

**EXHIBIT A-1 – BIDDER’S CERTIFICATION**

Competitive Solicitation:	No. <u>01920</u> <u>Office Relocation Services - 2021</u>		
Bidder:	<u>Allwest Transportation, inc</u> Type/print full legal name of Bidder		
Bidder’s Address:	<u>2640 Willamette Drive NE Lacey, WA 98516</u> Type/print Bidder’s Address		
Bidder Organization Type: Check appropriate box	Corporation:	<input checked="" type="checkbox"/> Domestic	<input type="checkbox"/> Foreign
	Limited Liability Company (LLC):	<input type="checkbox"/> Domestic	<input type="checkbox"/> Foreign
	Partnership:	<input type="checkbox"/> Domestic	<input type="checkbox"/> Foreign
	Sole Proprietorship:	<input type="checkbox"/>	
State of Formation:	<u>Washington</u> Type/print the state where the corporation, LLC, or partnership is formed – e.g., ‘Washington’ if domestic and the name of the state if ‘Foreign’ (i.e., not Washington)		

Bidder, through the duly authorized undersigned, makes this certification as a required element of submitting a responsive bid. Bidder certifies, to the best of its knowledge and belief, that the following are true, complete, correct, and made in good faith:

1. **UNDERSTANDING.** Bidder certifies that Bidder has read, thoroughly examined, and fully understands all of the provisions in the Competitive Solicitation (including all exhibits) and the terms and conditions of the Master Contract and any amendments or clarifications to the Competitive Solicitation, and agrees to abide by the same.
2. **ACCURACY.** Bidder certifies that Bidder has carefully prepared and reviewed its bid and fully supports the accuracy of the same. Bidder further understands and acknowledges that Enterprise Services shall not be responsible for any errors or omission on the part of Bidder in preparing its bid. Bidder certifies that the facts declared here are true and accurate. Bidder further understands and acknowledges that the continuing compliance with these statements and all requirements of the Competitive Solicitation are conditions precedent to the award or continuation of the resulting Master Contract.
3. **NO COLLUSION OR ANTI-COMPETITIVE PRACTICES.** Bidder certifies that Bidder has not, either directly or indirectly, entered into any agreement, participated in any collusion, or otherwise taken any action in restraint of free competitive bidding in connection with this Competitive Solicitation.

Bidder certifies that Bidder's bid prices have been arrived at independently, without engaging in collusion, bid rigging, or any other illegal activity, and without for the purpose of restricting competition any consultation, communication, or agreement with any other bidder or competitor relating to (a) those prices, (b) the intention to submit a bid, or (c) the methods or factors used to calculate the prices offered. Bidder certifies that Bidder has not been and will not knowingly disclose its bid prices, directly or indirectly, to any other bidder or competitor before award of a Master Contract, unless otherwise required by law. Bidder certifies that Bidder has made no attempt and shall not make any attempt to induce any other person or firm to submit or not to submit a bid for the purpose of restricting competition. Bidder, however, freely may join with other persons or organizations for the purpose of presenting a bid.

4. **FIRM OFFER.** Bidder certifies that its bid, attached hereto, is a firm offer which cannot be withdrawn for a period of ninety (90) days from and after the bid due date specified in the Competitive Solicitation. Enterprise Services may accept such bid, with or without further negotiation, at any time within such period. In the event of a protest, Bidder's bid shall remain valid for such period or until the protest and any related court action is resolved, whichever is later.
5. **CONFLICT OF INTEREST.** Bidder certifies that, in preparing this bid, Bidder has not been assisted by any current or former employee of the State of Washington whose duties relate (or did relate) to this Competitive Solicitation, or prospective Master Contract, and who was assisting in other than his or her official, public capacity. Neither does such a person nor any member of his or her immediate family have any financial interest in the outcome of this bid.
6. **NO REIMBURSEMENT.** Bidder certifies that Bidder understands that the State of Washington will not reimburse Bidder for any costs incurred in the preparation of this bid. All bids become the property of the State of Washington, and Bidder claims no proprietary right to the ideas, writings, items, or samples unless so stated in the bid.
7. **PERFORMANCE.** Bidder certifies that Bidder understands that its submittal of a bid and execution of this Bidder's Certification certifies bidder's willingness to comply with the Master Contract, if awarded such. By submitting this bid, Bidder hereby offers to furnish the goods and/or services solicited pursuant to this Competitive Solicitation in compliance with all terms, conditions, and performance requirements contained in this Competitive Solicitation and the resulting Master Contract or, if applicable, as detailed on a Contract Issues List, if permitted, in this Competitive Solicitation.
8. **INSURANCE.** Bidder certifies as follows (must check one):
  - BIDDER HAS REQUIRED INSURANCE.** Bidder has attached a current, valid Certificate of Insurance with each and all of the required insurance coverages as specified in the Master Contract (note: Bidder must attach the Insurance Certificate).
  - OR
  - BIDDER WILL OBTAIN REQUIRED INSURANCE.** Bidder does not have a current, valid Certificate of Insurance with each and all of the required insurance coverages as specified in the Master Contract but, if designated as the Apparent Successful Bidder, Bidder will provide such a Certificate of Insurance, without exception of any kind, to Enterprise Services within twenty-four (24) hours of such designation or notification by Enterprise Services or be deemed a nonresponsive bid.

