

Royal Oak Schools

In cooperation with

Troy School District

Request for Proposal

February 14, 2020

The Royal Oak School District (also referred to the District or ROSD in these documents) will accept sealed bids for:

2020 Moving Bid

as described in the attached specifications. **Sealed bids are due no later than 11:00AM Friday, February 28, 2020.**

A pre-bid meeting will be held on Monday February 17, 2020 at 11:00AM at Oakland Elementary School 2415 Brockton, Royal Oak MI 48067. We will travel to the other schools after. Bid documents are available online by going to the District's web site, www.royaloakschools.org and clicking on District/Departments/Finance and Current Bids. Bidders are encouraged to visit the site.

Sealed bids should be submitted to Ms. Kathy Abela, Royal Oak School District, 800 Devillen, Royal Oak, MI 48073. The District will not consider or accept a bid received after the date and time specified for bid submission. Bids will be publicly opened immediately following the close of receiving bids. No oral, email, telephonic or telegraphic proposals shall be considered.

The Board of Education reserves the right to accept or reject any or all bids in whole or in part; or, for reasons of establishing uniformity, delivery time or preference, to award the contract to other than the low bidder.

The contents of RFP and Bidder's (also referred to as Contractor in these documents) Proposal will become contractual obligations, if a contract ensues. Failure of the Bidder to accept these obligations will result in cancellation of the award. Award of a contract by the District is subject to the Contractor executing a Contract, which shall incorporate the contents of this RFP and the Contractor's Proposal and final approval if the same by the District's legal counsel.

In compliance with MCL 380.1267, the bid shall be accompanied by a sworn and notarized statement disclosing any familial relationship that exists between the owner or any employee of the bidder and any member of the board, or the superintendent of the school district. The bid shall also be accompanied by a sworn and notarized statement disclosing whether the bidder is an Iran Linked Business in compliance with PA 517 of 2012. The Board shall not accept a bid that does not include these sworn and notarized disclosure statements.

Bids are to be submitted on our Bid Proposal Form, signed by the bidder, in a sealed envelope clearly marked. Two (2) copies of the Bid Proposal Form should be addressed to the attention of:

Ms. Kathy Abela/Ms. Michelle Kerns
Royal Oak School District
800 Devillen
Royal Oak, MI 48073
"2020 Moving Bid"

One (1) copy of the bid form should be retained for your files. Any questions should be referred to Michelle Kerns, Owner's Representative, 248-921-3929.

INSTRUCTIONS TO BIDDERS

GENERAL CONDITIONS:

1. Proposal/Intent

Furnish materials and labor to provide all materials and installation associated with the attached drawings and specifications. This bid is coordinated between Royal Oak Schools and Troy School District. One vendor may be awarded one district or both based on bids and other qualifications.

2. Types of Proposals

See bid proposal form.

3. Receipt of Bids

Bids will be received at Royal Oak School District Administration Building located at 800 Devillen, Royal Oak MI at **11:00 AM Friday February 28, 2020**. Bids for BOTH districts will be publicly opened at this time. The District will not consider or accept a bid received after the date and time specified for bid submission. No oral, telephonic or telegraphic proposals shall be considered.

4. Bidders' Qualifications

Bidders shall be able to demonstrate the following:

Shall be reputable, recognized organization with at least five (5) years successful experience on work of this type and scope, of equal or better quality than this project.

The District, as part of the bidder's qualifications, can include as part of the criteria for determining which vendor to recommend to the Board, information on whether the vendor or the owner is a taxpayer in the District (local vendor consideration). The bid form has a place for the bidder to indicate if they fall within this criterion. If necessary, the District will ask for information documenting this bidder's status after the bid opening.

5. Damage Repair

A survey of the site will be conducted, and documented by the contractor, to determine current site conditions. The contractor shall be responsible to repair any damage to the site, which occurs during this project.

