted:
 Adams County Government Center
 First Floor Central Lobby Receptionist
 4430 South Adams County Parkway
 Brighton, CO 80601

ATTN: Bethany Bonasera
 Contract Specialist
 RFP-BB-2017.280

ATTN: Bethany Bonasera
 Contract Specialist
 RFP-BB-2017.280

- | | | |
|---|------------|-----------|
| Does your Proposal comply with all the terms and conditions of this Solicitation?
If no, indicate exceptions. | YES | NO |
| Does your Proposal provide proposed revisions to the attached Sample Agreement and identified on the Term of Acceptance Form? | YES | NO |
| Does your Proposal meet or exceed all specifications, including minimum service requirements? If no, indicate exceptions. | YES | NO |
| Requirements met and response included?
Check Response Requirement Section in SOW | YES | NO |
| May any other governmental entity avail itself of this Agreement and purchase any and all items specified? | YES | NO |
| Have all the addendums been acknowledged and enclosed? | YES | NO |
| Original and the number of copies specified enclosed including electronic copy? | YES | NO |
| Has a duly authorized agent of the contractor signed the cover sheet ? | YES | NO |
| Is pricing form enclosed in a separate sealed envelope? | YES | NO |



Adams County Finance Department
Purchasing Division
4430 South Adams County Parkway
Brighton, Colorado 80601

**REQUEST FOR PROPOSAL
STATEMENT OF NO BID
COMPLETION OF THIS FORM IS OPTIONAL**

Adams County values your input. If you are unable to participate, will you spend a few minutes to complete this form and return with your NO BID response.

Please send to: Adams County Purchasing Division Email to: BBonasera@adcogov.org
Attn: Bethany Bonasera, Contract Specialist
RFP-BB-2017.280
4430 South Adams County Parkway, C4000A
Brighton, CO 80601

- We are unable to meet specifications.
- Insufficient time to respond to the solicitation.
- Our schedule would not permit us to perform within the required time.
- We are unable to meet insurance and/or bonding requirements.
- We do not offer/supply this product or service.

Further Remarks/Comments:

PRINT OR TYPE YOUR INFORMATION

Contractor Name		Phone
Address:	City/State	Zip Code
Contact Person	Title	Date



Adams County Finance Department
Purchasing Division
4430 South Adams County Parkway
Brighton, Colorado 80601

**REQUEST FOR PROPOSAL
CONTRACTOR'S CERTIFICATION
OF COMPLIANCE**

Pursuant to Colorado Revised Statute, § 8-17.5-101, *et seq.*, as amended 5/13/08, as a prerequisite to entering into a Agreement for services with Adams County, Colorado, the undersigned Contractor hereby certifies that at the time of this certification, Contractor does not knowingly employ or Agreement with an illegal alien who will perform work under the attached Agreement for services and that the Contractor will participate in the E-Verify Program or Department program, as those terms are defined in C.R.S. § 8-17.5-101, *et seq.* in order to confirm the employment eligibility of all employees who are newly hired for employment to perform work under the attached Agreement for services.

Contractor Name

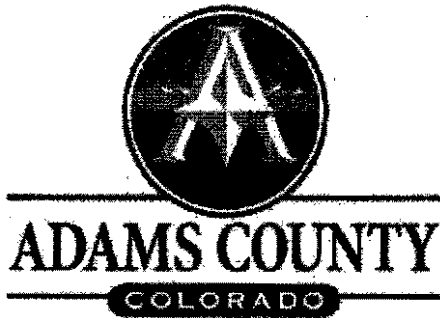
Printed or Typed Name

Signature

Title

Date

Note: Registration for the E-Verify Program can be completed at: <https://www.vis-dhs.com/employerregistration>. It is recommended that employers review the sample "memorandum of understanding" available at the website prior to registering.



Adams County Finance Department
Purchasing Division
4430 South Adams County Parkway
Brighton, Colorado 80601

**REQUEST FOR PROPOSAL
CONTRACTOR'S STATEMENT**

I have read and fully understand all the conditions herein set forth in the foregoing paragraphs, and by my signature set forth hereunder, I hereby agree to comply with all said conditions as stated or implied. In consideration of the above statement, the following proposal is hereby submitted.

WE, THE UNDERSIGNED, HEREBY ACKNOWLEDGE RECEIPT OF

Addenda (list all): _____

Contractor Name _____ Date _____

Signature _____ Printed Name _____

Title _____

Address _____

City, State, Zip Code _____ County _____

Telephone _____ Fax _____

Email _____



Adams County Finance Department
Purchasing Division
4430 South Adams County Parkway
Brighton, Colorado 80601

**REQUEST FOR PROPOSAL
REFERENCE FORM**

Contractors shall furnish the names, addresses and telephone numbers of a minimum of three (3) firms or government organizations for which the Contractor has provided similar projects:

Company Name _____

Address _____

Reference Name _____

Reference Email Address _____

Telephone Number _____

Project Name _____

Value \$ _____

Company Name _____

Address _____

Reference Name _____

Reference Email Address _____

Telephone Number _____

Project Name _____

Value \$ _____

Company Name _____

Address _____

Reference Name _____

Reference Email Address _____

Telephone Number _____

Project Name/Value _____



Adams County Finance Department
Purchasing Division
4430 South Adams County Parkway
Brighton, Colorado 80601

**REQUEST FOR PROPOSAL
TERM OF ACCEPTANCE FORM**

Request for Proposal # _____

I, on behalf of the Contractor identified below, hereby certify that I have read a copy of the sample Agreement attached to the RFP and understand the terms and provisions contained in that Agreement. I further hereby certify that it is the Contractor's intent to comply with each and every term and provision contained in the sample Agreement and propose no modifications to the sample Agreement except as follows:

- 1) _____
- 2) _____
- 3) _____

I understand that the modification stated above, if any, are offered for discussion purposes only and that Adams County reserves the right to accept, reject or further negotiate any and all proposed modification to the sample Agreement.

Contractor Name _____

Authorized Signature _____

Printed Name _____

Title _____

Date _____



Adams County Finance Department
Purchasing Division
4430 South Adams County Parkway
Brighton, Colorado 80601

REQUEST FOR PROPOSAL
APPENDIX A
SAMPLE AGREEMENT FOR SERVICES

The Sample Agreement for Services is included in this solicitation for informational and reference purposes only.

ADAMS COUNTY
PROFESSIONAL SERVICE AGREEMENT

THIS AGREEMENT ("Agreement") is made this _____ day of _____ 2017, by and between the Adams County Board of County Commissioners, located at 4430 South Adams County Parkway, Brighton, Colorado 80601, hereinafter referred to as the "County," and Company Name, located at Address 123, hereinafter referred to as the "Contractor." The County and the Contractor may be collectively referred to herein as the "Parties".

The County and the Contractor, for the consideration herein set forth, agree as follows:

1. SERVICES OF THE CONTRACTOR:

1.1. All work shall be in accordance with the attached RFP xxxxx and the Contractor's response to the RFP xxxxx attached hereto as Exhibit A, and incorporated herein by reference. Should there be any discrepancy between Exhibit A and this Agreement the terms and conditions of this Agreement shall prevail.

1.2. Emergency Services: In the event the Adams County Board of County Commissioners declares an emergency, the County may request additional services (of the type described in this Agreement or otherwise within the expertise of the Contractor) to be performed by the Contractor. If the County requests such additional services, the Contractor shall provide such services in a timely fashion given the nature of the emergency, pursuant to the terms of this Agreement. Unless otherwise agreed to in writing by the parties, the Contractor shall bill for such services at the rates provided for in this Agreement.

2. RESPONSIBILITIES OF THE COUNTY: The County shall provide information as necessary or requested by the Contractor to enable the Contractor's performance under this Agreement.

3. TERM:

- 3.1. **Term of Agreement:** The Term of this Agreement shall be for one-year from DATE through DATE.
- 3.2. **Renewal Option:** The County, at its sole option, may offer to renew this Agreement as necessary for up to two, one year renewals providing satisfactory service is given and all terms and conditions of this Agreement have been fulfilled. Such renewals must be mutually agreed upon in writing by the County and the Contractor.
4. **PAYMENT AND FEE SCHEDULE:** The County shall pay the Contractor for services furnished under this Agreement, and the Contractor shall accept as full payment for those services, the sum of:
- 4.1. Payment pursuant to this Agreement, whether in full or in part, is subject to and contingent upon the continuing availability of County funds for the purposes hereof. In the event that funds become unavailable as determined by the County, the County may immediately terminate this Agreement or amend it accordingly.
5. **INDEPENDENT CONTRACTOR:** In providing services under this Agreement, the Contractor acts as an independent contractor and not as an employee of the County. The Contractor shall be solely and entirely responsible for his/her acts and the acts of his/her employees, agents, servants, and subcontractors during the term and performance of this Agreement. No employee, agent, servant, or subcontractor of the Contractor shall be deemed to be an employee, agent, or servant of the County because of the performance of any services or work under this Agreement. The Contractor, at its expense, shall procure and maintain workers' compensation insurance as required by law. Pursuant to the Workers' Compensation Act § 8-40-202(2)(b)(IV), C.R.S., as amended, the Contractor understands that it and its employees and servants are not entitled to workers' compensation benefits from the County. The Contractor further understands that it is solely obligated for the payment of federal and state income tax on any moneys earned pursuant to this Agreement.
6. **NONDISCRIMINATION:**
- 6.1. The Contractor shall not discriminate against any employee or qualified applicant for employment because of age, race, color, religion, marital status, disability, sex, or national origin. The Contractor agrees to post in conspicuous places, available to employees and applicants for employment, notices provided by the local public agency setting forth the provisions of this nondiscrimination clause. Adams County is an equal opportunity employer.
- 6.1.1. The Contractor will cause the foregoing provisions to be inserted in all subcontracts for any work covered by this Agreement so that such provisions will be binding upon each subcontractor, provided that the foregoing provisions shall not apply to contracts or subcontracts for standard commercial supplies or raw materials.

