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RECEIVED

AUG 03 2022

NAVARRO COUNTY AUDITOR'S OFFICE

Departmental Purchase Requisition

Company Office Boy

Address 1473 Terre Colony Ct., Dept OB

City Dallas

State TX Zip/Postal Code 75212

Country _____

Budget Number _____

Request Date 08/03/22

Phone Number 972-915-9500

Fax Number _____

Contact Name _____

Item No.	Description	Quantity	Unit Cost	Amount
	Materials, Relocation Activity, Removal/Disposal Activity of HIDTA Offices (NEED PO)			\$99,420.03
Comments: <u>PO - 2022 OP - Services</u>				
			Subtotal	\$99,420.03
			Shipping Charge	
			Total	\$99,420.03

[Signature]

Authorized by Official/Department Head

Date: _____

Return To: Navarro County Auditor's Office
 300 West 3rd Avenue Street, Suite 4
 Corsicana, Texas 75110

Auditor Use Only

Vendor No: _____

Purchase Order No: _____

G/L Account No: _____

Auditor Approval: _____

PROPOSAL

office boy

PROPOSAL

PLAN | FURNISH | TECH | MOVE | DECOMMISSION

Service Proposal For
Texoma HIDTA

office boy - dallas proposal 50607

proposal date: 7/19/2022

Thank you for your consideration of our proposal. We are eager to address any questions you may have!

Client Contact Information:

Name: Christine Lunger
Phone: (972) 915-9502 Cell: (214) 763-6687
Email: christine.lunger@texomahidta.org

Acct Mgr Contact Information:

Name: Sam Shelton
Phone: (214) 357-9111 Cell: (214) 357-9111
Email: maranda@officeboy.com

Scope of Work (Task Description: Be Detailed):

Office Boy to provide labor, equipment and materials to relocate furniture, contents and electronics for approximately (250) people from 8404 Esters, Irving, TX to DESTINATION ADDRESS NEEDED

Move inventory: (280) chairs, (8) bookcases, (10) tables, (6) lockers, (10) filing cabinets, (1) plotter, (1) training room, (1) kitchen, all storage spaces, (250) computers, and (750) crates from origin to destination.

Removal of: (40) offices, (214) 6'x8' workstations, (6) storage areas, (43) filing cabinets, (7) conference rooms, (4) warehouse cages, IT racks, (5) shelving units, contents of Kitchen.

One-time delivery/14 day rental/one-time pick up of (750) crates. All materials/equipment necessary to complete relocation successfully.
Client to pack/unpack all contents.
Client to de/reinstall all electronics.

Proposal Quotation:

Materials	\$6,535.74
Relocation Activity	\$24,504.67
Removal/Disposal Activity	\$62,131.42

Proposal Subtotal:	\$93,171.83
Consumables:	\$1,397.58
Fuel Surcharge:	\$3,911.73
Sales Tax:	\$938.90
Proposal Total:	\$99,420.03

98,481.13

We would appreciate the opportunity to serve you.

Maximum Limited Liability for damaged items is Industry Standard \$.60 per Lb. per item at no cost. Additional Liability options are available upon request.
Billable time is portal to portal.

Estimated Activity Start Date: 7/19/2022

Proposal Type: Firm Fixed Bid



Client Payable Contact Information:

Name: Christine Lunger
Phone: (972) 915-9502 Cell: (214) 763-6687
Email: christine.lunger@texomahidta.org
PO#:

Payment Terms Agreement:

Deposit: 50%	Job Start: 0%	Balance: 50%
\$49,710.02	\$0.00	\$49,710.02

Remaining Balance is due Net 30 Days

Customer Proposal Acceptance

With my signature I confirm the Proposal Scope of Work and accept the Proposal Quotation detailed above. I warrant that I am authorized to commit the Company named above to payment of the charges resulting from the Scope of Work described above and for any additional activities requested while performing this Scope of Work. I have read, understood, and agree to the attached Proposal Terms and Conditions and have initialed the terms and conditions page.

Authorized Signature:

Phone: (903) 654 3025

Printed Name & Title: H.M. DAVENPORT, JR. NAVARRO County Judge **Date:** August 8, 2022

Enclosed Exhibit A must be initialed and returned with proposal.

