

BEFORE THE METRO CONTRACT REVIEW BOARD

FOR THE PURPOSE OF AUTHORIZING)	RESOLUTION NO. 93-1753
AN EXEMPTION TO METRO CODE CHAPTER)	
2.04.041 (C) COMPETITIVE BIDDING)	
PROCEDURES AND AUTHORIZING)	Introduced by Rena Cusma
THE ISSUANCE OF A REQUEST FOR)	Executive Officer
PROPOSALS FOR RELOCATING TO METRO)	
REGIONAL CENTER)	

WHEREAS, Metro has determined that a moving contract is needed for the relocation of Metro Center office furniture and equipment to Metro Regional Center, and

WHEREAS, the moving industry in Oregon is price regulated by the Oregon Public Utility Commission and moving companies cannot be held to a firm bid price prior to moving office furniture and equipment over public roads and moving charges are made on actual services rendered, and

WHEREAS, a moving professional is desired who is experienced in office moves of similar size and complexity and will be held responsible for the development, documentation and ultimate execution of the moving plan, and


WHEREAS, Metro has approved budget funding for the relocation of Metro office furniture and equipment from Metro Center to Metro Regional Center in the Regional Facilities Construction Project budget; now therefore,

BE IT RESOLVED,

(1) that the Metro Contract Review Board hereby waives the requirement for competitive bidding, and

(2) pursuant to Metro Code Chapter 2.04.041 (c) directs the use of alternative contracting practice through the issuance of a Request for Proposals to office moving firms for relocating Metro office furniture and equipment to Metro Regional Center.

ADOPTED by the Metro Contract Review Board this 25th day of February, 1993.



Judy Wyers
Presiding Officer

EXHIBIT A

GENERAL INFORMATION FOR SHIPPERS

The Public Utility Commission's (PUC) regulations protect consumers on intrastate moves and define the rights and responsibilities of consumers and movers.

The mover gives you this bulletin to provide information about your rights and responsibilities as a shipper of household goods. You should talk to your mover if you have further questions.

The PUC regulates the intrastate transportation service of movers, and the rates charged for that service. Transportation is referred to as intrastate when the origin and destination of a move is within Oregon. If either the origin or the destination is outside of Oregon, the move is referred to as interstate, and is regulated by the Interstate Commerce Commission (ICC).

If, after discussing your move with the mover, you still need information or assistance, you may obtain help by contacting:

Oregon Public Utility Commission
Transportation Rates Section
Labor & Industries Building
Salem, Oregon 97310
(503) 378-6664

ESTIMATES

BINDING ESTIMATES OR GUARANTEES OF ACTUAL CHARGES ARE ILLEGAL ON INTRASTATE TRANSPORTATION OF HOUSEHOLD GOODS IN OREGON.

FINAL CHARGES FOR MOVES MUST BE BASED UPON RATES PUBLISHED IN THE MOVER'S TARIFF AND APPROVED BY THE PUC, REGARDLESS OF ANY ESTIMATE GIVEN BY THE MOVER PRIOR TO THE MOVE.

Household goods movers are required to provide estimates, on request, for intercity moves within the state of Oregon. Household goods movers may provide estimates, upon request, for local moves within the state of Oregon.

All estimates shall be based upon a weight of not less than seven (7) pounds per cubic foot.

An estimate of charges may be given only after the mover has made a visual inspection of the goods to be shipped. Estimates are free of charge, must be in writing and must clearly describe the shipment and all services to be provided.

Any change in the services provided by a mover and not included on the original estimate of charges, must be listed on an addendum estimate of charges or the bill of lading, and be signed by the shipper.

When total tariff charges exceed by more than 10 percent the estimated and addendum charges quoted you by the mover, you may request an additional 15 days

following delivery to pay the amount due in excess of the estimated and addendum charges plus 10 percent. The additional 15 days allowed you for payment excludes Saturdays, Sundays and holidays.

DEFINITIONS

"Accessorial Charges" are charges assessed for special services performed by the mover such as packing, unpacking, furnishing cartons, and servicing appliances. Carry charges for organs and pianos, going up or down stairs, elevators and excessive distance carrying are also considered accessorial.