OR

- BIDDER DOES NOT HAVE REQUIRED INSURANCE.* As detailed on the attached explanation (Bidder to provide), Bidder does not have a current, valid Certificate of Insurance with each and all of the required insurance coverages as specified in the Master Contract and, if designated as the Apparent Successful Bidder would not be able to provide such a Certificate of Insurance to Enterprise Services within twenty-four (24) hours of such designation.

9. DEBARMENT. Bidder certifies as follows (must check one):

- NO DEBARMENT.* Bidder and/or its principals are not presently debarred, suspended, proposed for debarment, declared ineligible, or voluntarily excluded from contracting with any federal, state, or local governmental entity.

OR

- DEBARRED.* As detailed on the attached explanation (Bidder to provide), Bidder and/or its principals presently are debarred, suspended, proposed for debarment, declared ineligible, or voluntarily excluded from contracting with a federal, state, or local governmental entity.

10. CRIMINAL OFFENSE. Bidder certifies as follows (must check one):

- NO CRIMINAL OFFENSE.* Bidder has not, within the three (3) year period preceding the date of this Competitive Solicitation, been convicted or had a civil judgment rendered against Bidder for commission of fraud or a criminal offense in connection with obtaining, attempting to obtain, or performing a governmental contract; violation of any federal or state antitrust statute; or commission of embezzlement, theft, forgery, bribery, falsification or destruction of records, making false statements, or receiving stolen property. Bidder further certifies that it is not presently indicted or otherwise criminally or civilly charged by a governmental entity with commission of any of the offenses enumerated in this paragraph.

OR

- CRIMINAL OFFENSE.* As detailed on the attached explanation (Bidder to provide), within the three (3) year period preceding the date of this Competitive Solicitation, Bidder has been convicted or had a civil judgment rendered against Bidder for commission of fraud or a criminal offense in connection with obtaining, attempting to obtain, or performing a governmental contract; violation of any federal or state antitrust statute; or commission of embezzlement, theft, forgery, bribery, falsification or destruction of records, making false statements, or receiving stolen property.

11. WAGE THEFT PREVENTION. Bidder certifies as follows (must check one):

- NO WAGE VIOLATIONS.* Bidder has NOT been determined by a final and binding citation and notice of assessment issued by the Washington Department of Labor and Industries or through a civil judgment entered by a court of limited or general jurisdiction to have willfully violated, as defined in RCW 49.48.082, any provision of RCW chapters 49.46, 49.48, or 49.52 within three (3) years prior to the date of the above-referenced Competitive Solicitation date.

OR

- VIOLATIONS OF WAGE LAWS.* Bidder has been determined by a final and binding citation and notice of assessment issued by the Washington Department of Labor and

Industries or through a civil judgment entered by a court of limited or general jurisdiction to have willfully violated, as defined in RCW 49.48.082, a provision of RCW chapters 49.46, 49.48, or 49.52 within three (3) years prior to the date of the above-referenced Competitive Solicitation date.

12. PAY EQUALITY. Bidder certifies as follows (must check one):

- PAY EQUALITY FOR SIMILARLY EMPLOYED WORKERS.* Bidder's similarly employed individuals are compensated as equals. For purposes of this provision, employees are similarly employed if the individuals work for the same employer, the performance of the job requires comparable skill, effort, and responsibility, and the jobs are performed under similar working conditions. Job titles alone are not determinative of whether employees are similarly employed. Bidder may allow differentials in compensation for its workers based in good faith on any of the following: a seniority system; a merit system; a system that measures earnings by quantity or quality of production; a bona fide job-related factor or factors; or a bona fide regional difference in compensation levels. A bona fide job-related factor or factors may include, but not be limited to, education, training, or experience that is: consistent with business necessity; not based on or derived from a gender-based differential; and accounts for the entire differential. A bona fide regional difference in compensation level must be consistent with business necessity; not based on or derived from a gender-based differential; and account for the entire differential.

OR

- NO PAY EQUALITY FOR SIMILARLY EMPLOYED WORKERS.* Bidder's similarly employed individuals are NOT compensated as equals.

13. WORKERS' RIGHTS (EXECUTIVE ORDER 18-03). Bidder certifies as follows (must check one):

- NO MANDATORY INDIVIDUAL ARBITRATION CLAUSES AND CLASS OR COLLECTIVE ACTION WAIVERS FOR EMPLOYEES.* Bidder does NOT require its employees, as a condition of employment, to sign or agree to mandatory individual arbitration clauses or class or collective action waivers.

OR

- MANDATORY INDIVIDUAL ARBITRATION CLAUSES AND CLASS OR COLLECTIVE ACTION WAIVERS FOR EMPLOYEES.* Bidder requires its employees, as a condition of employment, to sign or agree to mandatory individual arbitration clauses or class or collective action waivers.

