

STATE OF NEW HAMPSHIRE  
 Department of Administrative Services  
 Division of Procurement and Support Services  
 Bureau of Purchase and Property  
 State House Annex  
 Concord, New Hampshire 03301

Date: January 24, 2020

NOTICE OF CONTRACT

COMMODITY: OFFICE MOVING SERVICES

CONTRACT NO.: 8002655 NIGP: 931-4500

VENDOR: William Lowe & Sons Corp. VENDOR # : 252874  
 50 Terminal Street  
 Charlestown, MA 02129

CONTACT PERSON(S): Doug Lowe  
Tel. No.: 617-242-8600  
E-Mail: [doug@lowemovers.com](mailto:doug@lowemovers.com)

EFFECTIVE FROM: January 27, 2019 through September 30, 2022

PRODUCTS & PRICING:

| Section I - Move Services  |          |           |
|--|----------|-----------|
| Section I-a (Mon – Fri 7:30 am to 5:00 pm minimum)   |          |           |
| Description  | U/M      | Unit Cost |
| Hourly rate for of one (1) box truck and one (1) driver  | per hour | \$65.00   |
| Hourly rate for of one (1) 24 ft box truck and one (1) driver  | per hour | \$65.00   |
| Man hour rate for the move items from one location to a new location on site, items to include: freestanding and modular furniture, disassembled Work stations, all types of equipment, electronic equipment, hanging boards, packed boxes of NH Office work         | per hour | \$37.00   |
| Man hour rate for the move items from one location to a new location at another site, items to include: freestanding and modular furniture, disassembled Work stations, all types of equipment, electronic equipment, hanging boards, packed boxes of NH Office work | per hour | \$35.00   |
| Site supervisor, hourly rate   | per hour | \$37.50   |
| packing the office for the End User, hourly rate * Refer to Vendor requirements  | per hour | \$37.00   |
| Section 1-b After hours Mon – Fri and weekends   |          |           |
| Description  | U/M      | Unit Cost |

|  |          |         |
|--|----------|---------|
| Hourly rate for of one (1) box truck and one (1) driver  | per hour | \$65.00 |
| Hourly rate for of one (1) 24 ft box truck and one (1) driver  | per hour | \$65.00 |
| Man hour rate for the move items from one location to a new location on site, items to include: freestanding and modular furniture, disassembled Work stations, all types of equipment, electronic equipment, hanging boards, packed boxes of NH Office work         | per hour | \$37.00 |
| Man hour rate for the move items from one location to a new location at another site, items to include: freestanding and modular furniture, disassembled Work stations, all types of equipment, electronic equipment, hanging boards, packed boxes of NH Office work | per hour | \$35.00 |
| Site supervisor, hourly rate   | per hour | \$37.50 |

**Section II - Additional Moving Services**

**Section II-a Additional Moving Services**

| Description  | U/M      | Unit Cost |
|--|----------|-----------|
| packing the office for the End User, hourly rate * Refer to Vendor requirements  | per hour | \$37.00   |
| Relocate furniture from room to room in a department and in a building. (per agency approved drawing) Furniture; desk units, files, bookcases, seating, tables, etc. | per hour | \$37.00   |
| Minimum trip requirements for in building moves  | per hour | \$385.00  |
| Drawing/ drafting for reconfiguration documentation per Scope of Services, Item 3 and 20.  | Per hour | \$85.00   |

**Section II-b Additional Material Costs for rent or purchase**

| Description                        | U/M | Unit Cost |
|------------------------------------|-----|-----------|
| Rent Moving boxes, 15x18x18 ht box | Ea  | \$2.50    |
| Rent Moving boxes, 18x18x18 ht box | Ea  | \$2.50    |
| Rent Moving boxes, 24x24x24 ht box | Ea  | \$4.50    |
| Rent Moving boxes, 24x24x36ht box  | Ea  | \$12.00   |
| Buy Moving boxes, 15x18x18 ht box  | Ea  | \$2.50    |
| Buy Moving boxes, 18x18x18 ht box  | Ea  | \$2.50    |
| Buy Moving boxes, 24x24x24 ht box  | Ea  | \$4.50    |
| Rent Moving boxes, 24x24x36ht box  | Ea  | \$12.00   |
| Labels – 500 per roll              | Ea  | \$12.00   |

|  |        |        |
|--|--------|--------|
| Rent Plastic Bins or moving crates (used by agency versus using boxes) | Ea/Day | \$0.15 |
| Moving carts for computers and office equipment                        | Ea/Day | \$1.50 |

**PAYMENT & TERMS:** Payments may be made via ACH or P-Card.

**INVOICING & PAYMENTS:** Invoices shall be submitted after completion of work to the requesting agency. Payment shall be paid in full within thirty (30) days after receipt of invoice and acceptance of the work to the State's satisfaction.

**ORDERING:**

The Contractor shall provide all labor, including supervision, tools, materials, equipment, licenses, permits and incidentals required and/or implied for the complete and satisfactory performance of furniture and equipment moving services for State agencies in any State leased or owned buildings in the State of New Hampshire in accordance with the following overview and specifications.

1. Moves shall be quoted per occurrence to all Contractors awarded a contract. Agency shall issue a detailed Statement of Work (SOW) with number of employees, desks, work stations, tables, seating, computers, printers, MFP, copiers, fax machines, filing cabinets, appliances, etc. Quotes shall be submitted in written form as a hard copy, faxed or emailed to the requesting agency or agency representative. Quotes shall have the following information:
  - a. Date/s the moving service will start and end or approximate time.
  - b. Quotes shall state all over time charges and the cost break down for them.
  - c. Cost break down including man hours to pack, disassemble, load, move and install items such as; files, assorted sizes of boxes furniture of all types, white boards, cork boards, presentation boards, appliances, equipment, hardware-materials, truck use, etc. The cost of renting any required boxes or carts, and/or the cost to purchase boxes etc.
  - d. Noting all special constraints at each site
  - e. Include what will be required of the agency in preparation of the move.
  - f. Quote will be awarded to the lowest cost Contractor meeting all requirements of the SOW.
2. Once low quote is accepted then any quoted work under \$3,000.00 can be approved by the signature of authorized State personnel to approve work. Work then can be completed and invoiced. Payment will be on the detailed invoice. Quotes totaling \$3,000.00 or more shall require the agency to enter a requisition into NH First (State's ERP system) and a Purchase Order for services will be issued to the Contractor by the Bureau of Purchase & Property. Once the Purchase Order is issued the work can start. Quotes are for firm fixed pricing. Invoices shall match the Purchase Order.
3. Change Orders shall be a separate quote for services and shall follow the same procedures as a regular quote for services. See 2. above.

**QUESTIONS:** Direct any questions to Jeff Haley, 603-271-2202 or [Jeffrey.Haley@das.nh.gov](mailto:Jeffrey.Haley@das.nh.gov)