Contractors and their Sub Contractors shall park their work vehicles in the area(s) designated for parking. Contractors and their Sub Contractors shall not park or drive on sidewalks or grassy areas. There will be a \$500 fee assessed for any vehicles that are documented to be parking on sidewalks or grassy areas.

6. Submittal of Bid

Before submitting a bid, bidders shall carefully read all of the specifications in order to avoid omission or duplications. To ensure a complete project, bidders shall visit the premises, verify site conditions and conditions under which work under the contract must be conducted. Submission of a bid signifies that the

bidder has visited the project premises, has made examinations and verifications and is fully conversant with all conditions under which the work is to be performed. No claims for additional compensation will be considered or paid to the successful bidder, due to said successful bidder's failure to be so informed.

Any exceptions to the terms and conditions contained in this RFP or the form Contract attached to this RFP, if there is one attached, or any other special considerations or conditions requested or required by the bidder MUST be specifically enumerated by the bidder and be submitted as part of its Proposal, together with an explanation as to the reason such terms and conditions of this RFP or form of Contract cannot be met by, or in the bidder's opinion should not be applicable to, the bidder. The bidder shall be required and expected to meet the specification and the requirements as set forth in this RFP and the form of Contract in their entirety, except to the extent exceptions or special considerations or conditions are expressly set forth in the bidder's Proposal and those exceptions or special considerations or conditions are expressly accepted by the District.

Bids shall be submitted in duplicate on forms provided by the District and shall be delivered in a sealed, opaque envelope clearly marked as to the contents to the attention of:

Ms. Kathy Abela/Ms. Michelle Kerns
Royal Oak School District
800 Devillen
Royal Oak, MI 48073 – **2020 Moving - BID**

7. Familial Relationship

All bidders must provide familial disclosure in compliance with MCL 380.1267 and attach this information to the bid. The bid shall be accompanied by a sworn and notarized statement disclosing any familial relationship that exists between the owner or any employee of the bidder and any member of the board or the superintendent of the school district. The District shall not accept a bid that does not include this sworn and notarized disclosure statement.

8. Iran Economics Sanctions Act

Each bid must be accompanied by a sworn and notarized statement certifying that the Contractor is not an "Iran linked business" within the meaning of the Iran Economic Sanctions Act, PA 516 of 201.

9. Withdrawal of Bids

Any bidder may withdraw his bid at any time prior to the scheduled time for receipt of bids. No proposals may be withdrawn for at least **sixty (60)** days after the scheduled closing time of the bid.

10. Firm Prices

Prices and notations must be typed or in ink. No erasures are permitted. Mistakes may be crossed out and corrections entered and initialed, in ink, by the person signing the proposal.

In the event of discrepancy between the unit price and the extension, the UNIT PRICE SHALL GOVERN. The price inserted must be net including all freight, discounts, rebates, and allowances.

11. Permits, Fees, Regulations and Taxes

The Contractor shall obtain and pay for all permits, assessments, fees, bonds, and other charges as necessary to perform and complete the work of this contract, including disconnection charges, capping and unplugging utilities.

The Contractor shall be responsible for obtaining all permits and licenses necessary for the proper completion of project. Permits and licenses are available from the appropriate agencies having jurisdiction. The Contractor shall give all notices, pay all fees and comply with all laws, ordinances, rules and regulations bearing on the work.

At the completion of the project, the contract will provide to the District all paperwork related to the full execution of the permits(s), including all payments and inspections.

If any of the work of the Contractor is done contrary to such laws, ordinance rules and regulations without such notice, he shall bear all costs arising therefrom. The Contractor shall include all cost and taxes in its bid, and make proper provisions for payment of all other State and Federal applicable taxes, fees or other costs.

The District is NOT automatically exempt from State of Michigan Sales and Use Taxes. **The District must pay these taxes when materials are to be incorporated into realty.** Hence, for materials that are permanently attached, built-in, incorporated or otherwise made part of the structure all applicable taxes shall be paid by the Contractor. The District is exempt from sales and use taxes if the materials are movable and are not permanently made part of the structure.

