

SAN RAFAEL CITY SCHOOLS
310 Nova Albion Way, Room 505
San Rafael, CA 94903

**RELOCATION & MOVING SERVICES
REQUEST FOR PROPOSALS #22-04**

The San Rafael City Schools is requesting proposals from Moving Service companies to provide relocation services including all labor and supervision, materials, supplies, equipment, loading and unloading, trucking and delivery, setup, and clean-up for the following school sites:

San Rafael High School: 150 3rd Street, San Rafael, CA 94901

Schedule Summary

6/17/2022 - Mandatory Site Visit at **9:30 AM** at San Rafael High School. Meet in front of the Administrative Building, next to the flagpole.

6/24/2022 - Questions or clarifications are due by **12:00 PM**, addressed to Senior Director Dan Zaich (dzaich@srcs.org) and Move Manager, Amy Garber (amy@visionsmgmt.com)

6/27/2022 - District to issue addenda to answer questions/clarifications

6/30/2022 - Proposals due no later than 5:00:00 PM emailed to Dan Zaich, dzaich@srcs.org and Amy Garber, amy@visionsmgmt.com. Subject Line of the email shall read "RFP for Moving Services"

8/11/2022 - Anticipated Start Date.

The full Request for Proposals and associated exhibits are available on the San Rafael City Schools' website:
<http://www.srcsbondprogram.org/domain/16>

Questions or clarifications may be submitted in email to the Senior Director Dan Zaich (dzaich@srcs.org) and Move Manager, Amy Garber (amy@visionsmgmt.com) no later than noon on June 24, 2022.

PROJECT DESCRIPTION: San Rafael High School will be relocating existing content, technology, equipment and select furniture from various classrooms on campus into the newly constructed STEAM building. In addition, existing content, technology, equipment and select furniture from the Wellness Center, Counselor offices and classrooms will relocate into the AD building.

Existing spaces to be left in a broom swept condition.

1. GENERAL REQUIREMENTS

SITE VISIT

A MANDATORY site walk will be led on **Friday, June 17th, 2022 at 9:30 AM** to allow all interested parties to understand the scope fully. Site walk will be at San Rafael High School (150 3rd Street., San Rafael, CA 94901). Please meet in front of the Administrative Building, next to the flagpole.

INSURANCE REQUIREMENTS

Each proposal must include insurance coverage in the amounts below:

Type of Coverage	Minimum Requirement
Commercial General Liability Insurance , including Bodily Injury, Personal Injury, Property Damage, Advertising Injury, and Medical Payments	
Each Occurrence	\$ 1,000,000
General Aggregate	\$ 2,000,000
Automobile Liability Insurance - Any Auto, Vehicle	
Each Occurrence	\$ 1,000,000
General Aggregate	\$ 2,000,000
Workers Compensation	Statutory Limits
Employer's Liability	\$ 1,000,000

All proposals must be submitted to the below email addresses with the subject heading **"RFP for Moving Services"** no later than **5:00:00 PM local time on Thursday, June 30th**. Proposals to be submitted to the following email addresses:

Dan Zaich, dzaich@srcs.org and Amy Garber, amy@visionsmgmt.com.

To offer services on this Project, the contractor is required to be registered as a public works contractor with the Department of Industrial Relations.

The contractor will be required to furnish certified payroll records directly to the Department of Industrial Relations in accordance with Labor Code Sections 1771.4(a) and 1776.

The Contractor and all Subcontractors under the Contractor shall pay all workers on all Work performed on these projects not less than the general prevailing rate of per diem wages and the general prevailing rate for holiday and overtime work as determined by the Department of Industrial Relations, pursuant to section 1770 et seq., of the California Labor Code. Prevailing wage rates are available from the DIR at <http://www.dir.ca.gov>.

This is not a formal request for bids or an offer by the San Rafael City School District to contract with any party responding to this request. The San Rafael City School District reserves the right to reject any and all proposals.

