

## I. EQUIPMENT RELOCATION OVERVIEW

MCC is seeking the services of a qualified specialized contractor with experience in the packing and relocation of laboratory equipment.

Equipment is located in the L'Hommedieu (LH) building and the Main Hall (MH) building on the Edison campus. Main Hall is connected to the new South Hall Building (SH).

The new South Hall Building is a two-story educational building, at approximately 38,000 square feet. The interior of the building includes laboratories, offices, classrooms and prep rooms. Access from MH to SH is through sliding automatic doors at Lobby 144. Transit through Corridor 145 to Elevator 129 for second floor access. Equipment can be transported on wheeled carts. LH equipment shall be moved using the exit by the Mechanical Room. The equipment shall be trucked to the SH Vestibule 143 entrance.

- Time frame for the equipment move is December 28, 2016–January 5, 2016.

Refer to Exhibit "A" for the equipment inventory to be relocated.

- Earliest packing and prepping start date is December 28, 2016. Include a statement in the RFQ response regarding the preferable date for the packing prepping to meet the completion date of January 5, 2017.
- Equipment will be packed and transported using proper safety measures to avoid any damage during the move.
- All equipment will be in their proper locations prior to the move.
- SH will be closed to students during this time period.
- MCC Personnel will be in position at LH, MH and SH to supervise the move.
- No gas cylinders are involved in this move.

The logistics for relocating the equipment will be finalized with the vendor who is awarded the RFQ.

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- Move Protection Preparation for the South Hall Building.

The equipment relocation vendor shall insure that suitable materials are placed on the floors to protect the Floors, if needed, at the MCC move origin referenced in the RFQ and the floors and walls of the South Hall Building referenced in the RFQ as the destination point.

The relocation phase will commence at 8:00AM and complete no later than 6:00PM. If this timeframe is unattainable, please state in your response the expected time frame per day.

## II. RESPONSE

Response must include all of the information requested in the body of this RFQ and the following:

- If pre-move preparations are necessary for either site, with description.
- The number of people per crew for the pre-move preparations.
- Any packaging required for the move.
- The number of people per crew for the move.
- The number of trucks to be used for the move.
- The number of days required to complete move.
- Straight Time work vs. Over Time work.

The Contractor's response should utilize the format provided at the end of this document. Additions can be made to the format. However, no deletions to the format should be made.

## III. MOVE

### **Scope of Work – South Hall Building Equipment Relocation**

Equipment is to to be packaged, transported and unpacked at the destination laboratories and storage rooms.

The entire relocation shall be conducted in accordance with all federal, state and local regulations. Representatives from state and local authorities may be present during the relocation.

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All packaging methodology must be described in detail prior to the move. The methodology will be subject to approval by MCC.

In accordance with applicable regulation, all vendor personnel assigned to the move activities must be trained to a level appropriate for their job duties. A fully qualified supervisor must be present at all times.

#### IV. CONTRACTOR EQUIPMENT MOVING SERVICES

The Contractor shall provide all expert personnel, tools, supplies, labor, materials and equipment necessary for the equipment relocation services in all sections of this RFQ.

1. **Expertise.** The Contractor shall possess expertise in the orderly relocation of equipment in academic facilities. Bidder must supply their own moving equipment as necessary.
2. **Training.** The successful bidder will maintain the training levels for onsite personnel (as needed) to meet the all moving requirements.
3. **Minimum Qualifications**  
Staff proposed by the Bidder for the Project must meet the following mandatory requirements:

Project Manager, Assistant Project Manager

- Minimum (5) year experience of laboratory equipment move projects
- Minimum (3) year experience as a supervisor, including at least (3) project similar in scope
- Full understanding of professional conduct by employees on job site
- Full understanding of equipment packing requirements specified within this document
- Complete understanding of implementation procedures
- Complete knowledge of vehicle and equipment operation
- Current valid licensing, as required by law
- Ability to implement labeling procedures
- Full understanding of each shift's assignments and goals
- Full understanding of overall project goals and schedule
- Ability to direct and manage subordinate crews

