



**Request for Proposal
Moving Services
RFP A001-2019**

The City of Boerne, Texas (“City”) is seeking proposals from qualified firms for Moving Services.

The deadline for receipt of sealed proposals is: **November 4, 2019 at 3:00 p.m.** Sealed proposals must be received by this deadline at the following location:

City of Boerne
402 E. Blanco
Boerne, Texas 78006
Attn: Linda S. Zartler

The package should be clearly marked: “RFP – Moving Services: A001-2019”. Proposals must be submitted with bidder name and address clearly marked on front of envelope.

Any proposal received after the date and time listed above will be returned and will not be considered.

Copies of the Request for Proposal and any related documents are available on the City of Boerne website: <http://www.boerne-tx.gov/bids.aspx>

A mandatory pre-proposal meeting for this project will be held on October 24, 2019 at 3:00 p.m. Boerne City Hall Conference Room, 402 E. Blanco, Boerne, Texas 78006.

Bids will be awarded by November 12, 2019.

City of Boerne
402 E. Blanco
Boerne, Texas 78006



Project Summary

1. Request for Proposal Summary

The City of Boerne ("City") is seeking proposals from qualified firms for **Moving Services** in accordance with the Scope of Work specified in this Request for Proposal (RFP).

Moving Services for the City

2. **Entity Submitting RFP.** The terms "vendor", "proposer", "bidder", "firm", "Vendor", "company" or "contractor" used in this RFP or any subsequent documents or communications related to this RFP are interchangeable and mean the entity submitting a proposal and seeking to enter into a contract for the goods and/or services requested in this RFP.



Scope of Work

General Outline:

1. Scope

Moving services for office furniture, materials, records, appliances and equipment typically found in a professional setting. All labor, supervision, tools, equipment, transportation, permits, fees, taxes, incidentals and materials necessary to perform move are to be included and provided by the contractor.

2. Specifications

2.1 Locations

Move will occur from multiple buildings on the current City campus located at 400 E. Blanco and 402 E. Blanco to the new City Hall building located at 447 N. Main Street. Locations on E. Blanco and N. Main Street are approximately one-half mile from each other.

Dates and duration

Dates of moving services will begin on January 11, 2020 and end on January 12, 2020. RFP responses should take into consideration working hours being limited to 7:00 a.m. to 10:00 p.m., CST. All materials to be provided by contractor (i.e. boxes/bins/crates, carts, packing protection, etc.) for packing of records and office contents shall be delivered to the City by January 6, 2020.

2.2 Furniture, Materials and Equipment, Records

Furniture includes but is not limited to:

- Standalone Office Furniture - Desks, chairs, bookcases, filing cabinets, display cabinets, etc.
- Conference and Lobby Furniture – Tables, chairs, display cabinets, etc.
- Modular Systems Furniture – Office furniture that typically requires assembly of partitions, desks, overhead bins, file cabinets, etc.
- Wall hangings – including artwork, photographs, whiteboards, corkboards, etc.

The contractor will be required to assemble/disassemble, takedown/setup furniture if needed for transport/moving. However, the City may also use its own employees for such work with any City property.

Materials and Equipment

The City maintains various materials and equipment throughout its facilities. Items may vary from everyday common types to those specific to certain industries.

Records

City records may be those stored in designated record keeping facilities, or those maintained by specific departments.



Office Contents

City employees will be responsible for boxing up their office contents to be moved by contractor. It will be the responsibility of the contractor to move these boxes to their appropriate destination where City employees will unpack them.

Hazardous Materials

The contractor will not be required to handle, store or transport hazardous materials.

2.3 Technological Equipment

Technological equipment items such as computers, monitors, phones, printers and scanners are exempt from the contractor's obligation to move. Disconnection, move, transport and set up will be performed by City staff or supplying vendor. Under these circumstances, the City reserves the right to use supplying vendors per the terms of the contract with such supplying vendors.

2.4 Protection of Property

The contractor will ensure City property is properly prepped and protected for safe moving. Finishes of furniture, millwork, flooring, walls, doors, ceilings, stairways and windows must retain their pre-move appearance and function. Dollies shall be free of grease, oil, etc. to prevent stains on carpeting and flooring, including any apertures that may scratch or mar flooring and walls.

Proper equipment and/or vehicles must be utilized for transport. The contractor assumes all responsibility for damaged or lost property and must resolve any such issues within 30 days of discovery through replacement, repair or reimbursement. The contractor must work with an appointed City representative in doing so. In no event will the City be responsible for any damages to any of the contractor's equipment, either lost, damage, destroyed or stolen.

