



Bisson-I&R Commercial Services

85 Eisenhower Drive
Westbrook, ME 04092
(207) 591-1000
(800) 370-8469
Fax: (207) 856-2786
www.movebisson.com

February 4, 2025

Bill Trufant
Maine Cumberland County
142 Federal St. Portland, ME 04101

Re: Office Moving

Hello Bill,

Thank you for inviting Bisson to view your current space and provide an estimate on the cost of moving. Bisson has a long track record on commercial relocations, including large scale projects for courts, schools, libraries and hotels. I have been personally involved in many of these types of moves and I am confident that you will be pleased with our services.

References,

- Scarborough Public School – See attachment
- Regional School Unit 19 – See attachment
- Dylan Hanscom- York Judicial Center dylan.hanscom@courts.maine.gov – Example: Dylan and I have worked on a several of projects together, including the relocation of over 5,000 file boxes from YDC to Bisson Document security storage.

I have based most of my pricing on the Pearl St location walkthrough. In regards to the volume of the other locations I will give my best estimate of the cost to move all staff and furniture to 27 Northport or 142 Federal St. Since the other locations are smaller, we will try to double up when we can.

Mobile shelving/Filing cabinets

Files/records on mobile shelving units will be moved on library carts. Files/records on shelves will be placed on carts in order and staged for staff members to access records while shelving is being disassembled. Once the mobile shelving is assembled, we will transport all carts to 27 Northport and reload onto mobile shelving in order. Est. 150 library carts to complete mobile shelving and Miscellaneous files in storage closet. All lateral filing cabinets, EASI cabinets, fireproof cabinets, vertical cabinets and flat blueprint cabinets will be moved as is.

• Bisson Moving & Storage • Bisson-I&R Installations • Bisson Document Security •

"Service you can Trust from People who Care."

Staff Move

For the staff I allowed 2-3 moving tots per person in each location. I also included additional crates/carts for any items we would need to assist the staff in packing their areas. All moving tots, labels and keyboard bags will be delivered prior to moving dates. Est 180 moving tots.

On the IT equipment I did not include crates for that. We would furnish commercial bins for misc. Items to be packed into. They hold more and are much more efficient. We can also provide computer carts if they like, which are again easier to use than packing equipment in crates. Each desktop will be given a keyboard bag which OIT can use to package the mice, cables and keyboards into. They are clear and labeling can be easily seen for proper placement at 27 Northport.

I am planning to assign one team leader to the entire move. That said, I typically involve the team leader in pre-move discussions regarding what is the highest to lowest priority.

I believe that covers everything, thank you once again for allowing us to submit a proposal for this project.

Sincerely,

Jeff Varney



Certified Office & Industrial Consultant
Bisson Moving & Storage

The moving contractor will be responsible for the proper supervision, coordination and guidance for the overall move and shall work closely with the County to understand timing of the move, phasing if any, and proper placement of furniture and/or equipment within the new destination. Both the County and moving company shall have a representative available during the planning phase as well as during the actual moving operations to facilitate communications and assist with any unforeseen details.

Pricing for this move should be broken down into the following line items:

To 27 Northport Drive, Portland:		
1	The High-Density Shelving at 25 Pearl Street	\$ 8,560.00
2	All items clearly labelled at 25 Pearl Street	\$ 6,226.00
3	All items clearly labelled at 142 Federal Street	\$ 4,245.00
4	All items clearly labelled at 4 Milk Street	\$ 1,389.00
5	All items clearly labelled at 22 High Street, Windham	\$ 1,395.00

To 142 Federal Street, Portland:		
1	The High-Density Shelving at 25 Pearl Street	\$ 3,725.00
2	All items clearly labelled at 4 Milk Street	\$ 1,245.00

1	Alternate pricing to move computers/printers/misc. equipment	\$ 2,445.00
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Total Cost of Move	\$ 29,230.00
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Scarborough Public Schools

Todd O. Jepson
Director of Facilities
PO Box 370
Scarborough, ME 04070
Tel 207 730 4100
Fax 207 730 4104

<http://www.scarboroughschools.org/>

May 11, 2016

Bobby Cooper
Bisson Moving & Storage
85 Eisenhower Drive
Westbrook, ME 04092

Dear Bobby,

The other day my three maintenance guys had to swap two classrooms around at one of our elementary schools. It took them virtually a full day to get this job done. It made me think of our Wentworth School "move out/move in" experience of 2014.

