

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

**RELOCATION & MOVING SERVICES  
REQUEST FOR PROPOSALS #20-09**

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 3<sup>rd</sup> Street, San Rafael, CA 94901

**Madrone High School:** 185 Mission Ave., San Rafael, CA 94901

**Venetia Valley K-8 School:** 177 North San Pedro Road, San Rafael, CA 94903

**MacPhail School:** 1565 Vendola Drive San Rafael, CA 94903

**Terra Linda High School:** 320 Nova Albion Way San Rafael, CA 94903

**Schedule Summary**

**10/27/2020 – Non-Mandatory** Site Visit at **3:00 PM** starting at Terra Linda High School followed by Venetia Valley, MacPhail School, San Rafael High School, Madrone High School. Meet in front of Terra Linda High School, main office

**10/29 2020** - Questions or clarifications are due by **12:00 PM**, addressed to Senior Director Dan Zaich ([dzaich@srcs.org](mailto:dzaich@srcs.org)) and Move Manager, Amy Garber ([amy@visionsmgmt.com](mailto:amy@visionsmgmt.com))

**10/30/2020** - District to issue addenda to answer questions/clarifications

**11/2/2020 - Proposals due no later than 5:00:00 PM emailed to Dan Zaich, [dzaich@srcs.org](mailto:dzaich@srcs.org) and Amy Garber, [amy@visionsmgmt.com](mailto:amy@visionsmgmt.com). Subject Line of the email shall read "RFP for Moving Services"**

**11/16/2020** - Public Hearing and Board approval of Resolution supporting Best Value Selection

**11/17/2020** - Announcement of Best Valued Proposal

**12/1/2020** - Anticipated Start Date – Venetia Valley

**12/7/2020** - Anticipated Start Date – Terra Linda High School

**12/14/2020** - Anticipated Start Date – San Rafael High School

**12/16/2020** - Anticipated Start Date – Madrone High School

**TBD** - Anticipated Start Date for Decommission of furniture – will occur separately from the physical moves.

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](mailto:dzaich@srcs.org)) and Move Manager, Amy Garber ([amy@visionsmgmt.com](mailto:amy@visionsmgmt.com)) no later than noon on October 29, 2020.

## PROJECT DESCRIPTION

Terra Linda High School will be relocating their administration, library, theater, cafeteria and misc. rooms into (26) new rooms within their new student commons building. Select furniture, all technology and content will relocate. Select furniture will relocate from storage located at the MacPhail School. Existing Furniture that is being replaced will be recycled by the Mover.

Venetia Valley K-8 School will be relocating (22) classrooms from the portables into Building E as well as (3) staff members, (1) Family Center, Kitchen and a Multipurpose room into Building D in December of 2020. Prior to the relocation, select furniture from the Gym will need to be relocated and will replace furniture within existing classrooms on the Venetia Valley Campus. Select furniture will relocate from storage located at the McPhail School and select cafeteria tables will relocate from Terra Linda High School. Existing Furniture that is being replaced will be recycled by the Mover.

San Rafael High School will be relocating administration, conference rooms, career center, cafeteria, storage rooms, and misc. rooms into (43) new rooms within the new MACK building. Select furniture, all technology and content will relocate. Select furniture will relocate from storage located at the MacPhail School and select kitchen items will relocate from a container on campus into the new kitchen and an oven will relocate to Terra Linda High School. Existing Furniture that is being replaced will be recycled by the Mover.

Madrone High School will be relocating administration, classrooms, career center and misc. rooms into (15) new rooms within the new MACK building. Select furniture, all technology and content will relocate. Select furniture will relocate from storage located at the McPhail School. Existing Furniture that is being replaced will be recycled by the Mover.

MacPhail School has select furniture that will need to be decommissioned.

Existing spaces to be left in a broom swept condition.

