



Department of General Services  
Procurement Division  
707 Third Street, 2nd Floor  
West Sacramento, CA 95605-2811

**Attachment B**

**State of California**

**MASTER SERVICES AGREEMENT  
OFFICE MOVING SERVICES  
USER INSTRUCTIONS**

**\*\*\*NON-MANDATORY\*\*\***

<b>CONTRACT NUMBER:</b>	TMU 5-14-88-01, <b>Supplement 1</b>
<b>DESCRIPTION:</b>	Office Moving Services
<b>CONTRACTOR(S):</b>	Approved Provider Listing
<b>CONTRACT TERM:</b>	10/01/2014 through 9/30/ <b>2018</b>
<b>DISTRIBUTION LIST:</b>	State and Local Government Entities
<b>STATE CONTRACT ADMINISTRATOR:</b>	Tiffany Reyes, Contract Administrator, or Geoff Brewer, Contract Administrator DGS – Procurement Division Transportation Management 707 3rd Street, 2nd Floor, MS 202 West Sacramento, CA 95605 Telephone: (916) 376-1888 Facsimile: (916) 375-4553 Email: <a href="mailto:transportationmanagement@dgs.ca.gov">transportationmanagement@dgs.ca.gov</a>

This Master Services Agreement is **non-mandatory**. Departments are not required to purchase from this contract. All purchase documents issued under this MSA incorporate the contract terms and applicable California General Provisions.

Office Moving Services  
(Non-Mandatory)  
User Instructions

<b>SUMMARY OF CHANGES</b>		
<b>Supplement No.</b>	<b>Description/Articles</b>	<b>Supplement Date</b>
1	This Master Service Agreement is hereby extended and will expire September 30, 2018	9/30/2017

Office Moving Services  
(Non-Mandatory)  
User Instructions

**CONTENTS**

1	Scope: .....	4
2	Term: .....	4
3	Office Moving Services Contract Usage/Rules:.....	4
4	DGS Administrative Fee: .....	5
5	Contract Administration:.....	5
6	Approved Provider List:.....	5
7	Ordering Procedure: .....	5
8	State Agency Ordering and Reporting Requirements: .....	7
9	File Documentation:.....	7
10	Supplier Performance/Problem Resolution: .....	7
11	California Seller's Permit (if applicable):.....	7
12	California Public Utilities Commission Household Goods Carrier Permit:.....	7
13	Prevailing Wage:.....	7
14	Insurance Requirements:.....	8
15	Payee Data Record: .....	8
16	Small Business/Disabled Veteran Business Enterprise Certifications: .....	8

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Office Moving Services  
(Non-Mandatory)  
User Instructions

OFFICE MOVING SERVICES USER INSTRUCTIONS

1 Scope:

- 1.2 The purpose of this Master Services Agreement (MSA) is to provide qualified and approved moving services companies in a non-Mandatory Office Moving Services Contract available to State and local government entities use. The non-Mandatory Contract includes a full range of services to remove free-standing or affixed office and/or lab furniture (including modular furniture), equipment and related supplies from an existing location, transport items to a new location, and place the objects according to the direction of the Ordering Agency.
  - 1.2.1 **Products and Equipment.** Ordering agencies may use the MSA to purchase items needed to support office moving such as, but not limited to, boxes, cartons, drums, blankets, wrap, and crates.
  - 1.2.2 **Services.** This MSA may be used to purchase services related to office moving including; Move Coordination and Planning; Packing, Pickup, Unpacking, and Other Preparations; Storage; assembly and disassembly of modular furniture, lab equipment, and furniture delivery and installation.
- 1.3 Ordering agencies will use a Request for Offer (RFO) solicitation process and enter into individual agreements with the lowest or best value bidder.
- 1.4 The term of the resulting agreement(s) will be three (3) years with the State's option extend the MSA for additional one (1) year periods, or a portion thereof. The State reserves the right to terminate the MSA for convenience upon thirty (30) days written notice.
- 1.5 Any state department agreements resulting from this MSA for Office Moving Services will require Prevailing Wages

2 Term:

- 2.1 The Master Services Agreement (MSA) for Office Moving Services will be effective October 1, 2014 and end September 30, 2017, with an option to extend the MSA for additional one-year periods, or portion thereof. The State reserves the right to terminate the MSA for convenience upon thirty (30) days written notice.
- 2.2 The list of Approved Providers is valid for the MSA term. Should the MSA be extended, the State may extend the Approved Provider List or may elect to require providers to submit a renewal application to continue to be listed as an Approved Provider List.