14. TERMINATION FOR DEFAULT OR CAUSE. Bidder certifies as follows (must check one):

- NO TERMINATION FOR DEFAULT OR CAUSE.* Bidder has not, within the three (3) year period preceding the date of this Competitive Solicitation, had one (1) or more federal, state, or local governmental contracts terminated for cause or default.

OR

- TERMINATION FOR DEFAULT OR CAUSE.* As detailed on the attached explanation (Bidder to provide), within the three (3) year period preceding the date of this Competitive Solicitation, Bidder has had one (1) or more federal, state, or local governmental contracts terminated for cause or default.

15. TAXES. Bidder certifies as follows (must check one):

- TAXES PAID.** Except as validly contested, Bidder is not delinquent and has paid or has arranged for payment of all taxes due to the State of Washington and has filed all required returns and reports as applicable.

OR

- DELINQUENT TAXES.** As detailed on the attached explanation (Bidder to provide), Bidder has not paid or arranged for payment of all taxes due to the State of Washington and/or has not timely filed all required returns and reports as applicable.

16. **LAWFUL REGISTRATION.** Bidder, if conducting business other than as a sole proprietorship (e.g., Bidder is a corporation, limited liability company, partnership) certifies as follows (must check one):

- CURRENT LAWFUL REGISTRATION.** Bidder is in good standing in the State of Washington and the jurisdiction where Bidder is organized, including having timely filed all required annual reports.

OR

- DELINQUENT REGISTRATION.** As detailed on the attached explanation (Bidder to provide), Bidder currently is not in good standing in the State of Washington and/or the jurisdiction where Bidder is organized.

17. **SUBCONTRACTORS.** Bidder certifies as follows (must check one):

- NO SUBCONTRACTORS.** If awarded a Master Contract, Bidder will not utilize subcontractors to provide the goods and/or services subject to this Competitive Solicitation.

OR

- SUBCONTRACTORS.** As identified in Exhibit A-2 – Bidder’s Profile (Bidder to complete Subcontractor section in Exhibit A-2), if awarded a Master Contract, Bidder will utilize subcontractors to provide the goods and/or services subject to this Competitive Solicitation. In such event, Bidder certifies that, as to the State, Bidder shall retain responsibility for its subcontractors, including, without limitation, liability for any subcontractor’s acts or omissions. Note: Bidder must provide the precise legal name (including state of organization), business address, type of service provided, and federal tax identification number (TIN) for each subcontractor. Note: If the TIN is a SSN, provide only the last four (4) digits.

18. **WASHINGTON SMALL BUSINESS.** Bidder certifies as follows (must check one):

- WASHINGTON SMALL BUSINESS.** Bidder is a Washington Small Business as defined in RCW 39.26.010 (i.e., Bidder is owned and operated independently from all other businesses and has either: (a) fifty (50) or fewer employees; or (b) gross revenue of less than seven million dollars (\$7,000,000) annually as reported on its federal income tax return or its return filed with the Washington State Department of Revenue over the previous three consecutive years) and Bidder has certified its small business status in WEBS.

OR

*NOT WASHINGTON SMALL BUSINESS.* Bidder is not a Washington Small Business as defined in RCW 39.26.010.

19. **VETERAN-OWNED BUSINESS.** Bidder certifies as follows (must check one):

*VETERAN-OWNED BUSINESS.* Bidder is a certified Veteran-Owned business under RCW 43.60A.190 and is identified as such on WEBS (which is confirmed by the Washington Department of Veterans' Affairs).

OR

*NOT VETERAN-OWNED BUSINESS.* Bidder is not a certified Veteran-Owned business under RCW 43.60A.190.

20. **REFERENCES.** Bidder certifies that the references provided to Enterprise Services have worked with Bidder and that such individuals and firms have full permission, without any additional requirement or release, to provide such references and information to Enterprise Services. Bidder hereby authorizes Enterprise Services (or its agent) to contact Bidder's references and others who may have pertinent information regarding Bidder's prior experience and ability to perform the Master Contract, if awarded. Bidder hereby authorizes such individuals and firms to provide such references and release to Enterprise Services information pertaining to the same.

Bidder further certifies that it shall provide immediate written notice to Enterprise Services if, at any time prior to a contract award, Bidder learns that any of its certifications set forth herein were erroneous when submitted or has become erroneous by reason of changed circumstances.

I hereby certify, under penalty of perjury under the laws of the State of Washington, that the certifications herein are true and correct and that I am duly authorized to make these certifications on behalf of the Bidder listed herein.

BIDDER NAME: Allwest Transportation, Inc.

Print Name of Bidder – Print full legal entity name of the firm submitting the Bid

By:



Signature of Bidder's authorized person

Charlie Naubert

Print Name of person making certifications for Bidder

Title:

Vice President

Title of person signing certificate

Place: Lacey, WA

Print city and state where signed

Date: January 15, 2021

Return this Bidder's Certification to Procurement Coordinator at:  
DESContractsStrategy@des.wa.gov



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**THIS ENDORSEMENT CHANGES THE POLICY. PLEASE READ IT CAREFULLY.**

**ADDITIONAL INSURED – DESIGNATED  
PERSON OR ORGANIZATION**

This endorsement modifies insurance provided under the following:

COMMERCIAL GENERAL LIABILITY COVERAGE PART

**SCHEDULE**

**Name Of Additional Insured Person(s) Or Organization(s):**

For shippers & landlords where moves are to occur

per certs on file with program, administrator, except , separately scheduled as A/I.,

Information required to complete this Schedule, if not shown above, will be shown in the Declarations.

