



Regional School Unit 1

Serving the Communities of Arrowsic – Bath – Phippsburg – Woolwich

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Think – Care – Act

Request for Proposals Moving Services – Relocation of Morse High School & Vocational Center

Regional School Unit 1 (RSU1) invites interested parties to submit sealed competitive proposals to provide moving services to plan and physically move all furniture, equipment and supplies from the existing Morse High School & Vocational Center to the new Morse High School & Vocational Center.

I. Background Information

RSU1 is currently constructing a new high school located at 826 Shipbuilder Drive. The existing high school is 120,000 sq. ft. The new high schools will be 158,000 sq. ft. Substantial completion of the new high schools is scheduled for December 2020.

Moving services will be required from February 10th, 2021 to February 12th, 2021.

Furniture and equipment will be moved into designated room numbers in the new high school or into a general area (such as the gym). All books and supplies will be moved directly into designated room numbers in the new school.

A limited amount of furniture and equipment may be moved from the high school to other schools in the District and will be done by in house staff.

II. Scope of Work

(1) Planning: The Vendor shall be responsible for providing planning services for the move, including participating in move planning meetings; preparing a move logistics plan; providing color-coded moving labels; and scheduling advance delivery and placement of packing materials. The Vendor shall provide one Project Manager who shall become thoroughly familiar with the project.

(2) Moving: During the move the Vendor shall have an on-site supervisor available at all times to answer questions. At the end of the move the Project Manager shall perform a final walk through with District staff to verify the move out is complete, assure all items have been properly placed in the new school, and identify potential damage occurring as a result of the move.

The sequence of the move will include the following:

- A. Designated furniture and all books/supplies will be moved and placed in their assigned locations in the new school

B. The District will work with the Vendor to establish a schedule of which areas in the building to move first based on the needs of the school

(3) Items Being Moved: The Vendor shall be responsible for moving furniture, equipment and books/supplies that are packing in boxes and appropriately labeled.

Staff will be responsible for moving personal items (such as plants, radios). The District will be responsible for moving hazardous materials (such as cleaning supplies and science chemicals) and technology devices (included network components). The District will also be responsible for packing up books and supplies, including library books.

Vertical filing cabinets will be moved with the contents remaining in the file; lateral files will be moved with the contents removed (if necessary).

New furniture will be delivered and placed by other vendors.

(4) Protections: Protection of the current school will be required since the building is being turned over to the City of Bath. The Vendor shall maintain continuous adequate protection for the new school (both interior and exterior) to protect both the School and contents being moved from damage or loss. Carts and dollies must have rubber bumper protectors and rubber wheels. Protection must be removed at the completion of the move. The Vendor shall be responsible for repair and payment for repair of any surface damaged deemed to be their responsibility.

(5) Attire/Identification: Every employee of the Vendor shall be uniformly attired, and the uniform must be visible at all times.

III. Proposal Requirements

Proposals must include the following information:

1. A general profile of the firm, including the location of the office, type of activities conducted by the firm, and information regarding the date of incorporation and corporate status.
2. A listing of vehicles, equipment and staff who will be dedicated to this move.
3. A listing of any subcontractors to be used in the move.
4. The name, background and experience of the Project Manager; this can be addressed in a resume.
5. The names and addresses of clients for whom the Vendor has conducted moves of similar scope in the past five years. Include telephone numbers and names of contacts for reference purposes (at least three).
6. A copy of the Vendors current certificate of insurance **showing full replacement value.**
7. A statement of any recommendations to make the move quicker or more efficient.
8. A statement regarding any past, present, or pending litigation within the past five (5) years, including any claims filed against the consultant's insurance policy.
9. A completed and signed Proposal Form

IV. Terms & Conditions

1. RSU1 reserves the right to reject any and all proposals, to waive any irregularities in proposals, and to aware or reject proposals in part or in whole on any basis it deems in the best interest of RSU1.
2. If the District suffers any property damage because of any act of the Vendor or their subcontractor, then the Vendor shall be liable for the **full replacement value** for such damages and may repair the damages at the discretion of the District. The Vendor shall make good any such damage, injury, or loss except as it may be directly caused by agents or employees of the District. Damages to landscape and roads are included in this provision.