3 Office Moving Services Contract Usage/Rules:

- 3.1 **State Departments:** The use of this MSA is non-mandatory for all State of California departments.
  - 3.1.1 Except where these instructions or the MSA provider terms and conditions state otherwise, ordering departments must adhere to all applicable State laws, regulations, policies, best practices, and purchasing authority requirements, e.g. California Codes, Code of Regulations, Public Contract Code, State Administrative Manual, Management Memos, and State Contracting Manual Volumes 1 and 2, as applicable.
  - 3.1.2 Departments must have a Department of General Services (DGS) agency billing code prior to placing orders against this contract. Ordering departments may contact their Purchasing Authority contact or their department's fiscal office to obtain this information.
- 3.2 **Local Governmental Agencies:** Local governmental agency use of this MSA is optional. While the State makes this MSA available to local governmental agencies, each local governmental agency should

**Office Moving Services  
(Non-Mandatory)  
User Instructions**

determine whether the contracts are consistent with its procurement policies and regulations. The above requirements and restrictions are not applicable to local government entities.

**4 DGS Administrative Fee:**

- 4.1 The Department of General Services will bill each State department an administrative fee for use of this MSA. The administrative fee should NOT be included in the order total, nor remitted before an invoice is received from DGS.
- 4.2 Current fees are available online in the Procurement Division Price Book located AT: <http://www.dgs.ca.gov/ofs/Pricebook.aspx> (Click on "Purchasing" under Procurement Division).

**5 Contract Administration:**

The Department of General Services, Procurement Division (DGS/PD) Contract Administrator listed below is the single point of contact for all MSA for Office Moving Services issues.

Administrator Information	DGS/Procurement Division (State Contract Administrator)
Contact Name:	Tiffany Reyes, Contract Administrator, or Geoff Brewer, Contract Administrator
Telephone:	(916) 376-1888
Facsimile:	(916) 375-4553
Email:	<a href="mailto:transportationmanagement@dgs.ca.gov">transportationmanagement@dgs.ca.gov</a>
Address:	DGS - Procurement Division Attn: Transportation Management 707 3rd Street, 2nd Floor West Sacramento, CA 95605

**6 Approved Provider List:**

- 6.1 The DGS/PD maintains a listing of Office Moving Services Approved Providers for use throughout the State. The service providers listed are not licensed by the Department of General Services, but have chosen to register with DGS and have provided information that they are meeting household goods moving requirements under the California Public Utilities Commission (CPUC). Only orders placed against the Office Moving Services contract with Approved Providers listed on the current Office Moving Services Approved Provider Listing are subject to the terms of this MSA.
- 6.2 Additional suppliers may be added to the Office Moving Services Approved Provider Listing during the life of this contract.

**7 Ordering Procedure:**

- 7.1 This contract is awarded under the authority of Public Contract Code Section 10298 authorizing the director to consolidate the needs of multiple state agencies for goods, information technology, and services. State and local agencies may contract with service providers awarded those contracts without further competitive bidding.
- 7.2 Ordering agencies must obtain an offer from an Approved Provider prior to execution of a purchase. While it is not required, agencies are encouraged to request offers from multiple providers, if available, to assure fair and reasonable pricing or best value.