7. INDEMNIFICATION: The Contractor agrees to indemnify and hold harmless the County, its officers, agents, and employees for, from, and against any and all claims, suits, expenses, damages, or other liabilities, including reasonable attorney fees and court costs, arising out of damage or injury to persons, entities, or property, caused or sustained by any person(s) as a result of the Contractor's performance or failure to perform pursuant to the terms of this Agreement or as a result of any subcontractors' performance or failure to perform pursuant to the terms of this Agreement.

8. INSURANCE: The Contractor agrees to maintain insurance of the following types and amounts:

8.1. Commercial General Liability Insurance: to include products liability, completed operations, contractual, broad form property damage and personal injury.

8.1.1. Each Occurrence: \$1,000,000

8.1.2. General Aggregate: \$2,000,000

8.2. Comprehensive Automobile Liability Insurance: to include all motor vehicles owned, hired, leased, or borrowed.

8.2.1. Bodily Injury/Property Damage: \$1,000,000 (each accident)

8.2.2. Personal Injury Protection: Per Colorado Statutes

8.3. Workers' Compensation Insurance: Per Colorado Statutes

8.4. Professional Liability Insurance: to include coverage for damages or claims for damages arising out of the rendering, or failure to render, any professional services, as applicable.

8.4.1. Each Occurrence: \$1,000,000

8.4.2. This insurance requirement applies only to the Contractors who are performing services under this Agreement as professionals licensed under the laws of the State of Colorado, such as physicians, lawyers, engineers, nurses, mental health providers, and any other licensed professionals.

8.5. Adams County as "Additional Insured": The Contractor's commercial general liability, and comprehensive automobile liability, insurance policies and/or certificates of insurance shall be issued to include Adams County as an "additional insured" and shall include the following provisions:

8.5.1. Underwriters shall have no right of recovery or subrogation against the County, it being the intent of the parties that the insurance policies so affected shall protect both parties and be primary coverage for any and all losses resulting from the actions or negligence of the Contractor.

8.5.2. The insurance companies issuing the policy or policies shall have no recourse against the County for payment of any premiums due or for any assessments under any form of any policy.

8.5.3. Any and all deductibles contained in any insurance policy shall be assumed by and at the sole risk of the Contractor.

8.6. Licensed Insurers: All insurers of the Contractor must be licensed or approved to do business in the State of Colorado. Upon failure of the Contractor to furnish, deliver and/or maintain such insurance as provided herein, this Agreement, at the election of the County, may be immediately declared suspended, discontinued, or terminated. Failure of the Contractor in obtaining and/or maintaining any required insurance shall not relieve the Contractor from any liability under this Agreement, nor shall the insurance requirements be construed to conflict with the obligations of the Contractor concerning indemnification.

8.7. Endorsement: Each insurance policy herein required shall be endorsed to state that coverage shall not be suspended, voided, or canceled without thirty (30) days prior written notice by certified mail, return receipt requested, to the County.

8.8. Proof of Insurance: At any time during the term of this Agreement, the County may require the Contractor to provide proof of the insurance coverage or policies required under this Agreement.

9. DAMAGES ARISING FROM BREACH OF PERFORMANCE OBLIGATIONS

9.1. Notwithstanding anything else set forth in this Agreement, if Contractor fails to comply with all terms of this contract, including but not limited to, its obligation to perform its work in a workmanlike manner in accordance with all codes, plans, specifications and industry standards, Contractor shall be liable to County for all damages arising from the breach, including but not limited to, all attorney fees, costs and other damages.

10. WARRANTY

10.1. The Contractor warrants and guarantees to the County that all work, equipment, and materials furnished under the Agreement are free from defects in workmanship and materials for a period of one year after final acceptance by the County. The Contractor further warrants and guarantees that the plans and specifications incorporated herein are free of fault and defect sufficient for Contractor to warrant the finished product after completion date. Should the Contractor fail to proceed promptly in accordance with this guarantee, the County may have such work performed at the expense of the Contractor. This section does not relieve the Contractor from liability for defects that become known after one year.

11. TERMINATION:

- 11.1. For Cause: If, through any cause, the Contractor fails to fulfill its obligations under this Agreement in a timely and proper manner, or if the Contractor violates any of the covenants, conditions, or stipulations of this Agreement, the County shall thereupon have the right to immediately terminate this Agreement, upon giving written notice to the Contractor of such termination and specifying the effective date thereof.
- 11.2. For Convenience: The County may terminate this Agreement at any time by giving written notice as specified herein to the other party, which notice shall be given at least thirty (30) days prior to the effective date of the termination. If this Agreement is terminated by the County, the Contractor will be paid an amount that bears the same ratio to the total compensation as the services actually performed bear to the total services the Contractor was to perform under this Agreement, less payments previously made to the Contractor under this Agreement.

12. MUTUAL UNDERSTANDINGS:

- 12.1. Jurisdiction and Venue: The laws of the State of Colorado shall govern as to the interpretation, validity, and effect of this Agreement. The parties agree that jurisdiction and venue for any disputes arising under this Agreement shall be with Adams County, Colorado.
- 12.2. Compliance with Laws: During the performance of this Agreement, the Contractor agrees to strictly adhere to all applicable federal, state, and local laws, rules and regulations, including all licensing and permit requirements. The parties hereto agree that they are familiar with § 18-8-301, et seq., C.R.S. (Bribery and Corrupt Influences), as amended, and § 18-8-401, et seq., C.R.S. (Abuse of Public Office), as amended, , the Clean Air Act (42 U.S.C. 7401-7671q), and the Federal Water Pollution Control Act (33 U.S.C. 1251-1387), as amended, and that no violation of such provisions are present. The Contractor warrants that it is in compliance with the residency requirements in §§ 8-17.5-101, et seq., C.R.S. Without limiting the generality of the foregoing, the Contractor expressly agrees to comply with the privacy and security requirements of the Health Insurance Portability and Accountability Act of 1996 (HIPAA).
- 12.3. OSHA: The Contractor shall comply with the requirements of the Occupational Safety and Health Act (OSHA) and shall review and comply with the County's safety regulations while on any County property. Failure to comply with any applicable federal, state or local law, rule, or regulation shall give the County the right to terminate this agreement for cause.
- 12.4. Record Retention: The Contractor shall maintain records and documentation of the services provided under this Agreement, including fiscal records, and shall retain the records for a period of three (3) years from the date this Agreement is terminated. Said records and documents shall be subject at all reasonable times to inspection, review, or audit by authorized Federal, State, or County personnel.

- 12.5. Assignability: Neither this Agreement, nor any rights hereunder, in whole or in part, shall be assignable or otherwise transferable by the Contractor without the prior written consent of the County.
- 12.6. Waiver: Waiver of strict performance or the breach of any provision of this Agreement shall not be deemed a waiver, nor shall it prejudice the waiving party's right to require strict performance of the same provision, or any other provision in the future, unless such waiver has rendered future performance commercially impossible.
- 12.7. Force Majeure: Neither party shall be liable for any delay or failure to perform its obligations hereunder to the extent that such delay or failure is caused by a force or event beyond the control of such party including, without limitation, war, embargoes, strikes, governmental restrictions, riots, fires, floods, earthquakes, or other acts of God.
- 12.8. Notice: Any notices given under this Agreement are deemed to have been received and to be effective: 1) Three (3) days after the same shall have been mailed by certified mail, return receipt requested; 2) Immediately upon hand delivery; or 3) Immediately upon receipt of confirmation that an E-mail was received. For the purposes of this Agreement, any and all notices shall be addressed to the contacts listed below:

Department: Adams County (department name)
 Contact:
 Address:
 City, State, Zip:
 Phone:
 E-mail:

Department: Adams County Purchasing
 Contact:
 Address: 4430 South Adams County Parkway
 City, State, Zip: Brighton, Colorado 80601
 Phone:
 E-mail:

Department: Adams County Attorney's Office
 Address: 4430 South Adams County Parkway
 City, State, Zip: Brighton, Colorado 80601
 Phone: 720.523.6116

Contractor: Winner123
 Contact:
 Address:
 City, State, Zip:
 Phone:
 E-mail:

12.9. Integration of Understanding: This Agreement contains the entire understanding of the parties hereto and neither it, nor the rights and obligations hereunder, may be changed, modified, or waived except by an instrument in writing that is signed by the parties hereto.

12.10. Severability: If any provision of this Agreement is determined to be unenforceable or invalid for any reason, the remainder of this Agreement shall remain in effect, unless otherwise terminated in accordance with the terms contained herein.

12.11. Authorization: Each party represents and warrants that it has the power and ability to enter into this Agreement, to grant the rights granted herein, and to perform the duties and obligations herein described.

