## INSTRUCTIONS FORM

**RFP 19 - Master Moving Services**

## For Professional Moving Services at Various Locations Wake County Public Schools – FD&C

#### INSTRUCTIONS:

This request for proposal (RFP) is designed to comply with all applicable rules and regulations – including all Board of Education Policies.

Qualified firms wishing to be considered for providing Professional Moving Services should submit their signed proposal package to Facility Design and Construction at the reception desk in the Facilities Building, Wake County Public Schools, 1429 Rock Quarry Road, Suite 116, Raleigh, North Carolina 27610, on or before 10:00 am, Thursday, November 21, 2019. Each package must be clearly labeled “**RFP 19 – Master Moving Services Proposal**” and include the following:

1. “Exhibit A” Bidder Information Sheet
2. “Exhibit B” Unit Prices Bid Form
3. “Exhibit C” MBE Information Sheet
4. “Exhibit D” BID CERTIFICATION

#### PROJECT DESCRIPTION AND SCOPE:

The Master Professional Move Services Contract is for various moving services, supplies and storage within the Wake County Public School System for FD&C projects. Individual Job Order Contracts will be executed following policy and procedure for each project using the master bid unit prices for work on an as-needed basis.

#### MASTER CONTRACT AGREEMENT PERIOD:

January 1, 2020 to December 31, 2022.

#### PROPOSAL PACKAGE:

The information listed on the attached Bid Sheets will be used to evaluate and select firms. Complete the Bid Form in its entirety. Any questions should be directed to Scott Lowder, Contract Manager, “[slowder@wcpss.net](mailto:slowder@wcpss.net)”.

#### INSURANCE:

The Contractor shall obtain and maintain in effect during the term of this Contract, policies for general liability and automobile liability insurance in which the Owner, Wake County and the Wake County Board of Education, shall each be named by endorsement as additional insureds, which policies shall protect the Owner and the Contractor from claims in an amount not less than $1,000,000 for personal injury, including death, to any one person and in an amount not less than $1,000,000 for any one occurrence, and from claims for property damages in an amount of not less than $1,000,000 for each occurrence arising from any act or omission of Contractor, its agents, employees or subcontractors. The Contractor shall obtain and maintain in effect during the term of this Contract, a policy of workers’ compensation liability insurance in which the policy shall protect the Owner and the Contractor from claims in an amount not less than the statutory amount. A certificate of insurance documenting evidence of such insurance shall be furnished to the Owner. The Contractor shall also provide a policy endorsement requiring the Owner to receive ten (10) days prior written notice of cancellation for any statutorily permitted reason other than non-payment of premium. In addition, the Contractor shall provide at least five (5) business days written prior notice to the Owner’s Representative at the address noted above and via email (“[fdc-insure@wcpss.net](mailto:FDCInsure@wcpss.net)”) of the cancellation, non- renewal (without replacement), or the material reduction of coverage or limits of any of the policies. Upon notice of such cancellation, nonrenewal or reduction, the Contractor shall procure substitute insurance so as to assure the Owner that the minimum limits of coverage are maintained continuously throughout the period of this Agreement. Insurance required hereunder shall be maintained by insurance companies properly licensed by the Insurance Department of the State of North Carolina and rated “A-” or better by “Best’s Insurance Guide.

#### SCHEDULE:

-Pre-submittal meeting 10:00 am on Thursday, November 14, 2019 in room 102, 1429 Rock Quarry Road, Suite 116, Raleigh, NC 27610.

-Submit bids by 10:00 am on Thursday, November 21, 2019.

-Open Proposals immediately following.

-Submit to Board for approval Tuesday, December 17, 2019

# Exhibit: A

Company Name (include dba):

Phone number: Fax: E-mail:

Corporate Office Address:

Contact:

Wake County Office Address (if different from Corporate):

Web Address:

Length of time in business: Number of permanent employees:

DOT #: MC License #:

Insurance Contact:

Phone:

The Wake County Public School System reserves the right to reject or disqualify any and all vendors, waive informalities and irregularities in the bid process, and to accept vendors, which are considered to be in the best interest of the School System.

# Exhibit B:

### Please complete the information requested below. Pricing to be good for duration of contract.

**Note: An estimate for each project will be required prior to any work being authorized. No charge for time required for estimate.**

### Any additional cost estimates should be included for review. However, WCPSS will not entertain additional proposed costs that are deemed to be “cost of doing business” by the bidder/vendor.