**A. Section II – Who Is An Insured** is amended to include as an additional insured the person(s) or organization(s) shown in the Schedule, but only with respect to liability for "bodily injury", "property damage" or "personal and advertising injury" caused, in whole or in part, by your acts or omissions or the acts or omissions of those acting on your behalf:

1. In the performance of your ongoing operations; or
2. In connection with your premises owned by or rented to you.

However:

1. The insurance afforded to such additional insured only applies to the extent permitted by law; and
2. If coverage provided to the additional insured is required by a contract or agreement, the insurance afforded to such additional insured will not be broader than that which you are required by the contract or agreement to provide for such additional insured.

**B. With respect to the insurance afforded to these additional insureds, the following is added to Section III – Limits Of Insurance:**

If coverage provided to the additional insured is required by a contract or agreement, the most we will pay on behalf of the additional insured is the amount of insurance:

1. Required by the contract or agreement; or
  2. Available under the applicable Limits of Insurance shown in the Declarations;
- whichever is less.

This endorsement shall not increase the applicable Limits of Insurance shown in the Declarations.

**THIS ENDORSEMENT CHANGES THE POLICY. PLEASE READ IT CAREFULLY.**

**ADDITIONAL INSURED – LESSOR OF  
LEASED EQUIPMENT**

This endorsement modifies insurance provided under the following:

COMMERCIAL GENERAL LIABILITY COVERAGE PART

**SCHEDULE**

**Name Of Additional Insured Person(s) Or Organization(s):**

Insurance Verification Center; c/o ABIC Specialty  
5th Floor, PO Box 979280, Miami, FL 33197

Information required to complete this Schedule, if not shown above, will be shown in the Declarations.

**A. Section II – Who Is An Insured** is amended to include as an additional insured the person(s) or organization(s) shown in the Schedule, but only with respect to liability for "bodily injury", "property damage" or "personal and advertising injury" caused, in whole or in part, by your maintenance, operation or use of equipment leased to you by such person(s) or organization(s).

However:

1. The insurance afforded to such additional insured only applies to the extent permitted by law; and
2. If coverage provided to the additional insured is required by a contract or agreement, the insurance afforded to such additional insured will not be broader than that which you are required by the contract or agreement to provide for such additional insured.

**B.** With respect to the insurance afforded to these additional insureds, this insurance does not apply to any "occurrence" which takes place after the equipment lease expires.

**C.** With respect to the insurance afforded to these additional insureds, the following is added to **Section III – Limits Of Insurance:**

If coverage provided to the additional insured is required by a contract or agreement, the most we will pay on behalf of the additional insured is the amount of insurance:

1. Required by the contract or agreement; or
  2. Available under the applicable Limits of Insurance shown in the Declarations;
- whichever is less.

This endorsement shall not increase the applicable Limits of Insurance shown in the Declarations.

**THIS ENDORSEMENT CHANGES THE POLICY. PLEASE READ IT CAREFULLY.**

**PRIMARY AND NONCONTRIBUTORY –  
OTHER INSURANCE CONDITION**

This endorsement modifies insurance provided under the following:

COMMERCIAL GENERAL LIABILITY COVERAGE PART  
PRODUCTS/COMPLETED OPERATIONS LIABILITY COVERAGE PART

The following is added to the **Other Insurance** Condition and supersedes any provision to the contrary:

**Primary And Noncontributory Insurance**

This insurance is primary to and will not seek contribution from any other insurance available to an additional insured under your policy provided that:

(1) The additional insured is a Named Insured under such other insurance; and

(2) You have agreed in writing in a contract or agreement that this insurance would be primary and would not seek contribution from any other insurance available to the additional insured.

## WAIVER OF TRANSFER OF RIGHTS OF RECOVERY AGAINST OTHERS TO US

This endorsement modifies insurance provided under the following:

COMMERCIAL GENERAL LIABILITY COVERAGE PART  
PRODUCTS/COMPLETED OPERATIONS LIABILITY COVERAGE PART

### SCHEDULE

**Name Of Person Or Organization:**

FOR SHIPPERS AND LANDLORDS WHERE MOVES ARE TO OCCUR PER CERTIFICATES ON FILE WITH PROGRAM ADMINISTRATOR

Information required to complete this Schedule, if not shown above, will be shown in the Declarations.

The following is added to Paragraph 8. **Transfer Of Rights Of Recovery Against Others To Us** of Section IV – Conditions:

We waive any right of recovery we may have against the person or organization shown in the Schedule above because of payments we make for injury or damage arising out of your ongoing operations or "your work" done under a contract with that person or organization and included in the "products-completed operations hazard". This waiver applies only to the person or organization shown in the Schedule above.