12.12. Confidentiality: All documentation related to this Agreement will become the property of Adams County. All documentation maintained or kept by Adams County shall be subject to the Colorado Open Records Act, C.R.S. 24-72-201 *et seq.* ("CORA"). The County does not guarantee the confidentiality of any records.

13. AMENDMENTS, CHANGE ORDERS OR EXTENSIONS:

13.1. Amendments or Change Orders: The County may, from time to time, require changes in the scope of the services of the Contractor to be performed herein including, but not limited to, additional instructions, additional work, and the omission of work previously ordered. The Contractor shall be compensated for all authorized changes in services, pursuant to the applicable provision in the Solicitation, or, if no provision exists, pursuant to the terms of the Amendment or Change Order.

13.2. Extensions: The County may, upon mutual written agreement by the parties, extend the time of completion of services to be performed by the Contractor.

14. COMPLIANCE WITH C.R.S. § 8-17.5-101, ET. SEQ. AS AMENDED 5/13/08:

Pursuant to Colorado Revised Statute (C.R.S.), § 8-17.5-101, *et seq.*, as amended May 13, 2008, the Contractor shall meet the following requirements prior to signing this Agreement (public contract for service) and for the duration thereof:

14.1. The Contractor shall certify participation in the E-Verify Program (the electronic employment verification program that is authorized in 8 U.S.C. § 1324a and jointly administered by the United States Department of Homeland Security and the Social Security Administration, or its successor program) or the Department Program (the employment verification program established by the Colorado Department of Labor and Employment pursuant to C.R.S. § 8-17.5-102(5)) on the attached certification.

14.2. The Contractor shall not knowingly employ or contract with an illegal alien to perform work under this public contract for services.

~~14.3. The Contractor shall not enter into a contract with a subcontractor that fails to certify to the Contractor that the subcontractor shall not knowingly employ or~~

contract with an illegal alien to perform work under this public contract for services.

- 14.4. At the time of signing this public contract for services, the Contractor has confirmed the employment eligibility of all employees who are newly hired for employment to perform work under this public contract for services through participation in either the E-Verify Program or the Department Program.
- 14.5. The Contractor shall not use either the E-Verify Program or the Department Program procedures to undertake pre-employment screening of job applicants while this public contract for services is being performed.
- 14.6. If the Contractor obtains actual knowledge that a subcontractor performing work under this public contract for services knowingly employs or contracts with an illegal alien, the Contractor shall: notify the subcontractor and the County within three (3) days that the Contractor has actual knowledge that the subcontractor is employing or contracting with an illegal alien; and terminate the subcontract with the subcontractor if within three days of receiving the notice required pursuant to the previous paragraph, the subcontractor does not stop employing or contracting with the illegal alien; except that the Contractor shall not terminate the contract with the subcontractor if during such three (3) days the subcontractor provides information to establish that the subcontractor has not knowingly employed or contracted with an illegal alien.
- 14.7. Contractor shall comply with any reasonable requests by the Department of Labor and Employment (the Department) made in the course of an investigation that the Department is undertaking pursuant to the authority established in C.R.S. § 8-17.5-102(5).
- 14.8. If Contractor violates this Section of this Agreement, the County may terminate this Agreement for breach of contract. If the Agreement is so terminated, the Contractor shall be liable for actual and consequential damages to the County.

Remainder of this page is left blank intentionally.

IN WITNESS WHEREOF, the Parties have caused their names to be affixed hereto:

Board of County Commissioners

Chair Date

Contractor

Signature Date

Printed Name Title

Attest:

Stan Martin, Clerk and Recorder

Deputy Clerk

Approved as to Form: _____
Adams County Attorney's Office

NOTARIZATION OF CONTRACTOR'S SIGNATURE:

COUNTY OF _____)

STATE OF _____)SS.

Signed and sworn to before me this ____ day of _____, 2017,

by _____,

Notary Public

My commission expires on: _____

CONTRACTOR'S CERTIFICATION OF COMPLIANCE

Pursuant to Colorado Revised Statute, § 8-17.5-101, *et seq.*, as amended 5/13/08, as a prerequisite to entering into a contract for services with Adams County, Colorado, the undersigned Contractor hereby certifies that at the time of this certification, Contractor does not knowingly employ or contract with an illegal alien who will perform work under the attached contract for services and that the Contractor will participate in the E-Verify Program or Department program, as those terms are defined in C.R.S. § 8-17.5-101, *et seq.* in order to confirm the employment eligibility of all employees who are newly hired for employment to perform work under the attached contract for services.

CONTRACTOR:

Company Name

Date

Signature

Name (Print or Type)

Title

Note: Registration for the E-Verify Program can be completed at:
<https://www.vis-dhs.com/employerregistration>.

It is recommended that employers review the sample "memorandum of understanding" available at the website prior to registering.

**Addendum #1
2017.280**

MOVE SERVICES

**All documents and Addendum related to this RFP
will be posted on the Rocky Mountain Bid System at:
<http://www.rockymountainbidsystem.com/Bids/ViewOpenSolicitations.asp>**

**Proposal Opening Date: June 22, 2017
Time: 9:00 am MT**

**Location: Adams County Government Center
4430 South Adams County Parkway
4th Floor, C4000A
Brighton, CO 80601**



Move Services - RFP#2017.208

Updated Question Deadline:

Question's will be Tuesday, June 13, 2017 by 5:00 pm MT

A second Addendum will be issued Monday, June 12, 2017 with more information and accurate counts.

**Addendum #2
2017.280**

Move Services

**All documents and Addendum related to this RFP
will be posted on the Rocky Mountain Bid System at:
<http://www.rockymountainbidsystem.com/Bids/ViewOpenSolicitations.asp>**

**Proposal Opening Date: June 22, 2017
Time: 9:00 am MT**

**Location: Adams County Government Center
4430 South Adams County Parkway
4th Floor, C4000A
Brighton, CO 80601**



Move Services - RFP#2017.280

Notes

- Is there a diagram detailing the destination where each source will be moved to? (i.e. HSC showing where items moved from HSB will be delivered)
- Could the same diagram show the distance from each entrance to each elevator bank?
- Attachment unavailable at time of posting this Addendum 2. Should questions arise from the posting of the Addendum 3 to answer questions posed, an Addendum 4 can be issued to answer those questions.

Questions

1. Clarification on file packing, amount of linear Feet

- Assume packing teams of 4 people for 4 hours for each move phase
- Extra crates/boxes: assume an extra 20 crates, 5 wheels, and 20 boxes for each floor for packing of pantry and office supplies; breakdown below
 - HSB: 120 Crates, 120 Boxes and 30 Wheels
 - Honnen: 40 Crates, 40 Boxes and 10 Wheels
 - CFC: 80 Crates, 80 Boxes and 20 Wheels
 - Government Center: 20 Crates, 20 Boxes, and 5 Wheels
 - Metro North: 20 Crates, 20 Boxes, and 5 Wheels
- Include an appropriate amount of tape and bubble wrap
- Provide appropriate materials: i.e., Library Carts for File Rooms
- Include a per unit purchase price for crates (~100) and wheels (~25)

2. Clarification on optional file packing, amount of linear feet

- An optional File Packing fee is no longer required

3. Breakdown of file packing, by building, floor, and linear inches

- Breakdown Below

Move Phase	Current Building	TOTAL STORAGE (In Inches)	Destination Floor	TOTAL STORAGE (In Inches)
8-Sep				
	HSB	68,795		
			Lower	51,156
			Main	7,492
			Upper	1,731
			Main & GC (Split on different days, TBD)	8,416
12 & 13-Sep				
	GC	9,251		
	Honnen	3,954		
	TOTAL	13,205	Lower	5,644
			Main	7,561
15-Sep				
	CFC	40,635		
	Metro North	1,471		
	TOTAL	42,106	Lower	39,989
			Upper	2,117

4. Will we be unpacking files? If so, which ones?

- Unpacking, if required will be provided by the Day 1 Assistance crew

5. What brand of monitor arms were purchased, do they come with all the mounting hardware?

- Information Attached – (Final Spacearmstandard and Spaceco Monitor Arm CC)

6. Diagrams of file rooms and staging areas for carts of both source and destination?

- A diagram for the new file room is attached (New File Room Layout). HSB Drawings attached (HSB Existing File Room)

7. What computer equipment will be going in addition to monitors? Will those items be marked? Is there an accurate count?