### 1. GENERAL REQUIREMENTS

#### **SITE VISIT**

A NON-MANDATORY site walk will be led on **Tuesday, October 27th, 2020 at 3:00 PM** to allow all interested parties to understand the scope fully. Site walk will start at Terra Linda High School (320 Nova Albion Way San Rafael, CA 94903) and will be followed by a site walk at Venetia Valley (177 North San Pedro Road, San Rafael, CA 94903) then the MacPhail School (1565 Vendola Drive, San Rafael, CA 94903) and then concluding with a site walk at San Rafael High School (150 3<sup>rd</sup> Street, San Rafael, CA 94901) and then Madrone High School (185 Mission Ave., San Rafael, CA 94901). Meet at Terra Linda High School in front of the Main office.

## INSURANCE REQUIREMENTS

Each proposal must include insurance coverage in the amounts below:

| Type of Coverage  | Minimum Requirement              |
|---|----------------------------------|
| <b>Commercial General Liability Insurance</b> , including Bodily Injury, Personal Injury, Property Damage, Advertising Injury, and Medical Payments<br>Each Occurrence<br>General Aggregate | <br>\$ 1,000,000<br>\$ 2,000,000 |
| <b>Automobile Liability Insurance - Any Auto, Vehicle</b><br>Each Occurrence<br>General Aggregate   | <br>\$ 1,000,000<br>\$ 2,000,000 |
| <b>Workers Compensation</b>   | Statutory Limits                 |
| <b>Employer's Liability</b>   | \$ 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 Monday, November 2, 2020**. Proposals to be submitted to the following email addresses:

**Dan Zaich**, [dzaich@srcs.org](mailto:dzaich@srcs.org) and **Amy Garber**, [amy@visionsmgmt.com](mailto: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

### **TERRA LINDA HIGH SCHOOL:**

1. Material Delivery – (200) O&I cartons, (10) Dishpacks, (1) box of Anit-Static Ziplock Bags, (1) bundle of White Paper and (1) roll of Bubble Wrap.
2. Include (1) extra delivery of (100) boxes – driver to make deliveries to all schools on the same day.
3. Pre-Delivery of (25) Speed Packs and dollies (6) Machine Carts, (8) Bookcarts Speedpacks to be set up on wheels for the school. Include rental fees for (8) weeks.  
\*\* This is in addition to equipment you will bring for the actual move.
4. 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.
5. Packing and Unpacking of Library. Books to be packed on bookcarts.
6. Relocate (12) Private Offices content, Computer Lab, Career Center, ASB student space, Student Store, Staff Lounge, Library, Music, Theater, Storage Containers boxes, equipment and select furniture. Installer(s) will be required.
7. Relocate musical instruments, stands and misc. items from Wrestling Room to new Music Room.
8. Relocate items from (6) Containers on campus into the new building.
9. Relocate kitchen items from current cafeteria.
10. Load, Deliver and set in place an oven from San Rafael High School Cafeteria.
11. Load and Deliver (1) Bobtail load of cafeteria tables to Venetia Valley.
12. Relocation of approximately (10) file cabinets within the main office, gang and secure cabinets.
13. Coordinate with move manager on deliverables.
14. Provide a dedicated project manager.
15. Consistency of crew – no less than 80% variance.
16. Relocation of select furnishings, equipment and boxes.
17. Load, Deliver and set in place (1) bobtail load of furniture from the MacPhail School. Decommission of select furniture and equipment – provide (2) 53' Trailers, manpower and equipment. Recycle/landfill fees required are part of the proposal

and should be included in your decommission cost. Back up of receipts may be required at time of invoicing, recycling credits shall be shown as a credit to the District on submitted invoice(s).

18. Relocation of select furniture to offsite storage in San Rafael.
19. All equipment must be pad wrapped, shrink wrapped and relocated on computer carts or within speedpacks.
20. Provide unit price or bulk pricing for boxes.
21. Include a per unit box pickup credit for any boxes that are returned after used.
22. Post Move Support: Terra Linda High School: (2) Movers, (2) Installers (1) Driver for (16) hours.
23. Include (2) Additional Box Pick Up days – do not combine with other school pick ups.

