

**SAN RAFAEL CITY SCHOOLS
CAPITAL FACILITIES PROGRAM**

310 Nova Albion Way
San Rafael, CA 94903

February 21, 2019

PROPOSAL

FOR

Relocation & Moving Services

SAN PEDRO ELEMENTARY SCHOOL – PHASE 1

VENETIA VALLEY K-8 SCHOOL

SAN PEDRO ELEMENTARY SCHOOL – PHASE 2

The San Rafael City Schools District ("District") 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 content relocation and moving.

San Pedro Elementary School – Phase 1 - 498 Point San Pedro Road, San Rafael, CA 94901

1. **Scope:** Provide required manpower and supplies to move content of all existing buildings (including Portables) to be relocated to the newly constructed buildings located on-site.
 - a. Relocate content of 6 classrooms in Building A, including Day Care Program and Storage Rooms, to the newly constructed buildings: "Building F" and "Building G". Relocate the Administration Office in Building A to the newly constructed building: "Building E".
 - a. All equipment, furniture (including chairs), desks, file cabinets, tables, etc.
 - b. All boxes of teaching supplies
 - c. Classroom relocation layouts will be provided to dictate desired location of furniture
 - b. Provide all necessary moving supplies including boxes, labels, tape.
 - a. The District has existing boxes. Furnish unit price or bulk pricing for additional boxes.
 - c. Classroom content may vary by location.
 - d. Content may require transport by shrink-wrapped carts.
 - e. Teachers will have boxed their classroom content and will have removed their personal belongings.
 - f. Moving Service Company to assign a designated Superintendent to assist in coordination of all moves.

- g. Include a 4 hour post of 2 movers for any post-move shifting of boxes, equipment, furniture, and content.
- h. Include a per unit box pickup credit for any boxes that are returned after used.
- i. Provide 2 speed pack on wheels 1 week prior to move at Building A for the collection of unwanted belonging and purging of content by faculty members. All collected unwanted belongings in the zee packs shall be hauled off by the Moving Service Company.
- j. Include the labeling, disconnecting, packing, and moving of computer equipment including, but not limited to, monitors, mounting arms, keyboards, mouse, computer towers, printers, scanners, surge protectors, and any other items connected; and then reconnect all components as removed in the new location. Assume 10 systems to move.

2. ANTICIPATED TIMELINE FOR PERFORMANCE OF SERVICES

- a. All move times to be confirmed by the District staff upon firm selection.
- b. For this project, the Moving Service Company is to provide moving supplies, including labels, for classrooms, available April 1, 2019. The move is scheduled to take place in April but is not guaranteed. The District reserves the right to reschedule the move as needed to accommodate the needs of the District at no additional cost to the District.

Venetia Valley K-8 177 N. San Pedro Road. San Rafael, CA 94901

- 1. **Scope:** Provide required manpower and supplies to move contents of existing classrooms at Building J and I (including storage) to be relocated to alternate existing classrooms in alternate buildings located on-site.
 - a. Relocate contents of 1 classroom in Building J, including storage shed, to an adjacent classroom in Building I. Relocate contents of 1 classroom in Building I, to portable classroom at R3.
 - a. All equipment, furniture (including chairs), desks, file cabinets, tables, etc.
 - b. All boxes of teaching supplies
 - c. Classroom relocation layouts will be provided to dictate desired location of furniture
 - b. Provide all necessary moving supplies including boxes, labels, tape.
 - a. The District has existing boxes. Furnish unit price or bulk pricing for additional boxes.
 - c. Classroom content may vary by location.
 - d. Content may need transport by shrink-wrapped carts.
 - e. Teachers will have boxed their classroom content and will have removed their personal belongings.

- f. Moving Services Company to assign a designated Superintendent to assist in coordination of all moves.
- g. Include a per unit box pickup credit for any boxes that are returned after used.