- Typical desktop equipment:
 - CPU or Laptop
 - Mouse
 - Headset
 - Keyboard
 - 2 Monitors (a handful of employees have 3 monitors)
- See Equipment/Specials list breakdown for additional equipment
- Number of printers/scanners noted separately

8. Is there an accurate count of personal printers that will be moved? Will they be marked?

- Approximately 100 printers. Yes all items moving will be labeled

9. Is there an accurate count of personal scanners that will be moved? Will they be marked?

- Our IT department is currently working on final numbers

10. Will rubbish and recycle bins be moved buy us?

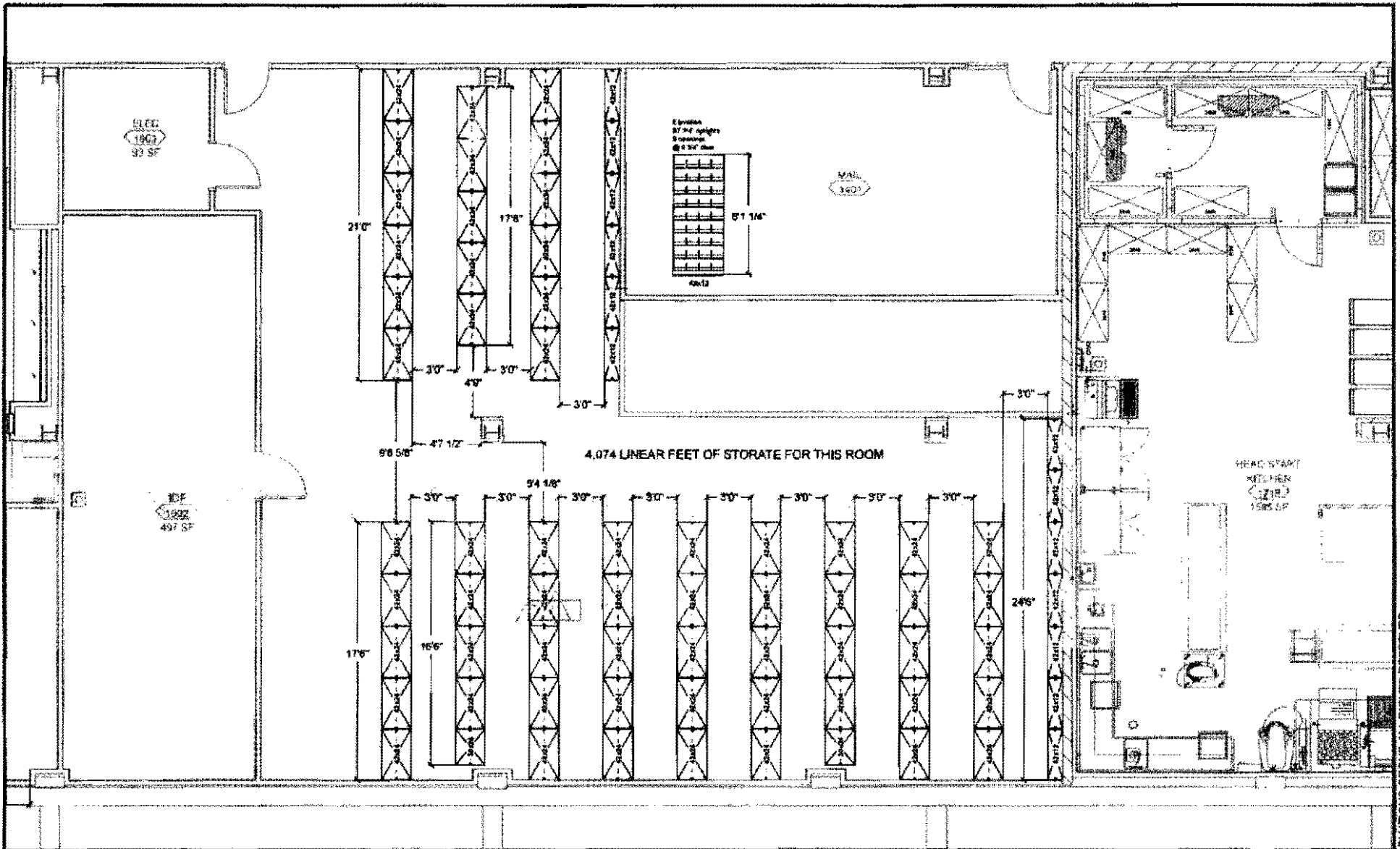
- Yes. See total number in Equipment/Specials List Breakdown (Specials and Equipment List)

11. What furniture will be moved? You mentioned chairs, will they be marked? Is there an accurate count?

- All requested items (including furniture) are in the Equipment/Specials List Breakdown (Specials and Equipment List)

12. Will we be moving Pitney Bowes equipment?

- Assume that you will be moving, items outlined in Equipment/Special List Breakdown (Specials and Equipment List)



Customer's Approval:		Date:	
<p>SOUTHWEST SOLUTIONS GROUP <i>business efficiency systems</i></p> <p>Texas - Oklahoma - Kansas - Arkansas - Missouri Tennessee - Mississippi - Louisiana Washington - Montana - Idaho - Alaska</p> <p>Toll Free: 1-800-803-1083 www.southwestsolutions.com</p>	Drawing: Number: 73636-1C 1F	Revision:	<p>Elements</p> <p>Adam County Human Services - 1st Floor</p> <p>Denver, CO</p> <p><small>Copyright © 2017 Southwest Solutions Group. This material is proprietary and confidential, and the disclosure reproduction by photography, film, blueprint or otherwise or incorporation into any information retrieval system without first receiving written approval from Southwest Solutions Group is expressly prohibited by law.</small></p>
	Printed Date: 05/03/2017	Drawn By: VA	
	Scale: 1:105	Sheet: 18 of 25	
	Salesperson:		

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MovePhase	Origin Building	Category	Dept
15-Aug	Hon	Specials	Adult Protective Services
8-Sep	HSB	Equipment	
8-Sep	HSB	Equipment	
8-Sep	HSB	Equipment	
8-Sep	HSB	Equipment	
8-Sep	HSB	Specials	Adult Protective Services
8-Sep	HSB	Specials	EBT
8-Sep	HSB	Specials	IT
8-Sep	HSB	Specials	IT
8-Sep	HSB	Specials	IT
8-Sep	HSB	Specials	IT
8-Sep	HSB	Specials	Specialty Programs
8-Sep	HSB	Specials	Specialty Programs
8-Sep	HSB	Specials	Specialty Programs
8-Sep	HSB	Specials	
8-Sep	HSB	Specials	
8-Sep	HSB	Specials	
15-Sep	CFC	Equipment	Admin Support for CFC
15-Sep	CFC	Equipment	Admin Support for CFC
15-Sep	CFC	Equipment	Admin Support for CFC
15-Sep	CFC	Equipment	County Attorney
15-Sep	CFC	Equipment	Permanency
15-Sep	CFC	Specials	Admin Support for CFC
15-Sep	CFC	Specials	Admin Support for CFC
15-Sep	CFC	Specials	Admin Support for CFC
15-Sep	CFC	Specials	Admin Support for CFC
15-Sep	CFC	Specials	Admin Support for CFC
15-Sep	CFC	Specials	Admin Support for CFC
15-Sep	CFC	Specials	Admin Support for CFC
15-Sep	CFC	Specials	Admin Support for CFC
15-Sep	CFC	Specials	Admin Support for CFC
15-Sep	CFC	Specials	Admin Support for CFC
15-Sep	CFC	Specials	Admin Support for CFC
15-Sep	CFC	Specials	Admin Support for CFC
15-Sep	CFC	Specials	Child Protection Intake
15-Sep	CFC	Specials	Child Protection Intake
15-Sep	CFC	Specials	Child Protection Intake
15-Sep	CFC	Specials	Child Welfare Accounting
15-Sep	CFC	Specials	Child Welfare Accounting
15-Sep	CFC	Specials	Child Welfare Accounting
15-Sep	CFC	Specials	Children and family services – QA
15-Sep	CFC	Specials	County Attorney
15-Sep	CFC	Specials	County Attorney
15-Sep	CFC	Specials	Ongoing Section
15-Sep	CFC	Specials	Ongoing Section
15-Sep	CFC	Specials	Ongoing Section

Owner / Dept Rep	Origin Floor
Carol Johnson	2nd Fl
Carol Johnson	3rd Fl
Michelle Lee	1st floor reception
Kevin Beach	2nd Fl
Kevin Beach	Basement Storage
Kevin Beach	Basement Storage
Kevin Beach	Basement Storage
Sue Bozinovski	3rd Fl
Sue Bozinovski	3rd Fl
Sue Bozinovski	3rd Fl
Judy Carlock	3rd
Judy Carlock	1st - Reception
Judy Carlock	File Room
Howard R	
Cathy O'Donnell	2nd Floor N
Judy Carlock	4th
Judy Carlock	4th
Judy Carlock	4th
Judy Carlock	2nd
Judy Carlock	1st - Reception
Judy Carlock	1st - Reception
Judy Carlock	File Room
Judy Carlock	File Room
Judy Carlock	File Room
Judy Carlock	File Room
Kris and Lucy	3rd Floor
Kris and Lucy	3rd Floor
Kris and Lucy	3rd Floor
Jody Veal	
Jody Veal	
Jody Veal	
Jeremy Sawyer	4th Fl
Vickie	
Howard R	
Heather Drake	1st - Day care
Heather Drake	1st - Day care
Heather Drake	1st - Day care

Heather Drake	1st - Day care
Heather Drake	1st - Day care
Heather Drake	1st - Day care
Heather Drake	1st - Day care
Heather Drake	1st - Day care
Heather Drake	1st - Day care
Heather Drake	1st - Day care
Edie Winters	1st Floor N
Amber Morton	
Amber Morton	
Amber Morton	
Amber Morton	
Amber Morton	
Maria Aguilar	3rd Floor File Room
Jodi	
Jodi	Resource Room
Jodi	Resource Room
Jodi	Resource Room
Jodi	Small Lab
Jodi	Large Lab
Jodi	Theresa salvador Cube
Jodi	Cash Closet
Kurtis Adams	
Brent	
Maria Aguilar	3rd Floor File Room
Maria Aguilar	3rd Floor File Room
Maria Aguilar	3rd Floor File Room
Maria Aguilar	3rd Floor File Room
Maria Aguilar	3rd Floor File Room
Maria Aguilar	3rd Floor File Room
Maria Aguilar	3rd Floor File Room
Jodi	
Jodi	
Jodi	
Jodi	
Jodi	
Jodi	
Jodi	
Jodi	
Jodi	
Jodi	Workroom
Jodi	Workroom
Jodi	Workroom
Jodi	Workroom
Jodi	Print Room
Jodi	Print Room

