



SPECIFICATION NO.
TxDOT 962-56-53*
REVISED: NOVEMBER 2016
OFFICE RELOCATION SERVICES

PUBLICATION

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* This Specification Supersedes TxDOT Specification No. 962-56-53, Revised November 2009.

1. SCOPE

This solicitation is for services to provide coordination and performance of all activities required to move and relocate office furniture, automation equipment, records management file systems, libraries, other equipment, boxes, crates, and general office effects of TxDOT employees statewide.

1.1. Services shall include but not be limited to:

1.1.1. Coordinate pre-move activities;

1.1.2. Pack, load, move, unload, and place all office furniture, automation equipment, and general office effects;

1.1.3. Move surplus furniture and equipment to a local storage facility or onto a storage trailer with walk board for future unloading and delivery.

1.2. This service is for relocation services only and does not include design, assembly, disassembly, or reassembly of modular furniture systems.

2. DEFINITIONS OF TERMS AND ACRONYMS

2.1. **BOXES** – Corrugated cardboard cartons including packing material provided by the vendor. Boxes shall be a minimum 25% and a maximum of 33% recycled material.

2.2. **CRATES** – Heavy-duty plastic containers with attached locking lid, skid resistant bottoms which are stackable. Dimensions: Interior – 24.25 inches L X 15.25 inches H X 12.75 inches W, Exterior – 27.75 inches L X 18.25 inches H X 13.5 inches W, Capacity: 2.7 cubic feet.

EXAMPLE: New Haven E-Crate or TxDOT approved equal.

2.3. **CRATE DOLLIES** – Heavy-duty crate dollies which enable movement of stacked crates described in Para. 2.2.

2.4. **DELIVERY DESTINATION** – Final destination at the new location (TxDOT district, area office, division, or section, building name and number, floor number, and office or cubicle numbers).

2.5. **MPM** – TxDOT Move Project Manager.

2.6. **OFFICE** – A district, area office, division, special office, or section to be relocated.

2.7. **OFFICE FURNITURE AND EQUIPMENT** – Any furniture, equipment, or general office effects utilized within the total office area. This includes, but is not limited to: chairs, desks, bookcases, conference, and other types of tables, file cabinets, plan files, facsimile machines, automation equipment, etc.

NOTE: Copy machines are excluded from the service and will not be moved under the purchase order.

2.8. **VENDOR PERSONNEL** – Vendor personnel shall include a vendor relocation manager (VRM), move supervisors, move personnel, temporary move personnel, subcontractors, and truck operators necessary to complete the service.

2.9. VRM – Vendor Relocation Manger.

3. APPLICABLE LAWS AND STANDARDS

The vendor shall provide the specified service requirements in accordance with all applicable federal, state, and local laws, standards and regulations necessary to perform the services, including, but not limited to:

3.1. Code of Federal Regulations, Title 29, Part 1910, Occupational Health and Safety Standards.

3.2. Texas Administrative Code, Title 43, Part 1, Chapter 18, §§ 18.11-18.16.

4. RESPONDENT QUALIFICATIONS

The respondent shall:

4.1. Be a company or an individual engaged, or whose partners or participants, or both, are engaged in the business of providing office relocation services for a minimum of four years within the last six years. Recent start-up businesses do not meet the requirements of this solicitation.

NOTE: A start-up business is defined as a new company that has no previous operational history or expertise in the relevant business and is not affiliated with a company that has that history or expertise. Two companies are affiliated if the two companies have a common parent company or if one is the parent or subsidiary of the other.

4.2. Have four years' experience within the last six years in performing phased moves, preferably in association with construction or renovation deadlines, dependent upon completion of "punch lists", and the movement of a minimum of 100 to 1,500 or more employees to multiple locations.

4.3. Be an intrastate motor carrier, registered in the state of Texas (Ref. Para. 3.2.).

4.4. Have the necessary equipment to provide complex and large moves as described above (Ref. Para. 4.2.).

4.5. Be in good financial standing and current in payment of all taxes and fees such as state franchise fees. TxDOT reserves the right to request a copy of the respondent's audited or un-audited financial statement.