### **Venetia Valley K-8 SCHOOL:**

1. Material Delivery – (750) O&I cartons, (6) Dishpacks, (1) box of Anit-Static Ziplock Bags, (1) bundle of White Paper and (1) roll of Bubble Wrap.
2. Include (1) extra delivery of (150) boxes – driver to make deliveries to all schools on the same day.
3. Pre-Delivery of (65) Speed Packs and dollies (24) Machine Carts, (2) Bookcarts Speedpacks to be set up on wheels for the school. Include rental fees for (8) weeks. \*\* This is in addition to equipment you will bring for the actual move.
4. 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.
5. Any items not packed by teachers/staff must be packed in speedpacks or on machine carts by mover.
6. Relocation of Tables, chairs and misc. items staged in the gym.
7. Relocate (23) Classrooms content, (4) offices, (1) Multipurpose Room, Kitchen and storage items. Relocation will consist of boxes, equipment and select furniture. Installer will be required.
8. Adjustment of furniture legs to correct height in classrooms at Venetia Valley.
9. Load, Deliver and set in place (1) bobtail load of furniture from the MacPhail School.
10. Coordinate with move manager on deliverables.
11. Provide a dedicated project manager.
12. Consistency of crew – no less than 80% variance.
13. Relocation of select furnishings, equipment and boxes.
14. Decommission of select furniture and equipment – provide (2) 53' Trailers, manpower and equipment. Recycle/landfill fees required are part of the proposal and should be included in your decommission cost. Back up of receipts may be required at time of invoicing, recycling credits shall be shown as a credit to the District on submitted invoice(s).
15. Relocation of select furniture to offsite storage in San Rafael.
16. All equipment must be pad wrapped, shrink wrapped and relocated on computer carts or within speedpacks.
17. Provide unit price or bulk pricing for boxes.

18. Include a per unit box pickup credit for any boxes that are returned after used.
19. Post Move Support: (4) Movers, (2) Installers (1) Driver for (24) hours.
20. Include (2) Additional Box Pick Up days – do not combine with other school pick ups.

### **SAN RAFAEL HIGH SCHOOL:**

1. Material Delivery – (500) O&I cartons, (6) Dishpacks, (1) box of Anit-Static Ziplock Bags, (2) bundle of White Paper and (2) rolls of Bubble Wrap.
2. Include (1) extra delivery of (250) boxes – driver to make deliveries to all schools on the same day.
3. Pre-Delivery of (20) Speed Packs and dollies (10) Machine Carts, (2) Bookcarts Speedpacks to be set up on wheels for the school. Include rental fees for (8) weeks. \*\* This is in addition to equipment you will bring for the actual move.
4. 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.
5. Any items not packed by staff must be packed in speedpacks or on machine carts by mover.
6. Relocation of private office furniture, installer(s) required.
7. Relocate (28) Private Offices, (2) Conference Rooms, File Rooms, Open area files, Nurse, Career Center, Counseling, Staff Lounge, Kitchen and Cafeteria items, Student Store, ASB Student Space. Relocation will consist of boxes, equipment and select furniture. Installer will be required.
8. Relocation of artwork (Bulldog) from Cafeteria to new building.
9. Relocation of (1) container full of kitchen items. Container located on campus.
10. Load, Deliver and set in place (1) bobtail load of furniture from the MacPhail School.
11. Coordinate with move manager on deliverables.
12. Provide a dedicated project manager.
13. Consistency of crew – no less than 80% variance.
14. Relocation of boxes, equipment and select furnishings.
15. Decommission of select furniture and equipment – provide (2) 53' Trailers, manpower and equipment. Recycle/landfill fees required are part of the proposal and should be included in your decommission cost. Back up of receipts may be required at time of invoicing, recycling credits shall be shown as a credit to the District on submitted invoice(s).
16. Relocation of select furniture to offsite storage in San Rafael.
17. All equipment must be pad wrapped, shrink wrapped and relocated on computer carts or within speedpacks.



