

**MOVING SERVICE AUTHORIZATION/  
 BID PROPOSAL—MOBILE HOME**

COMPLETE IN TRIPLICATE  
 ORIGINAL TO STATE EMPLOYEE  
 DUPLICATE }  
 TRIPLICATE } TO BIDDER

STD. 255A (Rev. 10/2019)

**PART I—AUTHORIZATION (To be completed by department)**

|               |       |             |                   |
|---------------|-------|-------------|-------------------|
| EMPLOYEE NAME | CB/ID | DATE ISSUED | EXPIRATION DATE * |
|---------------|-------|-------------|-------------------|

The State employee named above has been authorized to change his/her headquarters as shown below, under the provisions of the Department of Personnel Administration Regulations. Said employee is authorized to contract for the moving of his/her mobile home to the new headquarters location for the account of the State of California; such contract to be in accordance with the terms set forth below and the provision of Section 599.720, and any other applicable laws. Unless previously revoked, by notice to the commercial firm, this authorization will expire when indicated above.

|      |    |
|------|----|
| FROM | TO |
|------|----|

|              |                  |        |         |            |
|--------------|------------------|--------|---------|------------|
| STATE AGENCY | ADDRESS (Street) | (City) | (State) | (ZIP Code) |
|--------------|------------------|--------|---------|------------|

|                                  |       |
|----------------------------------|-------|
| AUTHORIZING OFFICIAL'S SIGNATURE | TITLE |
|----------------------------------|-------|

**\*UNLESS SPECIFIED ABOVE, THIS AUTHORIZATION WILL EXPIRE SIX (6) MONTHS FROM THE DATE OF ISSUE.**

**PART II—BID PROPOSAL (To be completed by mobile home mover)**

NOT TO EXCEED THE TOTAL OF THE PRICES SHOWN BELOW, I/WE HEREBY AGREE TO MOVE A (Type and size of mobile home)

FOR (State employee's name)

AN EMPLOYEE OF THE (State agency name)

FROM (Origin location)

TO (Destination location)

**PART III—QUOTATION FOR SERVICES AT ORIGIN AND DESTINATION**

**BILLING INSTRUCTIONS**


|   |                 |
|---|-----------------|
| Labor to disassemble and assemble coach(es)** .....   | \$ _____        |
| Awnings down and up .....   | \$ _____        |
| Skirting down and up .....  | \$ _____        |
| Truck or trailer to transport trailer coach accessories .....   | \$ _____        |
| Material (itemize in remarks section and include blocks, pads, utility connections, material to seal mobile home, etc.) ..... | \$ _____        |
| Towaway services .....  | \$ _____        |
| Permits .....   | \$ _____        |
| Escort services .....   | \$ _____        |
| Storage in transit .....  | \$ _____        |
| Other .....   | \$ _____        |
| <b>Total of Above (See billing instructions) .....</b>  | <b>\$ _____</b> |

Unless otherwise noted under remarks, all charges including those of the highway carrier will be billed to the State by the contractor who submits this bid. Invoice supported by a signed legible copy of this proposal must be submitted for payment to California Department of General Services, State Transportation Management, 707 Third Street, Second Floor, West Sacramento, CA 95605. Charges for permits will be deleted if contractor fails to attach legible photo copies of permits. Charges for escort services may be deleted if contractor fails to show points between which pilot car services were required. The State will prorate to the employee any charges not borne by the State.

\*\* Includes all labor for:

1. Removing and reinstalling antennas, air conditioners and porches;
2. Unblocking and reblocking;
3. Disconnecting and connecting utilities;
4. Sealing and other work necessary to prepare mobile home for transportation over the highways; and
5. Per diem charges for movers where required.

**MOVING SERVICE AUTHORIZATION/  
BID PROPOSAL—MOBILE HOME**STD. 255A (Rev. 10/2019)  
(REVERSE)**HIGHWAY CARRIER**

|  |  |
|--|--|
| HIGHWAY CARRIER'S NAME AND ADDRESS   | CAL T-NUMBER                               |
| BIDDER'S NAME AND ADDRESS ( <i>Print or type</i> )   | BID DATE                                   |
| BIDDER'S AUTHORIZED REPRESENTATIVE ( <i>Signature</i> )<br> | BIDDER'S STATE CONTRACTOR'S LICENSE NUMBER |

**Reimbursement for Movement of a Trailer Coach**

For the movement of a trailer coach which contains the household effects of an officer or employee, and has served as the employee's residence at the previous location at the time of notification of relocation, reimbursement will be allowed as follows:

- (a) For tolls, taxes, charges, fees or permits fixed by the State or local authority required for the transportation or assembly of trailer coaches actually incurred by the employee.
- (b) Where transportation of the trailer coach is by the employee, distance may be claimed for a one-way trip at the rates specified in Section 599.630(b) or 599.631(a) of the Department of Personnel Administration Regulations.
- (c) For charges, not to exceed \$2,000, for disassembly and assembly of the trailer coach, skirts, awnings, porch, and other miscellaneous itemized expenses related to the dissolution of the old household and/or the establishment of the new household:
- (1) Three competitive bids shall be obtained and reimbursement shall be for the lowest bid.
  - (2) Bids in excess of \$2,000 require Department of Personnel Administration approval prior to the movement of the trailer coach.
  - (3) Reimbursement received under Section 599.720 precludes any additional reimbursement under Section 599.715 of the Department of Personnel Administration Regulations.
  - (4) Exceptions to Section 599.720 may be granted by the Director of the Department of Personnel Administration if it has been documented that the movement of the trailer coach was conducted in the most economical fashion available and that the total cost of said movement did not exceed the probable cost of moving and relocation expenses incurred by a comparable conventional move.
- (d) Where transportation of the trailer coach is by a commercial mobile home transporter:
- (1) Movement of the trailer coach at the quoted rate bid by the mobile home transporter including permits and escort services; and
  - (2) Storage-in-transit not in excess of 60 calendar days.
- (e) Reimbursement will not be allowed for:
- (1) Purchase of parts and materials except for those items necessary to comply with minimum requirements of the California Code of Regulations, Title 25, Chapter 5.
  - (2) Repairs including tires and tubes and breakdown in transit.
  - (3) Costs associated with maintenance of the trailer coach or for separate shipment of household effects by a household goods carrier which cannot be transported in the trailer coach.
- (f) Reimbursement will be allowed for the actual cost supported by voucher of rental and installation of axles necessary to comply with the requirements of Chapter 5, Article 1 of the California Vehicle Code.