**THIS ENDORSEMENT CHANGES THE POLICY. PLEASE READ IT CAREFULLY.**

**DESIGNATED INSURED FOR  
COVERED AUTOS LIABILITY COVERAGE**

This endorsement modifies insurance provided under the following:

- AUTO DEALERS COVERAGE FORM
- BUSINESS AUTO COVERAGE FORM
- MOTOR CARRIER COVERAGE FORM

With respect to coverage provided by this endorsement, the provisions of the Coverage Form apply unless modified by this endorsement.

This endorsement identifies person(s) or organization(s) who are "insureds" for Covered Autos Liability Coverage under the Who Is An Insured provision of the Coverage Form. This endorsement does not alter coverage provided in the Coverage Form.

This endorsement changes the policy effective on the inception date of the policy unless another date is indicated below.

<p><b>Named Insured:</b> Allwest Transportation Inc.</p> <p><b>Endorsement Effective Date:</b></p>
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**SCHEDULE**

<p><b>Name Of Person(s) Or Organization(s):</b> FOR SHIPPERS AND LANDLORDS WHERE MOVES ARE TO OCCUR PER CERTIFICATES ON FILE</p>
<p>Information required to complete this Schedule, if not shown above, will be shown in the Declarations.</p>

Each person or organization shown in the Schedule is an "insured" for Covered Autos Liability Coverage, but only to the extent that person or organization qualifies as an "insured" under the Who Is An Insured provision contained in Paragraph A.1. of Section II – Covered Autos Liability Coverage in the Business Auto and Motor Carrier Coverage Forms and Paragraph D.2. of Section I – Covered Autos Coverages of the Auto Dealers Coverage Form.



**EXHIBIT A-2 – BIDDER’S PROFILE**

Competitive Solicitation No.:	<u>01920</u> <u>Office Relocation Services - 2021</u>
Bidder:	<u>Allwest Transportation, inc</u>

<b>BIDDER INFORMATION</b>	
Legal name and address of Bidder: Note: This must match information from Business License	<u>Allwest Transportation, Inc.</u> Business Name <u>2640 Willamette Drive NE</u> Address <u>Lacey, WA 98516</u> City, State, Zip Code
Washington State Department of Revenue Registration Number: Note: This is the Unified Business Identifier (UBI)	<u>601-331-470</u>
Federal Tax ID No. (TIN): Note: If your TIN is a Social Security number, provide only the last four digits.	<u>91-1530306</u>
Is your firm certified as a minority or woman owned business with the Washington State Office of Minority & Women’s Business Enterprises (OMWBE)?	Yes <input type="checkbox"/> No <input checked="" type="checkbox"/> If yes, provide MWBE certification no.
Is your firm a self-certified Washington State small business? Note: See definitions of ‘microbusiness,’ ‘minibusines,’ and ‘small business,’ set forth in RCW 39.26.010.	Yes <input checked="" type="checkbox"/> No <input type="checkbox"/> If yes, what is your business size? Small <input type="checkbox"/> Mini <input checked="" type="checkbox"/> Micro <input type="checkbox"/>
Is your firm certified as Veteran Owned with the Washington State Department of Veteran Affairs?	Yes <input type="checkbox"/> No <input checked="" type="checkbox"/> If yes, provide WSDVA certification no.

CONTRACT MANAGEMENT POINTS OF CONTACT	
<b>Authorized Representative</b> Name: <u>Ambrea McBride</u> Email: <u>ambrea@allwesttrans.com</u> Phone: <u>(360)943-4990 x200</u>	<b>Contract Administrator</b> Name: <u>Charlie Naubert</u> Email: <u>chnaubert@allwesttrans.com</u> Phone: <u>(360)943-4990 x212</u>
<b>Sales Reporting Representative</b> Name: <u>Ambrea McBride</u> Email: <u>ambrea@allwesttrans.com</u> Phone: <u>(360)943-4990 x200</u>	<b>Sales Reporting Alternate</b> Name: <u>Stacey Clerget</u> Email: <u>sclerget@allwesttrans.com</u> Phone: <u>(360)943-4990 x202</u>
<b>Management Fee Representative</b> Name: <u>Stacey Clerget</u> Email: <u>sclerget@allwesttrans.com</u> Phone: <u>(360)943-4990 x202</u>	<b>Management Fee Contact Alternate</b> Name: <u>Ambrea McBride</u> Email: <u>ambrea@allwesttrans.com</u> Phone: <u>(360)943-4990</u>
Address for Enterprise Services to send management fee invoices: Company name: <u>Allwest Transportation, inc</u> Attn: <u>Stacey Clerget</u> Address: <u>2640 Willamette Drive NE</u> City/State/Zip: <u>Lacey, WA 98516</u>	

ORDERING/SALES POINTS OF CONTACT (expand as necessary)			
Name	Phone Number	E-mail	Area of Responsibility
Ambrea McBride	(360)943-4990 x200	<u>ambrea@allwesttrans.com</u>	ALL
Charlie Naubert	(360)943-4990 x212	<u>chnaubert@allwesttrans.com</u>	ALL
AJ Rupe	(360)943-4990 x206	<u>dispatch@allwesttrans.com</u>	ALL

**SUBCONTRACTORS**

Bidder must provide the precise legal name (including state of organization), business address, type of service to be provided, and federal tax identification number (TIN) for each subcontractor. Note: If the TIN is a SSN, provide only the last four (4) digits.