"Carrier" is the company providing the moving service; i.e., the mover.

"Intercity Moves" are ones which take place between two cities, beyond the local move area.

"Intercity Rates" are published in cents per 100 pounds and vary with the weight of the shipment and the distance moved.

"Local Moves" are moves which take place solely within a city or town and/or an area generally within 30 air miles of a city or town.

"Local Rates" are charges based on an hourly rate, and vary according to the number of vehicles and persons used on the job and whether overtime is involved.

"Shipper" is defined as the owner of the goods or the owner's appointed agent.

"Tariffs" are publications containing the rates, charges and rules of motor carriers. Tariffs are open to public inspection at all movers' offices and at the PUC office in Salem.

ADDITIONAL INFORMATION

Inventory: Drivers must prepare an inventory of items for intercity shipments prior to loading. The inventory document must list any damage or unusual wear to your belongings.

After completing the inventory, the driver and you should sign each page of the inventory. You have a right to note any disagreement with entries regarding damage or unusual wear noted by the driver. Your ability to recover from the mover for any loss or damage may depend on the notations made.

The driver must give you a copy of each page of the inventory. Attach your copy of the inventory to your copy of the bill of lading. Your copy of the inventory and the bill of lading are your receipt for the goods.

At the time of delivery, it is your responsibility to check the items delivered against the items listed on your inventory. Check each item for damage that

SECTION 2

NON-ALTERNATING LOCAL HOURLY RATES

When rates are published in this Section within the Corporate Limits of Oregon Cities and the specified adjacent areas of Oregon Cities, rates named in this Section will apply regardless of rates published in other sections (except as otherwise provided in Sections 2-A and 2-B).

Except as specifically provided, charges named in Section 3, Accessorial Services will not apply in connection with Hourly Rates named in this Section.

On shipments moving wholly within the territorial limits as defined in this Section, Packing Materials, now or used, will be charged for at the charges as named in Section 3, Item 500 (Packing Container Charge), except that no charge shall be assessed for wardrobe cartons providing it is not retained by customer. Delivery and pickup of Packing Materials, when ordered by shipper for the purpose of Packing Household Goods, shall be charged for at the rate of \$20.00 per each service of pickup and delivery. Delivery and Pickup of Packing Materials, when ordered by shipper for the purpose of Packing Furniture, Fixtures, Equipment and the property of Stores, Offices, Etc., (ONI), shall be charged for at the time rates for Van and Driver under the Time Rates in Section 2 chargeable from the time equipment leaves the carrier's terminal until return, \$6 minimum charge one-half ($\frac{1}{2}$) hour.

D - 15501

ISSUED: October 13, 1992

EFFECTIVE: October 19, 1992

ISSUED BY:

J. L. Stewart, Publishing Officer
1444 S. E. Hawthorne Blvd.
Portland, Oregon 97214

ITEM
NO.

