



**UC HASTINGS**  
COLLEGE OF THE LAW  
EST. 1878

**REQUEST FOR QUOTATION  
#90-0006**

**Library Collection Shift  
at  
200 McAllister Street**

**Due Date: Thursday, December 12, 2019**

**Submit responses to: [purchasing@uchastings.edu](mailto:purchasing@uchastings.edu)**

**Scope of Work:**

The Law Library at UC Hastings Law (UCH) is seeking a vendor to provide services to shift library collections internally within the Law Library:

- Work site is 200 McAllister Street
- Shifting approximately 15,000 linear feet of library books on the fourth and fifth floors of the Law Library at 200 McAllister
- Volumes are to be kept in Library of Congress classification order
- Clean shelving as volumes are removed – dust wipe and vacuum

**Requirements:**

- Knowledge of and prior experience performing library volume shifts
- Ability to push/pull 50 lbs.
- Ability to lift and maneuver up to 20 lbs. above shoulders and below knees
- Ability to ascend and descend steps
- Knowledge of the Library of Congress Classification system preferred but not required
- Attention to detail
- Protect the volumes, and existing environment, during the project
- Ability to follow instructions
- Maintain statistics and progress logs, and turn them in to Library staff daily
- Workers must be uniformed and clearly identifiable as moving firm staff

**Schedule:**

- Project tentatively scheduled for January 3 – January 31, 2020 (20 days)
- Work hours to be between 8:00 a.m. and 4:00 p.m.

**Notes:**

Project supervision will be by UCH library personnel.

Moving firm to provide the carts required to load and move the books.

There is no loading dock parking available at this time due to construction.

**Pricing Quote & Experience Statement**

<u>Team Size</u>	<u>Price Per Day</u>	<u>Extended Price (Price per day X 20 days)</u>
2 staff (with carts, and all other necessary materials)	\$	\$

\_\_\_\_\_ Our firm has knowledge of and prior experience performing library volume shifting (Y/N)

<u>Where</u>	<u>When</u>	<u>Contact email</u>

Award will be based on lowest quote for this project, combined with prior experience.  
 Per day pricing will be basis for amending the cost should the project timeline change.  
 UCH will consider options to complete the project in less than 20 days once the project has been awarded.

**UC Hastings terms and conditions:**

Terms: Net 30 - upon completion and acceptance of work.

Proof of Insurance required of supplier awarded the job, must meet UCH insurance requirements.

X \_\_\_\_\_

Signature of bidder

UC Hastings Terms and Conditions attached and agreed to by signing

\_\_\_\_\_  
 Company Name

UCH RFQ #90-0006  
 Library Collection Shift  
 Due: 12.12.2019

RFQ Event Schedule	
RFQ #90-0006 Documents Posted	12.03.2019
Response Due Date/Time: Vendor responses due by close of business. Submission by email to <a href="mailto:purchasing@uchastings.edu">purchasing@uchastings.edu</a> is preferred.	12.12.2019
Notice of Award	Immediately following receipt of quotations
Project schedule	1.3.2020 – 1.31.2020

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