2.5 Storage

Temporary overnight tractor trailer storage may also be utilized if during a move time or resource constraints do not permit unloading until the next workday. The trailer must be secured and staged in an area approved by a City representative. It will be a requirement that City furniture, materials, equipment, records, office equipment, etc. remain on City property if contractor's trucks or trailers are not unloaded at the end of each work day.

2.6 Safety

The contractor will perform all work in a safe manner, adhering to OSHA and DOT guidelines, with proper technique and equipment in order to preserve the safety of City employees, contractors and visitors. At no time will the contractor perform any act that is unsafe.

The contractor will also temporarily close off areas to pedestrian traffic to prevent potential injury to bystanders when large or heavy equipment is being moved or used. A City representative



will work with the contractor to prepare notification to the City staff, contractors and visitors, if necessary.

Contractor employees will be required to possess and readily show company identification while working on City sites.

Contractor vehicles must not park in fire lanes, on sidewalks, in landscaped areas or any area not intended for vehicles. Contractor vehicles must enter the 447 N. Main site via the north entrance and exit via the south (Johns Road) exit.

2.7 Damage to Property

The contractor shall preserve from damage all property along the line of work or which is in the vicinity of or is in any way affected by the work. This applies to, but is not limited to, public and private property, vehicles, utilities, trees, shrubs, signs, grounds including sprinkler systems, etc. Whatever such property is damaged due to the activities of the contractor, it shall be immediately restored to a condition equal to or better than that existing before such damage was done by the contractor and at its contractor's expense.

2.8 Communication and Authorization

An appointed City representative will be the single contact point for the contractor, of which requests, direction, coordination and authorization will be communicated through.

The contractor shall, at all times, provide a working lead person who shall be responsible to accept and execute such instructions as are conveyed by the City's designated representative during the contract period. This person shall have the responsibility to coordinate the move with the other contractor employees. Instructions conveyed verbally or in writing shall be binding upon the contractor.

2.9 Personnel

All work must be performed by skilled, experienced personnel, directly employed, supervised and trained to work with materials and equipment of the trade in a safe and workmanlike manner. All complaints shall be handled through the City's designated representative. At the request of the City, the contractor shall replace any person in its employ deemed by the City to be unqualified to perform the work. The City and the contractor shall each be promptly notified by the other of any complaints received.

2.10 Coordination of Work

The City will contact the contractor to setup and coordinate the moving services before the service is required. The contractor shall not commence any work until contractor has notified the City's designated representative of contractor's arrival. The contractor shall conduct a walk-through with the City's designated representative, prior to the actual move, to determine the number of personnel, tools and equipment required to accomplish an efficient and professional move within the specified completion time.



2.11 Cleanup

The contractor will be responsible for cleanup of any and all materials directly used by the contractor during the moving process. This includes but is not limited to contractor installed wall and floor protection, padding and wrap. This does not include boxes or packing materials used or provided by any City employee.

3. Experience

Bidders must submit a one to two page letter describing their experience with moving and storage services. Optional marketing materials and documents may also be submitted in support of the letter.

4. References

Bidders must submit at least three references for whom the vendor has performed moving services within the last three years. Include names, titles, current phone numbers and email addresses.

5. Insurance

Prior to the commencement of the respective Contract or Agreement, the successful bidder shall deliver certificates of insurance evidencing such policy or policies to the City showing the following coverage.

- Worker's Compensation;
- Commercial General Liability insurance of \$1,000,000 per occurrence;
- Professional Liability Insurance; and
- Business Automobile Liability of at least \$1,000,000 per occurrence.

The City of Boerne shall be listed as the "Additional Insured".

6. Performance, Labor and Material Guarantee

The Contractor awarded the work shall furthermore agree to furnish, prior to commencement, a Performance Bond in an amount equal to 100% of the contract price. Bonds shall be submitted within ten (10) days after Notice to Proceed and shall be security for:

- a. The faithful performance of all provisions of the contract and the satisfactory completion of the work included hereunder;
- b. The payment of all persons performing labor and furnishing materials in connection with the contract; and
- c. The covering of all guarantees included therein.



Proposal Preparation and Submittal

Proposals must conform to all requirements stated below, and elsewhere in this RFP. Disregarding these requirements may result in disqualification of the proposal.

Before submitting a proposal, each firm shall familiarize itself with the entire RFP, including Scope of Work, contract form and all laws, regulations and other factors affecting contract performance. The firm shall be responsible for fully understanding the requirements of a subsequent contract and otherwise satisfy itself as to the expense and difficulties accompanying the fulfillment of contract requirements. The submission of a proposal will constitute a representation of compliance by the firm. There will be no subsequent financial adjustment for lack of such familiarization.