12. Delivery/Installation

Time of delivery is part of the consideration. It is understood that the bidder agrees to deliver prepaid to the schools, specified from the resulting contract, all items. All cost of delivery, drayage, freight, packing, unpacking, and setup are to be included in the prices bid.

The Contractor is responsible for removing from the project all waste materials and rubbish resulting from his operations and installation including all packing cartons and debris. Removal is to occur on a daily basis. Failure to do so will result in the Owner doing so and the cost thereof shall be charged to the Contractor as a deduction in his contract price.

The Contractor shall provide an adequate number of qualified, experienced installers, in harmony with other works at the site.

13. Prevailing Wage

This is not a prevailing wage project.

14. Safety

Under the “General Conditions of the Contract for Construction” of the contract to be awarded, the Contractor;

- a) shall be solely responsible for and have control over construction means, methods, techniques, sequences and procedures;
- b) shall be responsible for initiating, maintaining, and supervising all safety precautions and programs in connection with the performance of the contract;
- c) shall take reasonable precautions for safety of all persons who may be affected, including employees of the Contractor and Subcontractor; and
- d) shall have an accident prevention representative at the site.

The general conditions of the contract for construction and the agreement also require that the Contractor indemnify the Owner in the event of certain claims arising out of the performance of the work.

See specific requirement from RTA specification for added safety requirements.

15. Insurance Requirements

The Contractor shall protect, defend and indemnify the Owner, its officers, agents, servants, volunteers, and employees from any and all liabilities, claims, liens, demands, and costs of whatsoever kind and nature which may result in injury or death to any persons, and for any result in injury or death to any person, and for loss or damage to any property, including property owned or in the care, custody, or control of the Owner in connection with or in any way incident to or arising out of the occupancy, use, with this Agreement resulting in whole or in part from negligent acts or omissions of the Contractor, any Subcontractor, or any employee, agent or representative of the Contractor or any Subcontractor.

The Contractor shall maintain, at its expense, during the term of this contract the following insurance:

- a. Worker’s Compensation Insurance with statutory limits and Employer’s Liability Insurance with a minimum limit of \$1,000,000 each occurrence.
- b. Comprehensive General Liability Insurance with a minimum combined single limit of \$1,000,000 per occurrence, \$1,000,000 aggregate, in the same amount made for bodily injury and property damage. The policy is to include products and completed operations, cross liability, broad form property damage, independent contractors, and contractual liability coverage. The policy shall be endorsed to provide sixty (60) days written notice to the District of any material change of coverage, cancellation, or non-renewal of coverage.
- c. If Subcontractors are likely to be used, the Comprehensive General Liability policy shall include coverage for independent Contractors.
- d. Owner’s Contractor’s Protective Policy-comprehensive in the name of the Owner, with a minimum combined single limit of \$1,000,000 per occurrence in the same amount for bodily injury or property damage.

- e. Automobile Liability insurance covering all owned, hired, and non-owned vehicles with personal protection insurance and property insurance to comply with the provisions of the Michigan no-fault Insurance Law, including residual liability insurance with a minimum combined single limit of \$1,000,000 each occurrence of bodily injury and property damage.
- f. All insurance policies shall be issued by companies licensed to do business in the State of Michigan. The companies issuing the policies must be domestic (on-shore) companies and have an A rating by AM Best.
- g. The Contractor shall be responsible for payment of all deductibles contained in any insurance policy required in this contract.

16. Compliance with School Safety Initiative Legislation

Meeting the requirements of the School Safety Initiative Legislation, being MCL 380.1230, 380.1230a, 380.1230c, 380.1230d and 380.1230g.

The Bidder acknowledges and agrees that the Bidder will have any and all of its installation personnel (including sub contractors) subjected to criminal history and background checks. **Personnel that fall into this group will be working on District premises for more than one continuous week.** Criminal history and background checks will be done within a year of the beginning of the project and should be completed before worked begins on this project.