Your crews were terrific! Your insight in coordinating this Herculean effort of moving out over 100 teachers and staff members after 55 years in a decrepit, old, 105,000-square foot building was amazing. Your crews and bins/boxes arrived on time, were moved when you said they'd be moved, and everything, right down to the color coordinated labels, was dialed in to the finest degree. In addition, your crews moved everything, including junk to the dumpsters, trailers or storage areas without complaint, regardless of how many changes we threw at them.

When we moved into the new school after storing items in your storage facilities, your crews essentially did it in a day with absolutely no losses of any items, and all bins, boxes and dollies were picked up and removed promptly. I cannot imagine having survived that summer of 2014 without your team, your leadership and all of the Bisson crews' hard work. I have so much appreciation for a well-coordinated moving team like yours after a simple two-room switch a week ago. Thank you for all you did for us! It was worth every penny!

If I ever have any other moving or storage needs for future projects, I will be sure to contact you. Thanks again!

Sincerely,

Todd Jepson
Director of Facilities



REGIONAL SCHOOL UNIT 19

*Corinna Dixmont Etna Hartland
Newport Palmyra Plymouth St. Albans*

PO Box 40 (182 Moosehead Trail)
Newport, ME 04953-0040

Telephone (207) 368-5091
Fax (207) 368-2192

Mr. Michael Hammer, Superintendent of Schools
mhammer@rsu19.org

February 26, 2020

Dear Owner,

I absolutely recommend Bisson Inc, for all your moving needs. Our school district closed schools and relocated five of them over the summer of 2019. It was a cohesive process that allowed no room for mistakes. School had to be ready to receive students in August, and it was! They were flexible when our needs changed last minute. The employees were dedicated to completing the job. The contract was accurate and adhered to. Only one item was damaged. It was repaired promptly and seamlessly at Bisson's expense. Bobby Cooper worked with me continuously checking in on the progress of the team. He was on site when necessary or requested. I can't say enough about the follow up and the follow through. If you have any questions about their ability or their methods, please don't hesitate to contact me. I would happily use them again if the need arose.

Sincerely,

Licia Goodridge
Facilities Director
RSU#19

contact phone 368-5091 x6
lgoodridge@rsu19.net



CERTIFICATE OF LIABILITY INSURANCE

DATE (MM/DD/YYYY)
1/28/2025

THIS CERTIFICATE IS ISSUED AS A MATTER OF INFORMATION ONLY AND CONFERS NO RIGHTS UPON THE CERTIFICATE HOLDER. THIS CERTIFICATE DOES NOT AFFIRMATIVELY OR NEGATIVELY AMEND, EXTEND OR ALTER THE COVERAGE AFFORDED BY THE POLICIES BELOW. THIS CERTIFICATE OF INSURANCE DOES NOT CONSTITUTE A CONTRACT BETWEEN THE ISSUING INSURER(S), AUTHORIZED REPRESENTATIVE OR PRODUCER, AND THE CERTIFICATE HOLDER.

IMPORTANT: If the certificate holder is an ADDITIONAL INSURED, the policy(ies) must have ADDITIONAL INSURED provisions or be endorsed. If SUBROGATION IS WAIVED, subject to the terms and conditions of the policy, certain policies may require an endorsement. A statement on this certificate does not confer rights to the certificate holder in lieu of such endorsement(s).