Claims under the clause shall be made in writing to the party liable within a reasonable time of the observance of such damage.

3. Proposals will be evaluated and selected based on the following criteria (not listed in any order of priority):
 - a. Experience and expertise with similar-sized projects, including the experience of the Project Manager.
 - b. Appropriate allocation of resources to get the job done quickly and efficiently
 - c. Recent success in providing similar services (as evidenced through references)
 - d. Pricing

V. RFP Process Time Line and Mandatory Pre-Bid Meeting

The timeline for the RFP process is as follows:

Release of RFP	June 20 th , 2020
Mandatory pre-bid meeting and site walk	July 13 th , 2020
Proposals due	July 27 th , 2020
Contract award	August 3 rd , 2020

A **mandatory** pre-bid meeting and site walk will be held July 13th, 2020 at 3:00pm at Morse High School, 826 High Street, Bath. Participants should sign in at the Principals Office. A firm **must** have a representative attend this meeting and site walk if they plan on submitting a bid in response to this RFP. Copies of floor plans for both the old and new school buildings will be provided at the pre-bid meeting.

VI. Submission of Proposals

1. Respondents are required to submit sealed proposals clearly marked “RSU1 Moving Services” **no later than 2:00 pm on July 27th, 2020**. Sealed proposals may be mailed or hand delivered

to Regional School Unit 1, 34 Wing Farm Parkway, Bath, ME 04530. Please provide three copies of proposals.

2. All proposals will be available for inspection at the above date, time and place (and thereafter by appointment) by interested parties.

VII. Further Information

Bidders may submit questions via email to David Richards at drichards@rsu1.org no later than 3:00pm on July 20th, 2020. Questions will only be accepted at the mandatory pre-bid meeting or asked in writing via email. The District will respond to all questions in writing to all parties on the bid list not later than July 22nd, 2020.

Requests for the RFP may be directed to David Richards, Facilities & Maintenance Director at (207) 443-6601 ext. 108, or at drichards@rsu1.org.

END OF RFP

REGIONAL SCHOOL UNIT 1
Moving Services – Relocation of Morse High School & Vocational Center
PROPOSAL FORM

Name of Vendor: _____

Date: _____

Address: _____

Telephone Number: _____

Contact: _____

Fax Number: _____ Email Address: _____

Authorized By _____
(Signature)

Name: _____

Title: _____

In compliance with your Request for Proposals, the undersigned hereby offers to furnish the services designated in the RFP, in strict accordance with the RFP, upon written notice of acceptance of this Proposal at any time within thirty (30) days after the date of opening of the Proposals, and will execute the Contract in accordance with the Proposal as accepted within five (5) days after the Contract is presented for signature.

Base Bid:

In compliance with this Request for Proposals the undersigned hereby offers to furnish all labor and equipment necessary to complete the base bid services designated in the RFP for the Morse High School & Vocational Center relocation, at a lump sum of) _____
(\$_____) dollars for the base bid work.

What hours will your crew work Monday – Friday? _____

Any additional charges if weekend work is required? _____

Color-coded packing labels shall be provided at no charge.

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Time & Material Rates

The Vendor may bill for time and materials for packing materials, and for moving furniture, equipment, and books/supplies from Morse High School & Vocational Center to other schools with Regional School Unit 1.

Truck with Crew:

Hourly Rate

- 1. Standard truck plus two (2) personnel _____
- 2. Standard truck plus three (3) personnel _____

Additional Personnel:

- 3. Supervisor _____
- 4. Driver _____
- 5. Helper _____

Packing Materials:

- 6. Boxes – Small Dimensions: _____
- 7. Boxes – Medium Dimensions: _____
- 8. Boxes – Large Dimensions: _____
- 9. Packing Tape (per roll) _____
- 10. Shrink Wrap (per roll) _____
- 11. Bubble Wrap (per roll) _____
- 12. Record Box (lockable for confidential records) _____