All proposal materials must be placed in a sealed package (envelope, box, etc.) clearly marked with the proposal name and the firm's name. It is the responsibility of the firm to ensure that proposals are received in the Office of the Purchasing Director by the due date and time stated on page 1 of this RFP. The firm is responsible for delivery of their proposal by the deadline notwithstanding any claims of error or failure to perform by a mail, courier or package delivery service. No proposals or proposal modifications may be submitted orally, electronically, or via telephone, facsimile or electronic mail (email).

All proposals must be typewritten on standard paper size (8½ x 11 inches) and shall be in the required format incorporating the forms provided in this RFP package, if any. It is permissible to copy these forms as required. The authorized person signing the proposal shall initial erasures, interlineations or other modifications on the proposal.

The firm's proposal should be organized in sections as outlined below:

1. Cover Letter

All proposals must include a cover letter submitted under the firm's name on the firm's letterhead containing the signature and title of a person or an official of the firm who is authorized to commit the firm to a potential contract with the City. The cover letter must also identify the primary contact for this proposal and include the City's RFP number found within this RFP. The cover letter should express the firm's interest and serve as an executive summary of the proposal. Claims of proprietary information must be included in the cover letter.

2. Proposal Form

All proposals must include the complete Proposal Form signed by a person or an official authorized to commit the firm to a contract with the City.

3. Proposal Copies

The firm must submit one (1) original hardcopy of the proposal. No electronic, facsimile or e-mail submissions will be accepted.



4. Qualifications

The proposal verbiage must describe the firm's qualifications to provide the requested products and/or services, and include the following:

- a. Description of the bidder's moving experience;
- b. Ability to perform these types of moves;
- c. Demonstrated ability to complete projects within the specified time;
- d. Years of experience;
- e. Staff experience and training;
- f. Equipment available;
- g. Past projects; and
- h. At least three (3) professional references of similar moves, including contact name, phone numbers and e-mail address.

5. Response

Responses must be clear and thorough, but concise, and written in plain, easy to understand language. Responses must follow the numbering format used in this Request For Proposal.

6. Exceptions Requested

Any exceptions to the requirements of this RFP that the firm requests the City to consider must be placed in this section. Each alternate or exception should be addressed separately with specific reference to the requirement. If there are no proposed alternates or exceptions, a statement to that effect must be included in this section of the proposal. Any exceptions requested from the Contract Documents must also be included in this section. Exceptions that are not requested as part of the bid shall not be considered. Any proposed additional or alternate terms and conditions, contracts, waivers, licenses or agreements required by the firm should be included here with a brief explanatory introduction.

7. Proprietary Information

In the event any proposer shall include in the proposal any information deemed "proprietary" or "protected", such information shall be separately packaged from the balance of the proposal and clearly marked as to any proprietary claim. The City discourages the submission of such information and undertakes to provide no more than reasonable efforts to protect the proprietary nature of such information. The City, as a public entity, cannot and does not warrant that proprietary information will not be disclosed. The City shall have the right to use any and all information included in the proposals submitted unless the information is expressly restricted by the proposer.

8. Cost Proposal

If a Cost Proposal sheet is provided as an attachment to the Agreement, firms should complete it or use it as a guide to prepare their detailed cost proposal. The Cost Proposal is required to be included with the original proposal.

- a. Prices shall be shown by item and individually extended, unless otherwise indicated. In case of a conflict between unit price and extension, unit price prevails.



- b. The City is exempt from paying State and local transaction privilege tax (sales tax).
- c. Provide detailed explanations of any assumptions that the proposer made in calculating the project costs in order to provide sufficient information for the City to be able to prepare a detailed cost analysis and comparison.
- d. Identify when the proposer proposes to bill the City (e.g. progress payments, milestone, weekly, monthly, etc.)
- e. Indicate if any items are optional and specify them in a separate section(s).

The City of Boerne expects that all costs are included in the overall fee for services proposed, and that there will be no additional expenses billed to the City for any reason.

9. General

- a. **Cost of Proposal Preparation** – The City shall not reimburse the cost of developing, presenting or providing any response to this solicitation; offers submitted for consideration should be prepared simply, and economically, providing adequate information in a straightforward and concise manner.

- b. **Certification** – By signature on the Proposal Form included herein, the proposer certifies that the submission of the proposal did not involve collusion or other anti-competitive practices. The Vendor has not given, offered to give, nor intends to give at any time hereafter any economic opportunity, future employment, gift, loan, gratuity, special discount, trip, favor, or service to a public servant in connection with the submitted proposal. In addition, Vendor certifies whether or not an employee of the City has, or whose relative has, a substantial interest in any agreement subsequent to this document. Vendor also certifies their status with regard to debarment, or suspension by any governmental entity.

Failure to provide a valid signature affirming the stipulations required by this clause shall result in the rejection of the submitted proposal and, if applicable, any resulting agreement. Signing the certification with a false statement shall void the proposal and, if applicable, any resulting agreement. Any resulting agreement may be subject to legal remedies provided by law. Vendor agrees to promote and offer to the City only those services and/or materials as stated in and allowed for under resulting agreement(s).