**Office Moving Services  
(Non-Mandatory)  
User Instructions**

- 7.3 Each Request for Offer (RFO) shall be issued with a scope of work which details their services requested including the date of the move and any special conditions of the existing and future facilities (stairs, elevators, access, parking, Masonite, etc.). Since a RFO for a MSA contract is not considered a competitive solicitation, departments must not include protest language.
- 7.4 The Ordering Agency completing the RFO (SCM Volume 2) should include the following information:
- Agency contact information
  - Requested date of move
  - Work Hours (will overtime be allowed? Is work to be performed on the weekend? Per DIR prevailing wage determination, any work on Saturday or Sunday requires payment of overtime.)
  - Location (from and to)
  - Inventory of items (recommended)
  - Will work involve modular furniture? (see the SOW for services covered)
  - Statement of Work
  - Who will be responsible for packing contents of desks and files? (Usually the agency staff handles this.)
  - Any special conditions of the job or work site (stairs, elevators, parking, bonds, security issues, etc.)
- 7.5 State agencies may use the Standard 65, Purchasing Authority Purchase Order, for jobs estimated at \$50,000 and under. You may obtain the STD. 65 at the following link:  
[www.dgs.ca.gov/osp/forms/search.aspx](http://www.dgs.ca.gov/osp/forms/search.aspx)
- 7.6 Once an agency procurement official has obtained the proper departmental and/or agency approvals, complete the STD. 65, then mail or fax it directly to the Contractor to complete the order.
- 7.7 **NOTE:** A STD. 65 may not be amended. If a possibility exists that additional work may be required for that project or if work is of an on-going nature, a STD. 213 should be used regardless of the amount.
- 7.8 A Standard Agreement (STD.213) must be used by State agencies for any job estimated to exceed \$50,000 or for continuing use, such as an annual contract. You may obtain a copy of the STD. 213 at the following link: <http://www.documents.dgs.ca.gov/pd/modellang/std-213.pdf>

**Local agencies** should use similar language on any form used in conjunction with this Master Service Agreement.

- 7.9 Either contracting document must include the Agency contact information, MSA number and Agency billing code.
- 7.10 The ordering State agency or department must obtain approval from the DGS Office of Legal Services (OLS) if the service contract amount exceeds \$50,000 (unless the State agency has a DGS Exemption greater than \$50,000) per State Contract Manual, Volume II, Chapter 6, Section 6.A1.3. Follow the routing procedures used for non-IT service contracts.
- 7.11 Agreement Summary (STD.215): <http://www.documents.dgs.ca.gov/pd/modellang/21560.pdf>
- 7.12 State agencies are required to complete the STD. 215 for all contracts, regardless of dollar amount. The justification for contracting based on Government Code Section 19130 is an important component of the

**Office Moving Services  
(Non-Mandatory)  
User Instructions**

contract documentation. The STD. 215 should be maintained in the contract file with other purchase documents.

- 7.13 The use of MSA contracts does not exempt departments from adhering to all applicable laws, regulations, codes, and policies relative to State contracting and procurement requirements. This includes but is not limited to departments conducting and executing all applicable planning activities, pre-procurement approvals, Government Code section 19130 civil service considerations, contract approvals, prompt payment requirements, and receiving activities as established by this manual.

**8 State Agency Ordering and Reporting Requirements:**

- 8.1 All state agencies using this MSA must register the purchase in the State Contract and Procurement Registration System (SCPRS) and submit a copy of their ordering document to the MSA Contract Administrator, see [Section 5, above](#).
- 8.2 Local Agency Reporting—send one copy of the approved order/contract form to DGS/Procurement Division, attention: Transportation Management.

**9 File Documentation:**

State agency users of this MSA are **NOT** required to have a **signed** copy of the MSA 5-14-88-01 in their procurement files. Pursuant to the Purchasing Authority Manual, Chapter 6, Leveraged Procurement Agreements, Topic 4 – Documenting the Results of a LPA Offer, agencies only need to document in their procurement file where the complete contract is located (online and at Procurement Division).

**10 Supplier Performance/Problem Resolution:**

All ordering public entities should report non-compliance issues, technical or contractual difficulties encountered to the DGS/PD Contract Administrator in a timely manner (see Section 5 for contact information). This includes and is not limited to informal disputes, supplier performance, outstanding deliveries, etc.