SECTION 2
NON-ALTERNATING LOCAL HOURLY RATES

RULES AND REGULATIONS

- 400 (A) (1) Rates named in Items 406, 407, 408, 409, 411, 413-5, 414, 415 and 416 are for the use of vehicle and driver and cover the actual time consumed. Time will start with the departure of the vehicle from the carrier's terminal and will cease upon the arrival of the vehicle at the carrier's terminal.
- (2) Rates named in Items 401, 405 and 413 are for the use of vehicle and driver and cover the actual time consumed. Time will start upon the arrival of the vehicle at point of origin and will cease at the time of completion of the service at the point of destination.
- (B) Time shall be computed to the nearest quarter (1/4) hour, and shall be subject to a minimum charge of two (2) hours in Items 401, 405 and 413, except that the minimum charge in Items 401 and 405 will be one (1) hour via BEKINS MOVING AND STORAGE CO. and S&TRI COUNTY MOVING LTD., and one (1) hour in Items 406, 407, 408, 409, 411, 413-5, 414, 415 and 416, except that the minimum charge on a Saturday, Sunday, or a Holiday shall be the charge for five (5) hours, except via AIR VAN NORTH AMERICAN, King Moving & Storage Co., (A Corp.), d/b/a, BEKINS MOVING & STORAGE CO., BLUE BIRD TRANSFER, INC., CUMMINGS TRANSFER CO. (A Corp.), CUMMINGS MOVING CO. (A Corp.), DENNIS MOVING & STORAGE, INC., LILE INTERNATIONAL COMPANIES (A Corp.), McCracken VAN & STORAGE, McCracken Motor Freight, Inc., d/b/a, O'NEILL TRANSFER COMPANY, INC. and ROSE CITY MOVING & STORAGE CO. the charge shall be for four (4) hours and movements under Item 401 (Office Moves) via ROSE CITY MOVING & STORAGE CO. and S&TRI COUNTY MOVING LTD., shall be subject to a minimum charge of two (2) hours on Saturday, Sunday or Holidays.
- (C) When the goods of two or more customers are transported on the same trip in the same vehicle, the time charged for shall be the actual loading time, plus the actual unloading time, plus an equitable prorated portion of the total traveling time consumed.
- (D) Rates named in Column 1 of Items in this section apply for the service performed during the regular working day only as defined in Item 590. When any or all of the moving is performed during other than the regular working day, or on a Saturday or a Sunday, the rates named in Column 2 of Items in this section will apply. When any or all of the moving is performed on a holiday as defined in this tariff, the rates named in Column 3 of Items in this section will apply. When part of the service is performed during the regular working day (Column 1) and part during other than regular working day or holiday (Columns 2 and 3) the charges will be assessed by use of both Column 1, 2 and/or 3 - For Example: Where move takes from 1 PM to 8 PM on Friday, 4 hours (from 1 PM to 5 PM) will be charged for under Column 1 and 3 hours (from 5 PM to 8 PM) will be charged for under Column 2 or if such service were performed on a holiday then charges in Column 3 would apply.
- (E) For hand moving apply Column 1, 2 or Column 3 rates named in this section, depending upon the time of performing the service.
- (F) Whenever a shipment moves between points where the origin and destination have overlapping radius application, the rate (charge) to apply will be the rate (charge) that applies at the origin point of the shipment.

D - 15619

ISSUED: January 6, 1993

EFFECTIVE: January 8, 1993

ISSUED BY:
J. L. Stewart, Publishing Officer
1444 S. E. Hawthorne Blvd.
Portland, Oregon 97214

ALL RATES ON THIS PAGE ARE INCREASES

15th Revised Page 31-B
 Cancels
 14th Revised Page 31-B

O R E G O N
 DRAYMEN & WAREHOUSEMEN'S ASSOCIATION
 TARIFF NO. 8-C

P.U.C.O. NO. 21

ITEM
 NO.

SECTION 2
 NON-ALTERNATING LOCAL HOURLY RATES

HOURLY RATES

(Subject to the provisions of Item 400)

401 On shipments moving within the air mile radii of city limits of cities named in this paragraph, the charge for actual time consumed shall be as set out below:

Applies ONLY on FURNITURE, FIXTURES, EQUIPMENT and the property of STORES, OFFICES, MUSEUMS, INSTITUTIONS, HOSPITALS or other establishments when a part of the STOCK, EQUIPMENT OR SUPPLY of such stores, offices, museums, institutions, hospitals or other establishments.

CITY	RADIUS
Portland	Radius as defined in Item 420

SERVICE RENDERED	C O L U M N		
	1	2 (Refer to Item 400 (B))	3 (Refer to Item 400 (B))
	During 8 AM to 5 PM Monday - Saturday	During Overtime Hours not covered by Column 1 (other than Holidays)	Holidays
VAN AND DRIVER	\$ 45.25 per hour	\$ 56.30 per hour	\$ 65.10 per hour
VAN AND TWO MEN	74.05 per hour	95.85 per hour	113.60 per hour
EACH ADDITIONAL MAN	28.80 per hour	39.55 per hour	48.50 per hour

Order No. 92-916

D - 15386

ISSUED: JULY 8, 1992

EFFECTIVE: JULY 20, 1992

ISSUED BY:
 J. L. Stewart, Publishing Officer
 1444 S. E. Hawthorne Blvd.
 Portland, Oregon 97214

Moving Contractor:

This is a request for proposals to relocate approximately 300 office work stations from the Metro Center building located at 2000 SW First Avenue, Portland and from Contact Lumber building located adjacent to Metro at 1881 SW Front Avenue, Portland to Metro Regional Center located at 600 NE Grand Avenue, Portland.