TxDOT may request a statement from the president, owner, or financial officer on company letterhead certifying that the company is in good financial standing and current in payment of all taxes and fees.

When financial statements are requested, TxDOT will review the respondent's audited or un-audited financial statement in accordance with Texas Government Code, Title 10, Subtitle D, Section 2156.007 to evaluate the sufficiency of the respondent's financial resources and ability to perform the contract or provide the service required in the solicitation. TxDOT will be the sole judge in determining the sufficiency of the respondent's financial resources and ability to provide the service. Factors to be reviewed include:

- 4.5.1. Balance sheets
- 4.5.2. Net working capital
- 4.5.3. Current asset ratio
- 4.5.4. Liquidity ratio
- 4.5.5. Auditor(s) notes
- 4.5.6. Any notes to the financial statements

5. RESPONDENT REFERENCES

The respondent should submit a minimum of three references to substantiate the qualifications and experience requirements for similar services completed for four years within the last six years. References shall illustrate respondent's ability to provide the services outlined in the specification. References shall include name, point of contact, telephone number, and dates services were performed. The response may be disqualified if TxDOT is unable to verify qualification and experience requirements from the respondent's references. The response may be disqualified if TxDOT receives negative responses. TxDOT will be the sole judge of references (Ref. Respondent References).

6. RESPONDENT PERSONNEL QUALIFICATIONS

The respondent shall provide the following respondent personnel:

- 6.1. VENDOR RELOCATION MANAGER (VRM): The VRM shall:
 - 6.1.1. Have a minimum of three years' experience within the last five years managing and planning office relocations.
 - 6.1.2. Have been a permanent staff member for a minimum of three years within the last five years
- 6.2. MOVE SUPERVISOR: The move supervisor shall have a minimum of two years' experience within the last three years in supervising office relocations, managing, and directing move personnel.
- 6.3. MOVE PERSONNEL: The vendor's move personnel shall have a minimum of 60 days experience within the last year in office relocation services. Move personnel shall read and understand labels written in English and use moving equipment including a four-wheel dolly.
- 6.4. TRUCK OPERATORS: Truck operators shall have a minimum of one year experience within the last two years in office relocation services or similar type of moving or hauling services, or both.

Operators shall:

- 6.4.1. Hold a current Commercial Driver License acceptable in the state of Texas if operating trucks rated at or above 26,000 pounds Gross Vehicle Weight Rating.
 - 6.4.2. Have no Driving Under Influence (DUI) or Driving While Intoxicated (DWI) incidents on driving record within the past three years.
 - 6.4.3. Have no more than two moving violations on driving record within the past three years.
- 6.5. TEMPORARY MOVE PERSONNEL: Temporary move personnel shall have a minimum of 30 days experience within the last year in office relocation services. Temporary move personnel shall read and understand labels written in English and use moving equipment including a four-wheel dolly.

7. VENDOR REQUIREMENTS

The vendor shall:

- 7.1. Adhere to the TxDOT Terms and Conditions identified on the solicitation.
- 7.2. Provide all labor, materials, and equipment necessary to meet requirements of the specified services throughout the term of the purchase order.
- 7.3. Provide a primary point of contact.
- 7.4. Ensure all personnel employed by the vendor or subcontractors, or both, are clearly identified as such by wearing shirts or hats with company logo and name tags in order to be easily identified.
- 7.5. Be responsible for any damage to TxDOT equipment, locations, buildings, and building contents caused by service technicians. Any damage shall be repaired or remediated at the vendor's expense.
- 7.6. Provide relocation services in multiple locations simultaneously, if required.

8. RESPONDENT PERSONNEL REQUIREMENTS

- 8.1. The VRM's primary responsibility shall be the day-to-day operation of the service in accordance with the requirements of the purchase order.
- 8.2. VRM shall determine the length of time required to move each office, and coordinate with TxDOT. However, no office move shall exceed the number of days agreed upon by TxDOT.
- 8.3. The VRM shall serve as a constant primary point of contact for TxDOT.
- 8.4. MOVE SUPERVISOR: Supervisor shall:
 - 8.4.1. Function as a liaison between TxDOT and the vendor's crew at the worksite and shall be responsible for site supervision of the vendor's crew at all times.

