The City of Fargo | Gregg Schildberger
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REQUEST FOR PROPOSALS
PROFESSIONAL MOVING SERVICES

RELEASE DATE:
Monday, June 18, 2018

PROPOSALS AND SAMPLES MUST BE RECEIVED BY:
Tuesday, June 26, 2018 by 4 p.m.

The City of Fargo is seeking proposals from qualified Firms for professional moving services. The City will be moving from its current City Hall at 200 Third Street North into its new City Hall at 225 Fourth Street North over a three-week period beginning on Monday, August 6 and ending on Friday, August 24; one floor of offices will be moved each week. In addition, office materials will be moved from the City's Assessor's Office at 312 Fourth Street North and the City's Community Development Division at 401 Third Avenue North to the new City Hall building at 225 Fourth Street North.

The selected Firm would be responsible for providing an ample number of moving components (i.e. boxes, tape) for City staff members to fill in advance of the moving process. The Firm would be expected to supply sufficient staff members to move the filled moving components and applicable filing systems from the current City Hall facility into the pre-designated spaces in the new City Hall facility to successfully meet the City's schedule. A small amount of furniture and equipment would also be moved as a part of this contract.

KEY INFORMATION SUMMARY

Request for Proposal:	Professional Moving Services
Release Date:	Monday, June 18, 2018
Contract Monitor:	Gregg Schildberger Manager of Communications & Public Affairs The City of Fargo – Communications & Public Affairs 200 North Third Street Fargo, ND 58102 701.476.6671 GSchildberger@FargoND.gov
Procurement Method:	Competitive Sealed Proposals: Provide five (5) copies
Proposals are to be sent to:	Auditor's Office Fargo City Hall 200 Third Street North Fargo, ND 58102
Closing Date & Time:	Tuesday, June 26, 2018 by 4 p.m.

I. Overview

The City of Fargo (COF) is seeking proposals from qualified Firms for professional moving services. The COF will be moving from its current City Hall at 200 Third Street North into its new City Hall at 225 Fourth Street North over a three-week period beginning on Monday, August 6 and ending on Friday, August 24; one floor of offices will be moved each week. In addition, office materials will be moved from the City's Assessor's Office at 312 Fourth Street North and the City's Community Development Division at 401 Third Avenue North to the new City Hall building at 225 Fourth Street North.

The selected Firm would be responsible for providing an ample number of moving components (i.e. boxes, tape) for City staff members to fill in advance of the moving process. The Firm would be expected to supply sufficient staff members to move the filled moving components and applicable filing systems from the current City Hall facility into the pre-designated spaces in the new City Hall facility to successfully meet the City's schedule. A small amount of furniture and equipment would also be moved as a part of this contract.

All proposals must be received by 4 p.m. on Tuesday, June 26, 2018 in the Auditor's Office, Fargo City Hall, 200 Third Street North, Fargo, ND 58102. Please provide five (5) copies of the proposal. Proposals not received by the specified time noted will be rejected.

All respondents shall address the criteria listed within this RFP to allow the selection committee to assess all submittals on a comparable basis.

The COF intends to enter into a contract with selected Firm(s) for providing said services at rates submitted with the response to the RFP.

II. Disclosure of Contents of Proposal

All proposals become a matter of public record and shall be regarded as public records.

III. Contract Term

1. The proposed contract term is defined as three-week period beginning Monday, August 6 and ending on Friday, August 24.
2. The awarded Firm may not assign, sell or sub-contract its obligations under the contract to any third party without prior approval in writing by the COF.
3. In the event that the contract is terminated either by contract expiration or by voluntary termination by the COF, the Firm must continue all services until new services become completely operational or new service provider is in place.
4. The Firm will be responsible for any additional costs incurred by the COF in utilizing any replacement Firm.

