

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

**RELOCATION & MOVING SERVICES
 REQUEST FOR PROPOSALS #20-06**

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

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

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

McPhail School: 1565 Vendola Drive San Rafael, CA 94903

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

Date	Event
Saturday, 9/26/2020	Mandatory Site Visit at 8:00 AM starting at San Rafael High School, Madrone High School followed by a visit to Venetia Valley, McPhail School and then Terra Linda High School. Meet in the San Rafael High School 3 rd Street Parking Lot.
Wednesday, 9/30/2020	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)
Thursday, 10/1/2020	District to issue addenda to answer questions/clarifications
Friday, 10/2/2020	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" Pricing must be bid Prevailing Wage
10/6/2020	Announcement of Best Valued Proposal
10/12/2020	Public Hearing and Board approval of Resolution supporting Best Value Selection
12/18/2020	Anticipated Start Date – Venetia Valley
12/18/2020	Anticipated Start Date – San Rafael High School
12/18/2020	Anticipated Start Date – Madrone High School
12/18/2020	Anticipated Start Date – Terra Linda High School

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 September 30, 2020.

PROJECT DESCRIPTION

Venetia Valley K-8 School will be relocating (22) classrooms from the portables into Building E as well as (2) staff members, (1) Family Center 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. Existing Furniture that is being replaced will be recycled by the Mover.

San Rafael High School will be relocating administration, conference rooms, career center, 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 McPhail 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.

Terra Linda High School will be relocating their administration, library, theater 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 McPhail School. Existing Furniture that is being replaced will be recycled by the Mover.

McPhail 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 MANDATORY site walk will be led on **Saturday, September 26th, 2020 at 8:00 AM** to allow all interested parties to understand the scope fully. Site walk will start at San Rafael High School (150 3rd Street, San Rafael, CA 94901) and will be followed by a site walk at Madrone High School (185 Mission Ave., San Rafael, CA 94901) then Venetia Valley (177 North San Pedro Road, San Rafael, CA 94903) followed by the McPhail School (1565 Vendola Drive, San Rafael, CA 94903) and concluding with a site walk at Terra Linda High School (320 Nova Albion Way San Rafael, CA 94903). Meet in the San Rafael High School 3rd Street Parking Lot.

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 Friday, October 2, 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)
- Pre-Delivery of Machine Carts, Bookcarts and speedpacks
- Packing of the Library at Terra Linda High School
- 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
- 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.
- San Rafael High School Post Move Support: (4) Movers, (2) Installers (1) Driver for (24) hours
- Madrone High School Post Move Support: (2) Movers, (1) Installers (1) Driver for (8) hours
- Venetia Valley Post Move Support: (4) Movers, (2) Installers (1) Driver for (24) hours
- Terra Linda High School: (2) Movers, (2) Installers (1) Driver for (16) hours

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 McPhail 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 Friday, October 2, 2020.**

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 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 Wednesday, September 30, 2020 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 C: Pricing Matrix and formal pricing on company letterhead
 - ii. 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