- 8.4.2. Be on site for all moves and ensure adherence to all the requirements of the specification.

9. SERVICE REQUIREMENTS

The vendor shall:

- 9.1. Attend a pre-move survey with TxDOT for each scheduled move to determine equipment need, number of people needed, and answer any questions concerning the move. TxDOT will specify a time and date for the pre-move survey dependent upon the size of the move.
- 9.2. Make a written plan, hereafter known as the move schedule, each time a move is scheduled. This move schedule will outline how the vendor will accomplish the activities necessary for relocation with a minimum of disruption to agency operation and public service. The move schedule must be pre-approved by TxDOT before the move, and shall include strategy for the movement of, but not be limited to, the following:
 - 9.2.1. Office furniture
 - 9.2.2. Records management (file systems)
 - 9.2.3. Automation equipment
 - 9.2.4. Other equipment
 - 9.2.5. Packed boxes and crates
- 9.3. Provide number of personnel needed to move the office in the agreed-to time frame. If adequate vendor personnel are not available locally, personnel shall be supplied from the vendor's location closest to the move location.
- 9.4. Maintain an up-to-date log of all daily activities including completed tasks, work in progress, and projected start and completion dates of future tasks. Status meetings shall be held between the VRM and TxDOT as requested by TxDOT.
- 9.5. Maintain frequent communication with TxDOT, confirming completed tasks and updating task start and finish times as changes occur to the move schedule.
- 9.6. Provide radio phones compatible with Nextel for VRM and move supervisor(s). If vendor supplied radio phones are not Nextel compatible, vendor shall provide six additional radio phones for use by TxDOT personnel for the duration of each move.
- 9.7. Provide packing services as requested by TxDOT.
- 9.8. Complete each office relocation within the time frame agreed to, between the vendor and TxDOT. Complete is defined as all furniture, boxes, and equipment delivered to the new location and appropriately placed to allow for normal business operation.

- 9.9. SCHEDULE OF WORK: The vendor shall:
- 9.9.1. Meet with TxDOT to discuss each upcoming move and the move schedule, prior to the move, at a time specified by TxDOT. The VRM shall work with TxDOT to set priorities for each specific move.
 - 9.9.2. Provide TxDOT with the move schedule (Ref. Para. 9.2.) containing written information listing an estimated time, amount, and type of equipment the vendor will supply for each move. The estimate shall include the type and number of personnel assigned to work the move.
 - 9.9.3. Proceed with the assigned move upon approval from TxDOT.
 - 9.9.4. Furnish a bill of lading, showing type and number of boxes, crates, carts, equipment, etc. moved.
 - 9.9.5. Provide a commercial time sheet showing the name(s) and job functions of all participating move personnel including a key to codes for job functions, jobsite arrival and departure times, time taken for lunch, and total hours worked upon completion of each move.
- 9.10. GENERAL MOVE REQUIREMENTS: The vendor shall:
- 9.10.1. Accomplish moves in phases by office.
 - 9.10.2. Be flexible in regard to move dates. Move schedules are contingent upon actual construction or renovation completion dates.
 - 9.10.3. Ensure work delayed due to the weather or other unforeseen circumstances, is rescheduled between the VRM and TxDOT.
 - 9.10.4. Prepare site for move by utilizing coverings to protect building floors, walls, door facings, columns, all vertical surfaces, and elevator walls and door frames.
 - 9.10.5. Be responsible for any damages (scratches, punctures, dents, tape residue, stains, etc.) sustained to the elevators, including, but not limited to; door frames, doors, and interior compartments. Vendor shall not exceed the recommended load limits for the elevators.
- 9.11. MATERIALS AND EQUIPMENT: The vendor shall provide:
- 9.11.1. All materials required for the move; i.e., boxes, tape, labels, zip ties, heavy-duty large zip top plastic bags for the packing of computer peripherals, bubble wrap, flat monitor covers, dollies, protective coverings and wrapping, electronic equipment carts, library carts, crates, crate dollies, and crate rods (hanging file rods by the pair). All materials required by TxDOT for packing prior to the move shall be provided by the vendor during the pre-move delivery and removed by the vendor during the post-move pickup. Materials shall be delivered prior to the scheduled move, according to the move schedule.