Laborer

- Minimum (1) year of equipment packaging experience
- Full understanding of conduct policy specified in this document
- Ability to work as directed
- Full understanding of equipment packing requirements specified within this document
- Complete understanding of implementation procedures
- Complete knowledge of vehicle and equipment operation
- Current valid licensing, as required by law

#### 4. Safety Requirements

##### a. Safety Plan

Bidders must submit a safety plan to be reviewed by MCC Health and Safety Department prior to the start of the work at the site. At a minimum this plan should adequately address the following topics:

- MCC Site Information with potential relocation path to be traveled.
- Methods to be employed to prevent contact with public.
- Key Personnel and Responsibilities
- Hazard/Risk Assessment

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- Site Control Methods
- General Safety Rules
- Identify Site Safety Manager
- Emergency Planning
- Training
- Adverse Weather Conditions

b. **Physical Move**

The Contractor shall ensure that the general public is prohibited from being present in areas in close proximity to the path of the equipment relocation. This includes students, unauthorized employees, or visitors. For example, Contractor shall not bring carts of equipment on elevators that have students. When traveling between buildings, bidders must ensure that path of travel is properly barricaded (i.e. CAUTION tape) to ensure vehicles, pedestrians, etc. do not cross path of travel.

The selected Bidder shall:

1. Ensure that adequate quantities of all necessary materials are available at all times;
  2. Supply all necessary tools, dollies, lifters, labels, containers, cushioning materials, and other materials that may be required to perform specified moving tasks efficiently, at no extra charge.
  3. Upon delivery of equipment to destination, unpack, clean (if necessary) and place in location per label designation;
  4. In the event vendor encounters an unknown or deformed package, they are to contact Natural Sciences Department at 732-906-2592 for assistance with identification.
5. **Safety Awareness.** The Middlesex County College campus contains pathways that are wide enough to accommodate most trucks. In the event that the pathways are utilized, the Contractor must commit to being cautious to prevent pedestrian accidents. One member of the crew shall wear a reflective vest to warn pedestrians of the pending movement of the trucks as it proceeds forward or moves in reverse.
6. **Loading Conditions.** It is the responsibility of each bidder to inspect the loading and unloading areas, as well as each route from origin to destination prior to the move. Failure to view the location will not relieve bidders from submitting a fair and accurate bid.
- If trucks are to be used, truck tires must be properly chocked when loading and unloading, to prevent unnecessary movement and/or rolling.
7. **Furnishing Materials.** The Contractor shall provide the appropriate number of materials conducive to equipment relocation. This may include commercial cartons, transportation carts, packing materials, bubble wrap, commercial bins, tape, moving tags (that shall not leave residue), placards, "blue" painters tape (that shall not leave a residue or surface damage) and other special packing materials as may be required to properly accomplish the services herein. All material must be in like new condition, including bins.

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8. **Building Protection.** Prior to protecting the buildings, a walk through will occur with the Lab Coordinator, the Chemistry Department Liaison and Contractor's Representative. Existing damages will be noted. Any damages that occur from the building protection placed by the Contractor (i.e. tape removal) or from the move itself will be recognizable for repair by the Contractor.

It is the responsibility of the Contractor to properly protect both the Point of Origin and the Destination Point. Building Protection shall be provided and set in place prior to the commencement of the move at both the Point of Origin and the Destination Point. Installation of Building Protection shall be coordinated with the Lab Coordinator.