18. Provide unit price or bulk pricing for boxes.
19. Include a per unit box pickup credit for any boxes that are returned after used.
20. San Rafael High School Post Move Support: (4) Movers, (2) Installers (1) Driver for (24) hours.
21. Include (2) Additional Box Pick Up days – do not combine with other school pick ups.

## **MADRONE HIGH SCHOOL:**

1. Material Delivery – (200) O&I cartons, (6) Dishpacks, (1) box of Anit-Static Ziplock Bags, (1) bundle of White Paper and (1) rolls of Bubble Wrap.
2. Pre-Delivery of (12) Speed Packs and dollies (12) Machine Carts, (2) Bookcarts Speedpacks to be set up on wheels for the school. Include rental fees for (8) weeks. \*\* This is in addition to equipment you will bring for the actual move.
3. Building Prep: (3) Racks of Masonite, cardboard for walls in major corridors, corner guards. Ram board may be used in lieu of Masonite.
4. Any items not packed by teachers/staff must be packed in speedpacks or on machine carts by mover.
5. Relocation of private office furniture, classroom furniture and common area furniture.
6. Relocate (4) Private Offices, (4) Classrooms – including Art, Computers from main office, (1) Computer Lab, Staff Lounge, (1) Conference Room, Career Center, Common area filing, furniture and storage. Relocation will consist of boxes, equipment and select furniture. Installer(s) will be required.
7. Load, Deliver and set in place (1) bobtail load of furniture from the MacPhail School.
8. Coordinate with move manager on deliverables.
9. Provide a dedicated project manager.
10. Consistency of crew – no less than 80% variance.
11. Decommission of select furniture and equipment – provide (1) 53' Bobtail, manpower and equipment. Recycle/landfill fees required are part of the proposal and should be included in your decommission cost. Back up of receipts may be required at time of invoicing, recycling credits shall be shown as a credit to the District on submitted invoice(s).
12. Relocation of select furniture to offsite storage in San Rafael.
13. All equipment must be pad wrapped, shrink wrapped and relocated on computer carts or within speedpacks.
14. Provide unit price or bulk pricing for boxes.
15. Include a per unit box pickup credit for any boxes that are returned after used.
16. Madrone High School Post Move Support: (2) Movers, (1) Installers (1) Driver for (8) hours.
17. Include (2) Additional Box Pick Up days – do not combine with other school pick ups.

**THE MACPHAIL SCHOOL:**

1. Decommission of select furniture.
2. Provide (5) 53' Trailers, manpower and equipment.
3. Recycle/landfill fees must be included within your proposal. Back up of receipts may be required at time of invoicing, recycling credits shall be shown as a credit to the District on submitted invoice(s).

## 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 in physically moving San Rafael High School, Madrone High School, Venetia Valley, Terra Linda High School and the MacPhail School.
- B. Based on the above start and finish dates, provide a proposal indicating number of required resources, rate per hour (Supervisor, mover, installer, driver), and total costs required as part of the submittal. 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 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 PM local time on Monday, November 2, 2020**.

Proposals to be submitted to the following email addresses:

**Dan Zaich, [dzaich@srcs.org](mailto:dzaich@srcs.org) and Amy Garber, [amy@visionsmgmt.com](mailto:amy@visionsmgmt.com).**

- E. All pricing must be submitted per the attached Pricing Matrix, Exhibit C. 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 Thursday, October 29 2020 by 12:00 PM, addressed to Dan Zaich ([dzaich@srcs.org](mailto:dzaich@srcs.org)) and Amy Garber ([amy@visionsmgmt.com](mailto: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 C: 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, and
- 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:

<https://www.dropbox.com/sh/ugrvhr0gtr5ep7f/AADe5-FadBNwUIR9QiQyFW5Ga?dl=0>

**Exhibit A:** Project Schedule

**Exhibit B:** Move Matrix

**Exhibit C:** Pricing Matrix

**Exhibit D:** Drawings

**Exhibit E:** References