

**Talawanda City School District
Request for Quote**

Title: Moving Services

Due Date: February 5, 2021 at 12:00 PM



1.0 Introduction

1.1 Background

Talawanda City School District is located in southwestern Ohio serving Butler County and a small section of Preble County. The district is currently constructing a new elementary school to replace the onsite school. This new elementary school will be completed for the 2021-2022 school year.

The purpose of this competitive procurement process is to assist the district in selecting a vendor that will best meet the needs of the district. The RFQ provides all interested vendors a means to present their products, services and abilities for an objective review.

The District appreciates your consideration.

Talawanda City School District provides equal access to its programs and services for all people without regard to race, creed, color, religion, national origin, age, gender, sexual orientation, marital status or disability. If you require this information in an alternative format, contact Mr. Dennis Malone, Director of Human Resources at (513) 273-3102.

1.2 Purpose

The purpose of this REQUEST FOR QUOTE (RFQ) is to select a vendor that will assist the district in moving services, specialized equipment, and materials needed to move the following scope of work:

The vendor will have experience in providing the necessary services needed, but not limited to, the following:

1. Delivery of boxes to site on February 24.
2. Schedule and move classrooms, main office, and all other areas:
3. Marshall Elementary - 41 Staff Members, Approximately 28 Classroom spaces, 20 Small Storage/Office Spaces, Library, Kitchen. (Total number of boxes = 3500 1.5 cubic feet) (Items will be moved to the current Marshall Gym which will be a part of the new building and then later moved into the new building (See schedule below); Note: if the Gym was to be filled, items may be moved to the Nelson Morrow building approximately 5 miles away)
4. Provide boxes, tape, markers, labels for all boxes and deliver to selected sites.
5. 'Limited' furniture within Marshall Elementary will need to be removed and transported to an identified school, storage, or disposal.
6. Removal of technology: CareHawk CH1000 PA system. Remove the existing system in the front office, as well as, the classroom speakers (approx 28) . This entire system will need to be relocated/installed at our middle school;4030 Oxford Reily Rd., Oxford, OH 45056 . If this task cannot be completed by your company please let us know asap.
7. The timeline is as follows: Marshall Elementary School (from building to gym) is projected to be April 30th after 5 PM to be completed (including all furniture) by close of business May 3 by 12 PM, dependent on BOE action on February 8, 2021. The second move starts July 30th to be completed by August 2nd (These dates may adjust +/- 2 weeks depending on construction schedule) Failure to meet the provided timeline may result in a 10% penalty of the entire bid.
8. All questions to be emailed to the Talawanda Treasurer (RFQ Coordinator), Shaunna Tafelski at tafelskis@talawanda.org. All questions to be received by 2/3/2021 and will be answered via email to all parties on 2/4/2021.
9. Building Tours: February 1 and February 2, 4:30 PM at Marshall Elementary School (3260 Oxford Millville Rd).
10. The district reserves the right to select multiple vendors.

11. Information to be provided:

- a. Number of onsite managers
- b. Number of laborers
- c. List of equipment available to move boxes and furniture
- d. List and description of vehicles to be provided and used by vendor

1.3 Minimum Vendor Qualifications

The vendor must be licensed to do business within the State of Ohio.

2.0 General Information & Instructions

2.1 Preparation of Services

The Talawanda City School District is a Tax Exempt organization. As such, material items as well as charges for services must be void of federal, state and local taxes. An exemption certificate will be signed where applicable upon request.

Vendors shall thoroughly examine the specifications, schedule, instructions and all other contract documents. Vendors are advised that all Talawanda City School District contracts are subject to all legal requirements provided for in Ohio and Federal Statutes.

2.2 RFQ Coordinator

From the date of receipt of this RFQ by each vendor until the completed selection process, the only communication shall be between the vendor and the District's RFQ Coordinating Office (Treasurer's Department).

The RFQ Coordinator is the sole source of contact regarding all communications regarding this RFQ. Vendors are advised to use the RFQ Coordinator's email address for all communications. All questions will need to be received by 2/3/21 and will be answered to all parties on 2/4/21.

RFQ Coordinator: Shaunna Tafelski
E-Mail: tafelskis@talawanda.org

Any other communication will be considered unofficial and non-binding on the District. Communication directed to parties other than the RFQ Coordinator may result in disqualification of the vendor.

This RFQ must be provided on or before the designed date, February 5, 2021 at 12:00 PM. Services and modifications received after the set time will not be considered.

2.3 References

Vendors shall submit the information listed below for two (2) major local school districts that are current or recent customers and similar in size and scope to Talawanda City School District.

Be sure to include the following information for each of the two (2) references:

- School District or Company Name
- Contact Name and Title (Business Manager or equivalent)
- City and State
- Email Address
- Telephone Number
- Scope of work completed

All references must be submitted to the RFQ Coordinator.

2.4 Payment Terms and Conditions

If selected to provide services listed herein, all invoices must be emailed to the Talawanda City School District Office and must reference a Talawanda City School District Purchase order number.

Payment will not be made without proper purchase order number and until the entire order is received, reconciled and invoiced.

2.5 Costs to Propose

The District is not liable for any costs incurred by the Vendor in preparation of a quote submitted in response to this RFQ, in conduct of a presentation or any other activities related to responding to this RFQ.

2.6 No Obligation to Contract

This RFQ does not obligate the District to contract for items and services specified herein.

2.7 Collusion

The Vendor, by affixing his/her signature to this Service, agrees to the following: Vendor certifies that his/her Service is made without previous understanding, agreement, or connection with any person, firm or corporation making a Service for the same items and is in all respects fair, without outside control, collusion, fraud, or otherwise illegal action.

3.0 Special Conditions & Instructions

If selected, the District intends to use the following terms and conditions in addition to those that are generated from the responses to the RFQ. Vendors, who want to use different terms or additional terms, may list them with their RFQ. The District and the selected Vendor will negotiate the final terms.

3.1 Governing Law

Contract(s) resulting from this RFQ are subject to, and the vendor must comply with, all Federal, State of Ohio, and local laws and statutes.

3.2 Termination for Cause

Contract(s) resulting from this RFQ may be cancelled for mal-performance, non-performance or other failure on the part of the vendor to comply with the terms and conditions detailed herein. In the event such action is necessitated, the contract(s) shall be null and void upon receipt of written notification from the RFQ Coordinator.

3.3 Termination for Convenience

The District or Vendor may terminate contract(s) without cause with 60 days written notice.

3.4 Customer Service Requirements

The district will require a single point of contact to manage the account and to troubleshoot any customer service related issues. The district may request a change to this position.

4.0 Evaluation Criteria

The district will evaluate RFQs based on the vendor's ability to perform the duty and functions outlined in Section 1.2 of this RFQ. The vendor must specifically address the items in Section 1.2 to include, but not be limited to, the vendor's specific experience in each area listed.

The district reserves the opportunity to schedule interviews if needed before making a final selection.

All meeting requests will be at the discretion of the Talawanda City School District.

References provided as communicated in section 2.3.

Be specific in the vendor's experience in developing procurement related documents on behalf of a client.

Be specific of any fee or cost to provide the services listed.

5.0 Required Information

The required information is being requested as communicated in sections 1.2 and 2.3 for the building:

Identified single point of contact with contact information, email, landline, cell phone.

Copies of liability insurance and workers compensation.

Overview of the entire process, equipment used, and number of employees used to complete the requested services.

Example of a properly completed label.

Quoted price to rent boxes and the process to return.

Quoted price for labor.

Dimension of boxes and labels.

Hourly rate for extra services, if requested.

Price to rent/purchase additional boxes, if needed.