Building Protection materials shall include but not be limited to corrugated corner guards for doors and doorframes, corrugated wall protection and glass door protection, blankets and cardboard for elevators, masonite boarding throughout main traffic areas, main lobbies and elevator lobbies. It is imperative that all surfaces be properly protected to eliminate fees for damages incurred by the move

At a minimum, the Contractor will review and supply as they see fit the following:

- a. All floors along the move route, including all corridors and interior aisles, and halls any exposed to moving activity shall be protected by approved material. Overall, the Contractor shall insure that suitable material, as determined by the Contractor, is utilized to protect the floors at LH, MH and SH.
- b. Columns, walls, corners, doors and doorframes along the move routes shall be protected by corrugated cardboard and/or corner protectors provided and put in place by the Contractor.
- c. The Contractor shall provide and put in place protective padding for all elevators that will be used by the Contractor, if the building does not provide it. The Contractor shall assure that weight capacities of all elevators used by its personnel during the move process shall not be exceeded.
- d. Absolutely no chocks of any type shall be used in the door hinges. If the doors are chocked at the top of the doors instead of at the bottom of the doors, and damage occurs to the doors, the commercial mover shall be required to replace the doors.

An alternative method shall be presented to the project manager for final approval.

9. **Removal of Building Protection.** The Contractor is responsible for gathering and removing all building protection materials from LH and MH after the last item is moved out on the day of the relocation. Coordination of this work shall occur as soon as the space is determined by the Lab Coordinator to be completely free of chemicals slated for relocation.

At SH, the Contractor shall coordinate the removal of the building protection with the Lab Coordinator.

The Contractor will properly dispose of the building protection trash using their own means for removal from the sites. MCC dumpsters or containers shall not be used.

10. **Protection and Reparation.** The Contractor shall take every necessary precaution by means of packaging and padding to safeguard all property from damage. The Contractor shall replace, repair or reimburse the College for damage and loss that occurs during the moving process as determined by the Lab Coordinator.

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Prior to packing, the Contractor must notify the Lab Coordinator immediately upon identifying damaged property. The Contractor must prepare a "Pre-Move Property Damage List" of all items that were identified as damaged prior to packing. The list must be reviewed and signed by the Lab Coordinator for concurrence. If this procedure is not followed, the Contractor is responsible for the damaged item(s).

11. **Content Quantity Fluctuation.** During the period of this Contract, the quantities during the relocation may be increased and/or decreased by ten percent (10%). The total proposal price must provide for this variance.

## V. CONTRACTOR PERSONNEL

The Contractor shall provide a full-time manager and support staff required to successfully accomplish the requirements within this Scope of Work. The manager must be available and responsive to the Relocation Team during the pre-move activities. The Contractor shall have sufficient supervisory personnel on site during all move activity to accomplish scheduled activities in a professional manner.

### Contractor's Manager

1. **Team Coordination.** The Contractor's manager will be working directly with the Lab Coordinator. When in doubt, the Contractor must seek the approval of the Lab Coordinator.
2. **Responsibilities.** The Lab Coordinator will have overall responsibility for all pre-move activities, move activities, and all post-move activities for this contract. The Contractor's manager will be the principal point of contact for all matters related to this Scope of Work and will execute the pre-move, move, and post-move activities with the Lab Coordinator.

The Contractor's manager must have the authority to act and commit the Contractor in all situations. Therefore, if the Lab Coordinator and the Contractor's manager resolve an immediate issue that will require a change order to the contract, the Contractor's manager must be willing to accept the approval from the Lab Coordinator based on her/his integrity and/or the Contractor's manager must immediately supply a written statement of the agreement for future pricing.

3. **Presence.** The Contractor's manager must be present during all portions of the Contractor's work. The Contractor's manager must manage their personnel and enforce the safety requirements stated above.
4. **Meetings.** The Contractor's manager shall be required to attend all planning and progress meetings with the Lab Coordinator as required. This will include the initial Post Award Meeting, Coordination Meetings and Department Meetings.
5. **Assignment.** The Contractor's manager must remain assigned to the contract for its duration. The Contractor's manager shall not be replaced without the written consent of the Lab Coordinator. In the event the Contractor's manager must be replaced, the Contractor must provide the Lab Coordinator with 14 day written notice along with the resume of the proposed replacement. The outgoing Contractor's manager and the replacement manager must work together to fully communicate the scope of the work. The Lab Coordinator reserves the right to reject the proposed replacement or to require assignment of another replacement at any time during the term of the contract. The 14 day requirement does not apply if the College requests that the Contractor's manager be replaced.