- 9.11.2. Enclosed trucks with air cushioned suspension. If used, bob-tail trucks shall have functioning hydraulic tail lifts.
- 9.11.3. Storage trailers, if required, 45-53 feet in length, fully enclosed, lockable, and weather-proof, including a metal walk-board with anti-skid surface, sized appropriately to the length and size of the trailer.
- 9.11.4. Climate controlled trailers, if required, fully enclosed, lockable, and weather-proof, including a metal walk-board with anti-skid surface, sized appropriately to the length and size of the trailer.
- 9.11.5. Labels For Boxes, Equipment, And Crates
 - 9.11.5.1. TxDOT employees will be responsible for labeling all boxes, crates, and equipment packed by TxDOT personnel.
 - 9.11.5.2. Vendor shall label all boxes, crates, and equipment packed by vendor personnel. Regardless of who packed the items, the vendor shall ensure that all items to be moved are properly labeled prior to removal from the current office space.
 - 9.11.5.3. The labels shall contain as a minimum: new location (building number, floor number, office, or cubicle number) from nomenclature on floor plans provided by TxDOT or color-coded labels based on the information above (color of labels shall be easily differentiated).
 - 9.11.5.4. The vendor shall also provide TxDOT with red "surplus property" labels for items identified by TxDOT personnel as surplus.
- 9.12. OFFICE FURNITURE AND EQUIPMENT: The vendor shall:
 - 9.12.1. Provide and utilize sufficient blankets or other protective covering and wrapping to protect all furniture and equipment. Desks and tables shall not be stacked without providing protection between units to prevent damage to surface tops.
 - 9.12.2. Provide and utilize wheeled carts or other similar devices designed to move electronic equipment such as computers, printers, and facsimile machines. Equipment shall be protected from contact with other equipment to prevent physical damage during the move. This equipment shall not be stacked.
 - 9.12.3. Provide wheeled carts with shelves for contents from open file bookcases and other items in open storage type units. Vendor shall also provide the means necessary to secure the items in the carts. Carts used for moving contents of individual office bookcases and other open storage areas shall be provided to TxDOT for loading by TxDOT personnel, a minimum of four working days prior to each scheduled move. The bookcase carts will be unloaded by TxDOT personnel and made available for pick up by the vendor as soon as possible.

- 9.12.4. Move all vertical office file cabinets with contents inside. Plan files and lateral file cabinets shall be moved empty. Vendor shall include in the move schedule vendor's method for moving the plan files. Lateral file cabinets and plan files will be emptied by TxDOT personnel. The vendor shall secure drawers of all file cabinets prior to moving. Straps or shrink-wrapping may be used by the vendor to secure the drawers.
 - 9.12.5. Provide and utilize appropriate covers or wrapping for all furniture, files, equipment, and floors in the event of inclement weather.
 - 9.12.6. Not combine office effects destined for more than one office or cubicle into the same carton, box, or crate.
- 9.13. **BOXES AND CRATES:** Vendor shall move all boxes and crates to the delivery destination.
- 9.14. **RECORDS, LIBRARIES, AND FILE SYSTEMS:** If required, the vendor shall ensure the contents of all special files, libraries, and file systems are packed to ensure file order is retained. The files, records, or libraries shall arrive at the delivery destination in the same condition in which those items left TxDOT and are replaced into the systems in the same order in which the items were removed.
- 9.15. **AUTOMATION EQUIPMENT:** TxDOT will de-install and re-install all automation equipment as the first step in the move of each respective office. Automation equipment shall be moved with the first load truck. The vendor shall:
- 9.15.1. Provide and utilize packing insulation and crates of sizes and strength suitable to provide for all equipment items to be containerized for the move and for reasonable protection against damage during the move. Peripheral items such as wires, cables, speakers, keyboards, telephones, mouse, and mouse pad shall be placed in large zip top plastic bags and kept with the respective piece of automation equipment. A properly constructed electronics cart may be substituted for individual cartons. Items in carts shall be wrapped, labeled, and secured in the carts.
 - 9.15.2. Not combine automation equipment and accessories from one office with another office in the same truck.
- 9.16. **CLEAN UP:** Vendor shall be responsible for daily collection, removal, and proper disposal of all packing materials from the move site (i.e., empty boxes and cartons). Immediately upon final completion of an office relocation, the vendor shall remove all debris associated with the move at the relocation site. Vendor shall not use building owner refuse containers on site at the facilities.
- NOTE: Empty boxes and crates will be available for pickup by the vendor within four working days after completion of each office move.
- 9.17. **SURPLUS PROPERTY:** Vendor shall:
- 9.17.1. Move all items labeled as surplus property from the existing locations and deliver to the designated storage facility. TxDOT will notify the VRM of the exact location of the facility prior to each move. However, TxDOT may require surplus equipment to be left in place for future sale on-site.