PRODUCER License # 1780862
HUB International New England
30 Donald B Dean Dr
South Portland, ME 04106

CONTACT NAME:
PHONE (A/C, No, Ext): (207) 829-3450 **FAX (A/C, No):** (207) 829-6350
E-MAIL ADDRESS:

INSURER(S) AFFORDING COVERAGE	NAIC #
INSURER A : Acadia Insurance Company	31325
INSURER B : Wesco Insurance Company	25011
INSURER C : Scottsdale Indemnity Company	15580
INSURER D :	
INSURER E :	
INSURER F :	

INSURED
Blisson Last Mile Services LLC
c/o Blisson Transportation, Inc.
56 Bibber Parkway, Suite 1
Brunswick, ME 04011

COVERAGES **CERTIFICATE NUMBER:** **REVISION NUMBER:**

THIS IS TO CERTIFY THAT THE POLICIES OF INSURANCE LISTED BELOW HAVE BEEN ISSUED TO THE INSURED NAMED ABOVE FOR THE POLICY PERIOD INDICATED. NOTWITHSTANDING ANY REQUIREMENT, TERM OR CONDITION OF ANY CONTRACT OR OTHER DOCUMENT WITH RESPECT TO WHICH THIS CERTIFICATE MAY BE ISSUED OR MAY PERTAIN, THE INSURANCE AFFORDED BY THE POLICIES DESCRIBED HEREIN IS SUBJECT TO ALL THE TERMS, EXCLUSIONS AND CONDITIONS OF SUCH POLICIES. LIMITS SHOWN MAY HAVE BEEN REDUCED BY PAID CLAIMS.

INSR LTR	TYPE OF INSURANCE	POLICY NUMBER	POLICY EFF (MM/DD/YYYY)	POLICY EXP (MM/DD/YYYY)	LIMITS
A	<input checked="" type="checkbox"/> COMMERCIAL GENERAL LIABILITY <input type="checkbox"/> CLAIMS-MADE <input checked="" type="checkbox"/> OCCUR GEN'L AGGREGATE LIMIT APPLIES PER <input type="checkbox"/> POLICY <input checked="" type="checkbox"/> PROJECT <input checked="" type="checkbox"/> LOC <input type="checkbox"/> OTHER	CLA 5507112 - 12	2/19/2024	2/19/2025	EACH OCCURRENCE \$ 1,000,000 DAMAGE TO RENTED PREMISES (Ea occurrence) \$ 300,000 MED EXP (Any one person) \$ 10,000 PERSONAL & ADV INJURY \$ 1,000,000 GENERAL AGGREGATE \$ 2,000,000 PRODUCTS - COMPIOP AGG \$ 2,000,000
A	<input checked="" type="checkbox"/> AUTOMOBILE LIABILITY <input checked="" type="checkbox"/> ANY AUTO OWNED AUTOS ONLY <input checked="" type="checkbox"/> HIRED AUTOS ONLY <input type="checkbox"/> SCHEDULED AUTOS <input checked="" type="checkbox"/> NON-OWNED AUTOS ONLY	CAA 5507123 - 12	2/19/2024	2/19/2025	COMBINED SINGLE LIMIT (Ea accident) \$ 1,000,000 BODILY INJURY (Per person) \$ BODILY INJURY (Per accident) \$ PROPERTY DAMAGE (Per accident) \$
A	<input checked="" type="checkbox"/> UMBRELLA LIAB <input checked="" type="checkbox"/> OCCUR <input type="checkbox"/> EXCESS LIAB <input type="checkbox"/> CLAIMS-MADE DED <input checked="" type="checkbox"/> RETENTION \$ 0	CUA 5507124-12	2/19/2024	2/19/2025	EACH OCCURRENCE \$ 2,000,000 AGGREGATE \$ 2,000,000
	WORKERS COMPENSATION AND EMPLOYERS' LIABILITY ANY PROPRIETOR/PARTNER/EXECUTIVE OFFICER/MEMBER EXCLUDED? (Mandatory in NH) <input type="checkbox"/> Y/N N/A If yes, describe under DESCRIPTION OF OPERATIONS below				PER STATUTE OTH-ER E L EACH ACCIDENT \$ E L DISEASE - EA EMPLOYEE \$ E L DISEASE - POLICY LIMIT \$
B	Motor Truck Cargo	WPP2032699 01	12/31/2024	2/19/2025	\$250,000/\$500,000
C	EPL		12/31/2023	2/19/2025	Ded - \$10,000 1,000,000

