

## EXHIBIT A

### DESCRIPTION OF GOODS & SERVICES AND ADDITIONAL TERMS & CONDITIONS

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#### **1. DESCRIPTION OF GOODS AND SERVICES:**

This Contract covers the requirements of all Client Agencies for moving and storage services. The Contractor shall perform services needed for the entire geographic area of the State of Connecticut.

The Client Agency shall initiate a move by scheduling an appointment with the Contractor to provide a free detailed move and storage, as applicable, estimate prior to Client Agency issuance of a purchase order.

This Exhibit A is divided into six (6) sections as follows:

**SECTION 1:** Office Moving and Storage Services (Intrastate Office Moves)

**SECTION 2:** Intrastate and Interstate Residential Moving Services

**SECTION 3:** Heavy Equipment Moving Services (Industrial Shop Equipment)

**SECTION 4:** Moving and Storage of Fine Arts, Artifacts, Collectables, Antiques, Historical Items

**SECTION 5:** Rental of Temporary Storage Units

**SECTION 6:** Miscellaneous Moving Fees

The sections correspond to the sections identified in Exhibit B, Price Schedule

The Client Agency reserves the right to obtain additional service quotes from Contractor, if required, at any time during the Contract to accommodate Client Agency requirements. The Client Agency retains the right to request any additional information pertaining to the ability, qualifications, and procedures used to accomplish all work under this Contract as it deems necessary to ensure that Services are provided in a satisfactory manner.

<b>Section 1: Office Moving and Storage Services (“Intrastate Office Moves”)</b>
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**Contractors shall provide the following for Intrastate Office Moves:**

- Binding price not to exceed the pre-purchase order original quote
- Detailed move inventory list
- Packing and moving of boxes
- Guaranteed on-time pick-up and delivery dates
- Office furniture assembly and disassembly as necessary
- Customized crating of pictures and glass as deemed necessary by Client Agency
- Wrapping, tracking and padding of equipment
- Blanket and shrink wrapping of all furniture pieces
- Loading and unloading of all office supplies and equipment (including furniture)
- Dedicated commercial move project manager
- Packing of all electronic equipment
- Packing material to be removed upon installation, unless otherwise indicated by the Client Agency

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The Contractor shall provide the proper equipment for computer and computer related moves. Contractors shall have experience in the moving of computer and computer related equipment. Contractors shall package individual computers separately. The Client Agency shall disconnect and unplug all computer cables and plugs to all computer and computer related equipment prior to the move.

The Contractor shall provide off-site storage or on-site storage containers if required and requested by Client Agency through its purchase order. The Contractor shall have the capability of providing clean, secure and climate controlled warehouse space with the ability to rack or palletize all items. Transportation time necessary to move items to and from a storage warehouse may be charged as man-hours at the transportation rate identified in Exhibit B, Price Schedule. The storage rate identified in Exhibit B, Price Schedule will be the only charge allowed to provide actual storage. Contractors shall inventory all items warehoused as they are stored. The Contractor shall provide the Client Agency with a complete inventory list of all items being stored at any time upon Client Agency request.

Contractor shall provide a dedicated project manager to oversee any Intrastate Office Move from start to finish, to coordinate, to consult with and to provide continuity of service to the Client Agency. Contractor shall also provide in-house customer service personnel to answer, direct and aid Client Agencies in Intrastate Office Moves. Contractor shall provide the names and telephones numbers of those persons responsible for this service in writing.

#### **Section 2: Intrastate and Interstate Residential Moving Services ("Residential Moves")**

Contractor shall include the following for Residential Moves:

- Binding pricing in initial quotation which may not exceed the original quote.
- Provision of all necessary commercial moving materials included in the original quote
- Guaranteed on-time pick-up and delivery dates
- Blanket and shrink wrapping of all furniture pieces
- Provide assembly/disassembly of furniture
- Packing and unpacking of boxes
- Customized crating of pictures and glass as deemed necessary by Client Agency
- Packing and unpacking of electronics (TV, stereo, lamps, etc.)
- Loading and unloading of all furniture, electronics and boxes
- Packing material to be removed upon installation, unless otherwise indicated by Client Agency.

#### **Section 3: Heavy Equipment Moving Services, Including Shop Equipment**

- Contractor shall provide all move equipment, supplies and an experienced labor force required to complete the heavy equipment moving service for the Client Agency.

#### **Section 4: Moving and Storage of Fine Arts, Artifacts, Collectables, Antiques, Historical Items**

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- Contractor shall maintain a storage facility located in the State with a proven track record of museum quality storage and care throughout the term of the Contract. Contractor shall employ dedicated employees who specifically handle fine art on a day to day basis and specialize in the transportation, storage and installation of valuable works of fine art and collectables throughout the term of the Contract.

#### TRANSPORTATION

- Contractor shall transport artwork throughout the State. Locations may include, but are not limited to, the storage facilities, public museums and galleries, various public buildings, the Legislative Office Building and State Capitol, colleges, judicial buildings, state office buildings and artist studios.
- Contractor shall transport artwork, as requested by the Client Agency, to conservators in the State, MA, New York and other locations.
- Contractor shall transport artwork, either on an as needed basis or scheduled basis, as required by the Client Agency. Contractor shall transport artwork within twenty-four (24) hours upon receipt of notice from the Client Agency for requested Services. Contractor shall transport artwork during normal working hours Monday through Friday between 8:00 am and 5:00 pm.
- Contractor shall transport artwork only in vehicles equipped to transport artwork in accordance with Client Agency the following standards: climate control, a shock system that provides a smooth ride and proper cargo fastening capabilities. Contractor shall maintain vehicles with a minimum storage height of eight (8) feet to accommodate taller sculptures.
- Contractor shall transport artwork with standard industry practices by contractors specializing in transportation of fine art on a regular basis and with familiarity of various forms, weights and sizes of artworks and collectables.