**11 California Seller's Permit (if applicable):**

The California seller's permit numbers, for companies providing tangible goods, are listed on the Office Moving Services Approved Provider Listing. State departments can verify that permits are currently valid at the following website: [www.boe.ca.gov](http://www.boe.ca.gov).

**12 California Public Utilities Commission Household Goods Carrier Permit:**

The California Public Utilities Commission (CPUC) Household Goods Carrier Permit has been verified for each firm at the time of application. Ordering Agencies are responsible for verifying the current permit status of the firm at the time of order. Search the current list of moving companies (list also includes passenger carriers, vessel carriers and private carriers) to determine whether the company has an operating permit with the CPUC and whether it is insured, the headquarters of the company, and more on the following website:  
[https://delaps1.cpuc.ca.gov/pls/public\\_cpuc/f?p=203:35:17038552204585::NO:RP](https://delaps1.cpuc.ca.gov/pls/public_cpuc/f?p=203:35:17038552204585::NO:RP)

**13 Prevailing Wage:**

- 13.1 **State Government:** Moving services provided to State Ordering Agencies exceeding \$2,500 must conform to the requirements contained of California Labor Code Section 1720 and SAM § 3810, which provide for such contracts to be with a carrier whose drivers and supporting personnel are operating under current collective bargaining agreements or who are maintaining the prevailing wages, standards, and conditions of employment for its driver and supporting personnel, including mover, packer, driver, helper, Modular furniture installer; including Master Installer, Lead Installer, Installer I, Installer II (Labor Code Section 1720)

**Office Moving Services  
(Non-Mandatory)  
User Instructions**

as set forth for each county. Prevailing wage requirements only apply to State agency moves and do not apply to contracts involving State political subdivisions such as county offices or public schools. County prevailing wage determinations can be found at: <https://www.dir.ca.gov/OPRL/dprevwagedetermination.htm>.

- 13.2 Upon request of the Ordering Agency, the Department of General Services, or the Department of Industrial Relations, the Contractor shall submit a certified copy of all requested payroll records. Delinquent or inadequate certified payrolls or other required documents will result in the withholding of payment until such documents are submitted by the Contractor.
- 13.3 Pursuant to California Labor Code Section 1720, a public work includes, but is not limited to, the assembly and disassembly of freestanding and affixed modular office systems.
- 13.4 General Prevailing Wage Rate Determinations applicable to this Agreement may also be obtained from the Department of Industrial Relations Internet site at: <http://www.dir.ca.gov/>
- 13.5 **Local Government:** Local government users can also require the payment of prevailing wage if listed as a requirement in their Request for Offer.

**14 Insurance Requirements:**

- 14.1 Providers are required to provide proof of insurance to Ordering Agencies in accordance with Attachment D of TMU 5-14-88-01. If additional insurance is required by the Ordering Agency, that requirement will be included in the Ordering Agency's SOW.
- 14.2 For Motor Truck Cargo Legal Liability and Bailee's Legal Liability, Ordering Agencies owning the property should create an inventory of the property to be moved and stored. Based on the inventory an estimate of its replacement value can be determined.
- 14.3 State Ordering Agencies should direct insurance questions to the DGS Office of Risk and Insurance Management at [RiskManagement@dgs.ca.gov](mailto:RiskManagement@dgs.ca.gov).

**15 Payee Data Record:**

Each State accounting office must have a copy of the Payee Data Record (STD. 204) in order to process payments. State departments should forward a copy of the STD. 204 to their accounting office(s). Without the STD. 204, payment may be unnecessarily delayed. A copy of each provider's STD 204 is included with the Office Moving Services Approved Provider Listing.

**16 Small Business/Disabled Veteran Business Enterprise Certifications:**

The applicable small business and/or disabled veteran business enterprise (DVBE) certifications for each supplier are listed on the Office Moving Services Approved Provider Listing. State departments should verify that the certifications are currently valid at the following website: <http://www.bidsync.com/DPXBisCASB>.