1. A walk through of the offices to be relocated and a tour of the new building will be on March 08, 1993. Call Barbara Perino on 221-1646 ext. 246 to confirm attendance.
2. Proposals are due March 15, 1993, until 5:00 PM, PST at Metro Center, 2000 S.W. First Avenue, Portland, OR 97201, Attention Flor Matias, Regional Facilities. Contract to be awarded March 19, 1993.
3. Proposals shall include the cost analysis form (attached).
4. Proposals to include a completed reference form (attached) and literature specifically referring to similar office services provided by your firm within the last eighteen months.
5. Proposals shall include-plans for staging of the move, elaborating on overall organization including accounting system.
6. A draft of the new office layout is attached to this packet for reference, individual office floor plans for the move will be completed prior to April 5, 1993.
7. Proposals to be reviewed by Metro staff to determine the proposer's ability to relocate the Metro offices: will include overall presentation of the proposal, the proposals indication to complete the move within Metro requirements and time lines, quality of responses to questions asked, reference response, and the not to exceed cost.

Questions and written proposals shall be directed to Flor Matias, Facility Supervisor, Metro, 2000 SW First Avenue, Portland, Oregon 97201. Telephone 220-1182.

Metro requires the mover:

1. to provide an adequate number of manpower to be utilized to efficiently move and relocate approximately 300 work stations which are equipped with computers, other office equipment and materials, within two 48 hour periods,
2. to dismantle, properly stack and move office partitions at Metro Center and Contact Lumber Building. To dismantle designated office furniture and tables at Metro Center and Contact Lumber buildings and rebuild the same at Metro Regional Center,
3. to appoint lead person(s) to work with designated Metro representative before,

during, and after the move. The lead person shall provide a pre-move orientation to staff including moving assistance and instructions,

4. to provide enough totes/carts, packing boxes, tape and tape dispensers to efficiently facilitate the move,
5. to provide sufficient manpower to refine the work stations during the next business day following the move,
6. to place all furniture and office equipment into the new work stations in accordance to Metro floor plans,
7. to provide adequate protection to all office equipment and building systems, at Metro Center, Contact Lumber Building and Metro Regional Center,
8. to provide, install and remove protective padding from elevators, corners, floors and carpets, at Metro Center, Contact Lumber Building and Metro Regional Center,
9. to assure any equipment entering the buildings and office areas must be maintained free from grease, oil and other substances. Tracks left on office surfaces shall be cleaned by moving company,
10. to provide a schedule of the sequence of events leading up to and following the move can be adjusted within a reasonable time line, if approved by Metro and the contractor, with no penalties,
11. to ensure smoking shall not be permitted on Metro premises,
12. to provide efficient and courteous moving services for a project of this type.
13. to provide and install plywood and/or masonite panels to protect carpeted main aisles at Metro Center, Contact Lumber Building and Metro Regional Center,
14. contractor shall be responsible for all moving related damages to walls, carpets, furniture and equipment.

Questions to Answer

1. Provide a history of your firm indicating experience with general office moves, major panel installations, rearrangements (300 or more work stations within a two to three day period) of Corry Hiebert systems furniture or similar systems (please indicate type and make). Also include inventory of equipment to indicate the availability for Metro projects such as various size/capacity trucks, hand trucks four way dollies, etc.

2. List at least three references where general office moves have been accomplished within the last 18 months. Only include those references with the size and magnitude of the Metro project. Include the name and address of the firm(s) involved, including the name and address of the person within the organization who has direct knowledge of your work.
3. List at least three references where modular panel furniture moves have been accomplished within the last 18 months similar to the size required by the Metro project. Include name and address of firm involved. Name and telephone number of contact person within that organization who has direct knowledge of your work.
4. List at least three references where computer/ADP moves have been accomplished within the last 18 months, which are similar to the size of the Metro moving project. Include name and address of firm involved. Name and telephone number of contact person within the organization who has direct knowledge of your work.
5. Provide in written form how your firm is capable of meeting deadlines of less than 48 hours for the Metro move project. This should include permanent staff levels.
6. Provide a list of permanent staff who could be expected to perform as crew leaders. Include information as to which of the above items each has accomplished.