#### INSTALLATION/DE-INSTALLATION

- Contractor shall install, or de-install art as requested by the Client Agency. All items must be handled carefully, and installed safely and securely. Contractor shall indemnify Client Agency and the State against any damage done to artwork at any stage of the moving process. Contractor may be required to repair holes or other damage from, including, but not limited to, hooks and nails. Gloves must to be worn when handling fine art items.
- Contractor shall be knowledgeable in proper handling, hanging and installation of fine art with little to no supervision and guidance from the Client Agency.
- Contractor may be required to provide proper hardware for installation, which may include, but is not limited to, framing wire, hooks, security hardware and cabling.

#### PACKAGING/CRATING/CASES

- Contractor shall provide packing material as requested by Client Agency for transportation and storage. Such requests may include, but are not limited to, non-abrasive packaging materials, bubble wrap, blankets, pads, packing crates and packing cases. If requested by Client Agency, packaging/crating/cases may be required to include safety markings, packing lists and to be waterproof and shock resistant.

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- At the request of the Client Agency, Contractor may be required to package artwork for transportation and storage. If so requested, Contractor shall carefully prepare & securely package such artwork.
- Contractor shall wear gloves when handling fine art items.
- Contractor shall remove pack material upon installation or de-installation or both, unless otherwise indicated by Client Agency.

#### STORAGE

- Storage facility must be located in the State. Contractor shall maintain flexible, short term and long term storage for single artwork pieces as well as complete collections. Contractor shall permit the Client Agency to inspect artwork at any time, provided such inspection is during normal business hours.
- Contractor shall store artwork in a climate and humidity controlled facility maintained for specialized museum quality storage of artwork. A fire suppression system, smoke and heat detection systems, and twenty-four (24) hour security are required for the storage facility. Contractor shall ensure that fine art is stored in a manner that is safe for both long term and short term storage.
- Contractor shall pack and provide all packing material for storage of the fine art; Inventory control of packed artwork for storage must include clear markings on crate/package, safety markings and packing lists as requested by Client Agency. Contractor shall carefully prepare and securely pack artwork pieces for storage.

<b>Section 5: Rental of Temporary Storage Units</b>
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- Contractor shall provide onsite temporary storage containers and modules including refrigeration storage trailers. Contractor shall deliver and pick up all storage units in accordance with Client Agency requirements. Storage units must be priced on per day, per week and per month rental basis. Contractor shall incorporate delivery and installation and removal costs as well as any other hookup charges in the prices listed in Exhibit B, Price Schedule.

<b>Section 6: Miscellaneous Fees</b>
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- The Contractor shall provide a complete listing within Exhibit B, Price Schedule of available moving supplies and materials to facilitate the moving and storage process.

## **2. ADDITIONAL TERMS AND CONDITIONS:**

### **(a) Contract Separately/Additional Savings Opportunities**

DAS reserves the right to either seek additional discounts from the Contractor or to contract separately for a single purchase, if in the judgment of DAS, the quantity required is sufficiently large, to enable the State to realize a cost savings, over and above the prices set forth in Exhibit B, whether or not such a savings actually occurs.

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**(b) Mandatory Extension to State Entities**

Contractor shall offer and extend the Contract (including pricing, terms and conditions) to political subdivisions of the State (which includes towns and municipalities), schools, and not-for-profit organizations.

**(c) P-Card (Purchasing MasterCard Credit Card)**

Notwithstanding the provisions of Section 4(b)(2) of the Contract, purchases may be made using the State of Connecticut Purchasing Card (MasterCard) in accordance with Memorandum No. 2011-11 issued by the Office of the State Comptroller.

Contractor shall be equipped to receive orders issued by the Client Agency using the MasterCard. The Contractor shall be responsible for the credit card user-handling fee associated with MasterCard purchases. The Contractor shall charge to the MasterCard only upon acceptance of Goods delivered to the Client Agency or the rendering of Services.

The Contractor shall capture and provide to its merchant bank, Level 3 reporting at the line item level for all orders placed by MasterCard.

Questions regarding the state of Connecticut MasterCard Program may be directed to Ms. Kerry DiMatteo, Procurement Card Program Administrator at 860-713-5072.

**(d) Subcontractors**

DAS must approve any and all subcontractors utilized by the Contractor in writing prior to any such subcontractor commencing any work. Contractor acknowledges that any work provided under the Contract to any state entity is work conducted on behalf of the State and that the Commissioner of DAS or his/her designee may communicate directly with any subcontractor as the State deems to be necessary or appropriate. Contractor shall be responsible for all payment or fees charged by the subcontractor(s). A performance evaluation of any subcontractor shall be provided promptly by the Contractor to DAS upon request.

Contractor must provide the majority of services described in the specifications.

**(e) Security and/or Property Entrance Policies and Procedures**

Contractor shall adhere to established security or property entrance policies and procedures or both for each requesting Client Agency. It is the responsibility of each Contractor to understand and adhere to those policies and procedures prior to any attempt to enter any Client Agency premises for the purpose of carrying out the scope of work described in this Contract.

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