

Installation and/or Moving Contracts User Guide

The State of Nebraska has established the following statewide Installation and/or Moving Services contracts.

Moving Services ONLY

- 115849 P4 - JTW Lincoln Inc, dba Two Men and a Truck

Installation and/or Moving Services

- 115853 P4 - Office Express Installers LLC
- 115852 P4 - Office Innovations
- 115851 P4 - Office Installation Specialists Inc
- 115850 P4 - Select Van & Storage

Moving and/or Installations should go through informal quoting from the contracted vendors to ensure the best pricing.

Agency Process:

1. Establishes need.
2. Creates RFQ (see Install Move RFQ form) or reaches out to Design & Planning Team through this link: <https://das.nebraska.gov/building/forms/proj-req.php>
3. Emails RFQ form and layout, if applicable, with a response deadline to the appropriate contract list:
 - a. AS.InstallationServicesContractorPool@nebraska.gov
 - b. AS.MovingServicesContractorPool@nebraska.gov

Note: If procurement involves both moving and installation services, use “option a” above.
4. Selects the best available contracted vendor that responded.
5. Generates purchase order from the appropriate contract listed above and emails the purchase order to the awarded Installer/Mover. Services should not be started until a purchase order has been emailed and accepted.

Additional Agency Responsibilities

- Designating an “Agency Point of Contact (POC).” The Agency POC will be responsible for coordinating either with the Design Project Manager or directly with the Contractor’s manager on the coordination of office furnishings and equipment.
- Coordinating with the CIO, including placing necessary tickets.
- Coordinating with the copier vendor.
- Coordinating with Surplus, including necessary forms, labeling, and scheduling.
- Providing purchase orders for product and installation.
- Providing I.D. cards for the installation and/or moving team.
- Purchasing surge protectors.
- Packing, protectively packing, and unpacking.
- Identifying and labeling all items to move, destroy, or surplus, including a listing of all items.
- Unloading all file cabinets (e.g. vertical, lateral). Should the Agency choose not to unload the file cabinets, if the file cabinets are ‘racked’ due to their weight, the damage is the Agency’s responsibility.
- Disconnecting all electrical, data, and devices.
- Removing ice and snow from both sites.
- Coordinating elevators at both sites.
- Personal items are the responsibility of the staff.
- Assisting in performing a walk-through and inspection after completion of the job.
- Reporting damages with the Design Project Manager or directly with the Contractor’s Manager.