<b>SUBCONTRACTORS (expand as necessary)</b>			
<b>Name and Address</b>	<b>Phone Number and E-mail Address</b>	<b>List service subcontractor will provide</b>	<b>Federal Tax ID No. (TIN):</b>

**REFERENCES**

Provide a minimum of three (3) commercial or government references for which bidder has delivered goods and/or services similar in scope as described in the Competitive Solicitation.

<b>Reference 1</b>	
Company Name:	<u>Tumwater School District – Capital Projects</u>
Contact:	<u>Tanya Baker</u>
Phone:	<u>O: (360)709-7009, C: (360)239-0413</u>
Email:	<u>Tanya.Baker@Tumwater.k12.wa.us</u>
<b>Reference 2</b>	
Company Name:	<u>Pierce County – Facilities Management</u>
Contact:	<u>Ken Hays</u>
Phone:	<u>O: (253)798-6723, C: (253)722-4134</u>
Email:	<u>Ken.Hays@piercecountywa.gov</u>
<b>Reference 3</b>	
Company Name:	<u>Northshore School District – Planning and Design</u>
Contact:	<u>Ha Yang</u>
Phone:	<u>O: (425)408-7858, C: (206)694-3484</u>
Email:	<u>nyang@nsd.org</u>

**PURCHASE CARDS (I.E., CREDIT CARDS)**

Please indicate which types of purchasing (credit) cards are accepted (note: any card fees must be included in the unit price of the bid):

Visa  Master Card  American Express  Discover  Other: \_\_\_\_\_

Return this Bidder’s Profile to Procurement Coordinator at:  
DESContractsStrategy@des.wa.gov

**BIDDER NAME: Allwest Transportation**

**RFP NO.: 01920 Office Relocation Services - 2021**

**Instructions**

1. Review **Requirements**.
2. Review **Priority** and the provided definitions:
  - **Mandatory Pass/Fail (M)**: Minimum requirement; Bidder that does not meet this requirement will not be considered any further.
  - **Mandatory Scored (MS)**: Critical requirement; evaluators will score based on the degree to which Bidder's response meets the requirement.
  - **Desirable Scored (DS)**: Desirable requirement; evaluators will score based on the degree to which Bidder's response meets the requirement.
3. Using the **Bidder Meets Requirement** column, select either a "Yes" or "No" to indicate the Bidder's ability to meet the requirement. Any entry that is not either a "Yes" or "No" response may be deemed non-responsive and will not be considered any further.
4. Bidder must respond in the **Written Response** column for every requirement that indicates a "Written Response Required". Written responses must not reference any material present elsewhere. The written response shall be considered complete and stand of its own merits.
5. An asterisk (\*) in the **Cat. A only** column indicates requirements only Bidders bidding Category A are required to respond.

Select the category or categories you are bidding:

**Category A – All Inclusive; Moving, Overnight Storage, and Office System Assembling/Disassembling Services**

**Category B – Moving Services with Overnight Storage option**

Req ID	Category	Cat. A only	Functional Requirements	Priority	Bidder Meets Requirement (Yes/No)	Written Response
1.0	General		<b>General</b>			
1.1	General		Contractor must ensure employees are trained/qualified in this trade. Provide a list of accredited professional certifications for this trade currently held by Contractor's employees. (i.e. Certified Moving Consultant (CMC), Certified Office & Industrial Consultant, Certified Packer/Loader (CPL), Registered International Mover (RIM))	MS	Yes	Provide list
1.2	General		Contractor must demonstrate a proficiency in this industry. Provide any memberships or certifications recognizing your organization in this industry (i.e. American Moving and Storage Associations (AMSA), Office Mover Affiliate (OMA), ProMover, etc.)	MS	Yes	Written response
1.3	General	*	Employees must be trained/qualified in the installation of a variety of office furniture and cubicle systems. Provide a list of brands/manufacturers your organization has experience installing (i.e. Steelcase, Power Works, Haworth, Correctional Industries, Herman Miller, Legion, System 2000, etc.)	MS	No	Complete the Office System Manufacturer Experience/Qualification form provided in the <b>OfficeSystemExp</b> tab
1.4	General		Contractor must have employees that will pass a background check. Contractor will be required to obtain background checks for employees and/or subcontractors performing work at Purchaser's request. Contractor must provide results of the background check at Purchaser's request.	M	Yes	