Requested Item	Proposed Destination Floor	Quantity
Kitchen Small Wares, speedracks, supplies, spices, dry goods	Lower	Multiple
Pitney Bowes Folding Machine	Lower	1
Pitney Bowes Postage Machine & Table	Lower	1
Pitney Bowes Letter Opening Machine	Lower	1
Date Stamper	Lower	1
Rolling Storage Bin	Lower	1
Dolly	Main	1
Carts	Lower	2
1st Aid Kit	Lower	1
Monitors in Boxes	Lower	3
Monitors	Lower	60
Hand Vacuum Cleaner	Lower	1
Coffee Pot Caraffe	Lower	1
Punch Bowl	Lower	1
Ladders	Lower	2
Step Stools	Lower	5
Mail Carts	Lower	8
Dolly	Lower	1
Scanner Station	Lower	1
Scanner Station	Lower	1
Pitney Bowes Machines	Lower	2
Type writer 1	Upper	1
Printer for Invitations	Lower	1
Cart	Lower	1
1st Aid Kit	Lower	1
Safe	Lower	1
Forms Storage Unit	Lower	1
Cart	Lower	1
AED Machine	Lower	1
Cart	Lower	1
Dolly	Lower	1
Step Ladder	Lower	1
stool	Lower	1
Duffle Bags	Lower	30
Car Seats	Lower	6
Booster Seats	Lower	3
Safe	Upper	1
Lock Box	Upper	1
Cart	Upper	1
Cart	Lower	1
Purple Chair	Upper	1
Horse Wrangler Painting	Upper	1
Baby Swings	Lower	7
High Chairs	Lower	7
Easels	Lower	2

Cart	Lower	1
small kid chairs	Lower	13
big kid chairs	Lower	2
small rectangle table	Lower	1
small circle table	Lower	1
baby swing	Lower	1
baby mobile	Lower	1
Carts	Lower	2
TV on Stand	Main	1
Plastic Cart	Main	1
Finger Print Machine	Main	1
Brochure Storage on Wall	Main	1
1 Tall round Brochure tree	Main	1
Scanners	Lower	2
Plotter	Main	1
Computer Stations- at desk	Main	38
Computer Station - At adjustable table	Main	1
Black Suitcase	Main	1
Computers Stations - at desk	Main	8
Computers Stations - at desk	Main	25
Laminator	Main	1
Tall Mirror	Main	1
Centry Safe	Lower	1
Safe	Lower	1
Easle Note Pad	Lower	1
Cork Boards (in boxes)	Lower	3
Electric Hole Punch	Lower	1
Paper Cutter	Lower	1
Monitors	Lower	6
CPUs	Lower	3
Keyboards	Lower	3
Sm Whiteboard Sign	Main	1
Rolling Cases	Main	2
Coffee Maker in box	Main	1
Shelf Storage System	Main	1
Large Blue Tub	Main	1
Folding Table	Main	1
Training Mic Storage - in case	Main	1
Quick Shades	Main	5
Bean Bag Toss Game	Main	1
Cinderblocks	Main	4
Large Shredder	Main	1
Med Safe	Main	1
Plastic Cart	Main	3
Dolly	Main	2
Laminator	Main	1
Paper Cutter	Main	1

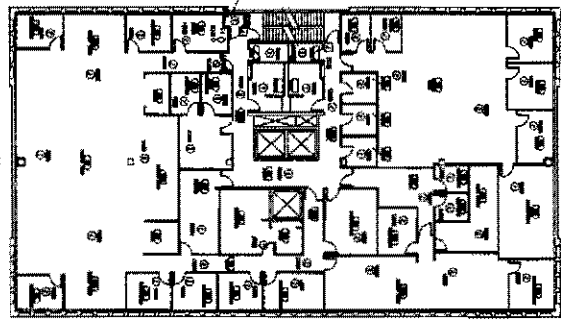
Fax Machine	Lower	1
Flip Chart Boxes	Lower	4
Box of Scanners	Lower	1
Folding Display Boards	Lower	2
Folding Table	Lower	1
Folding Chairs	Lower	2
Back Packs	Lower	95
TV	Lower	1
Shredder	Lower	1
Cube Chairs	Lower	6
Mats	Lower	10
Black Mesh Task Chairs	Distribute	476
Trash and Recycling Bins - offices and workstations	Distribute	ALL
Trash and Recycling Bins - Large Square	Distribute	ALL
Mail Cart	Distribute	1
MFD	TBD	1
Server	TBD	1
Shredder	TBD	1
Pitney Bowes Machines	TBD	1
Interview Room Computers	TBD	3
Fire Kings	TBD	3
Standing Fan	TBD	1
Filing Cabinets	TBD	17
Easle	TBD	1
Rolling Bin	TBD	1
Mail Cart	TBD	1
Ball Chair	TBD	1
Paper Cutter	TBD	1
Stools	TBD	2
Binding Machine	TBD	1
Various Plans on Foam Boards	TBD	1
Mini Fridge	TBD	1
Plastic Cart	TBD	1
Rolling Cooler	TBD	1
Coffee Maker	TBD	1
Coffee Caraffes	TBD	5
Dolly	TBD	1
Folding Chairs	TBD	3
Microwave	TBD	2
Vacuume	TBD	1
Cleaning mops	TBD	1
Folding Tables	TBD	3
Fridge	TBD	1
Water	TBD	1
Flat Dolly	TBD	1
Step Ladder	TBD	1
Toasters	TBD	2

**ADAMS COUNTY
HUMAN SERVICES BUILDING**
7190 COLORADO BLVD.
COMMERCE CITY, CO 80022

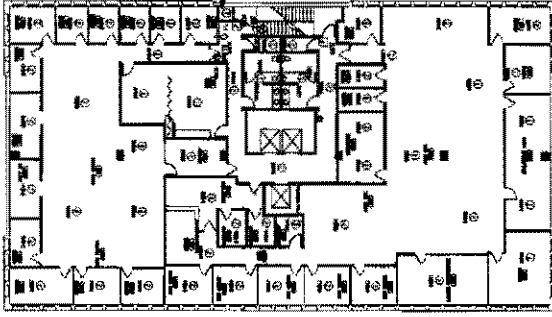
NO.	DESCRIPTION	DATE	BY
001	ISSUED FOR PERMITS	11/15/00	...
002	ISSUED FOR PERMITS	11/15/00	...
003	ISSUED FOR PERMITS	11/15/00	...
004	ISSUED FOR PERMITS	11/15/00	...
005	ISSUED FOR PERMITS	11/15/00	...