Agreement Between Parties

This agreement, its attached Proposal, and any change orders that may result, constitute the entire agreement between The Total Office Solutions, LLP Companies (TOS hereafter) and the Customer and no other representations or statements will be binding upon those parties. If any part of this agreement is found to be invalid or unenforceable for any reason, the remaining terms and conditions of this agreement shall remain in full force and effect.

Plans / Drawings

If applicable Customer is to provide accurate, dimensioned floor plans, installation plans, etc. of the destination space to TOS in a timely manner prior to the provision of TOS Scope Of Work (SOW hereafter) services.

Customer Coordination Personnel

Customer is to assign Coordination Personnel to be present during SOW activities. TOS is not responsible for any cost of Customer's employees, representatives, loss of market, loss of use, or the employees, vehicles, and/or equipment of any other vendor that Customer may hire in any event.

Worksite, Dock, and Elevator Access

Customer is to ensure reasonable, unrestricted access to all facilities required to complete the SOW activities and/or to make needed post SOW repairs. TOS is not responsible for dock, elevator use, elevator operator, elevator mechanic, or elevator top/bottom car fees in any event.

Additionally Billable Events

Billable events outside of the SOW may include, but are not limited to, Customer's failure to perform certain agreed or assumed tasks by the times and dates agreed, incomplete destination finish out, inadequate space planning, missing parts, delay from elevator or power failure, weather delay, significant traffic delay, worksite obstruction from Customer assets or personnel, services or materials requested by Customer representatives outside of the SOW or signed change orders, debris, the presence of other Contractors, or requests to store or dispose of excess furniture or goods.

Schedule Cancellation, Rescheduling

In the event Customer cancels or reschedules either the entire "SOW" schedule, or a planned work activity phase of six or more TOS employees, within six business days of the scheduled start time of such activity, Customer agrees to pay TOS a "Loss of Revenue" rescheduling fee equal to twenty-five percent of the estimated TOS service charge for that planned work activity.

TOS Option to Repair

Customer grants TOS the option to repair any damage that in TOS's opinion is repairable. Successful repair is defined as returning the damaged item or area to its pre-move condition. At TOS's option, or in the event Customer unreasonably disapproves TOS's repair of the item or area, TOS reserves the right to "cash out" claimed damages within the limit of liability chosen by Customer, or to submit a claim to TOS's insurance provider.

Damage Reporting / Withholding

Damages which Customer may claim related to TOS services must be reported to TOS via written correspondence within six business days of the TOS service claimed to have caused the damage(s). Customer agrees not to hold TOS liable for any type of damage based on a "pro-rata" distribution of fault among multiple Vendors. In the event of damage, Customer agrees not to withhold all or any part of TOS's invoice(s) for services beyond the agreed payment term. Withholding payment beyond the agreement terms shall void all TOS warranties or repair liability.

Customer Packed Containers / Keys

TOS is not liable for damage or loss to contents of Customer packed containers, employee personally owned items, damage to file cabinets moved loaded, or for keys in locks which become lost or broken.

Marble, Granite, etc.

All stone items, such as marble granite, etc. are fragile and not meant to be moved frequently. Even with extreme caution there is risk of damage. Due to this circumstance TOS has no liability to damage to these items during the moving process.

Water Hookups / Plants

TOS is never responsible for water hookups, plant damage or plant health.

Electronic or Mechanical Equipment

Customer is responsible for correct copier and/or equipment move preparation. Copiers must be prepared for moving by Customer's service provider. Should there be clear evidence of external or internal physical damage resulting from TOS's negligence, TOS shall be liable for resulting physical and functional repair in limits per the damage reimbursement selected by the Customer. Should the equipment exhibit only a functional failure, such failure shall constitute "coincidental failure" for which Customer agrees TOS shall have no liability.

Contractor Billings

TOS will not be liable, including by offset or deduction, for other contractor repair expense without TOS's prior written consent.