9.17.2. Move surplus property as directed by TxDOT and as indicated on the move schedule, unless otherwise approved by TxDOT.

10. **RESTRICTED ACTIVITIES:** Vendor shall ensure vendor personnel and subcontractors comply with TxDOT rules and policies in regard to the following restricted activities:

10.1. Use of abusive and offensive language to or in the presence of office occupants shall not be allowed.

10.2. Food and drink is not allowed in the work area.

10.3. Breaks, including lunch breaks, will be coordinated with TxDOT on site before being taken.

11. **VENDOR PERFORMANCE**

Vendor performance will be monitored on a regular basis by TxDOT.

11.1. An unsatisfactory performance determination includes, but is not limited to:

11.1.1. One instance within one year of vendor not completing each office relocation within the agreed upon timeframe. (Ref. Para. 9.8.).

11.1.2. One instance within one year of vendor not having experience to perform the service.

11.1.3. Two instances within one year of vendor personnel and subcontractors not complying with TxDOT rules and policies in regard to restrictive activities.

NOTE: Unsatisfactory performance may result in a negative vendor performance report or cancellation of the purchase order, or both.

11.2. An exceptional performance determination includes, but is not limited to:

11.2.1. Deliverables made early upon TxDOT member request.

11.2.2. Vendor commended for exceptional customer service, exceptional service provided.

12. **BUILDING RESTRICTIONS**

12.1. **PARKING:** The vendor shall make arrangements with the designated TxDOT representative prior to off-loading tools and equipment at the job site. The vendor shall park only in spaces assigned by the designated TxDOT representative.

NOTE: Parking may be restricted to one private vehicle (i.e., vendor's transport for move personnel) per building, excluding moving trucks, during weekday (Monday through Friday) moves.

12.2. **RESTROOMS:** Restrooms shall not be used for washing of tools and equipment.

12.3. **SECURITY:** The vendor shall provide an updated list of all vendor personnel or subcontractors at each job site and comply with all security measures required by TxDOT.

- 12.4. ACCESS: The vendor shall make prior arrangements with the designated TxDOT representative for access to the building(s) for performance of the service.

13. PERSONNEL CONTINUITY AND REPLACEMENT

- 13.1. TxDOT recognizes that events beyond the control of the vendor such as the death, physical or mental incapacity, long-term illness, or the voluntary termination of employment of the VRM will require the vendor propose a replacement. In the event such a replacement is necessary, vendor agrees that personnel shall not begin work on the project without prior written approval from TxDOT.
- 13.2. The VRM shall remain available for the entire term of the purchase order as long as that individual is employed by the vendor.
- 13.3. If TxDOT determines the VRM is unable to perform in accordance with the service requirements or to communicate effectively; the vendor shall immediately remove that person.
- 13.4. Proposed replacement personnel shall meet minimum qualifications and have experience comparable to the person(s) being replaced. Replacement personnel shall be provided at no additional cost to TxDOT. Resume(s) and reference(s) may be requested for the proposed replacement(s). TxDOT may reject any replacement if references or past working performance is questionable or unfavorable. TxDOT will be the sole judge of the qualifications of the proposed replacement personnel.