DESCRIPTION OF OPERATIONS / LOCATIONS / VEHICLES (ACORD 101, Additional Remarks Schedule, may be attached if more space is required)
Warehouse Legal Liability - Movers Choice/Wesco Ins. Co.:
85 Eisenhower Dr, Westbrook, ME: \$2,250,000
55 Bradley Dr, Westbrook: \$1,000,000
117 Pleasant Hill Road, Scarborough, ME: 1,500,000
181 Spring Run Rd Extension, Suite 100, Coraopolis, PA \$500,000
Deductible: \$5,000 for WLL

SEE ATTACHED ACORD 101

CERTIFICATE HOLDER SAMPLE COI	CANCELLATION SHOULD ANY OF THE ABOVE DESCRIBED POLICIES BE CANCELLED BEFORE THE EXPIRATION DATE THEREOF, NOTICE WILL BE DELIVERED IN ACCORDANCE WITH THE POLICY PROVISIONS. AUTHORIZED REPRESENTATIVE <i>[Signature]</i>
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ADDITIONAL REMARKS SCHEDULE

AGENCY HUB International New England		License # 1780862	NAMED INSURED Blisson Last Mile Services LLC c/o Blisson Transportation, Inc. 56 Bibber Parkway, Suite 1 Brunswick, ME 04011
POLICY NUMBER SEE PAGE 1			
CARRIER SEE PAGE 1	NAIC CODE SEE P 1	EFFECTIVE DATE: SEE PAGE 1	

ADDITIONAL REMARKS

THIS ADDITIONAL REMARKS FORM IS A SCHEDULE TO ACORD FORM,
FORM NUMBER: ACORD 25 FORM TITLE: Certificate of Liability Insurance

Description of Operations/Locations/Vehicles:
Cyber Liability, #C-4MQ8-398561/Coalition 12/31/24-02/19/2025
\$1,000,000; \$10,000 retention
Coalition Ins. Co.

Management Liability, #EKI3506955/Scottsdale - 12/1/2023 to 02-19-2025
EPL - \$1,000,000 w/\$10,000 retention, including 3rd Party coverage
D&O - \$1,000,000/\$2,000,000 Aggregate w/\$0 Retention
Fiduciary - \$1,000,000 w/\$0 Retention

Crime, #105953583/Travelers - 12/31/24 - 02/19/2026
Limit \$500,000; \$3,000 Deductible, ERIs included

SAMPLE



CERTIFICATE OF LIABILITY INSURANCE

DATE (MM/DD/YYYY)
01/28/2025

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PRODUCER Cross Insurance TPA, Inc. 60 Pineland Drive Suite 130 New Gloucester ME 04260	CONTACT NAME: Rep New Gloucester PHONE (A/C, No, Ext): (207) 688-1201 FAX (A/C, No): (207) 688-1208 E-MAIL ADDRESS:
	INSURER(S) AFFORDING COVERAGE INSURER A: Distributors & Suppliers Group Trust INSURER B: Dirigo RE WC Group Trust INSURER C: INSURER D: INSURER E: INSURER F:
INSURED Bisson Transportation Inc. dba Bisson Last Mile Services LLC 85 Eisenhower Drive Westbrook ME 04092	