The Bidder is required to provide written documentation listing all personnel who fall into the group indicated in the above paragraph. The documentation will also verify that none of the personnel have a “listed offense” as indicated below. This documentation is to be provided before the beginning of the project and updated as necessary for any additions or subtractions from the list as long as the project lasts.

The Bidder shall indemnify, defend and hold the District, its employees, Board of Education, and each member thereof, agents and consultants, harmless from and against any and all claims, counter-claims, suits, debts, demands, actions, judgments, liens, liabilities, costs, expenses, including actual attorneys fees and actual expert witness fees, arising out of or in connection with any violation of, or the Bidder’s failure to comply with the above paragraphs.

The Bidder shall be responsible for all costs and expenses associated with the above-required criminal history and background checks.

LISTED OFFENSES

- 1. MCL 750.145a - Accosting, enticing or soliciting child (less than 16 years of age) for immoral purposes.
- 2. MCL 750.145b - Accosting, enticing or soliciting child (less than 16 years of age) immoral purposes – second or subsequent offenses.
- 3. MCL 750.145c - Involvement in child sexually abusive activity or material, including possession of child sexually abusive material (“child” is a person less than 18 years of age who has not been legally emancipated.)

4. MCL 750.158 - Crime against nature (i.e., sodomy and bestiality) if the victim is an individual less than 18 years of age.
5. A third of subsequent violation of any combination of the following:
 - a. MCL 750.167(1)(f) - indecent or obscene conduct in a public place;
 - b. MCL 750.335a - indecent exposure;
 - c. A local ordinance of a municipality substantially corresponding to a section described in (a) or (b), *supra*.
6. Except for juvenile disposition or adjudication, a violation of:
 - a. MCL 750.338 - gross indecency between males; fellatio or masturbation;
 - b. MCL 750.338a - gross indecency between females; oral sex;
 - c. MCL 750.338b - gross indecency between male and female persons; if the victim is an individual less than 18 years of age.
7. MCL 750.349 - Kidnapping, if victim is an individual less than 18 years of age.
8. MCL 750.350 - Kidnapping; child under 14 years of age with intent to detain or conceal from child's parent or legal guardian.
9. MCL 750.448 - Soliciting or accosting by a person 16 years of age or older, if victim is an individual less than 18 years of age.
10. MCL 750.455 - Pandering
11. MCL 750.520b - First degree criminal sexual conduct.
12. MCL 750.520c - Second degree criminal sexual conduct.
13. MCL 750.520d - Third degree criminal sexual conduct.
14. MCL 750.520e - Fourth degree criminal sexual conduct.
15. MCL 750.520g - Assault with intent to commit criminal sexual conduct.
16. Any other violation of a law of the state or a local ordinance of municipality that by its nature constitutes a sexual offense against an individual who is less than 18 years of age.
17. MCL 750.10a - Offense by sexually delinquent person (i.e., "any person whose sexual behavior is characterized by repetitive or compulsive acts which indicate a disregard of consequences or the recognized rights of others, or by the use of force upon another person in attempting sexual relations of either a heterosexual or homosexual nature, or by the commission of sexual aggressions against children under the age of 16").
18. An attempt or conspiracy to commit an offense described in (1) through (17).
19. An offense substantially similar to an offense described in (1) through (17) under a law of the United States, any state, or any country or any tribal or military law.

17. Termination by the District for Convenience

The District may, at any time, terminate the Contract for the District's convenience and without cause.

Upon receipt of written notice from the District of such termination for the District's convenience, the Contractor shall:

- (1) Cease operations as directed by the District in the notice;
- (2) Take actions necessary, or that the District may direct, for the protection and preservation of the Work; and

- (3) Except for Work directed to performed prior to the effective date of termination stated in the notice, terminate all existing subcontracts and purchase orders and enter into no further Subcontracts and purchase orders.

18. Bids, Notifications, Claims and Statements shall be signed as follows:

Corporations; Signature of officials shall be accompanied by a certified copy of resolution of the Board of Directors authorizing the individual signing to bind the corporation. Affix official corporate seal.