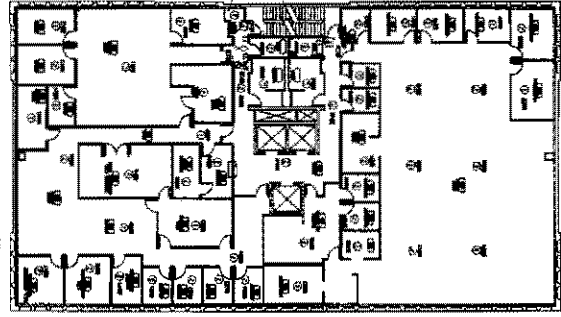
PENTHOUSE



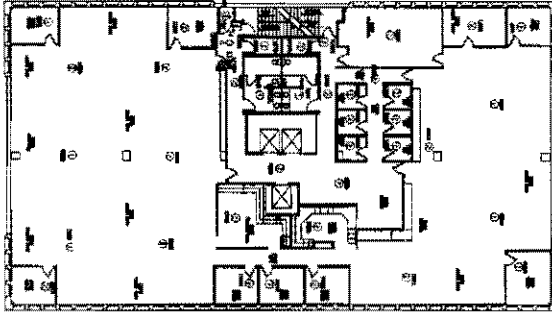
THIRD FLOOR



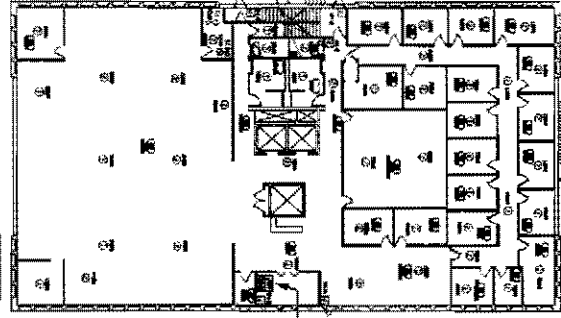
SIXTH FLOOR



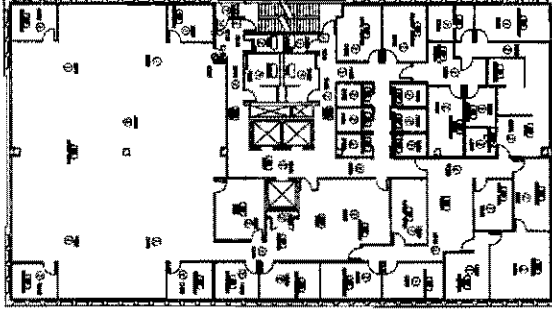
SECOND FLOOR



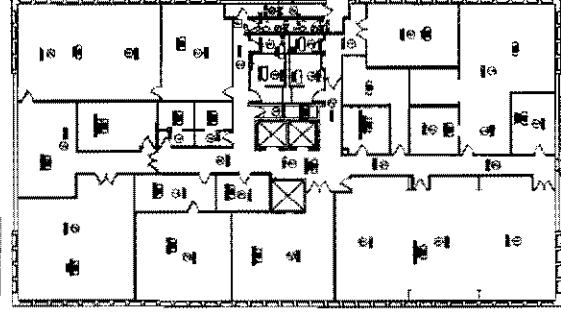
FIFTH FLOOR



FIRST FLOOR



FOURTH FLOOR



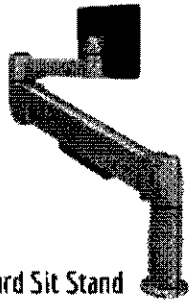
BASMENT

YOU ARE HERE

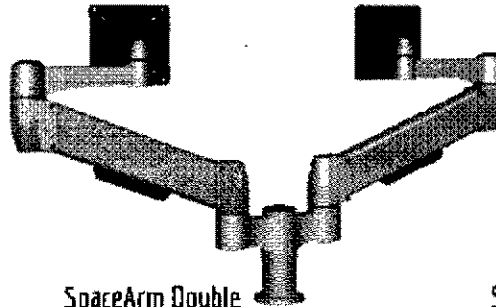


SPACEARM STANDARD MONITOR ARM SOLUTIONS

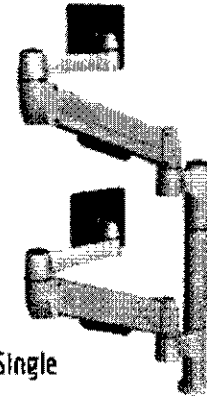
—○ The SpaceArm provides ergonomic and usable workspace by supporting flat panel display screens and laptops off the work surface. SpaceArm allows you to quickly and easily move your screen to the most ergonomically appropriate positions. Our patented "Hub & Spoke" system provides modularity for ease of reconfiguration.



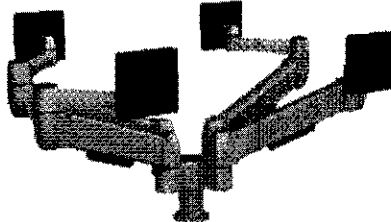
Standard Sit Stand
SA01



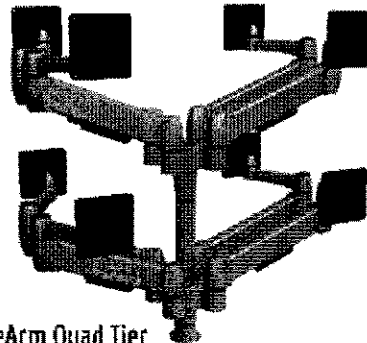
SpaceArm Double
SA02



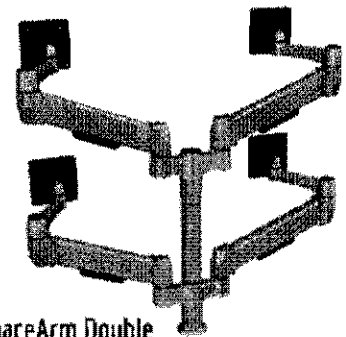
SpaceArm Single Two Tier
SA11



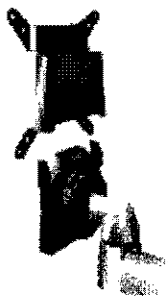
SpaceArm Quad
SA04



SpaceArm Quad Tier
SA44



SpaceArm Double Tier
SA22



All arms above are shown with direct VESA mount plate. Quick Change (QC) mount plate is optional and shown here.

Environmental Design Attributes —○

SpaceArm:

- Recycled content of aluminum - 100%
- Recyclable aluminum after use - 100%

Cardboard Packaging:

- Recycled content - 20%
- Recyclable after use - 100%

Pulp Tray:

- Recycled content - 100%
- Recyclable after use - 100%

Plastic Packaging:

- Low density polyethylene
- Recycled content - 30%
- Recyclable after use - 100%

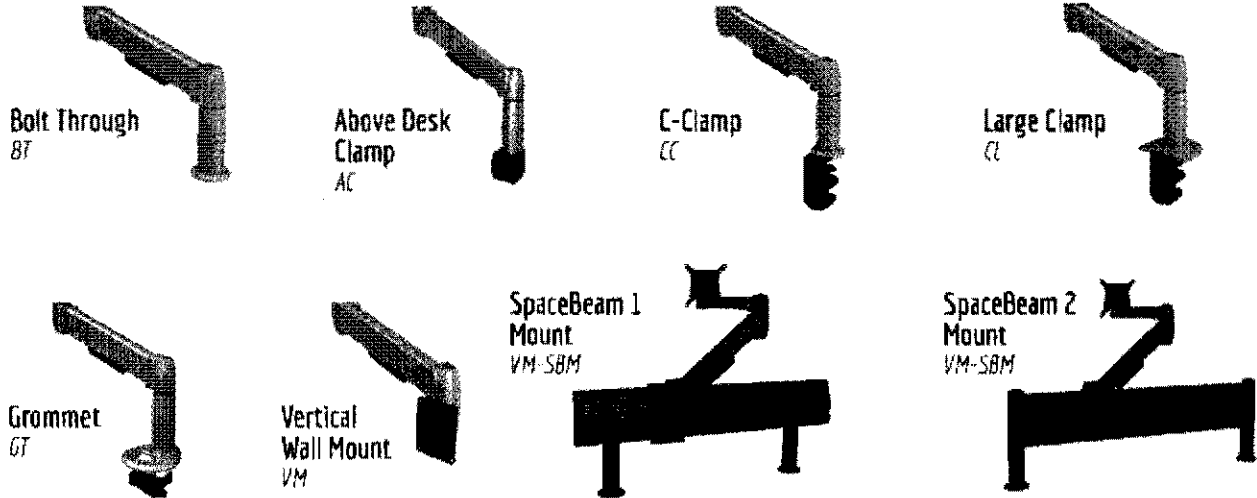
Benefits —○

- **Security** - Keep your monitors and hardware safe with anti-theft features
- **Storage** - Keep monitors up and out of the way to increase work flow area.
- **Organization** - Easy access and alignment for multiple monitor or laptop applications
- **Ergonomic** - A wide range of adjustments puts your monitor in the most ergonomic position for your needs.
- **Space** - Increases space efficiencies by positioning the monitor on an arm. This makes more space useable.
- **Technology** - As your technology needs change, so will the SpaceArm—it is flexible and adaptable.
- **Environment** - Sustainability is an inherent design feature

SPACEARM STANDARD MONITOR ARM SOLUTIONS

MOUNTING OPTIONS | COLOR OPTIONS

MOUNTING OPTIONS



We also carry a number of Vertical Mounts from manufacturers such as Steeltase, Allsteel, Haworth, Teknion, Knoll, Herman Miller, DIRT and others. To learn more, please visit our website.

COLOR OPTIONS



Technical Specs

- Thermo-fused polyester finish
- High pressure die-cast aluminum construction
- 5 - axis position adjustment
- Conforms to VESA 75mm x 75mm, 100mm x 100mm and 100mm x 200mm mounting patterns
- 40 degrees of tilt (20 degrees + / 20 degrees -)
- 360 degree monitor rotation
- 360 degree arm rotation
- 2.5" (63.5mm) depth in the folded position
- 4" (101.6mm) of travel (7" (177.8mm) above the center of hub and 7" (177.8mm) - below the center of hub)
- Gas spring standard 5-16lbs (2.27kg - 7.25kg)
- Gas spring options, 2-18lbs (0.90kg - 4.53kg) and 15-32lbs (6.8kg - 14.51kg)
- Quick Change Mount and Direct Mount for monitor application
- Mounts available: Bolt through, C-Clamp, Large C-Clamp, Grommet, Single Resolve, Double Resolve, Race, Wall, Column, SpaceBeam 1, SpaceBeam 2, Adjustable Starwalls and a multitude of panel system brackets.