14. VENDOR PERSONNEL SAFETY

The vendor shall provide all required safety equipment and instruct personnel to observe all safety policies, rules, and requirements at all times, including, but not limited to, hard hats, safety shoes, goggles, etc.

15. WORK HOURS

- 15.1. Regular work hours for performance of the service are defined in the TxDOT Terms and Conditions identified on the solicitation.
- 15.2. Off-shift hours are defined as hours worked in the performance of this service in excess of 40 hours per week or performed beginning at 5:01 p.m. through 7:59 a.m. local time, Monday through Friday and 5:01 p.m. Friday through 12:00 a.m. local time Sunday.
- 15.3. Vendor employees shall adhere to an agreed on work schedule. However, vendor employees shall be available to work on a modified work schedule during special conditions; possibly holidays or weekends, as requested by the designated TxDOT representative. TxDOT will pay for hours worked according to the specific time involved. All off-shift, premium, or modified hours shall be approved in writing by TxDOT.

16. SUBCONTRACTING

- 16.1. Subcontractors providing service under the purchase order shall meet the same qualifications and service requirements and provide the same quality of service required of the vendor.

- 16.2. No subcontract under the purchase order shall relieve the primary vendor of responsibility for the services.
- 16.3. The vendor shall be the only contact for TxDOT and subcontractor(s).
- 16.4. The vendor shall manage all quality and performance, project management, and schedules for subcontractors. The vendor shall be held solely responsible and accountable for the completion of all work for which the vendor has subcontracted.
- 16.5. TxDOT retains the right to check subcontractor's background and make a determination to approve or reject the use of submitted subcontractor(s). Any negative responses may result in disqualification of the subcontractor.
- 16.6. TxDOT reserves the right to request the removal of vendor's subcontractor staff deemed unsatisfactory by TxDOT.
- 16.7. Subcontracting shall be at the vendor's expense.
- 16.8. During the term of the purchase order, if the vendor determines a need for a subcontractor change, TxDOT shall be notified in writing by the vendor within 30 calendar days of any proposed change. The vendor shall be required to provide references and work history for any proposed subcontractor to TxDOT. No change will be allowed without written authorization by TxDOT.
- 16.9. SOLICITATIONS OVER \$100,000: TxDOT will make an initial determination of whether subcontracting is probable. If TxDOT has determined that subcontracting opportunities are probable, the class and items in which HUBs may be registered will be noted in the solicitation along with the required forms and instructions. Responses that do not include a completed HUB Subcontracting Plan as indicated on the solicitation shall be rejected pursuant to Texas Government Code §2161.252(B).

17. TRAVEL

All travel and per diem shall be pre-approved in writing by the designated TxDOT representative. If approved, expenses will be reimbursed as follows:

- 17.1. In-state reimbursement for lodging will be the listed rate on the following website for the specific location and month.

<https://fmx.cpa.state.tx.us/fm/travel/travelrates.php>
- 17.2. The maximum meal reimbursement for in-state travel is \$41. Travelers may substitute all or a portion of the \$41 meal allowance to increase the amount paid for lodging.
- 17.3. Meals for non-overnight travel may be reimbursed up to \$41 for the actual cost of meals if the travel period is greater than six hours and the travel is to a location outside the district in which the vendor's primary work location is located.

NOTE: The Internal Revenue Service has ruled that the meal reimbursements related to non-overnight travel are taxable as additional income. Taxes shall be withheld at a rate of 25% of the reimbursement amount. The vendor shall be responsible for withholding this tax.