IV. General Scope of Work

The COF is seeking proposals from qualified Firms for professional moving services. The COF will be moving from its current City Hall at 200 Third Street North into its new City Hall at 225 Fourth Street North over a three-week period beginning on Monday, August 6 and ending on Friday, August 24; one floor of offices will be moved each week. In addition, office materials will be moved from the City's Assessor's Office at 312 Fourth Street North and the City's Community Development Division at 401 Third Avenue North to the new City Hall building at 225 Fourth Street North.

The selected Firm would be responsible for providing an ample number of moving components (i.e. boxes, tape) for City staff members to fill in advance of the moving process. The Firm would be expected to supply sufficient staff members to move the filled moving

components and applicable filing systems from the current City Hall facility into the pre-designated spaces in the new City Hall facility to successfully meet the City's schedule. A small amount of furniture and equipment would also be moved as a part of this contract.

COF staff will be responsible for packing materials into moving components/containers from the current COF facilities and then unpacking the materials in the new facility. The Firm is solely responsible for providing the components/containers and then moving the filled components/containers from the current facilities to the new facility. Firm shall supply all necessary packing materials on an as-needed basis and cognizant of the timeline to allow ample time for COF staff to pack materials prior to the required move date.

There will be individual, extraordinary items for each department (such as a medium-sized safe move for Auditor's) which will be required. The Firm is required to provide equipment and labor (at a rate agreed upon with the COF) to provide this service. The COF will, upon request of the Firm, schedule a site review prior to the Firm submitting its proposal.

The successful Firm will provide all labor, including supervision, tools, material, equipment, licenses, permits and incidentals required and /or implied for the complete and satisfactory performance of moving services at the COF in accordance with the following:

Specifications

1. Firms shall submit a copy of any required licenses or certifications with proposal submission package.
2. This contract will cover the three currently utilized COF locations to move materials into the new City Hall location, as previously mentioned.
3. Firm must have ability to provide all equipment, materials, supplies, vehicles and related services necessary to provide full and complete moving services. This includes, but is not limited to bins/crates, boxes, tape, labels, handcarts, padding, bubble wrap and protection materials.
4. When disassembly and reassembly of furniture is required, Firm must properly label and track all parts and reassemble furniture in its original condition and assure no parts are lost or damaged by Firm personnel.
5. Firm must take necessary precautions to prevent damage to equipment, supplies, and property. All items must be properly protected from inclement weather during the preparation of the move and while being moved.
6. In addition to the Firm's general responsibility to protect property from damage, the Firm shall be responsible for the protection of finished surfaces such as, but not limited to, columns, doors, doorframes and walls. Wall corners shall be protected by Styrofoam corner brackets or similar material. Wall surfaces shall be protected by corrugated wall board or similar materials where required for adequate protection. Firm will be responsible for protecting all elevator floors and walls. The Firm shall assure that weight capacities of elevators used by personnel during the moving process will not be exceeded.
7. Any items or finishes damaged, marred or lost by the Firm shall be completely repaired, replaced or refinished by the Firm to the satisfaction of the COF within 30 days of the incident.
8. At all times during the move, local ordinances shall be observed, including but not limited to preservation of adequate access to fire exits and extinguishers.
9. Firm must provide adequate security measures during the move operation to ensure all items are accounted for.
10. Firm will be responsible for removal and disposal of any debris i.e. packing material resulting from the move. Firm is responsible for the removal and proper disposal of all trash and containers that may occur during the move.
11. Firm personnel shall provide for the physical transportation of all furniture, equipment and material from existing locations to new locations within the established time schedule for the project.

12. Firm shall provide adequate truck size(s) and types of trucks to meet the individual moving requirements.
13. Firm shall properly train and orient all employees who will perform work on site with regard to appropriate conduct and the consequences of employee misconduct on the COF locations.

V. Price Quote for Moving – General Instructions

Proposals must be organized with headings and subheadings in the order provided below. Each heading and subheading should be separated by tabs or otherwise clearly marked. Each proposal will denote all-inclusive prices and foreseeable change orders to the COF for professional moving services.