2. SCOPE OF SERVICES

SAN RAFAEL HIGH SCHOOL:

1. Material Delivery – (30) Anti-Static Ziplock Bags
2. Building Prep: (5) Racks of Masonite, cardboard for walls in major corridors, corner guards. Elevator must be prepped. Ram board may be used in lieu of Masonite.
3. Packing and Unpacking of Ceramics, Fabrication Lab, Science classrooms/Prep rooms and select classrooms. Additional packing material to be provided by the mover.
4. Relocate classrooms and prep rooms into the STEAM Building. Relocate classrooms and offices/general storage into the AD Building. See Exhibit D – Move Matrix. Installer(s) will be required.
5. Remove existing furniture and misc. items from the Portables and deliver to MacPhails or recycle.
6. Coordinate with move manager on deliverables.
7. Provide a dedicated project manager.
8. Consistency of crew – no less than 80% variance.
9. Relocation of select furnishings, equipment and boxes.
10. All equipment must be pad wrapped, shrink wrapped and relocated on computer carts or within speedpicks.
11. Mover shall assume 8 hours of moving activity each day, this does not include drive time.
12. Post Move Support: San Rafael High School: (4) Movers, (2) Installers (1) Driver for (16) hours
13. Include (1) Additional Box Pick Up day

RESPONSE TO RFP

Project Data/Bid Instructions:

- A. Purpose: San Rafael City Schools is requesting proposals/bids for moving services. The successful respondent/bidder will assist with moving activity at San Rafael High School
- B. Based on the schedule, Exhibit A, provide a proposal indicating number of required resources, rate per hour (Supervisor, mover, installer, driver), and total costs required as part of the submittal. In addition to the proposal, please submit Exhibit B, Pricing Matrix. Refer to the RFP dates and the provided schedule.
- C. San Rafael City Schools will not be held to any minimum or maximum value service commitment, and the respondent/bidder price proposal shall be honored until December 31, 2022.
- D. Proposal to be entitled for consideration must be made in accordance with the following instructions:
 - i. All proposals must be submitted to the below email addresses with the subject heading "**RFP for Moving Services**" no later than **5:00:00 PM local time on Thursday, June 30^h**

Proposals to be submitted to the following email addresses:
Dan Zaich, dzaich@srcs.org and Amy Garber, amy@visionsmgmt.com.
- E. All pricing must be submitted per the attached Pricing Matrix, Exhibit B. Any deviation from this format will be grounds for non-consideration by San Rafael City Schools and their representatives.
- F. Any questions regarding this proposal/bid must be consolidated and submitted in one email in order to receive a response. All questions and responses will be posted as an Addendum on the SRCS Bond website <https://www.srcsbondprogram.org/domain/16>. Questions are due by Friday, June 24th, 2022 by 12:00 PM, addressed to Dan Zaich (dzaich@srcs.org) and Amy Garber (amy@visionsmgmt.com).
- G. Exceptions: Any exceptions to the terms and conditions within this proposal/bid should be noted in the cover letter of your response.
- H. Please be sure to include the following in your response:
 - i. Exhibit B: Pricing Matrix
 - ii. Proposed Cost on Company Letterhead broken out by school and showing total lump sum total
 - iii. Exhibit E: References

3. FEE FOR BASIC SERVICES

The proposal for the above stated services must clearly differentiate and itemize all services. All applicable taxes shall be included and noted separately. Fees shall not be increased later to include unanticipated taxes.

4. EVALUATION CRITERIA

The basis for selection will include, but will not be limited to:

- A. The understanding the company has of the purpose and scope of the project and of the work to be accomplished,
- B. The Company's general approach, project team and methodology for meeting the requirements of the project,
- C. Ability of the company to successfully meet the project schedule with ample manpower, project management, organizational commitment and overall project understanding,
- D. Fee proposal for the services requested
- E. Prior similar experience.

Exclusions:

Identify any items excluded from your proposal/bid.

Time for Project Completion:

Time is of the essence in this contract. The Respondent/Bidder, if awarded the Contract, agrees that they will establish a team and commence moving services immediately, and complete the project by the date stipulated in the Request for Proposal. Identify specific areas of concern and/or potential improvement.

Exhibits:

The following exhibits are part of this RFP and are located at this link:

<http://www.srcsbondprogram.org/domain/16>

Exhibit A: Project Schedule

Exhibit B: Pricing Matrix

Exhibit C: Drawings

Exhibit D: Move Matrix

Exhibit E: References