Please provide information specific to the Metro move project.

1. What type of cartons will be provided for the move? Size and cubic feet, broken down or not.
2. How will you handle computers and other electronic equipment located at Metro? Provide information as to what type of equipment will be used to pack the computers to be moved and what type of equipment will be used to transport the computers?
3. How will you handle the lateral and horizontal file cabinets at Metro? What type of equipment will be used to pick up the cabinets and what type of equipment will be used to transport the cabinets from the office to the truck back to the new work station?
4. How will you handle moving desks located at Metro? What type of equipment will be used to pick up and move the desks?
5. How will Metro's book libraries be handled? What type of equipment will be provided to facilitate the packing and moving of books and bookcases?
6. How will you load furniture onto the moving van? Will furniture be stacked or rolled on dollies? Please provide information on type of equipment to be used.

7. What contingency provisions does your firm have in the event of such occurrences as truck breakdowns, elevator breakdowns, or the need for more movers or equipment?
8. What type of insurance coverage do you have? Please list by type and amount.
9. Will Metro be permitted to audit invoices if Metro deems it necessary? Will Metro be able to audit payroll and cost records to verify charges?
8. How many trucks, carts, and totes does your firm have to facilitate the move?
9. How many full time, permanent crew members do you employ which will be utilized to facilitate the Metro move?
10. How many hours of consultation will you provide Metro to meet with staff to plan, explain and execute this move?

The tentative office moving schedule as follows; final moving date to be provided by March 23, 1993.

Monday, 3:00 PM, March 19, 1993

Moving contractor award made.

Monday, AM, March 22, 1993

Consultation between Metro and contractor.

Thursday, AM, April 01, 1993

Staff orientation, tags and moving instructions delivered.

FIRST PHASE

Monday, AM, April 12, 1993

Moving contractor to deliver moving boxes, rolls of tape, tape dispensers and moving carts to Metro Center.

Friday, PM, April 16, 1993

Disassemble office partitions at Metro Center and Contact Lumber. 1:00 PM moving truck at Metro to begin move.

Saturday, 8:30 AM, April 17, 1993

Continued move of offices set ups and reassemble at Headquarters.

Monday, 1:00 PM, April 19, 1993

Staff ununpacks.

Tuesday, 1:00 PM April 20, 1993

Office fine tuning.

Walk through for approval.

Carts, packing boxes and other moving equipment/materials picked up by moving contractor.

SECOND PHASE

Wednesday, all day, April 21, 1993

Moving carts delivered to Metro Center.

Thursday, all day, April 22, 1993

Staff packing.

Disassemble office partitions at Metro Center.

Friday, PM, April 23, 1993

Begin move of offices set ups and reassemble at Headquarters.

Monday, 8:00 AM, April 26, 1993

Office ununpacks.

Tuesday, 1:00 PM April 27, 1993

Office fine tuning.

Walk through for final approval.

All remaining carts, packing boxes and other moving equipment/materials picked up by moving contractor.

Friday, May 14, 1993

Contractor to perform final fine tuning of offices.

COST ANALYSIS

MATERIALS	AMOUNT	UNIT COST	TOTAL
Letter Tote			
Legal Tote			
CRT Carton			
Commercial Bin			
Library Carts			
Tape			
Tape Dispensers			
Labels			
Packing Cartons			

RELOCATION CREW

	NUMBER	HOURS	TOTAL	RATE HRS	TOTAL
Supervisor Standard Time (S/T)					
Overtime (O/T)					
Drivers (S/T)					
(O/T)					
Movers (S/T)					
(O/T)					
Vans (S/T)					
(O/T)					
Crew to Fine Tune Work Stations (S/T)					
(O/T)					
Other (S/T)					
(O/T)					

Cargo Insurance
Valuation _____ @ \$ _____ per thousand.