1.5	General	Contractor's labor workforce providing services under resulting contract must be in permanent employment status with the company. Contractor may subcontract for only the following positions: Furniture Technician, Carpenter, and/or Electrician. (Subcontractors must be identified in Exhibit A-2 - Bidder's Profile).	M	Yes
2.0	Planning/Assessment	<b>Pre-Planning/Project Assessment</b> Contractor must perform an on-site project assessment at Purchaser's request. Contractor will respond within two (2) business days to schedule the site visit. There will be no charge for conducting a site visit.	M	Yes
2.1	Planning/Assessment	Contractor must provide a written cost estimate within two (2) business days following the site visit. There will be no charge for providing a cost estimate. Cost estimates sheet must include at minimum, number and type of crew members required to complete the project, hourly wage, cost for any additional equipment/tools/materials if needed, truck size/rate, and estimated time.	M	Yes
2.2	Planning/Assessment	Contractor must provide all equipment/materials necessary to perform the services (must be available in sufficient quantities at no extra charge), to include, but not limited to: <ul style="list-style-type: none"> <li>• Tags, seals, diagrams or any items associated with move identification coding</li> <li>• Dollies (hard rubber wheels maintained free of grease and dirt)</li> <li>• Rolling Racks/Bins</li> <li>• Personal Computer transporters</li> <li>• Rigging equipment</li> <li>• Ramps of various sizes</li> <li>• Wall/corner protective materials/pads</li> </ul>	M	Yes
2.3	Planning/Assessment	Contractor must provide any special equipment and tools required to conduct the move. All items and pricing must be identified on the Equipment Fees table in Exhibit C - Bid Price.	M	Yes
2.4	Planning/Assessment		M	Yes
3.0	Service and Site	<b>Service and Site</b> Contractor is responsible to ensure that only drivers with a valid license (including Commercial Drivers Licenses (CDL) and endorsements) are operating the class, weight and size of vehicle to which they are assigned.	M	Yes
3.1	Service and Site	Contractor must furnish a sufficient staff of supervisory and labor personnel to perform all phases of the move in an orderly, timely, and efficient manner. The Supervisor must remain on-Site during the entire duration of the move and will be answerable to the Purchaser for all facets of job progression.	M	Yes
3.2	Service and Site		M	Yes
3.3	Service and Site	Furniture, equipment and records will be transported in enclosed trucks, labeled with the Contractor's logo.	M	Yes

3.4	Service and Site	Select equipment, and records may be designated "security items" by the Purchaser. The Contractor must specifically identify such items and take appropriate measures to protect and preserve such property to comply with the reasonable requests of Purchaser.	M	Yes	
3.5	Service and Site	Contractor will agree to establish security procedures and guidelines subject to the Purchaser's approval.	M	Yes	
3.6	Service and Site	Hourly rate will be paid to the Contractor from the time of check-in to the Customer's location and end at Customer's final destination at completion and acceptance of services rendered.	M	Yes	
4.0	<b>Storage</b>	<b>Overnight Storage</b>			
4.1	Storage	Contractor will provide the option for overnight storage on the truck up to a maximum of three (3) nights.	M	Yes	
4.2	Storage	At Purchaser's request, Contractor will provide a secured location to park the truck for overnight storage. Purchaser may elect to have the truck parked overnight on-site at Purchaser's location.	M	Yes	
4.3	Storage	Contractor will ensure the truck is in the condition to protect contents being stored from inclement weather conditions.	M	Yes	
5.0	<b>Environmental</b>	<b>Environmental Alternative Options</b>			
5.1	Environmental	Contractor provides Purchaser with the option of using recycled moving boxes upon request.	DS	Yes	written response
5.2	Environmental	Contractor offers alternative technology to promote greenhouse gas reduction, including battery operated vehicles, hybrid technology, and or alternative fuels (bio-diesel, CNG Hydrogen etc.).	DS	No	written response
5.3	Environmental	Describe any other programs offered by your firm that may have a positive impact on the environment.	DS	Yes	written response





## **Exhibit B – Performance Requirements**

### **Section 1.1 – Qualifications and Training**

#### **Project Management Team**

*Charlie Naubert (General Manager) - 16 years industry experience*

*Ambrea McBride (Certified Move Consultant) - 18 years industry experience*

*Charles Varner (Operations Manager) - 18 years industry experience*

- Available during any phase of the project - including holidays, weekends and after-hours.
- All members of the Project Management Team have completed Edge Learning Institute's "Increasing Human Effectiveness" leadership training program.
- Attend various seminars, conferences and educational events throughout the year.

#### **Professional Move Team**

- All members of our professional move team have completed two comprehensive training curriculums.
  - **The American Moving & Storage Association's "Certified Mover Program"** - A computer-based training program requiring the participant to review proper moving techniques, then pass a series of tests before qualification.
  - **Thomason Moving Training** – A DVD and hands-on based training program ranging in topics from Office Moving to Customer Care.
  - **In-house "apprenticeship" Training** - Employees typically begin their employment in a 90-day "apprenticeship" style learning program. In addition to refining basic packing/loading skills this includes time shadowing an experienced job lead and/or crew member, introduction to various paperwork and billing responsibilities, customer service, etc.
  - **Professional Driver Training (VATA, now Washington Trucking School)** – As a benefit to longstanding employees, Allwest sponsors tuition for prospective drivers to attend a professional driving school in order to obtain a Commercial Driver's License.
- Experienced lead crew personnel paired with a continuing education on industry best practices make for consistent service and safe, efficient and cost-effective relocations.

