

**West Clermont Local School District
Request for Quote**

Title: Moving Services

Due Date: March 6, 2019



1.0 Introduction

1.1 Background

West Clermont Local School District is the largest suburban school district in Clermont County serving Union, Monroe, Pierce, and Batavia Townships as well as the Village of Amelia. The district is currently constructing two new elementary schools to replace two onsite schools. These new elementary schools will be completed for the 2019-2020 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.

West Clermont Local 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 Dr. David Fultz, Director of Human Resources at (513) 943-5015.

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 each site on Monday May 6th.
2. Schedule and move classrooms, main office, and all other areas:
3. Willowville Elem. - 39 teachers (936) (to new building on site; furniture to other sites)
4. Summerside Elem. - 44 teachers (1,056) (new building on site; furniture to other sites)
5. Clough Pike Elem. - 56 teachers (1,344) (to Brantner Elementary)
6. Brantner - 39 teachers (936) (across the district)
 - a. Teacher Total - 178 (24 Boxes each 4,272 + 100 per office = 4,672)
7. Provide boxes, tape, markers, labels for all boxes and deliver to selected sites.
8. All furniture within Summerside, Willowville, and Clough Pike will need to be removed and transported to an identified school, storage, or disposal. Furniture within Brantner to be determined.
9. Removal of classroom technology, Part 1: Projectors, mounts, Smartboards, speakers (if mounted to the smartboard assembly or mounted to the wall) and associated cabling. This task will need to be a separate bid item per school.
10. Removal of classroom technology, Part 2: Desktop computers, monitors, keyboards, mice, speakers (if not mounted to the smartboard or wall) wireless access points and associated cabling as identified. This task will need to be a separate bid item per school.
11. The timeline is as follows: Willowville and Summerside Elementary Schools move start May 24 at Noon must be completed (including all furniture) by close of business Thursday May 30th. Clough Pike to Brantner will begin Monday June 3rd and must be completed by the close of business Thursday June 6th. Failure to meet the provided timeline may result in a 10% penalty of the entire bid.

12. All questions to be emailed to the RFQ Coordinator, Lance Perry at perry_l@westcler.org. All questions to be received by February 27th and will be answered via email to all parties on March 1st.
13. Mandatory pre bid meeting and Building Tours: Thursday, February 21st at West Clermont LSD District Office (4350 Aicholtz Rd. Suite 220). Then moving to Clough Pike Elementary, Summerside Elementary, and Willowville Elementary.
14. The district reserves the right to select multiple vendors.
15. Information to be provided:
 - a. Number of onsite managers per school
 - b. Number of laborers per school
 - 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 West Clermont Local School District is a Tax Exempt organization. As such, material items as well as charges for services must be void of federal and state 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 West Clermont Local 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 (Operations 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 February 27th and will be answered to all parties on March 1st.

RFQ Coordinator: Lance Perry
E-Mail: perry_l@westcler.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, March 6, 2019.
Services and modifications received after the set time will not be considered.

2.3 References

Vendors shall submit the information listed below for four (2) major local school districts that are current customers and similar in size and scope to West Clermont.

Be sure to include the following information for each of the six (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 West Clermont Local School District Office on a monthly basis and must reference a West Clermont Purchase order number issued by the West Clermont Treasurer's Office.

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

All invoices and packages must bear the West Clermont Purchase order number.

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 service 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. The vendor may change the personnel related to this position once every 24 months or with district agreement.

4.0 Evaluation Criteria

The district will evaluate RFQ's 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 West Clermont LSD.

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 s1.2 and 2.3 for each building (Summerside, Willowville, Clough Pike to Brantner). Three separate bid sheets.

Identified single 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.