

BEATING THE HIGH COST OF BIDDING: HOW TO GET ACCURATE NON-RESIDENTIAL MOVE COST PROPOSALS

How Accurate Bids Can:

- **Preserve your Budget**
- **Maintain Your Schedule**
- **Facilitate Federal Reimbursement**

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Importance of Accurate Bids in Non-Residential Relocations

“The bid is how much?”



Importance of Accurate Bids in Non-Residential Relocations

Non-Residential Relocation Moving Bids

- ❖ Required for both self-moves and commercial moves
- ❖ May be millions of dollars
- ❖ May present opportunity to inflate moving costs



Importance of Accurate Bids in Non-Residential Relocations

Non-Residential Relocation Moving Bids

- ❖ Can delay project schedule if not obtained quickly
- ❖ Specialty bids may take longer to get
- ❖ Inaccurate, incomplete bids delay the move

The Nature of Bids and Move Specifications



The Nature of Bids

What Is A Bid?

*A bid is an offer to perform a **specific task** at a **specific price**. It is a lump sum fixed amount to do an identified task on a **specific schedule**.*

It is not:

open-ended as to time (hourly rate) and materials (price per item) and schedule

Moving Specifications

Why are Moving Specifications Important ?

❖ Provide basis for bids:

- 1. Certified Inventory (What is moved and what is being left).*
- 2. Order of the move (which items or areas are moved first/last).*

Moving Specifications (Cont'd)

Why are Moving Specifications Important ?

❖ Provide basis for bids:

3. *Timing of the move (date, days, hours, phases).*

4. *Special handling required (equipment, packing, additional labor, protection).*

Moving Specifications (Cont'd)

Why are Moving Specifications Important ?

❖ Provide basis for bids:

5. Detach and reinstallation instructions (specific to each piece of machinery, equipment, or item).

6. Schematic showing location of personal property.

7. Unique circumstances of the move.

Moving Specifications (Cont'd)

Why are Moving Specifications Important ?

❖ Provide basis for bids:

8. Developed and agreed to between non-residential displacee and Agency. (Potential bidders can also help develop specs).

9. Given to all potential bidders before preparing estimates.

10 . Becomes basis for final agreement with Agency.

Best Practices for Obtaining Accurate Bids



Best Practices for Obtaining Accurate Bids

Non-Residential Relocation Moving Bids

- ❖ Make sure bidders understand the moving specs
 - Answer any questions before the bid walk through
- ❖ Provide the displacee's certified inventory to bidders
- ❖ Make sure all bidders bid on the same things



Best Practices for Obtaining Accurate Bids (Cont'd)

Non-Residential Relocation Moving Bids

- ❖ DO NOT TAKE BLIND BIDS!!
- ❖ Agent **must** be present at the bid walk throughs
- ❖ Beware of collusion between bidders



Best Practices for Obtaining Accurate Bids (Cont'd)

Non-Residential Relocation Moving Bids

- ❖ Make sure bidders use the same bid format
- ❖ Make sure overhead and supervision costs are reasonable
- ❖ If the bid seems unreasonable, it probably is!



Best Practices for Obtaining Accurate Bids (Cont'd)

Non-Residential Relocation Moving Bids

- ❖ Agency can retain their own expert to review bids
- ❖ Don't be "bullied" into accepting unreasonable bids
- ❖ Discuss with displacee what the Agency will pay for and how much before the move begins

Form of the Bid

Non-Residential Relocation Moving Bids

Items to be Included:

- ✓ Number of trucks, laborers, supervisors and foremen needed to complete the job.
- ✓ Hourly rates
- ✓ Breakdown of cost for equipment and material required for the job.



Form of the Bid (Cont'd)

Non-Residential Relocation Moving Bids

- ✓ Estimated number of hours and days required to complete the job.
- ✓ Insurance while the property is in transit. Carrier should provide quote for FULL REPLACEMENT VALUE.
- ✓ ALL BIDS MUST BE “FIXED & FIRM” PRICING AND STATED AS SUCH ON THE BID.