1. Fixed Price Period: All prices, costs, and conditions outlined in the proposal shall remain fixed and valid for acceptance for 75 days starting on the due date for proposals.
2. Proposals shall be quoted as a not-to-exceed cost for services.
3. Format for Submitting Cost Proposals:
    a. The cost proposal must contain all pricing information relative to providing move services described in the RFP. The total all-inclusive maximum price proposed is to contain all direct and indirect costs.
4. COF policy is to release payment upon 100% completion of contract.

VI. General Service Contract Terms & Conditions

1. The Communications Manager or their designee shall approve, in writing, the Firm's accuracy and reasonableness of the invoice submitted for payment.

2. It is the responsibility of the awarded Firm(s) to keep the Manager of Communications or their designee informed of the status of all work in progress on a daily basis including but not limited to estimated completion date, parts delivery dates and accrued and projected job costs.

3. Contract Procedures

a. All contracts between the awarded Firms(s) and the COF will be for the purpose of setting prices and services to be provided and the term that they are valid. No minimal amount of work will be guaranteed.
b. The Firm will take adequate precautions to protect all other adjacent surfaces and repair any damage caused as a result of inspection or servicing or equipment.
c. The Firm is required to protect all COF property and is liable for any and all damage caused by their presence, work, methods and personnel.
d. The Firm is required to use designated entrances to buildings and will refrain from driving on grass, soil, sidewalks and designated concrete areas.
e. The COF will detail the site moving strategies and accessible areas for the Firm.

4. Permits, Laws, Regulations

a. The Firm shall comply with all applicable Federal, State and local laws and regulations and all conditions of permits controlling pollution of the environment.
b. The Firm shall be responsible for and save harmless the COF from all fines, penalties or loss incurred for, or by reason of, the violation by the Firm of any Federal, State or municipal law, rule, regulation or ordinance while the said work is in the process of completion.

F. Responsibilities

a. Firm shall have sufficient licensing needed to perform the work required as outlined in this RFP.
b. The Firm shall have sufficient equipment needed to perform the work required.
c. The Firm shall explain the processes or methodology that will be utilized to keep the COF informed of assignment status and progress.

d. The Firm shall indicate how quality control will be managed.

G. Misc., Hours, Testing, etc.

a. The COF operating hours are 7:45 a.m. to 4:30 p.m. Timelines to maximize efficiency and project effectiveness will determined between the Firm and the COF. Some pieces of the projects will require work to be done outside the COF's normal operating hours.

b. Current COF operations will not be halted for moving operations. Contracted work stated in the RFP will be completed simultaneously with COF operations.

c. Reasonable means of access to the equipment to be inspected will be provided. However, advanced notice may be required.

H. Invoicing & Cost Basis Calculations

a. The COF will not allow nor pay any additional costs or surcharges on Firm invoices not already noted on the Proposal Form or pre-approved by the COF.

b. Billing shall occur in a timely manner. When an invoice from the Firm to the COF includes materials, the Firm shall support any materials with invoices and/or receipts displaying the purchase from the original vendor.

c. Awarded Firm shall provide a "not to exceed quote" for each project to be reviewed and approved before work begins with the exception of emergency calls.

I. Penalties

a. The Firm shall be considered in violation if they fail to take corrective action in a timely manner after discovery of a problem or written notification of a problem discovered by staff.

b. Firm will be in violation if timely service is not performed and inventories are not maintained.

VII. Binding Offer

A proposal submitted in response to this RFP shall constitute a binding offer. Acknowledgement of this condition shall be indicated, on the "Request for Proposal Signature Page," (RFP Form A) by the signature of the Firm or an officer of the Firm legally authorized to execute contractual obligations. By submitting a proposal, the Firm affirms its acceptance of the terms and conditions of this RFP, including its attachments and exhibits, without exception, deletion or qualification and without making its offer contingent.

VIII. Proposal Response Content

Each proposal must use the following format, providing a response to each line item, and include attachments within their proposals. RFP Form B provides a checklist of all required submittals. The response to the RFP shall be complete but succinct and comprehensive.