2. ANTICIPATED TIMELINE FOR PERFORMANCE OF SERVICES

- a. All move times to be confirmed with District staff upon firm selection.
- b. For this project, the Moving Service Company is to provide moving supplies, including labels, for classrooms, available April 1, 2019. The move is scheduled to take place in April but is not guaranteed. The District reserves the right to reschedule the move as needed to accommodate the needs of the District at no additional cost to the District.

San Pedro Elementary School – Phase 2 498 Point San Pedro Road, San Rafael, CA 94901

- 1. **Scope:** Provide required manpower and supplies to move content of all existing buildings (including Portables) to be relocated to the newly constructed buildings located on-site.
 - a. Relocate content of eight (8) classrooms in from the portable classrooms to the newly renovated Building A
 - a. All equipment, furniture including chairs, desks, file cabinets, tables, etc.
 - b. All boxes of teaching supplies
 - c. Classroom relocation layouts to be provided will dictate location of furniture
 - b. Provide all necessary moving supplies including boxes, labels, tape.
 - a. The School District has existing boxes. Furnish unit price or bulk pricing for boxes.
 - c. Classroom content may vary by location.
 - d. Content may need transport by shrink-wrapped carts.
 - e. Teachers will have boxed their classroom content and will have removed their personal belongings.
 - f. Moving Services Company is to assign a designated Superintendent to assist in coordination of all moves.
 - g. Include a 4 hour post of 2 movers for any post-move shifting of boxes, equipment, furniture, and content.
 - h. Include a per unit box pickup credit for any boxes that are returned after used.
 - i. Provide 2 speed pack on wheels 1 week prior to move at the portable classrooms for the collection of unwanted belonging and purging of content by faculty members. All collected unwanted belongings in the speed packs shall be hauled off by the Moving Service Company.
 - j. Include the labeling, disconnecting, packing, and moving of computer equipment, including but not limited to, monitors, mounting arms,

keyboards, mouse, computer towers, printers, scanners, surge protectors, and any other items connected; and then reconnect all components as removed in the new location. Assume 10 systems to move.

2. ANTICIPATED TIMELINE FOR PERFORMANCE OF SERVICES

- c. All move times to be confirmed with District staff upon firm selection.
- d. For this project, provide moving supplies including boxes and labels for classrooms, available August 1, 2019. Move is scheduled to take place in August but not guaranteed. District reserves the right to reschedule the move as needed to accommodate the needs of the school District at no additional cost to the school District.

GENERAL REQUIREMENTS

SITE VISIT – A site walk will be held on **Thursday, February 28, 2019 at 1:00 PM** at San Pedro Elementary School, 498 Pt. San Pedro Road, San Rafael, CA 94901. This site walk is to allow all interested parties to understand the scope fully. This visit is NON-MANDATORY, but highly advised.

1. 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

- 2. Five (5) bound originals and one electronic (Thumb Drive) must be submitted to the above address in a sealed envelope labeled “**RFP for Moving Services**” by no later than **2:00 pm on Thursday, March 7th, 2019**.
- 3. To offer services on this Project, the contractor is required to be registered as a public works contractor with the Department of Industrial Relations.
- 4. 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.
- 5. 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>.

6. 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.

MOVING PROPOSAL

The undersigned has reviewed the scope of work, visited the site(s) and understand the terms and conditions for the relocation and move, and proposes to provide all relocation and moving services as described above for the NTE sum of:

San Pedro – Phase 1 _____ **dollars**

\$_____.

Venetia Valley K-8 Move _____ **dollars**

\$_____.

San Pedro – Phase 2 _____ **dollars**

\$_____.

TOTAL: _____

Unit Pricing: Content Boxes _____ **dollars**

Hourly rates by Trade / classification:

Holiday / Weekend premium:

Dated this _____ day of _____ 20 ____

Name of Bidder: _____

Signed by: _____

Title of Signer: _____

Address of Bidder: _____

Taxpayer Identification No. of Bidder: _____

Telephone Number: _____

Fax Number: _____

E-mail: _____

Additional supplies cost _____