## **Exhibit B – Performance Requirements**

### **Section 1.2 – Industry Memberships and Certifications**

- Washington Utilities and Transportation Commission permitted Household Goods Carrier (permit # HG-26138)
- Certified ProMover
- Members of the American Moving and Storage Association (AMSA)
- Member of Washington Movers Conference (WMC)
  - *Vice President Charlie Naubert was recently re-elected to the Board of Directors*
- Certified Drug Free Workplace
  - Mandatory pre-employment drug and alcohol screen.
  - Random drug and alcohol screening through a 3<sup>rd</sup> party consortium program (DrugFreeBusiness.org)
- Department of Defense (USTRANSCOM) qualified
  - Storage – Non-temporary(long term) and Storage-in-Transit
  - Interstate and Intrastate carrier

### **Section 1.5 – Labor Workforce**

- All Drivers, Helpers, Packers, Movers and Sales Representatives are active employees of Allwest Transportation. We currently employ 18 drivers and movers plus five management staff - No part of our workforce is contracted out and we do not use any “cash help”. As the moving season ramps up beginning in the late Spring, we will hire additional employees commonly known in the industry as “summer help”. These are typically college students on break, or people looking for short term work. All of our regular hiring/employment standards still apply including in-person interviews, background check, drug screen and eventual training/skills test.

## Exhibit B – Performance Requirements

### Section 5.1, 5.3 – Environmental Alternative Options

- Used moving cartons
  - We offer a complimentary “box pickup” service to our customers upon completion of their move and unpack. We generally keep an inventory of used moving cartons of all sizes on hand.
- Plastic moving bins, dollies and other re-usable equipment
  - We own roughly 1200 plastic moving bins and accompanying wheels/dollies. Each bin is approximately three cubic feet and are able to be secured. Some include removable metal rods for hanging files.
  - Inventory of large rolling library carts, flat screen monitor carts, machine/computer carts and panel carts.
- Environmentally conscious and sustainable vendor choice
  - Fleetwash mobile truck washing – Industry innovator using a state of the art water recovery system to wash our trucks and trailers.
  - UniFirst – Each employee receives a full set of uniforms (pants and shirts) and weekly laundry service at no expense. UniFirst is committed to provide an environmentally safe and sustainable operation. (<https://csr.unifirst.com/sustainability/>)
  - Penske Fleet Solutions – Penske performs quarterly preventive maintenance and repairs for our fleet. This ensures all of trucks are running as efficiently and safely as possible. Penske is also has multiple sustainability initiatives in place. ([www.gopenske.com/our-company/sustainability/environmental-compliance-explained](http://www.gopenske.com/our-company/sustainability/environmental-compliance-explained))
  - Superior Tire Service – Provide routine tire inspections, service and sales ensuring optimal fuel efficiency. The main reason we use Superior is their ability to provide and recondition lightly used and/or recycled tires.

**Exhibit D-1 – Master Contract Issues List**

**Instructions.** Issues, concerns, exceptions, or objections to any of the terms or conditions contained in *Exhibit D – Master Contract* must be documented by bidders in the Master Contract Issues List provided below. The *Master Contract Issues List* frames discussions between Enterprise Services and bidders regarding the terms and conditions contained in the Master Contract. In completing the *Master Contract Issues List*, bidders must describe, in business terms, a concern, exception, or objection and then propose a compromise that is reasonable in light of the commitment being sought by Enterprise Services. The *Master Contract Issues List* must provide the reason or rationale supporting the issue.

- **Redlined Documents Will Not Be Reviewed.** Do not provide a redlined Master Contract, paragraph, or clauses. Redlined text may result in Enterprise Services making potentially inaccurate assumptions about what bidders’ specific issues or concerns might be.
- **Standard Bidder Contract Will Not Be Reviewed.** Do not provide a copy of a bidder’s or a third party’s standard contract or proposed language.
- **No Substantial Changes.** Bidders are cautioned that this is a competitive solicitation for a public contract and that **Enterprise Services cannot and will not accept a proposal or enter into a Master Contract that substantially changes the material terms and conditions set forth in this Competitive Solicitation.** Bids that are contingent upon Enterprise Services making substantial changes to material terms and conditions set forth in the Competitive Solicitation may be determined to be non-responsive. Enterprise Services will consider the number and nature of the items on the bidders’ *Master Contract Issues List* in determining the likelihood of completing a Master Contract with a bidder.

<b>Master Contract Issues List</b>			
<b>Item</b>	<b>Specify the Master Contract Section #</b>	<b>Issue</b>	<b>Bidder’s Proposed Solution/Rationale</b>
1.	Exhibit C – Bid Price	Max of 1 hour of billable travel time is not sufficient for long distance moves in the same region. (ie: Olympia, WA to Vancouver, WA is 106 miles but in the same region). Additionally, the inability to charge travel time for the helpers and laborers creates an expensive burden. The Hourly Rate bid is for Permanent Employees, which the contractor is required by L&I to pay for the entire duration of travel. A company based out of Tacoma will likely not travel to Whatcom county WITH their own permanent employees). Purchasers in rural/hard to reach areas may not be able to find a company willing to do the job.	Allow contractors to bill “portal-to-portal” including for drivers and all helpers/laborers. Travel time would be included in the estimate given to the purchasing entity, therefore would not be a “surprise” charge. This makes it viable for a company to work within an entire region, and not limit themselves only to certain metro areas.