

SAN RAFAEL CITY SCHOOLS

310 Nova Albion Way
Room 505
San Rafael, CA 94903

**RELOCATION & MOVING SERVICES
REQUEST FOR PROPOSALS #20-05**

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:

Venetia Valley K-8 School 177 North San Pedro Road, San Rafael, CA 94901

Short School: 35 Main Street, San Rafael, CA 94901

Davidson Middle School 280 Woodland Ave. San Rafael, CA 94901

Date	Event
7/15/2020	Non-Mandatory Site Visit at 9:00 a.m. starting at Davidson Middle School, followed by a visit to Short School and then Venetia Valley K-8.
7/17/2020	Questions or clarifications are due by 12:00 p.m., addressed to Senior Director Dan Zaich (dzaich@srcs.org) and Move Manager, Amy Garber (amy@visionsmgmt.com)
7/20/2020	Proposals due no later than 5:00:00 p.m., emailed to Dan Zaich, dzaich@srcs.org and Amy Garber, amy@visionsmgmt.com. Subject Line of the email shall read "RFP for Moving Services".
7/23/2020	Announcement of Best valued proposal
7/28/2020	Public Hearing and Board approval of Resolution supporting Best Value Selection
8/3/2020	Anticipated Start Date – Venetia Valley
8/5/2020	Anticipated Start Date – Davidson

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 Senior Director, Dan Zaich (dzaich@srcs.org) and Move Manager, Amy Garber (amy@visionsmgmt.com) no later than 12:00 noon on July 17, 2020.

PROJECT DESCRIPTION

Venetia Valley K-8 School will be relocating twenty-two (22) classrooms from the portable buildings into Building E as well as two (2) staff members, one (1) Family Center and one (1) Multipurpose Room into Building D in December of 2020. Prior to the relocation, select furniture from Short School, located at 35 Marin Street in San Rafael, will need to be relocated and will replace furniture within existing classrooms on the Venetia Valley K-8 Campus. Existing Furniture that is being replaced will be recycled by the Mover.

Davidson Middle School will be relocating thirty-four (34) classrooms within the campus, including the Davidson Annex ("Annex"), which is accessible by a pedestrian bridge.

Select furniture from the Annex will be required to be recycled by the mover and select furniture will be required to relocate to the San Rafael City Schools Warehouse (1565 Vendola Drive, San Rafael) for storage by the mover

Existing spaces to be left in a broom swept condition.

1. GENERAL REQUIREMENTS

SITE VISIT

A MANDATORY site walk will be led on **Wednesday, July 15th, 2020 at 9:00 a.m.** to allow all interested parties to understand the scope fully. Site walk will start at Davidson Middle School, 280 Woodland Ave, San Rafael, CA 94901, and be followed by a site walk at Short School, 35 Main Street, San Rafael, CA 94901, and concluding with a site walk at Venetia Valley K-8, 177 North San Pedro Road, San Rafael, CA 94901.

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 General Aggregate	 \$ 1,000,000 \$ 2,000,000
Automobile Liability Insurance - Any Auto, Vehicle Each Occurrence General Aggregate	 \$ 1,000,000 \$ 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**" by no later than **5:00:00 p.m. local time on** 2 San Rafael City Schools – Relocation & Moving Services RFP #20-05

Monday, July 20, 2020. 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

- Material Delivery – O&I cartons, Dishpacks, Anit-Static Ziplock Bags, White Paper and Bubble Wrap (Quantity to be determined at time of bidders walk through) – Venetia Valley Only
- Pre-Delivery of Machine Carts, Bookcarts and speedpacks
- Coordinate with move manager on deliverables
- Provide a dedicated project manager
- Consistency of crew – no less than 80% variance
- Relocation of select furnishings
- Relocation of all equipment
- Relocation of all boxes
- Decommission of select furniture and equipment
- Relocation of select furniture to offsite storage in San Rafael
- Relocation of select furniture from Short School to Venetia Valley
- Adjustment of furniture legs to correct height at Venetia Valley
- All equipment must be pad wrapped, shrink wrapped and relocated on computer carts or within speedpacks
- Provide unit price or bulk pricing for boxes.
- Include a per unit box pickup credit for any boxes that are returned after used.
- Davidson Post Move Support: 4 Movers for (8) hours
- Venetia Valley Post Move Support: 4 Movers, 2 Installers for (24) hours

3. RESPONSE TO RFP

Project Data/Bid Instructions:

- A. Purpose: San Rafael City Schools is requesting bids for moving services. The successful bidder will assist in physically moving Davidson Middle School, furniture from Short School to Venetia Valley and classrooms within Venetia Valley.
- B. Based on the above start and finish dates, provide a proposal indicating number of required resources, rate per hour (Project Manager, foreman, mover installer), and total costs required as part of the submittal for each school site. 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 bidder price proposal shall be honored until March 1, 2021
- 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 p.m. local time on Monday, July 20, 2020.**

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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 Bidder's Pricing Response Form for each school site. Any deviation from this format will be grounds for non-consideration by San Rafael City Schools and their representatives.
- F. Any questions regarding this bid must be consolidated and submitted in one email in order to receive a response. All questions and responses will be copied electronically to all vendors participating in the bid process, independent of origin of questions. Questions are due by July 17, 2020 by 12:00 p.m., addressed to Dan Zaich (dzaich@srcs.org) and Amy Garber (amy@visionsmgmt.com).
- G. Exceptions: Any exceptions to the terms and conditions within this bid should be noted in the cover letter of your response.
- H. Please be sure to include the following in your response:
 - i. Exhibit C: Pricing Matrix and formal pricing on company letterhead
 - ii. Exhibit E: References

4. 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.

5. EVALUATION CRITERIA

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

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

Exclusions:

Identify any items excluded from your bid

Time for Project Completion:

Time is of the essence in this contract. The 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

Exhibit A: Project Schedule

Exhibit B: Move Matrix

Exhibit C: Pricing Matrix

Exhibit D: Drawings

Exhibit E: References