- Statement of qualifications and experience.
    - If a Firm has experience working specifically with the COF, it should denote that within its RFP response packet.
- The number of years the proposing agency has been in operation. The Firm will be required to illustrate of history of successful and stable operation.
- Full description of company and experience as it relates to moving items, packing, storing and relocating materials to the final destination.
- Samples of work completed for other municipal or private organizations in North Dakota, South Dakota or Minnesota.
- Names and qualifications of the personnel to be assigned to manage this proposed agreement.
- Insurance and licenses to legally conduct business within the State of North Dakota.

IX. Evaluation Criteria

The following criteria will be evaluated and weighted as follows:

- **25 points** - Specialized experience or technical expertise of the moving industry in connection with the General Scope of Work.
- **25 points** - Capacity of the organization to perform the work within time limitations, taking into consideration the current planned workload of the Firm.
- **25 points** - Past record of performance on contracts, including quality of work, timeliness and cost control.
- **25 points** - Cost of services to be performed based on the submitted rate sheets.

The Professional Moving Services contract will be award on the evaluation criteria. All information submitted by proposer will be taken into account. An interview may be required.

X. Questions & Answers

All questions related to this Request For Proposal should be submitted via email to Gregg Schildberger (GSchildberger@FargoND.gov).

XI. RFP Project Timeline

The COF reserves the right to modify the following timeline, if necessary.

Release of RFP	June 18, 2018
Proposals Due	June 26, 2018 @ 4 p.m.
Selection (interviews if required)	T.B.D.
Fargo City Commission Approval of Moving Services	July 16, 2018
Work Commences	August 6, 2018
Full Completion of Work	August 26, 2018

The COF reserves the right to reject agreement that do not conform to the request for proposal and COF requirement for agreements and contracts.

The COF reserves the right to award the contract to the next most qualified company if the successful Firm does not execute a contract within five (5) days following the award of this proposal. Discussion may be conducted with responsible Firms whose submittals are determined to be reasonably susceptible of being selected for award for purpose of clarification to assure full understanding of, and responsiveness to, the solicitation requirement.

All submittals shall be in accordance with the condition set forth herein. Late submittals will not be accepted. All costs incurred in the preparation and submission of the response to this RFP shall be the responsibility of the Firm. The Firm is responsible for completely inputting the proposed prices in the RFP Form E, as well as attaching addition pricing if needed. Unless otherwise noted, the COF will assume the price listed is valid for the entire contract duration.

XII. Physical Moving Timeline

The COF and its Information Services Department will be utilizing the following timeline for its move schedule. The Firm and the COF will determine if the Firm's employees will work a day or so in advance of this schedule to accommodate the overall timeline. The COF reserves the right to modify the following timeline, if necessary.

Key: A = Move Current City Hall to New City Hall
B = Move Community Development Division to New City Hall
C = Move Assessor's Office to New City Hall

Task	Location	Duration	Start	Finish
Week 1		**4 days**	**Monday 08.06.2018**	**Thursday 08.09.2018**
Third Floor [Information Systems]	**A**	1 days	Monday 08.06.2018	Monday 08.06.2018
Third Floor [City Commission & Finance]	**A**	2 days	Wednesday 08.08.2018	Thursday 08.09.2018
Week 2		**4 days**	**Monday 08.13.2018**	**Thursday 08.16.2018**
Second Floor [Planning & Development]	**A, B**	2 days	Monday 08.13.2018	Tuesday 08.14.2018
First Floor [Inspections & Auditor's]	**A**	2 days	Wednesday 08.15.2018	Thursday 08.16.2018
Week 3		**5 days**	**Monday 08.20.2018**	**Friday 08.24.2018**
Second Floor [HR & Engineering 2nd]	**A**	2 days	Monday 08.20.2018	Tuesday 08.21.2018
First Floor [Engineering 1st]	**A**	2 days	Wednesday 08.22.2018	Thursday 08.23.2018
Lower Level / Parking Garage [Buildings & Grounds]	**A**	1 day	Thursday 08.23.2018	Thursday 08.23.2018
Second Floor - West [Assessor's]	**C**	1 day	Thursday 08.23.2018	Thursday 08.23.2018
Front Counter Moves	**A, B, C**	1 day	Friday 08.24.2018	Friday 08.24.2018
Week 4		**0 days**	**Monday 08.27.2018**	**Monday 08.27.2018**
Public Opening of Facility	**A**	0 days	Monday 08.27.2018	Monday 08.27.2018