## Contractor's Staff

1. **Staffing.** The Contractor shall provide a sufficient number of staff to complete this equipment relocation in a safe and timely manner. All staff shall be dressed appropriately and be professional in manner. The Contractor's staff should wear an item of clothing to identify their company affiliation.

One area can be designated at SH, with the approval of the Lab Coordinator, as a location for meals. Otherwise, eating and drinking (excluding water) will be prohibited in SH.

## VI. CONTRACTOR'S EQUIPMENT

1. **Vehicles.** The Contractor shall provide a sufficient number of trucks to complete the scope of work as scheduled. The size and type of the trucks utilized must be based on the loading area requirements per the Point of Origin building. It is the Contractor's responsibility to verify the loading area information provided in APPENDIX "A".
2. **Equipment.** All furnished equipment (dollies, handcarts, jacks, commercial bins, equipment carts) used by the Contractor must be functional. All dollies and handcarts must be greased and oil free. All wheels on all equipment must be rubber.

## VII. BACK-UP REQUIREMENT

1. **Alternative Transportation.** The Contractor shall have available and provide back-up lift gate trucks, moving vans and employees to accommodate the scheduled move. In the event of mechanical difficulties, the Contractor shall provide the back-up crew (s) on-site to complete the move within its schedule. The cost for the back-up transportation shall be included in the RFQ price and will not be cited as an additional cost to the College.

## VIII. SCHEDULE

The Contractor must confirm all relocation dates on the Schedule one week prior to the scheduled move. Delivery of supplies and preparations for the actual move will be discussed and agreed upon prior to the actions occurring.

December 28, 2016 – January 5, 2017

### 1. ELEVATOR SCHEDULE

The planning and scheduling of elevator usage will be coordinated with the Lab Coordinator. The SH elevator will be operated by the Contractor.

### 2. LOADING AREA SCHEDULE and ACCESS

The planning and scheduling of loading areas shall be coordinated with the Lab Coordinator and the College at the Point of Origin and at SH.

Please inspect the surroundings prior to your RFQ response.

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## IX. SITE COORDINATION AND PREPARATION

1. **Access/Regulations.** The Contractor shall be responsible for coordinating with the Lab Coordinator for access to the necessary buildings. The Contractor shall be responsible for abiding by all building regulations pertaining to access at the Point of Origin and at SH.
2. **Site Accessibility.** Prepping for the protection of the spaces may occur prior to the relocation date, depending on the department's status. Assume a move start time of 8:00 a.m. Trucks and materials can be off-loaded prior to 8:00 a.m.
3. **Elevator, Stairs and Loading Area Accessibility.** The Contractor will have access to the elevators, stairs and loading areas as per the Building Data located in APPENDIX "A". This access shall be exclusive and must be coordinated with the Lab Coordinator and the College.

All move activity shall be performed through designated entrances at the existing buildings and the new building. All deliveries will come through each the building's loading area and via the elevator or stairs where the elevator is unavailable.

4. **Site Limitations.** Staging areas and access to the elevator for the moving equipment may be limited. The Contractor must consider all limitations during the planning stages and must coordinate appropriately with the Lab Coordinator.
5. **Pre-Site/Post-Site Inspection.** Prior to commencement of any move activity the Contractor and the Lab Coordinator shall inspect each work area included in the upcoming move's activity and jointly note existing conditions and damages in each area. The Contractor shall prepare the list of findings and damages and provide it to the Lab Coordinator.

Following the completion of each move activity, each work area shall be jointly re-inspected. The Contractor shall repair or reimburse the College for damage and loss that occurs during the moving process.