Partnerships; Signature of official shall be accompanied by a certified copy of the Power of Attorney authorizing the individual signing to bind all partners.

19. Owner Is An Equal Opportunity Employer

The Owner is an Equal Opportunity Employer. Pursuant to the Executive Order 11246 as amended, you are advised that under the provisions of this order, Contractors and Subcontractors are obligated to take affirmative action to provide equal opportunity without regard to race, creed, color, national origin, age or sex.

20. Michigan Right to Know Law

Royal Oak School District will comply with the Michigan Right to Know Law by informing Contractors of hazardous chemicals to which they may be exposed. All Contractors will be required to provide Material Safety Data Sheets for any hazardous chemicals brought to the workplace. The Contractor shall comply with all applicable provisions of the Occupational Safety and Health Act for the duration of the specified work.

21. Asbestos Hazard Emergency Response Act

As required by the Environmental Protection Agency Asbestos Hazard Emergency Response Act, each school district is responsible for providing contractors with information regarding locations of known or assumed asbestos containing material prior to the Contractor entering a building under the school district's jurisdiction. The successful bidder will be required to complete the school district's Contractor Notification forms.

22. Notification of Assumed Lead-Containing Materials

The intent of this section is to formally notify all Contractors and Sub-Contractors applying for or bidding on work covered within this specification that, due to the age of the facilities within this District, there is the presumption that building components do contain lead-based paint pursuant to OSHA definition. The District has not conducted lead-based paint inspections. As a result, all Contractors and Sub-Contractors bidding must assume that building components do contain lead-based paint.

Furthermore, all awarded Contractors and Sub-Contractors shall be responsible to comply with all applicable Federal and Michigan State lead regulations including, but not limited to, 29 CFR Part 1926.62 of the OSHA Lead Construction Standard, (Part 603 of the Michigan State Standards). All costs

associated with regulatory compliance shall be borne by the Contractor and/or Sub-Contractor.

23. General Conditions

The District reserves the right to accept or reject any or all proposals, to waive irregularities, and to accept a proposal which, in the District's opinion, is in the District's best interest.

The District reserves the right to declare as non-responsive, and reject, any bid which is incomplete or where material information requested is not furnished, or where indirect or incomplete answers or information is provided.

In the event, the Administration Building is closed due to unforeseen circumstances on the day Proposals are due, Proposals will be due at the same time on the next day that the District and/or the Administration Building is open.

Negligence in preparation, improper preparation, errors in, or omissions from, proposal shall not relieve a bidder from fulfillment of any and all obligations and requirements of the proposed Contract Documents.

The District expects that the awarded bidder will complete the work as outlined in the specifications for the amount bid by the bidder. Any additional costs above the amount bid and awarded, must be approved by the District in advance of any work.

Voluntary alternates for bids are acceptable but should NOT be put in the space for the Base Bid on the Bid Response Form but on an attached sheet, clearly labeled Voluntary Alternative. Such Alternates should be described in enough detail for the District to understand the Bidder's intent.

Owner may choose to conduct testing to verify correct products and installation. If the materials and installation are found not to be per spec, owner will require subsequent tests to be performed by Owners testing company at contractors expense.

Any exceptions to the terms and conditions contained in this RFP or any special considerations or conditions requested or required by the Contractor MUST be specifically enumerated by the Contractor and be submitted as part of its Proposal, together with an explanation as to the reason such terms and conditions of this RFP cannot be met by, or in the Contractor's opinion should not be applicable to, the Contractor. The Contractor shall be required and expected to meet the specifications and the requirements as set forth in this RFP in their entirety, except to the extent exceptions or special considerations or conditions are expressly set forth in the Contractor's Proposal and those exceptions or special considerations or conditions are expressly accepted by the District.

No responsibility shall attach to the District, or the authorized representatives of either one, for the premature opening of any proposal, which is not properly addressed and identified.

The Contract Documents, as outlined in the executed Agreement, shall imply the inclusion of the entire agreement between the parties thereto, and the Contractor

shall not claim any modification thereof resulting from any representation or promise made at any time by an officer, agent or employee of the District or by any other person.

