



**DURHAM ADMINISTRATION BUILDING RELOCATION
DURHAM COUNTY**

July 25, 2019

Re: Durham County
Durham Administration Building Relocation – 7th Floor

CBRE Heery, Inc., as Project Manager on the above referenced project, is requesting proposals for the post-construction relocation of two (2) Durham County departments to the Durham Administration Building, located at 201 East Main Street, Durham, NC 27701. In addition, the move company will be responsible for removing and disposing of all remaining furniture items not claimed during the surplus furniture process.

DATE & TIME

Durham County and CBRE | Heery will receive proposals on July 26, 2019 by 12:00 p.m. for the relocation of the specified scope and items. Email proposals to:

- Sara Gilbert, CBRE Heery Senior Project Manager, sara.gilbert@cbre.com
- Wilma Jordan, CBRE Heery Move Coordinator, wilma.jordan@cbre.com
- Brenda Hayes-Bright, Project Manager, Durham County Engineering/Environmental Services, bbright@dconc.gov

The move company bid proposal will be reviewed by Durham County. It will then be forwarded to the Board of County Commissioners for contract approval in August.

SCHEDULE

It is anticipated that post-construction moves will take a total of one (1) day to complete. These moves are targeted to occur on Friday, August 23, 2019 or Friday, September 6, 2019. The moving company should be prepared to start relocation no later than 8:30 a.m. and moves will run until the scope of work for that day is completed.

Project Contacts: Sara Gilbert, (919) 397-7089, sara.gilbert@cbre.com
Wilma Jordan, (919) 397-7089, wilma.jordan@cbre.com

SCOPE DEFINITION

Post-construction moves will include the relocation of two (2) departments totaling approximately thirty (30) personnel, associated boxes and equipment, and identified furniture pieces to Admin II 7th floor from the following origin sites:

- Administration I located at 201 East Main Street
 - Relocate Finance staff from the 4th Floor Mezzanine
 - Relocate Purchasing staff from the 1st Floor
 - Relocate Real Estate site maps from the 4th floor
- Administration II– internal moves
 - Relocate 4 Real Estate staff and support from the 5th floor to the 7th floor



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Sequence Requirements:

- The proposed sequence of moves is as follows:
 - Payroll
 - Accounts Payable
 - Purchasing
 - Real Estate
- Department escorts are required for the relocation of the check paper and safe to meet chain of custody requirements.

➤ **Furniture Requirements:**

- The majority of the existing furniture will not be relocated. Furniture to be moved will be labeled appropriately with a move label identifying the 'TO' location.
- New furniture will be installed by others prior to the scheduled relocation.

➤ **Equipment Requirements:**

- Office equipment, boxes and filing cabinet contents will be moving as noted during the mover walkthrough scheduled for 4:15 p.m. on July 25, 2019.
- Computers will be disconnected, relocated and reconnected by Durham County IT. The moving company shall provide appropriate packing materials for this equipment – computer bags, bubble wrap and tape.
- The moving company will be responsible for moving network printers and other miscellaneous office equipment as noted during the walkthrough.
- Because of existing contracts, CEI copiers and printers will be relocated by CEI.
- All necessary equipment to perform the move should be included in the move cost proposal. The moving company should also include a site visit to each location prior to the move to discuss moving requirements.
- Bid to include all required site and building protection materials for walls and floors in existing buildings. Acceptable interior protection materials are 1/4" Masonite, door and wall bumpers, blankets for elevators and carpet masking (clear plastic). The site protection plan needs to be approved by the Durham County.

➤ **Packing Material Requirements:**

- Boxes, crates, bubble wrap, tape and labels will need to be provided by the moving company.
- Move material deliveries should be planned for each department (4 total) location.

➤ **Other Requirements:**

- Durham County personnel will be responsible for packing their offices and labeling equipment and furniture that should be relocated.
- The moving company proposal shall include labor, material, permits and transportation of all personnel to the identified locations.
- If additional days are required, the move company will provide the same Lead Move



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Supervisor each move day for the duration of the project. The Lead is required to be present for the entire day of each day of the move.

- Empty box pick-up (when moves are complete) is required from the "TO" location, no more than two (2) times after the move. Coordinate dates for pick up with CBRE | Heery.
- The move company is responsible for removal and storage of all re-usable packing materials from the site. Dispose of unusable materials properly.
- The move company is required to follow all safety protocols.
- The move company will work in harmony with Durham County and CBRE | Heery to follow the previously agreed upon sequencing/phasing. Any adjustments in sequencing will be reviewed and approved in advance by Durham County and CBRE | Heery.
- Movers will not be required to disconnect and reconnect computers or phones.
- There will be no changes in scope unless agreed to by Durham County in writing.

➤ **Post Move Surplus, Recycling and Disposal:**

- Durham County will conduct a GovDeals auction to reduce the quantity of surplus furniture disposal at the existing locations.
- All remaining furniture after the auction will be removed by the moving company. Surplus furniture will be delivered to the recycling center or will be disposed of properly.
- This scope of work will be estimated at a later date and will be issued under a separate contract.



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MOVING SERVICES

Project #: 1801000

Post-construction 7th floor moves are targeted to occur on Friday, August 23, 2019 or Friday, September 6, 2019. The moves will include relocation of faculty, staff, miscellaneous furniture, equipment, and boxes as identified during the pre-bid meeting.

COST PROPOSAL

The cost for the services mentioned above and as described in the walk-through on July 25, 2019 shall be provided. The scope of work is to include the identified packing materials, all labor for move material distribution and moves, transportation, tools, equipment, expenses, permits and any other costs incurred by the moving company for the move. The quoted cost must be a not to exceed lump sum proposal for the specified move. Hourly rates will be utilized to calculate additional fees should changes in scope occur.

The Resource Plan staff quantity should reflect the typical crew size at the peak of the move.

RESOURCE PLAN:	Staff Quantity	Hourly Rate
Supervisor(s)	1	\$ 40.00
Driver(s)	1	\$ 40.00
Mover(s)	5	\$ 27.50
Truck(s)	1	\$ 200.00/day

PACKING MATERIALS:	Base Bid Quantity	Unit Price
Boxes	300	\$ 4.75
Plastic crates	75	\$ 4.75
Flat file boxes	5	\$ 20.00
Bubble wrap (1/2"x250'x2' roll)	2	\$ 90.00
Tape rolls	30	\$ 0.90
Labels (2 different colors 500 each)	2	\$ 25.00
Computer bags	100	\$ 1.50

TOTAL MOVE SCOPE & PACKING MATERIALS COST \$ 8,780.00

PROPOSED DURATION OF POST-CONSTRUCTION MOVE 1-2 days



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By signature on this page, the vendor certifies that he/she is aware of all prevailing conditions at the work location(s). In addition, the vendor agrees to repair or compensate Durham County for any damage to walls, floors, elevators, etc., in new and existing building(s).

Berni C. S.

(Moving Company Representative)

7-26-19

(Date)

Please email proposal to:

Brenda Hayes-Bright
Project Manager
Durham County
Email: bbright@dconc.gov

Sara Gilbert
Sr. Project Manager
CBRE Heery, Inc.
Email: sara.gilbert@cbre.com

Wilma Jordan
Move Coordinator
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