

# How to Use This Contract

## Group 79004, Award 23140

The Moving Services (Statewide) contract is intended to provide a procurement mechanism for State and Non-State Agencies to procure moving services. Additionally, services may be utilized by political subdivisions, school districts and others authorized by law.

The use of the Project Definition Form for soliciting best and final quotes is MANDATORY for all purchases made by all Authorized Users through the Contract Award.

All Authorized Users, whether State Agencies or non-State Agencies, must solicit best and final quotes from awarded Contractors based on the actual move requirements from Contractors within the Region(s) where the move will take place before issuing a Purchase Order.

Please read the "Requirements & Instructions" tab of the Project Definition for instructions on completing the Project Definition.

Please read the *Award Document section 4 - Project Definition* for information about: pricing requirements, service requirements, cost review by Authorized Users and Steps prior to the execution of each move.

The Contractor awarded the move in response to the individual Authorized User's needs will be held to the best and final quote in response to the Project Definition. If the actual move is accomplished in less time and/or with fewer employees / trucks than are provided for in the best and final quote, the final charges to the Authorized User for all items affected SHALL be adjusted downward to reflect the actual hours and/or employees/trucks. The Authorized User must verify the actual hours, employees and trucks used for each move. However, if the actual move requires more hours or more employees or trucks than provided for in the Contractor's best and final quote, the final charge SHALL NOT be adjusted upward. That is, item hour, item rate, number of employee and truck charges by a Contractor SHALL NOT exceed those the Contractor provided in response to the Authorized User's Project Definition.

In the event of a tied Bid in response to an Authorized User's Project Definition, that Authorized User's award procedures for tied Bids shall be followed.