

UCSC Mover Application Form

Date:

Attn:

RE: UCSC AUTHORIZED MOVER

Dear Mover:

UCSC wishes to establish a list of approved movers to provide moving services for university departmental use. Campus departments are required to select movers from this list in order to ensure that all University of California requirements for moving services are met.

Pre-approved Movers will be used for all moves whose cost is within the department's delegated dollar amount and moves that cannot be done by UCSC Moving Services.

To become an approved UCSC mover you must complete the enclosed application form and provide us with a current Certificate of Insurance that meets UC requirements as specified.

If you are interested in becoming an approved UCSC mover, please complete and mail the following documents to the above address:

- Current Certificate of Insurance per the attached instructions (*be sure to have your agent name the UC Regents as additional insured*).
- Completed application form

Upon receipt of your completed application, current Certificate of Insurance, your company will be reviewed. If your application is approved, your company will be added to the Approved Campus Movers List.

Thank you for taking the time to complete this application. If you have any questions regarding this agreement, please contact Kathleen Rogers in Purchasing at 831 459-1762, fax 831 459-3300 or email at kmrogers@ucsc.edu.

Sincerely,

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UCSC REQUIREMENTS FOR OFF-CAMPUS MOVERS

INSURANCE

Movers providing moving services for campus programs are required to show evidence of adequate insurance coverage by furnishing a certificate of insurance indicating compliance with all requirements.

1. **The certificate of insurance shall name The Regents of the University of California as an additional insured.**
2. The minimum requirements for moving services provided by non-campus moving contractors are:
 - A. Comprehensive or Commercial Form (**MINIMUM LIMITS**)
 1. Each Occurrence \$1,000,000
 2. Products/Completed Operations Aggregate \$2,000,000
 3. Personal and Advertising Injury \$1,000,000
 4. General Aggregate (not applicable to comprehensive form) \$2,000,000
 - B. Business Automobile Liability (MINIMUM LIMITS) \$1,000,000

Combined single limit each occurrence for bodily injury and property damage covering all owned, non-owned and hired vehicles
 - C. Fire Damage (any one fire) \$100,000
 - D. Workers' Compensation: In accordance with the Labor Code of the State of California
3. Provide for thirty (30) days advance written notice to the University of any modification, change, or cancellation of any of the insurance coverage.

INDEMNIFICATION

Movers shall defend, indemnify, and hold the University, its officers, employees, and agents harmless from and against any and all liability, loss, expense (including reasonable attorneys' fees), or claims for bodily injury, including death, or damages to property arising out of mover's service on University premises, and for any other injuries or damages but only to the extent such damages or injuries are caused by the acts or omissions of Mover, its officers, agents, or employees.

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Business Name: _____

Address: _____

Business Phone: _____ FAX: _____

Manager's Name: _____

Classification	Proposed Rate Based on 8 hr Day Mon-Fri	Proposed Rate for hours only in excess of 8 Mon-Fri and for Weekends	Unit of Measure
Minimum Charge			N/A
Supervisor/Job Captain			Per Hour
Lead Person			Per Hour
Mover/Packer/Helper			Per Hour
Driver			Per Hour
Modular Panel Installers			Per Hour
Moving Box			12.5x12.5x16Each
Carton Labels			Each
Bubble Wrap			Per 12" x 100' Roll
Plastic pallet wrap			Per 18"x1500' roll
Packing Tape			Per 48mm x 50m roll
Project Estimates	No Charge	No Charge	Each

Please indicate types of moves which your company can provide

- Small moves
 large move
 modular panel installation
 laboratory move

Please indicate move location limitations

- Santa Cruz County
 Monterey County
 Santa Clara County

Additional comments:

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MOVER REQUIREMENTS

Listed below are requirements of movers for the relocation of staff equipment, office equipment, office supplies, classroom furniture and lab equipment and supplies. Dismantling and installation of Steelcase and Westinghouse modular panels, wall partitions, wallboards, wall-mounted bookcases and wall-mounted projection screens may also be part of a move.

Service shall include all equipment, tools, materials, transportation and labor necessary to provide moving services per terms, conditions and specifications listed in this document or as specified by UCSC move coordinators.

Prior to the move, a site visit/walk through is strongly encouraged; need for site visit/walk through will be determined by job size. This meeting will include a walk-through of the current locations, to allow bidders to become familiar with the project and review equipment and furniture counts and to provide an accurate estimate of cost.