Estimated Cost \$ _____

Metro Reserves the right to reject any and all proposals and/or to waive any irregularities if it is deemed to be in the public's best interest.

Award will be based on the lowest responsive bid meeting performance requirements.

REGIONAL FACILITIES COMMITTEE REPORT

RESOLUTION NO. 93-1753, AUTHORIZING AN EXEMPTION TO METRO CODE CHAPTER 2.04.041 (C) COMPETITIVE BIDDING PROCEDURES AND AUTHORIZING ISSUANCE OF A REQUEST FOR PROPOSALS FOR RELOCATING TO METRO REGIONAL CENTER

Date: February 19, 1993

Presented by: Councilor Hansen

COMMITTEE RECOMMENDATION: At its February 17, 1993 meeting the Regional Facilities Committee voted 3-0 to recommend Contract Review Board adoption of Resolution No. 93-1753. Voting were Councilors McFarland, Hansen, and Washington. Councilors Gardner and McLain were absent.

COMMITTEE DISCUSSION/ISSUES: Facilities Manager Flor Matias presented the staff report. He said Resolution No. 93-1753 was required to issue a Request for Proposals (RFP) for moving services to Metro Regional Center because this contract will need an exemption to competitive bidding procedures. The exemption is required because the Oregon Public Utility Commission regulates the rates for intrastate moves, which restricts moving companies from offering firm bids. The alternative is to get proposals for moving services and evaluate those proposals on the services offered and the firms' experience as well as cost estimates. In response to a question from Councilor Hansen, Mr. Matias said the movers will base their proposals on Metro's specifications in the RFP.

Councilor Hansen asked how long the move would take. Mr. Matias said it would take place over two weekends, with the extra time needed to coordinate the transfer of computer networks. Councilor Hansen asked if there are firms that specialize in moves of the sort anticipated for Metro, which involve large amounts of furniture and computer networks. Mr. Matias said that issue is covered in the specifications, with one of the evaluation criteria being firms' experience in performing similar moves within the past 18 months.

STAFF REPORT

CONSIDERATION OF RESOLUTION NUMBER 93-1753 AUTHORIZING AN EXEMPTION TO METRO CODE CHAPTER 2.04.041 (C) COMPETITIVE BIDDING PROCEDURES AND AUTHORIZING THE ISSUANCE OF A REQUEST FOR PROPOSALS FOR RELOCATING TO METRO REGIONAL CENTER

PROPOSED ACTION

Facilities Management requests from the Metro Public Contracts Review Board an authorization to issue a Request for Proposal to moving contractors to relocate Metro Center staff and staff located at the Contact Lumber offices to Metro Regional Center.

FACTUAL BACKGROUND AND ANALYSIS

1. During April, 1993 Metro will be relocating to Metro Regional Center located 600 N.E. Grand Avenue, Portland, Oregon. Facilities Management has been charged with the organization and coordination of relocating staff and equipment to Metro Regional Center. A professional moving firm is recommended to provide the labor, vehicles and materials to relocate Metro staff.
2. The moving industry in Oregon is price regulated by the Oregon Public Utility Commission. Moving companies cannot be held to a firm bid price for relocating offices and equipment over public roads; charges are made on actual services rendered. (Exhibit A attached).
3. A moving professional experienced in office moves of similar size and complexity will be held responsible for the development, documentation and ultimate execution of the moving plan.
4. Upon the advice of Metro Legal Counsel and Procurement Offices, Request for Proposals need be issued to include the mandatory time frame and other constraints and allowing proposals to be evaluated based upon a performance evaluation criteria and estimated cost.

BUDGET IMPACT

Funds have been budgeted for relocating of Metro office furniture and equipment to Metro Regional Center in the Regional Facilities Construction Project Budget.

EXECUTIVE OFFICER RECOMMENDATION

The Executive Officer recommends passage of Resolution 93-1753 to issue a Request for Proposal to office moving firms for relocating Metro Center and Contact Lumber office furniture and equipment to Metro Regional Center.