COVERAGES **CERTIFICATE NUMBER:** CL24121097848 **REVISION NUMBER:**

THIS IS TO CERTIFY THAT THE POLICIES OF INSURANCE LISTED BELOW HAVE BEEN ISSUED TO THE INSURED NAMED ABOVE FOR THE POLICY PERIOD INDICATED. NOTWITHSTANDING ANY REQUIREMENT, TERM OR CONDITION OF ANY CONTRACT OR OTHER DOCUMENT WITH RESPECT TO WHICH THIS CERTIFICATE MAY BE ISSUED OR MAY PERTAIN, THE INSURANCE AFFORDED BY THE POLICIES DESCRIBED HEREIN IS SUBJECT TO ALL THE TERMS, EXCLUSIONS AND CONDITIONS OF SUCH POLICIES. LIMITS SHOWN MAY HAVE BEEN REDUCED BY PAID CLAIMS.

INSR LTR	TYPE OF INSURANCE	ADDL INSD	SUBR WVD	POLICY NUMBER	POLICY EFF (MM/DD/YYYY)	POLICY EXP (MM/DD/YYYY)	LIMITS	
	COMMERCIAL GENERAL LIABILITY <input type="checkbox"/> CLAIMS-MADE <input type="checkbox"/> OCCUR GEN'L AGGREGATE LIMIT APPLIES PER: <input type="checkbox"/> POLICY <input type="checkbox"/> PROJECT <input type="checkbox"/> LOC <input type="checkbox"/> OTHER						EACH OCCURRENCE \$ DAMAGE TO RENTED PREMISES (Ea occurrence) \$ MED EXP (Any one person) \$ PERSONAL & ADV INJURY \$ GENERAL AGGREGATE \$ PRODUCTS - COMP/OP AGG \$ OTHER \$	
	AUTOMOBILE LIABILITY <input type="checkbox"/> ANY AUTO <input type="checkbox"/> OWNED AUTOS ONLY <input type="checkbox"/> SCHEDULED AUTOS <input type="checkbox"/> HIRED AUTOS ONLY <input type="checkbox"/> NON-OWNED AUTOS ONLY						COMBINED SINGLE LIMIT (Ea accident) \$ BODILY INJURY (Per person) \$ BODILY INJURY (Per accident) \$ PROPERTY DAMAGE (Per accident) \$ OTHER \$	
	UMBRELLA LIAB <input type="checkbox"/> OCCUR EXCESS LIAB <input type="checkbox"/> CLAIMS-MADE DED RETENTION \$						EACH OCCURRENCE \$ AGGREGATE \$ OTHER \$	
A	WORKERS COMPENSATION AND EMPLOYERS' LIABILITY ANY PROPRIETOR/PARTNER/EXECUTIVE OFFICER/MEMBER EXCLUDED? (Mandatory in NH) If yes, describe under DESCRIPTION OF OPERATIONS below	Y/N	N/A	Y	WCDSGT2025137MULTI	02/01/2025	02/01/2026	<input checked="" type="checkbox"/> PER STATUTE <input type="checkbox"/> OTH-ER E.L. EACH ACCIDENT \$ 1,000,000 E.L. DISEASE - EA EMPLOYEE \$ 1,000,000 E.L. DISEASE - POLICY LIMIT \$ 1,000,000
B	Excess WC				DIRIGO2025-2026			Limit Included Above

DESCRIPTION OF OPERATIONS / LOCATIONS / VEHICLES (ACORD 101, Additional Remarks Schedule, may be attached if more space is required)

Maine and New Hampshire WC
Waiver of subrogation provided where required by written contract only

CERTIFICATE HOLDER MaineHealth 110 Free Street Portland ME 04101	CANCELLATION SHOULD ANY OF THE ABOVE DESCRIBED POLICIES BE CANCELLED BEFORE THE EXPIRATION DATE THEREOF, NOTICE WILL BE DELIVERED IN ACCORDANCE WITH THE POLICY PROVISIONS. AUTHORIZED REPRESENTATIVE 
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