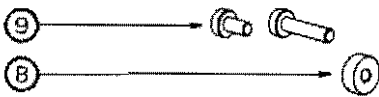
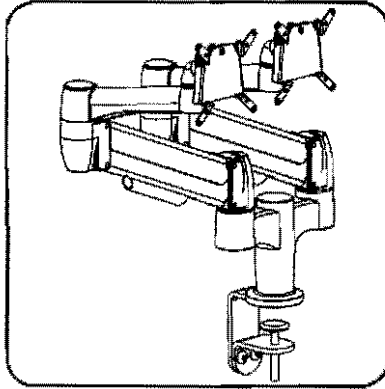
SA02QCCC

Standard SpaceArm Quick Change Double Hub C-Clamp
 US Patent: 6,695,270 B1 6,758,454 B2 7,318,377 B2

Required Tools:
 17 mm Socket
 5mm Allen Key (Included)
 #2 Phillips Screwdriver

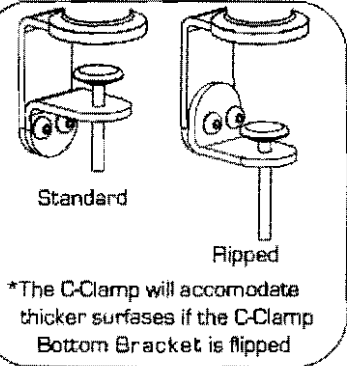
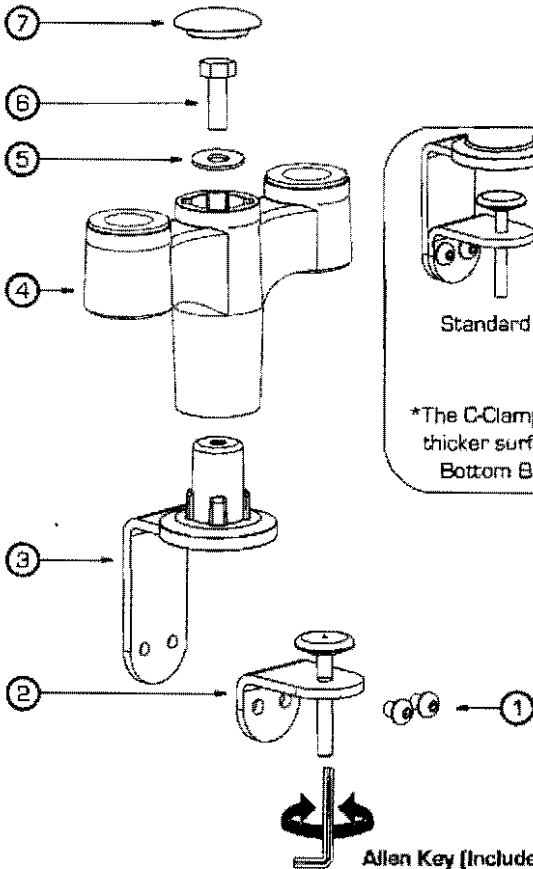
Contents:

#	QTY	Part Name
1	02	sm M10 Screw
2	01	C-Clamp Bottom Bracket
3	01	C-Clamp Baseplate
4	01	Double Hub
5	01	M10 Washer
6	01	M10 Bolt
7	01	Base Cap
8	04	Plastic Washer
9	08	Monitor Screws
10	08	Standard SpaceArm



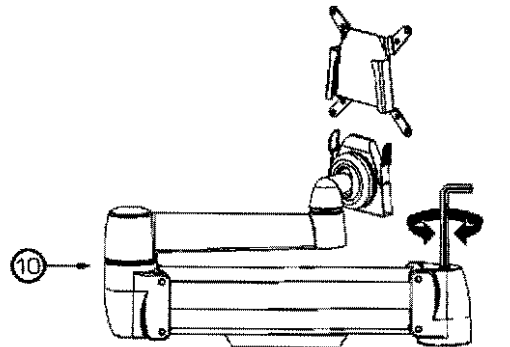
Monitor Mounting

Hardware package includes both short and long screws and plastic washers. The long screws & plastic washers should be used for recessed monitor mounts.



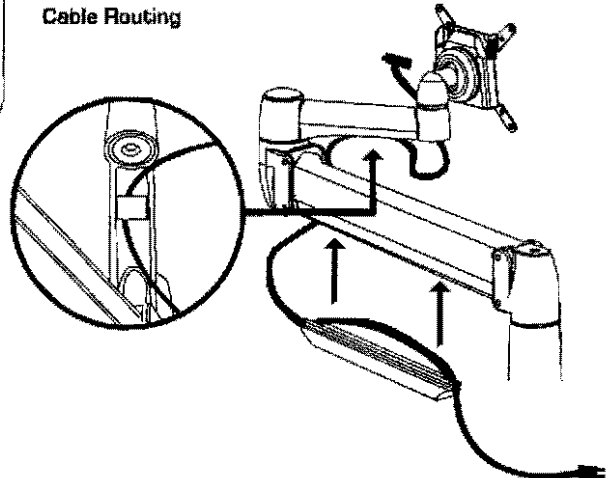
Adjusting Counter Balance

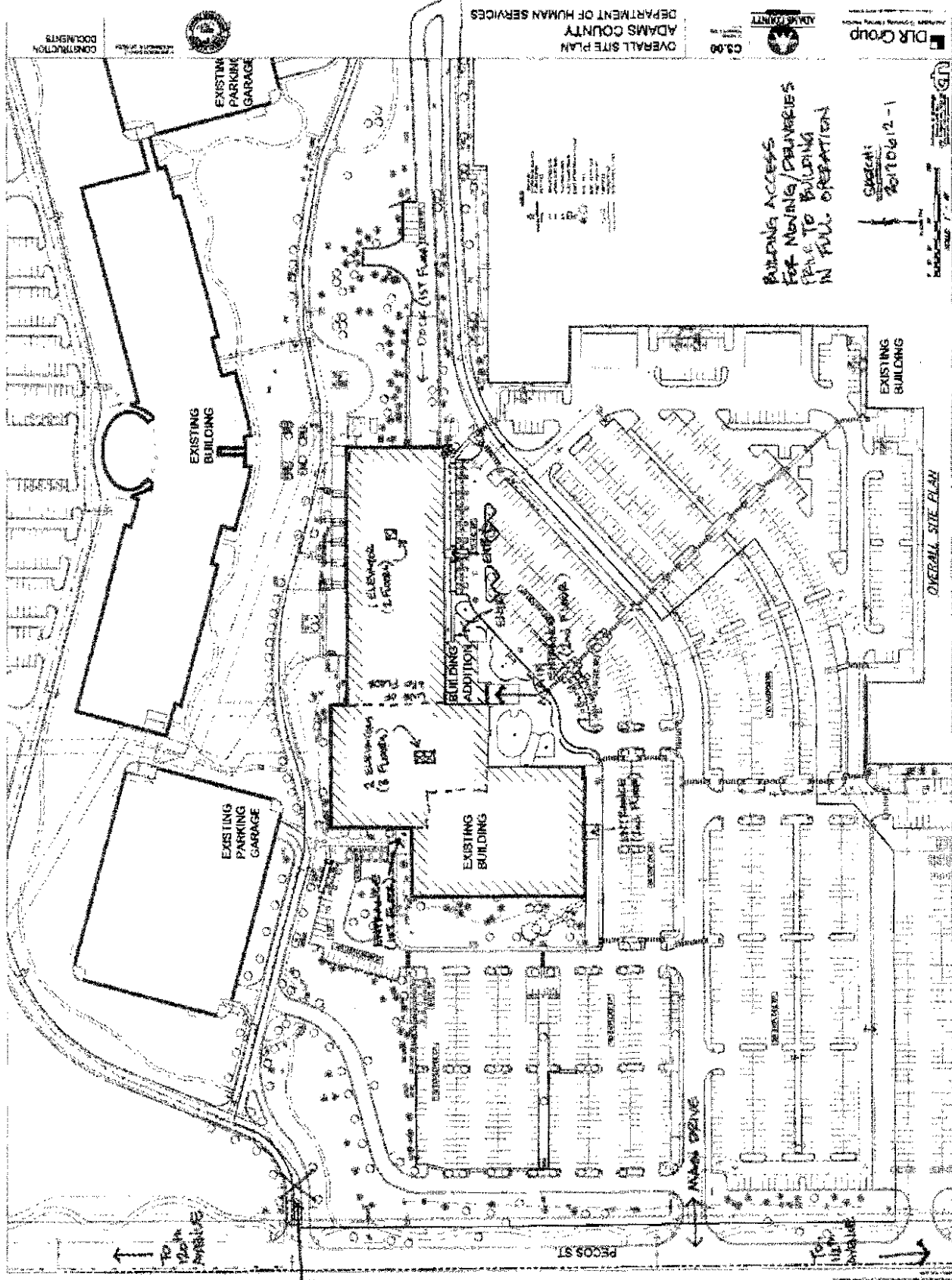
*Required Tool: 5mm Allen Wrench



Position Arm so it is parallel to desk surface. Turn bolt clock wise for lighter monitors.

Cable Routing





BUILDING ACCESS
 FOR MOVING/DRAWINGS
 TRUCKS TO BUILDING
 IN FULL OPERATION

CHECKED:
 2/10/12 - 1



OVERALL SITE PLAN

No Access

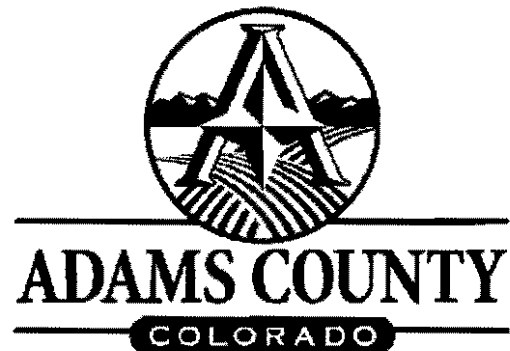
**Addendum #3
2017.280**

Move Services

**All documents and Addendum related to this RFP
will be posted on the Rocky Mountain Bid System at:
<http://www.rockymountainbidsystem.com/Bids/ViewOpenSolicitations.asp>**

**Proposal Opening Date: June 22, 2017
Time: 9:00 am MT**

**Location: Adams County Government Center
4430 South Adams County Parkway
4th Floor, C4000A
Brighton, CO 80601**



RFP#2017.280 ADDENDUM 3
Move Services

The purpose of this addendum is to answer all submitted questions for this project.

