

**PART E**  
**SPECIFICATIONS**

## **PART E - SPECIFICATIONS**

### **GENERAL**

#### **E1. GENERAL**

E1.1 These Specifications shall apply to the Work.

#### **E2. SERVICES**

E2.1 The Contractor shall provide moving services for various City offices in accordance with the requirements hereinafter specified.

E2.2 The Contractor shall be required to dismantle, remove, transport, deliver and re-assemble furniture, files, boxes and any items to be removed from one or more locations to other various locations. In addition, some warehouse activities will be required within the City's furniture storage building.

E2.3 The Contractor must have as a minimum a moving truck with a fourteen (14) foot box with seven and one half (7 ½) feet of clearance. The moving truck must be equipped with logistic tracks and tie down straps.

E2.4 The Contractor may be required to supply additional moving trucks, equipment and movers on a per job basis. The moving trucks must be equipped with logistic tracks and tie down straps. All requests for additional equipment will be confirmed by the City prior to the move.

E2.5 The Contractor may be required to supply a truck equipped with a power tailgate.

E2.6 All moving trucks must be less than ten (10) years old and in excellent running condition.

E2.7 The Contractor shall have available on the truck at all times, a tool box stocked with small hand tools (cordless drill with attachments, screwdrivers, hammer, wrenches, level and vicegrips) and an assortment of small fittings to carry out the assembly and disassembly of furniture.

E2.8 The Contractor shall supply all necessary equipment and labour required to accomplish the move.

E2.9 All cabinet, desk drawers, etc. will be empty prior to moving. The packing of all items except as listed will be the responsibility of City employees.

E2.10 City employees will label all furniture and boxes.

E2.11 The Contractor's moving crew shall be equipped with a cell phone for regular communication.

E2.12 The Contractor shall provide a minimum of two (2) movers whose appearance must be neat and tidy, with each truck provided.

E2.13 The Contractor shall pack and move all computer equipment, typewriters and breakable items.

E2.14 Usually on the day of the move, designated City personnel, will be stationed at the point of departure as well as the destination point to supervise the move.

E2.15 The City reserves the right to issue a separate bid opportunity for large moving contracts of a specific nature. These will be determined by the City on a per job basis.

E2.16 The Contractor shall commence the Work within one (1) Working Day of a request for service.

- E2.17 While the greater portion of the Work will be undertaken between 8:30 a.m. and 4:30 p.m., additional Work will be required on evenings and weekends. The City will pay over time rates for those hours statutorily requiring the same.
- E2.18 Item No. 1 – Moving Services Regular Hours shall be services performed between 8:30 a.m. to 4:30 p.m. on Business Days.
- E2.19 Item No. 2 – Moving Services After Hours and on Weekends shall be services performed after 4:30 p.m. on Business Days and on weekends.