**(Additional page space left blank. See next page for cost estimate sheet)**

|  |  |  |  |
| --- | --- | --- | --- |
| **Requested Work – Note: Labels, dollies, carts, and other equipment necessary to do the work are considered part of the cost of doing business and will not be paid for separately.**  **(See clarification of terms below.)** | **Fee per** | **Discount available at what quantity?** | **Fee per with quantity discount** |
| Flat rate to relocate the equivalent of one classroom of furniture/equipment from one of three Raleigh warehouses to a school within Wake County. | $ |  | $ |
| Flat rate to relocate the equivalent of one classroom worth of furniture/equipment from a school within Wake County to one of three Raleigh warehouses. |  |  |  |
| Flat rate to relocate the equivalent of one classroom of furniture, equipment and supplies from one classroom to another classroom in the same building, or a building on the same campus. |  |  |  |
| Flat rate to relocate the equivalent of one classroom of furniture, equipment and supplies from one classroom to another classroom on a different campus within a 10 mile radius. |  |  |  |
| Flat rate to relocate the equivalent of one office of furniture, equipment and supplies to another office in the same building, or a building on the same campus. |  |  |  |
| Flat rate to relocate the equivalent of one office of furniture, equipment and supplies to a building on a different campus within a 10 mile radius. |  |  |  |
| Flat rate to relocate one teacher’s supplies and curriculum items (no furniture) from one classroom to another classroom in the same building, or a building on the same campus. |  |  |  |
| Flat rate to relocate one teacher’s supplies and curriculum items from one classroom to another classroom (no furniture) on a different campus within a 10 mile radius. |  |  |  |

|  |  |  |  |
| --- | --- | --- | --- |
| Hourly rate for Supervisor |  |  |  |
| Hourly rate for general laborer/mover |  |  |  |
| Hourly rate for panel truck – includes driver |  |  |  |
| Hourly rate for 53’ truck – includes driver |  |  |  |
| Monthly storage rental rate for 53’ truck – includes move from loaded location to final destination. |  |  |  |
| Boxes that do not require tape to seal |  |  |  |
| Media center book truck – price per book truck loaded and moved from one WCPSS location to another. (Price includes loading and unloading) |  |  |  |
| Media center book truck – price per loaded book truck to store at a location off campus per week. Less than a week to be pro-rated. Storage on the same WCPSS campus to be half price. |  |  |  |
| Book boxes (per) |  |  |  |
| Box (6 rolls) of packing tape |  |  |  |
| Tape dispenser |  |  |  |
| Large roll of bubble wrap |  |  |  |
| C-bins (per) |  |  |  |
| Computer bags (per) |  |  |  |

# Exhibit: C

**MBE INFORMATION: (Required)**

Please provide the following data in order for WCPSS to provide it to the Office for Historically Underutilized Businesses, NC Department of Administration.

I certify the status as a minority business (at least 51% of business is owned by) as recognized by the State of NC:

(check all that apply)

* Black, African American (B)
* Hispanic (H)
* Asian American (AA)
* American Indian (IA)
* Socially and Economically Disadvantaged (SE)
* Female (F)
* Not Applicable

Vendor Signature: Date: Print Name:

Exhibit: D

Bid Certification:

Bids Due: 10:00 AM Thursday, November 21, 2019 delivered to the Facilities Building, Wake County Public Schools, 1429 Rock Quarry Road, Suite 116, Raleigh, NC 27610.

Pre-submittal Conference: 10:00 AM Thursday, November 14, 2019 in conference room 102, Facilities Building, Wake County Public Schools, 1429 Rock Quarry Road, Suite 116, Raleigh, NC 27610.

**EXECUTION**

In compliance with this Invitation for Bids, and subject to all the conditions herein, the undersigned offers and agrees to furnish and deliver any or all items upon which prices are bid, at the prices set opposite each item within the time specified herein. By executing this bid, I certify that this bid is submitted competitively and without collusion.

#### Failure to execute/sign bid prior to submittal may render bid invalid. Late bids are not acceptable.

|  |  |  |  |
| --- | --- | --- | --- |
| BIDDER: | | FEDERAL ID OR SOCIAL SECURITY NO. | |
| STREET ADDRESS: | | P.O. BOX: | ZIP: |
| CITY & STATE & ZIP: | | TELEPHONE NUMBER: | TOLL FREE TEL. NO  (800) |
| PRINCIPAL PLACE OF BUSINESS ADDRESS IF DIFFERENT FROM ABOVE | | | |
| TYPE OR PRINT NAME & TITLE OF PERSON SIGNING: | | FAX NUMBER: | |
| AUTHORIZED SIGNATURE: | DATE: | E-MAIL: | |

Offer valid for 60 days from date of bid opening unless otherwise stated here: days