Packing and other preparations:

- Provide written instructions for all University personnel involved in the move:
 - packing, labeling, and numbering of boxes by employees
 - items that must be emptied before moving, such as file cabinets etc.
 - items that require special handling
 - preparation of computer equipment.
- Train the moving crew regarding the project prior to the beginning of the move, including instructions regarding the labels on furniture and equipment and the new location.
- Pack and move electronic and office equipment, office furniture, journal collections, libraries, special collections, office supplies, wallboards, and bookshelves.
- Breakdown, relocate and reconfigure modular panels and partitions as needed. (Movers will adjust workstations to standard heights unless otherwise directed: work surfaces @ 29.5" OTF: keyboard surfaces @ 26.5" OTF: wheelchair surfaces @ 29" clear underneath.) Plans for any reconfiguration of workstations must be approved prior to the move by Mendel Spritzer at spritzer@ucsc.edu (502-7129).
- Coil and secure all cords to attached equipment using cord holder mounted to equipment, or use tape if there is no cord holder.
- Use machine carts or open-top bins to transport monitors and personal computers.
- Pad equipment with blankets.
- Individually wrap all computer monitors with moving pads.
- Wrap all machine and library carts where necessary; i.e. when moving between buildings or during inclement weather.
- Use machine frames, roller lifts and 4-wheel swivel dollies to transport large electronic or machine equipment.
- Construct a smooth surface of masonite and/or plywood, as needed, to ensure safe relocation of electronic and office furniture.

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Moving:

- Exercise caution at all times to protect all people and property.
- Wherever possible, park moving truck in loading dock. When loading dock is not available, park moving truck out of roadways and fire lanes.
- Purchase UCSC parking permit(s) and use designated parking lots for vehicles used to transport additional moving staff.
- Protect elevators and corridors from damage.
- Observe all safety provisions of applicable laws and building codes.

Finishing the Move:

- Communicate to the University's move coordinator - at the end of each move day - any extraordinary service provided by the mover which was created by the lack of preparation of the campus staff, unusual furniture layout or change to the original move plan.
- Repair (or have repaired at mover's expense) all damage incurred during loading, unloading or transportation of personal or real property, including:
 - all items being moved pursuant to the provisions of the contract
 - buildings and grounds, including but not limited to walks, steps, curbs, elevators, corridors, walls, floors, door frames, gutters, streets, trees, shrubs and grass.
- Remove boxes, trash, protective coverings and other move-related debris from all involved buildings and grounds upon completion of the move. UCSC will provide use of a dumpster.
- Pick up all unpacked boxes two to three days after the move.
- Return to complete the job in the event of missed or misplaced move items, if contractor is at fault. Completion of move will occur at the earliest possible scheduled time, but no later than three (3) working days, at no additional charge to the University.

Personnel:

- Provide supervisory personnel with appropriate experience coordinating moves, as determined by job size and type. Designate an experienced employee (with 1+ years of experience) as Job captain/Supervisor/Lead Person to be on-site at all times during moving hours. Requirements:
 - Organizationally adept and effective in managing crews (able to solve any disagreements or disruptiveness within the crew);
 - Able to respond to changing situations and priorities, identify acceptable solutions to unexpected problems and make sound judgments;
 - Willing to work closely with University employees to ensure a safe, successful and economical move.
- Comply with the Immigration Reform and Control Act of 1986.
- Provide trained, qualified and technically skilled and directly employed staff.
- Provide the same crew on a consistent basis throughout a move, to ensure the move is accomplished efficiently.

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- Unconditionally guarantee that all moving equipment, machinery and personnel provided are qualified.
- Accept responsibility for employees' personal appearance, conduct and demeanor while on site.
- Assure that employees wear similar identifying shirts while working on campus (no tank tops.) Clothing must have no sharp, hard metal surfaces exposed (large belt buckles or metal button coats.)
- Assure that employees maintain a respectful and professional behavior with UC personnel and among themselves while on campus. Service provider employees must be courteous, helpful and flexible during all phases of the move.

Billing:

- Provide complete, accurate invoice for all services rendered within 30 days of completion of move. Include the following:
 - Purchase Order number
 - Total move cost, per estimate
 - Dates and description of service
 - Written authorization for any added costs
 - Signature of campus move coordinator

Whether a mover or a UCSC employee does the packing, if goods are damaged in transit, the mover is liable for damages. Movers' liability is limited to the amount allowed by law. This liability limit is void if there is clear evidence of exterior damage to the carton, container or equipment.

Movers will be supplied with instructions regarding the upcoming move prior to move day. Time lost on a move due to a moving crew's failure to comply with or confusion about instructions, start times, etc, is the mover's responsibility. The University unit's Move Coordinator will determine the cause of lost time.

The **University** will make payment within two to five weeks of receipt of accurate invoice, requiring any additional costs beyond the original PO amount to be authorized in writing by the move coordinator.]

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I have read this application and the attached requirements. By signing below, I warrant that I understand and agree to comply with the contents of this application and the attached requirements. Further, I understand that my registration is valid until the date of expiration of my liability insurance coverage. Any violations may cause my removal from the University's registered list of Movers.

I agree to defend, indemnify, and hold the University, its officers, employees, and agents harmless from and against any and all liability, loss, expense (including reasonable attorneys' fees), or claims for bodily injury, including death, or damages to property arising out of Mover's service on University premises or at any University function, and for any other injuries or damages but only to the extent such damages or injuries are caused by the acts or omissions of Mover, its officers, agents, or employees.

Signature: _____ Date: _____

Print Name: _____

Return completed application and Certificate of Insurance to:

Kathleen Rogers
Purchasing and Business Contracts
UCSC
1156 High Street
Santa Cruz CA 95064
TEL (831) 459-1762
FAX (831) 459-3300