Form of the Bid (Cont'd)

Non-Residential Relocation Moving Bids

OFFICE & INDUSTRIAL MOVING

ESTIMATE OF HOURS:

LOAD 8.00 DRIVE(X2) 1.00 UNLOAD 6.75

TOTAL: 16 HOURS FOR 1 TRAILER(S) & 3 MEN AT \$213.00 PER HOUR, 8 HOUR MINIMUM

\$3,408.00

SCOPE:

- * Load tires and rims, from yard into provided dump trailer. Then unload tires and rims from dump trailer at destination.
- * Unload two 40' metal containers of tires, rims, air compressor, misc. tools, kitchen cabinets, etc. Load items into provided dump trailers except for kitchen cabinet which will be transported in Burgess trailer. Once container reaches destination they will be re-loaded with contents.
- * Monument is responsible for securing parking at all locations for Burgess.
- * Estimate is based upon two-day Load and Deliver.
- * Estimate based on regular M-F rates, Saturday's, and evening (when available) have higher rates.

Form of the Bid (Cont'd)

Non-Residential Relocation Moving Bids

OTHER

SUPERVISOR OVERSIGHT

ESTIMATE OF HOURS:

TOTAL: 18 HOURS FOR 1 MAN AT \$110.00 PER HOUR,

\$1,980.00

SCOPE:

- * Meet with owner at sight to review the move, and once move has been completed
- * Meet with the other move contractors to discuss how to perform the move
- * Will oversee the move of all personal property
- * Supervisor will be available to address questions during normal business hours
- * Estimate based on regular M-F rates, Saturday's, and evening (when available) have higher rates.

TOTAL ESTIMATED OFFICE & INDUSTRIAL MOVING CHARGES

\$5,388.00

Contracts



Contracts

Non-Residential Relocation Moving Contracts

1. Don't become a party to the displacee's contract with chosen bidder.
2. Remind the displacee to read his contract with the chosen bidder carefully (what if some of the work isn't eligible?).

Monitoring the Move



Monitoring the Move

Non-Residential Relocation Moves

- ❖ Explain to the displacee how bid revisions will be handled before the move begins
 - How will Agency handle chosen bidder's request for increased pay for overtime and weekends?
- ❖ Document the move with photos and your diary



Move Planning in Complex Non-Residential Relocations

MOVING CHECKLIST

Set dates to turn utilities on and off at the new and old house.

UTILITIES

	NEW	OLD
WATER	<input type="checkbox"/>	<input type="checkbox"/>
GAS	<input type="checkbox"/>	<input type="checkbox"/>
INTERNET	<input type="checkbox"/>	<input type="checkbox"/>
WASTE	<input type="checkbox"/>	<input type="checkbox"/>
ELECTRICITY	<input type="checkbox"/>	<input type="checkbox"/>
CABLE	<input type="checkbox"/>	<input type="checkbox"/>
LANDLINE	<input type="checkbox"/>	<input type="checkbox"/>

CHANGE ADDRESS

- ☐ POST OFFICE
- ☐ SUBSCRIPTIONS
- ☐ BANK
- ☐ PHONE
- ☐ EMPLOYER
- ☐ STUDENT LOANS
- ☐ CAR INSURANCE
- ☐ HOME/RENTER INSURANCE
- ☐ HEALTH INSURANCE
- ☐ VOTER REGISTRATION
- ☐ STREAMING SERVICES

OTHER

- ☐ HIRE RENTERS/RENT MOVING VAN
- ☐ CREATE BINDER TO TRACK MOVE
- ☐ CREATE HOME INVENTORY LIST
- ☐ REQUEST TIME OFF AT WORK
- ☐ PACK, THROW AWAY AND DONATE ITEMS
- ☐ ARRANGE PLANS FOR PETS AND PLANTS DURING MOVE
- ☐ MAKE PLANS FOR CHILDREN'S SCHOOL
- ☐ EAT WHAT'S IN FRIDGE/PANTRY
- ☐ SCHEDULE CLEANING SERVICE
- ☐ SCHEDULE APPLIANCE/FURNITURE DELIVERY
- ☐ CLEAN OLD HOME

Move Planning in Complex Non-Residential Relocations

Move Planners who also want to perform the work itself

- ❖ Conflict of interest

(You can't plan the move and do the work too!)

- ❖ Potential to inflate scope of move services

Federal Reimbursement



Federal Reimbursement

❖ *Inaccurate bids can result in loss of funding*

- Work paid for must match the work done.
- Auditor must be able to understand the bid.
- Work paid for must be actual, reasonable and necessary.

Federal Reimbursement



QUESTIONS AND ANSWERS