Security, Missing Items

Customer is to provide all security it desires at all times. Absent proof of an TOS employee's involvement in a theft during a scheduled work activity, Customer releases TOS from all liability for missing items, including but not limited to, pens, PID's, purses and/or their contents including cash or checks, mobile phones, or laptop computers.

office boy - dallas proposal 50607 Proposal # 50607 **Client Initials:** _____ **Date:** _____



MOVE SOLUTIONS, LTD.

Unique Entity ID CHYJXSFK2N89	CAGE / NCAE 0SZV6	Purpose of Registration All Awards
Registration Status Active Registration	Expiration Date Feb 22, 2023	
Physical Address 1473 Terre Colony CT Dallas, Texas 75212-6220 United States	Mailing Address 1473 Terre Colony Court Dallas, Texas 75212-6222 United States	

Doing Business As

Doing Business as Move Solutions - Dallas, Ltd.	Division Name Move Solutions, Ltd.	Division Number (blank)
Congressional District Texas 33	State / Country of Incorporation Texas / United States	URL http://www.movesolutions.com

Registration Dates

Activation Date Jan 25, 2022	Submission Date Jan 23, 2022	Initial Registration Date Apr 16, 2002
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Entity Dates

Entity Start Date Jul 1, 1987	Fiscal Year End Close Date Dec 31
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Immediate Owner

CAGE (blank)	Legal Business Name (blank)
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Highest Level Owner

CAGE (blank)	Legal Business Name (blank)
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Executive Compensation

Registrants in the System for Award Management (SAM) respond to the Executive Compensation questions in accordance with Section 6202 of P.L. 110-252, amending the Federal Funding Accountability and Transparency Act (P.L. 109-282). This information is not displayed in SAM. It is sent to USAspending.gov for display in association with an eligible award. Maintaining an active registration in SAM demonstrates the registrant responded to the questions.

Proceedings Questions

Registrants in the System for Award Management (SAM) respond to proceedings questions in accordance with FAR 52.209-7, FAR 52.209-9, or 2.C.F.R. 200 Appendix XII. Their responses are not displayed in SAM. They are sent to FAPIS.gov for display as applicable. Maintaining an active registration in SAM demonstrates the registrant responded to the proceedings questions.

Exclusion Records

Active Exclusions Records?
No

SAM Search Authorization

I authorize my entity's non-sensitive information to be displayed in SAM public search results:
Yes

Entity Types

Business Types	Entity Type	Organization Factors
Entity Structure Partnership or Limited Liability Partnership	Business or Organization	(blank)
Profit Structure For Profit Organization		

Socio-Economic Types

Woman Owned Small Business
 Woman Owned Business

Check the registrant's Reqs & Certs, if present, under FAR 52.212-3 or FAR 52.219-1 to determine if the entity is an SBA-certified HUBZone small business concern. Additional small business information may be found in the SBA's Dynamic Small Business Search if the entity completed the SBA supplemental pages during registration.

Financial Information

Accepts Credit Card Payments Yes	Debt Subject To Offset No
EFT Indicator 0000	CAGE Code 0SZV6

Points of Contact

Electronic Business

ⓧ Patrick Zagurski	1473 Terre Colony Court Dallas, Texas 75212 United States
Amy Linton	1473 Terre Colony Court Dallas, Texas 75212 United States

Government Business

ⓧ Patrick Zagurski	1473 Terre Colony Court Dallas, Texas 75212 United States
Patrick Zagurski	1473 Terre Colony Court Dallas, Texas 75212 United States

Past Performance

ⓧ Amy Linton	1473 Terre Colony Court Dallas, Texas 75212 United States
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NAICS Classification

NAICS Codes

Primary Yes	NAICS Codes	NAICS Title
	484210	Used Household And Office Goods Moving
	238390	Other Building Finishing Contractors
	337214	Office Furniture (Except Wood) Manufacturing
	488991	Packing And Crating
	493190	Other Warehousing And Storage
	541410	Interior Design Services
	541614	Process, Physical Distribution, And Logistics Consulting Services
	561499	All Other Business Support Services
	811420	Reupholstery And Furniture Repair

Product and Service Codes

PSC V301	PSC Name Transportation/Travel/Relocation- Relocation: Relocation
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Disaster Response

This entity does not appear in the disaster response registry.