RFP Completion Checklist

This checklist is a summary of some of the required components of the RFP. It is provided as a convenience to contractors but is not intended to be all-inclusive or to imply acceptance or evidence of compliance by its use. It is the responsibility of the contractor to submit complete and compliant proposals.

Cover Letter

Proposal Form

Qualifications

Response to Scope of Work

Exceptions Requested

Cost Proposal



Proposal Form

Date _____

Proposal of _____,
(Name)

a corporation organized and existing under the laws of the State of _____; a
partnership consisting of _____; an individual trading as

(Name)

Request for Proposal: _____
[provide title or brief description]

To: City of Boerne ("City")

1. In compliance with your Request for Proposal No. _____, 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 to execute the Contract in accordance with the Proposal as accepted within five (5) days after the Contract is presented for signature.

2. The undersigned Proposer hereby acknowledges receipt of the following Addenda, if any:

Addendum No.	Date
_____	_____
_____	_____
_____	_____
_____	_____
_____	_____

3. The undersigned Proposer understands that the City reserves the right to reject any or all Proposals or to waive any formality or technicality, as determined by the City in its sole discretion, in any Proposal in the interest of the City.

4. The undersigned Proposer hereby certifies and affirms that this Proposal is genuine and not a sham or collusive, nor made in the interest or behalf of any person not herein named, and that the undersigned Proposer has not directly or indirectly induced or solicited any other Proposer to put in a sham bid, or any other person, firm, or corporation to refrain from bidding, and that the Proposer has not in any manner sought by collusion to secure for itself an advantage over any other Proposer.

5. The undersigned certifies that to the best of his/her knowledge: **(check only one)**

() There is no officer or employee of City of Boerne who has, or would have, or whose relative has, or would have, a substantial interest in any contract resulting from this request.



() The names of any and all public officers or employees of City of Boerne who have, or would have, or whose relative has, or would have, a substantial interest in any contract resulting from this request, and the nature of the substantial interest, are included below or as an attachment to this Proposal.

6. The Proposer certifies, to the best of its knowledge and belief, that:

(i) The Proposer and/or any of its Principals or Owners:

(A) (check one) **are ()** or **are not ()** presently debarred, suspended, proposed for debarment, or declared ineligible for the award of contracts by any governmental agency.

(B) (check one) **have ()** or **have not ()**, within a three year period preceding this offer, been convicted of or had a civil judgment rendered against them for: commission of fraud or a criminal offense in connection with obtaining, attempting to obtain or performing a public (federal, state or local) contract or subcontract; violation of federal or state antitrust statutes, rules or regulations relating to the submission of offers; or commission of embezzlement, theft, forgery, bribery, falsification or destruction of records, making false statements, tax evasion; or receiving stolen property; and

(C) (check one) **are ()** or **are not ()** presently indicted for, or otherwise criminally or civilly charged by a governmental entity with, commission of any other of the offenses enumerated in paragraph (i)(B) of this provision.

(D) (check one) **do ()** or **do not ()** have litigation pending.

(E) (check one) **have ()** or **have not ()** faced a claim of professional misconduct or non-performance.

(F) The Proposer (check one) **has ()** or **has not ()**, within a three year period preceding this offer, had one or more contracts terminated for default by any governmental agency.

“Principals,” for the purposes of this Proposal, means officers, directors, owners, partners and persons having primary or substantial management or supervisory responsibilities within a business entity.

7. The certifications in paragraphs 4, 5 and 6 of this Proposal are material representations of fact upon which reliance will be placed when making an award. If it is later determined



that the Proposer knowingly rendered an erroneous certification, in addition to other remedies available to the City, the City may terminate the contract resulting from this solicitation for default.

SEAL - If Bidder is a Corporation

(Official Name of Firm)

(Signature)

(Print Name)

(Title)

(Complete Business Address)

(Email Address)

(Federal Taxpayer ID Number)



Cost Proposal

Note: All costs are included in the fees for services proposed, and there will be no additional expenses billed to the City for any reason.

Cost Proposals must be submitted on this form

Base Bid

\$ _____

Please list items included in base bid, including number of personnel, trucks, etc.

Other Costs

Please indicate other costs not listed that are normally part of your service. Also include any minimum charges and travel costs.

Description

Cost

_____	\$ _____
_____	\$ _____
_____	\$ _____
_____	\$ _____
_____	\$ _____
_____	\$ _____

Submitted by:

Company Name and Address: _____

Telephone: _____

E-mail: _____

Authorized Signature: _____ Date: _____

Printed Name: _____

Title: _____