



4/20/2017

Moving and Installation Services Guide



STATE OF NEBRASKA

Overview

The State of Nebraska has established statewide Moving Services (76500 O4) and Installation Services (76501 O4) contracts. These contracts should be used for all Moving Services and Installation Services for the State of Nebraska under \$50,000. Moves or Installations exceeding \$50,000 must go through the formal bid process.

These contracts are structured so that each project must be bid out using the approved contractor pool. The approved contractor pool is made up of contractors that met the requirements of the State's Request for Qualification for Moving Services (5536 Z1) and Installation Services (5537 Z1).

This structure will help the state receive the best pricing available at the time the service is requested.

Agency Process to Utilize Moving Services and Installation Services

1. Agency has a need for a move or installation¹
2. Agency creates a Request for Quote Form to include the accurate and completed Scope of Work/Project Description. If the Agency requires a pre-bid walk-through, all qualified contractors in the pool must be invited and should be included in the Scope of Work. The example Request for Quote Form can be found on the State Purchasing Bureau Website. You may work with AS Building Division's Planning and Design Group to help create your agency's design parameters. The design should be submitted to the qualified contractor pool with the Request for Quote Form.
3. Agency emails the completed Request for Quote Form and the layout, if applicable, to the approved contractor pool for their move or installation.
 - a. In Outlook, agency will create a new email. In the "To" field agency will search the Global Address Book for the group "**AS Moving Services Contractor Pool**" or "**AS Installation Services Contractor Pool**" and choose the appropriate group to be the recipient of the quote.
 - b. Agency will attach the Request for Quote Form and the layout, if applicable, to the email and give the approved contractor pool a deadline as to when their bid must be submitted by.
4. Agency receives bids from approved contractor pool.
 - a. Agency should award the service to the lowest cost bid that can meet all the individualized requirements (i.e. dates, etc.)
5. A purchase order is issued to the winning bidder.
 - a. Agency will generate a purchase order off of contract 76500 O4 for Moving Services or 76501 O4 for Installation Services. The purchase order must match the prices of the quote received by the awarded contractor.
 - b. Agency must attach all bids received to the purchase order in EnterpriseOne.
 - c. Agency will email contractor a copy of the purchase order generated in EnterpriseOne along with a copy of the contractor's bid. Services should **not** be started until purchase order has been sent and accepted by the awarded contractor.

¹ Installation does not include full-height walls. If agency needs full-height wall installation or move, please contact AS Building Division Planning and Design Group.