- 17.4. Out-of-state reimbursement will be at current legislated rates and comply with the current state travel laws and rules. Guidelines are available at:

<https://fm.xcpa.state.tx.us/fm/travel/travelrates.php>

- 17.5. Reimbursable travel expenses include: One way in-state travel time for the driver of the vendor's transport vehicle, the hourly rate for vendor's transport vehicle, hotel accommodations, parking, and meals for vendor's personnel temporarily transferred from the nearest vendor location to augment vendor's local staff. Travel expenses for Temporary Move Personnel will not be reimbursed.

NOTE: TxDOT will not reimburse tips, gratuities, or alcoholic beverages.

- 17.6. Travel time to and from the local work location to the local move origination or destination site is not reimbursable under the purchase order.

18. CONFLICT OF INTEREST

The vendor, vendor's personnel, and vendor's subcontractor(s) shall affirm not to have, nor acquire, any interest during the term of the purchase order that would conflict in any manner with the performance of the vendor's obligations in regards to services authorized.

19. INVOICING INSTRUCTIONS

The vendor shall submit:

- 19.1. ORIGINAL INVOICE: A comprehensive and detailed invoice with reference to the line item on the purchase order for each item charged. The original invoice shall be e-mailed to the e-mail address indicated on the purchase order to ensure timely payment and shall include the following:

- 19.1.1. Complete purchase order number.
- 19.1.2. Vendor Federal Employer Identification Number (EIN).
- 19.1.3. Date and time of service.
- 19.1.4. Location of service.
- 19.1.5. Labor hours and rates detailed on each vendor invoice.

NOTE: Invoices requiring correction shall be re-submitted with a new invoice date.

- 19.2. COPY OF INVOICE AND SUPPORTING DOCUMENTATION: A copy of the invoice and original supporting documentation that validates the invoice charges shall be e-mailed to the designated TxDOT representative to include but not be limited to:

- 19.2.1. Copies of invoices from subcontractors or other entities to which vendor has made payment and requires reimbursement from TxDOT as agreed to in the purchase order.
- 19.2.2. Receipts for travel expenses as approved by TxDOT.

20. PAYMENT REQUIREMENTS

Payment will be based on the hourly rates which will start when the vendor arrives at the job site.

21. TxDOT RESPONSIBILITIES

TxDOT will:

- 21.1. Provide a Move Project Manager (MPM) to serve as a primary point of contact on behalf of TxDOT. MPM will work with the VRM to ensure the vendor schedules, and plan, execute, and complete any move for TxDOT.
- 21.2. Approve the move schedule, listing dates, critical times, and activities relative to TxDOT operations to vendor as soon as it becomes available. TxDOT may make changes in the move schedule. TxDOT will provide the VRM notice of changes in the move schedule, as time allows. Schedule changes shall be performed at no additional cost to TxDOT. Any changes proposed by the VRM to the move schedule shall have prior approval from TxDOT.
- 21.3. Perform the packing of most office space items with the exception of automation equipment, vertical file cabinets, and pictures located in common areas.

22. RESPONSE SUBMISSION

- 22.1. GENERAL FORMAT: The respondent shall submit one signed and dated original (marked Original) and shall submit three copies (marked Copy). The submission should be in separate loose leaf binders on one sided 8-1/2 X 11 inch paper and should be tab-indexed corresponding to the sections listed below. Plastic spine-bound or wire bound submittals are highly discouraged. Include only the information specified for each section.
- 22.2. ORIGINAL RESPONSE: Failure by the respondent to submit the documentation listed below will disqualify the respondent from further consideration. The original response shall include the following:
 - 22.2.1. Section 1 – Invitation for Bid (IFB): Original signed, dated, and completed IFB.
 - 22.2.1.1. NOTE TO RESPONDENT: If addendums are generated as part of this solicitation, include the original signed, and dated addendum(s) in Section 1.
 - 22.2.2. Section 2 – Schedule 1 – Respondent Qualifications and Experience: Complete and return detailing respondent qualifications and experience.
 - 22.2.3. Section 3 – Schedule 2 – Respondent Personnel Qualifications and References: Complete and return for each proposed respondent personnel position.
 - 22.2.4. Section 4 – Demonstration of Capability: The respondent's approach and ability to meet the service requirements as specified in the solicitation shall be demonstrated. The response should be specific and address all requirements described in the solicitation in the order presented in Para 9.