6. **Floor Plan Posting.** Floor plans of all buildings will be available for use by the Contractor.

## X. PRE-MOVE PLANNING

1. **Verification of Sites.** Prior to performing any moving services, the Contractor shall verify and review all applicable site considerations, especially loading areas, overhead door clearances, code compliance requirements, street regulations and any other pertinent information for a successful move. Refer to the Building Data located in APPENDIX "A".
2. **Familiarization of Sites.** Prior to execution of the move, the Contractor shall review the floor plans including an on-site verification, to ensure that proper quantities of building protection materials are ordered, delivered and installed to protect against damage.

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It is unacceptable to be unprepared and without the necessary materials. "Running Out" of materials will cause a hold and wait until the materials are obtained and placed to the satisfaction of the Lab Coordinator.

## XI. REQUIREMENTS

1. **Schedule Modifications.** The equipment relocation is scheduled to begin as detailed in the Schedule (Section VIII). Completion of each activity shall be in accordance with the Schedule.
2. **Inclement Weather.** In the event that inclement weather prohibits the move from commencing or interrupts an active move, the Contractor shall resume moving activities as soon as possible and shall work, uninterrupted if required, to ensure timely completion.
3. **Maximum Productivity.** The Contractor acknowledges that time is of essence. The Contractor shall plan and perform all move activities to minimally impact the on-going operations of the College. The Lab Coordinator will advise the Contractor of potential site coordination issues.
4. **Daily Debris and Material Removal.** The Contractor must keep the Point of Origin and the SH site orderly and clean. Miscellaneous debris must be removed daily from the Point of Origin and the SH site. Disposal must be done in a lawful manner by the Contractor at its expense. The Contractor shall not be allowed to use any of the building's dumpsters for the disposal of any moving trash or debris. The Contractor must coordinate with the College for the locations to place containers, if needed.
5. **Placement of Relocated Items.** The Contractor's Manager and Contractor supervisory personnel shall be responsible for ensuring relocated chemicals are placed in new locations in accordance with the Pre-Move planning. All items must be placed neatly and correctly as per the direction provided by the Natural Sciences Department.
  - a. The Contractor's Manager, supervisors and crews shall make adjustments as required to ensure contents have been properly relocated and placed properly in accordance with the plan.

## XII. POST-MOVE SERVICES

1. **Walkthrough.** After the move the Contractor's Manager shall participate in a walk through conducted by the Lab Coordinator.
2. **Damages.** Following the completion of the move, each work area shall be jointly re-inspected and Contractor-caused damage, if any, will be documented on the punch list. The Contractor shall repair or replace all damages to match the existing. The replacement and/or repair must be completed satisfactorily before any payment is made by the College. In the event of any failure to repair or replace the damage within the time frame listed below, the College has the right to withhold the final payment until the damage has been satisfactorily corrected. If the College contracts with another company to repair or replace the damage, the amount equal to that contract will be deducted from any partial payment and/or final payment.
  - a. The Contractor shall arrange for competent mechanics (repairmen, furniture refinisher, etc.) to repair furniture, walls or any other item that is damaged by the Contractor during the move. Within 72 hours of notification by the College of the damages, the item shall be repaired.

3. **Clean State.** Ensure that move routes and other areas affected by the move will be left in a clean state. The Contractor will review each location with the Lab Coordinator prior to final completion of the move. Refer to Section XI.4, regarding debris and material removal.
4. **Completion.** Final “sign-off” of the entire move project will occur when all work has been completed and all damages as a result of the Contractor’s work are repaired or replaced and such work has been accepted by the Lab Coordinator and the College.

### **XIII. SECURITY**

The Contractor shall be held to all building rules and regulations pertaining to security.

#### **A. Building Access**

1. The Contractor shall submit to the Lab Coordinator a list of all employees expected to be working on this contract three (3) days prior to the scheduled chemical move.
2. Building passes shall be worn at all times when inside an MCC Building.

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