GENERAL INFORMATION & SIGNATURES

RFP FORM A

Receipt Forms & Submittal

The undersigned hereby acknowledges the receipt and/or submittal of the following forms:

Request for Proposal (Initial all applicable forms)	**Initial to Acknowledge Receipt of RFP Documents**
Section I: Overview	
Section II: Disclosure of Content of Proposal	
Section III: Contract Term	
Section IV: General Scope of Work	
Section V: Price Quote for Moving – General Instructions	
Section VI: General Service Contract Terms & Conditions	
Section VII: Binding Offer	
Section VIII: Proposal Response Content	
Section IX: Evaluation Criteria	
Section X: Questions & Answers	
Section XI: RFP Project Timeline	
Section XII: Physical Moving Timeline	
RFP Form A-C: General Information & Signatures	
RFP Form D: Experience & References	
RFP Form E: Fee Proposal	

_____

Company Name (Print) Proposer's Name and Title (Print)

_____

Date Signature

GENERAL INFORMATION & SIGNATURES

RFP FORM B

Note: This form must be returned with your proposal response.

The undersigned, submitting this proposal, hereby agrees with all the terms, conditions, and specifications required by the COF in this Request for Proposal, and declares that the attached proposal and pricing are in conformity therewith, and attests to the truthfulness of all submissions in response to this solicitation.

Proposer shall provide the complete information requested below. Include the legal name of the Proposer and signature of the person(s) legally authorized to bind the Proposer to a contract.

Signature of Proposer *(Proposal is not valid without signature)*	Date
Printed Name and Title	Company Name
Telephone	Mailing Address
Email	

Person to be Contacted if There Are Questions About Your Proposal (If Different From Above)	
Name	Title
Telephone	Email

GENERAL INFORMATION & SIGNATURES

RFP FORM C

Firm Profile

1. Proposing Company Name: _____

2. Location of Main Office

Address _____

City_____ State _____ ZIP _____

3. Principal Information & Contact:

Name_____ Title _____

Telephone _____ Fax_____

Email _____

4. *Contact Person about your proposal if different from above:*

Name_____ Title _____

Telephone _____ Fax_____

Email _____

5. Billing Contacts & Mailing Address:

Name_____ Title _____

Telephone _____ Fax_____

Email _____

Address _____

City_____State_____ ZIP _____

EXPERIENCE & REFERENCES

RFP FORM D

Proposer References for Firm

Provide company name, address, contact person, telephone number and appropriate information on the service(s) used for no less than three (3) moves with requirements similar to those included in this solicitation document.

Company Name_____

Address (Include ZIP)_____

Contact Person_____ Phone No. _____

Contract Period_____

Services Provided_____

Company Name_____

Address (Include ZIP)_____

Contact Person_____ Phone No. _____

Contract Period_____

Services Provided_____

Company Name_____

Address (Include ZIP)_____

Contact Person_____ Phone No. _____

Contract Period_____

Services Provided_____

Company Name_____

Address (Include ZIP)_____

Contact Person_____ Phone No. _____

Contract Period_____

Services Provided_____

FEE PROPOSAL

RFP FORM E

Cost Proposal

Fill in the tables below with the cost proposals for each line item.

Attach additional cost information to the proposal response if necessary.

Item	Cost
Material Rental Cost for Containers/Totes	
Cost for Packaging Supplies *(Tape, Bubble Wrap, etc)*	
Labor Cost Per Hour	
Equipment Fees	
Extraordinary Item Moves Per Hour *(as discussed within page 3)*	

Signature of Proposer *(Proposal is not valid without signature)*	Date