- 22.2.5. Section 5 – Proof of Texas Motor Carrier Registration, Licenses (CDL), and any other relevant certifications or licenses the respondent holds.
- 22.2.6. Section 6 – HUB Subcontracting Plan (if applicable).
- 22.2.7. Copies: The three reproduced copies (marked Copy) shall include only the following tab-indexed sections:
 - 22.2.7.1. Section 2 – Schedule 1 – Respondent Qualifications and Experience
 - 22.2.7.2. Section 3 – Schedule 2 – Respondent Personnel Qualifications and References
 - 22.2.7.3. Section 4 – Demonstration of Capability
- 22.3. The following should be submitted with the response. Failure by the respondent to submit the documentation listed below may disqualify the respondent from further consideration.
 - 22.3.1. Section 7 – Financial Standing: Statement from the president, owner, or financial officer on company letterhead certifying that the company is in good financial standing, current in payment of all taxes and fees (Ref. Para. 4.5.).
 - 22.3.2. Section 8 – Respondent References.

23. RESPONSE EVALUATION

- 23.1. Only complete responses with the listed required submittal documents and meeting minimum qualifications will be considered. Failure to meet the minimum qualifications and submit the required documents will result in a response being declared non-responsive.
- 23.2. EVALUATION: A TxDOT evaluation committee will evaluate and score each response based on established criteria. Respondents shall not contact members of the evaluation team. Responses will be evaluated according to the respondent's ability to best satisfy TxDOT requirements. Respondent's submission is evaluated and scored on a weighted system to determine the best value as follows:
 - 23.2.1. Respondent qualifications and experience will comprise 60% of the evaluation total.
 - 23.2.2. Pricing submitted for the solicitation requirements will be 40% of the evaluation total.

24. AWARD

- 24.1. TxDOT reserves the right to award a single purchase order to the most responsive, responsible respondent meeting the specification. TxDOT may award to a single vendor, multiple vendors, or use any combination that best serves the interest of TxDOT.
- 24.2. TYPES OF AWARD
 - 24.2.1. Single Award: One purchase order awarded to a single vendor.

- 24.2.2. Multi-tiered Award: Multi-tiered award sets the priority sequence for use of multiple vendors. Multiple purchase orders are awarded for the same line item(s) from a single solicitation to primary, secondary, and tertiary vendors.

25. POST AWARD MEETING

Vendor(s) may be requested to attend a post award meeting in person or via teleconference, or via WebEx with TxDOT within ten calendar days after the award of the purchase order. The purpose of the meeting is to discuss the terms and conditions of the purchase order and to provide additional information regarding the purchase order.

26. CONTRACT ADMINISTRATION

Administration of the purchase order is the responsibility of TxDOT. TxDOT Procurement Division staff will be responsible for administering the contractual business relationship with the vendor.

- 26.1. Any proposed changes to work to be performed, whether initiated by TxDOT or the vendor, must receive final written approval in the form of a purchase order change notice signed by the authorized TxDOT purchasing agent.
- 26.2. Upon issuance of purchase order, TxDOT will designate an individual to serve as the Contract Manager and point of contact between TxDOT and the vendor. The Contract Manager does not have any express or implied authority to vary the terms of the purchase order, amend the purchase order in any way, or waive strict performance of the terms or conditions of the purchase order. This individual's contract management and contract administration responsibilities include, but are not limited to:
 - 26.2.1. Monitoring the vendor's progress and performance and ensuring services conform to established specification requirements.
 - 26.2.2. Managing the financial aspects of the contract including approval of payments.
 - 26.2.3. Meeting with the vendor as needed to review progress, discuss problems, and consider necessary action.
 - 26.2.4. Identifying a breach of contract by assessing the difference between contract performance and non-performance.
 - 26.2.5. Other areas as identified by the Comptroller of Public Accounts Contract Management Guide, latest edition.