1. Can we provide boxes in place of e-bins or totes? This project calls for a large amount of e-bins and it will be much more cost efficient to provide boxes rather than e-bins.
 - A. Please provide pricing for both options. Keep in mind that we have requested additional crates (e-bins) and boxes as follows; previously identified in the follow up information provided on 6/12:
 - o Extra crates/boxes: assume an extra 20 crates, 5 wheels, and 20 boxes for each floor for packing of pantry and office supplies; breakdown below:
 - § HSB: 120 Crates, 120 Boxes and 30 Wheels
 - § Honnen: 40 Crates, 40 Boxes and 10 Wheels
 - § CFC: 80 Crates, 80 Boxes and 20 Wheels
 - § Government Center: 20 Crates, 20 Boxes, and 5 Wheels
 - § Metro North: 20 Crates, 20 Boxes, and 5 Wheels
2. Is the proposed move schedule on Phase 2 of 339 employees on Sept 8th at 5pm with completion on Sept. 9th accurate? If so, what time would we need to be completed on the 9th?
 - A. Yes, at this time for phase II-September 8th at 5pm is accurate. We are looking for you, the bidder, to provide your recommendation as the time and resource required to complete each phase based on the information included in the RFP, follow up information provided on the 6/12 and information obtained during the Pre-Bid Walkthrough.
3. Total count of personal printers: 158
Total count of personal scanners: 100
4. See RFP 2017.280 Addendum 3 Attachment A for building access, entrance, and elevators.

End of Addendum 3

RESPONSE 1 - COST SUMMARY



Client	Adams County
Project	All

Section	Description	Total Man Hours	Quote
2.1	Move Cost	1110	\$ 46,558.84
2.2	Optional Items:		
2.3.1	File Packing/Unpacking Services are requested for 2.4445 Linear Feet of Filing	200	\$ 5,580.00
2.3.2	A Chain of Custody Process is requested for EBT Cards	4	\$ 335
2.3.3	Crate Rental for 1 additional week (per crate)	350ea.	\$ 525
2.3.4	Desktop IT <u>Disconnect</u> , pack and relocation by professionally trained staff; <ul style="list-style-type: none"> • includes: - <u>Disconnect</u> and bag IT and ancillary items on Inventory Control sheet - <u>Disconnect</u> monitors from stands (In preparation for monitors to be mounted on monitor arms) - Compare and confirm against Inventory Control Sheet - Relocate to new desk location 	741	\$ 18,155
2.3.5	Desktop IT <u>unpack and reconnect</u> by professionally trained staff; <ul style="list-style-type: none"> • includes: - <u>Reconnect</u> all bagged IT and ancillary items - <u>Reconnect</u> monitors to monitor arms - Compare and confirm against Inventory Control Sheet - Plug in and power on all IT and ancillary Items 	741	\$ 18,155
2.3.6	Additional Goods In-Transit Insurance <ul style="list-style-type: none"> • Cost per truck load including any applicable deductibles 	0	\$ -

Total Move Only Amount	1110	\$ 46,559
Total Optional Items Amount	1686	\$ 42,749
Total Main Move + Optional Items Amount	2796	\$ 89,308

Bidder Company Name: PRESTIGE CORPORATE RELOCATION

Authorized Signatory: ANDRE RICHMOND
Print Name

Authorized Signatory: ANDRE RICHMOND
Signature

Date Submitted: 6/22/2017



CERTIFICATE OF LIABILITY INSURANCE

10/1/2017

DATE (MM/DD/YYYY)

8/4/2017

THIS CERTIFICATE IS ISSUED AS A MATTER OF INFORMATION ONLY AND CONFERS NO RIGHTS UPON THE CERTIFICATE HOLDER. THIS CERTIFICATE DOES NOT AFFIRMATIVELY OR NEGATIVELY AMEND, EXTEND OR ALTER THE COVERAGE AFFORDED BY THE POLICIES BELOW. THIS CERTIFICATE OF INSURANCE DOES NOT CONSTITUTE A CONTRACT BETWEEN THE ISSUING INSURER(S), AUTHORIZED REPRESENTATIVE OR PRODUCER, AND THE CERTIFICATE HOLDER.

IMPORTANT: If the certificate holder is an **ADDITIONAL INSURED**, the policy(ies) must have **ADDITIONAL INSURED** provisions or be endorsed. If **SUBROGATION IS WAIVED**, subject to the terms and conditions of the policy, certain policies may require an endorsement. A statement on this certificate does not confer rights to the certificate holder in lieu of such endorsement(s).

PRODUCER Lockton Companies 8110 E. Union Avenue Suite 700 Denver CO 80237 (303) 414-6000	CONTACT NAME: PHONE (A/C, No, Ext): E-MAIL ADDRESS:	FAX (A/C, No):
	INSURER(S) AFFORDING COVERAGE	
INSURED 1402513 Prestige Corporate Relocation, LLC 77 Lipan Street Denver, CO 80223	INSURER A: Pinnacle Assurance Company NAIC # 41190	
	INSURER B:	
	INSURER C:	
	INSURER D:	
	INSURER E:	
	INSURER F:	


COVERAGES **CERTIFICATE NUMBER:** 14884789 **REVISION NUMBER:** XXXXXXXX

THIS IS TO CERTIFY THAT THE POLICIES OF INSURANCE LISTED BELOW HAVE BEEN ISSUED TO THE INSURED NAMED ABOVE FOR THE POLICY PERIOD INDICATED. NOTWITHSTANDING ANY REQUIREMENT, TERM OR CONDITION OF ANY CONTRACT OR OTHER DOCUMENT WITH RESPECT TO WHICH THIS CERTIFICATE MAY BE ISSUED OR MAY PERTAIN, THE INSURANCE AFFORDED BY THE POLICIES DESCRIBED HEREIN IS SUBJECT TO ALL THE TERMS, EXCLUSIONS AND CONDITIONS OF SUCH POLICIES. LIMITS SHOWN MAY HAVE BEEN REDUCED BY PAID CLAIMS.

INSR LTR	TYPE OF INSURANCE	ADDL SUBR INSD WVR	POLICY NUMBER	POLICY EFF (MM/DD/YYYY)	POLICY EXP (MM/DD/YYYY)	LIMITS
	COMMERCIAL GENERAL LIABILITY <input type="checkbox"/> CLAIMS-MADE <input type="checkbox"/> OCCUR GENL AGGREGATE LIMIT APPLIES PER: <input type="checkbox"/> POLICY <input type="checkbox"/> PRO-JECT <input type="checkbox"/> LOC OTHER:		NOT APPLICABLE			EACH OCCURRENCE \$ XXXXXXXX DAMAGE TO RENTED PREMISES (Ea occurrence) \$ XXXXXXXX MED EXP (Any one person) \$ XXXXXXXX PERSONAL & ADV INJURY \$ XXXXXXXX GENERAL AGGREGATE \$ XXXXXXXX PRODUCTS - COM/OP AGG \$ XXXXXXXX \$
	AUTOMOBILE LIABILITY <input type="checkbox"/> ANY AUTO <input type="checkbox"/> OWNED AUTOS ONLY <input type="checkbox"/> SCHEDULED AUTOS <input type="checkbox"/> HIRED AUTOS ONLY <input type="checkbox"/> NON-OWNED AUTOS ONLY		NOT APPLICABLE			COMBINED SINGLE LIMIT (Ea accident) \$ XXXXXXXX BODILY INJURY (Per person) \$ XXXXXXXX BODILY INJURY (Per accident) \$ XXXXXXXX PROPERTY DAMAGE (Per accident) \$ XXXXXXXX \$ XXXXXXXX
	UMBRELLA LIAB <input type="checkbox"/> OCCUR EXCESS LIAB <input type="checkbox"/> CLAIMS-MADE <input type="checkbox"/> DED <input type="checkbox"/> RETENTIONS		NOT APPLICABLE			EACH OCCURRENCE \$ XXXXXXXX AGGREGATE \$ XXXXXXXX \$ XXXXXXXX
A	WORKERS COMPENSATION AND EMPLOYERS' LIABILITY ANY PROPRIETOR/PARTNER/EXECUTIVE OFFICER/MEMBER EXCLUDED? (Mandatory in NH) If yes, describe under DESCRIPTION OF OPERATIONS below	Y/N N N/A	N 4142989	10/1/2016	10/1/2017	<input checked="" type="checkbox"/> PER STATUTE <input type="checkbox"/> OTH-ER E.L. EACH ACCIDENT \$ 1,000,000 E.L. DISEASE - EA EMPLOYEE \$ 1,000,000 E.L. DISEASE - POLICY LIMIT \$ 1,000,000

DESCRIPTION OF OPERATIONS / LOCATIONS / VEHICLES (ACORD 101, Additional Remarks Schedule, may be attached if more space is required)

CERTIFICATE HOLDER**CANCELLATION**

14884789 Adams County, Colorado 4430 South Adams County Parkway 4th Floor, Suite C4000A Brighton, CO 80601	SHOULD ANY OF THE ABOVE DESCRIBED POLICIES BE CANCELLED BEFORE THE EXPIRATION DATE THEREOF, NOTICE WILL BE DELIVERED IN ACCORDANCE WITH THE POLICY PROVISIONS. AUTHORIZED REPRESENTATIVE 
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