If there is an issue with subcontractor and contractor which results in a legal proceeding which is not tied to the performance of ROSD or its staff, contractor to pay any time spent by ROSD.

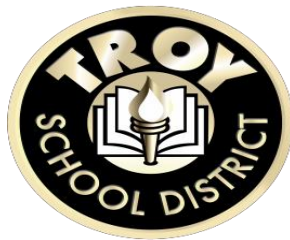
29. Opening and Awarding of Bids

Bids will be publicly opened at the Royal Oak School District Administration Office, 800 DeVillen, Royal Oak, MI 48073 at **11:00 AM Friday, February 28, 2020.**

The recommendation for award will be submitted to the Board of Education at the regular Board of Education Meeting to be held in March for each respective district.



In cooperation with



2020 Moving Bid

February 14, 2020

For questions contact;
Michelle Kerns
at
Lecole Planners, LLC
(248) 921 – 3929

This moving bid has two separate projects for Royal Oak Schools and one project for Troy School District. It is anticipated up to 2 vendors will be awarded for these 2 projects. The projects are as follows.

Royal Oak Schools

1. Oakland Elementary School move contents complete. Auction items moved off-site (June out and August back). Semi-trucks will be moved to another location.
2. Numerous spaces moving at Royal Oak High School (June out with no return for 90% of school furniture in rooms shown on plans, 10% move furniture out and back in within school). Kitchen/Cafeteria move over Easter Break 2020.

Troy School District

1. Niles Center move furniture and contents from Niles Center to new location in Troy.

MOVE OUT

Oakland move out day will be – Phase 1 Tuesday May 26, 2020 MC only. Friday, June 12 minor activities. Remainder Saturday, June 13, 2020 7:00am to 5:00pm – staff accordingly.

Royal Oak High School kitchen move over will be April 6, 2020. Main move out days will be June 18 and 19, 2020 7:00am to 5:00pm – staff accordingly.

Royal Oak High School locker room May 2020.

Niles Center move between July 15 and August 15, 2020 – allow for two phases.

MOVE BACK

Oakland move back day will be week of August 27 or 28, 2020.

Royal Oak High School move back for most classrooms not required – 10% of the rooms will move back early August. Move back will be required for locker rooms in September.

Niles - none

I. GENERAL SCOPE of WORK – Project 1 – Oakland Elementary School Moving

- A. This quotation should include the cost to re-locate furnishings, equipment and boxes at Oakland Elementary School. General scope is to move nearly all the existing furniture to the auction location. Other non-auction items and boxes to be moved to the center of the classroom on the second floor. All first floor classrooms will be 100% emptied and moved to the trailers. Each room will be tagged as follows;

Green sticky or paper label – furniture and equipment to be disposed of include 50 pieces per school. These will be picked up on move out day.

Red sticky label – furniture that will stay in that school. This will be moved to the gym. Note

some rooms boxes and red tagged furniture will be able to stay in the classroom if moved to the middle. See plan for those room locations.

Yellow sticky label – furniture or equipment to be removed from the classroom and taken to the gym or cafe for auction. Note this furniture to be staged by type in aisles so it can be reviewed and is accessible.

Blue sticky or paper label – boxes, furniture or equipment to be moved to another room at another school. Assume 2 rooms of boxes and some equipment – no furniture.

Purple sticky or paper label – These are technology or AV related items and will be moved to a dedicated secure room offsite.

White paper labels – are for boxes and speedpaks to be moved and then stored in the trailers or within the classroom for second floor rooms.

It is the intent of the Owner to have all the items ready to be moved by the dates shown on the schedule. Contents of the boxes will be labeled with the room/ location where the box should be returned to and number of boxes leaving the room. (Exp. 1 of 20). Furniture will have a label with the room number on it OR have a green label noting it to be moved off-site for disposal. Labels for all boxes will be provided by District. Labels for furniture and computers will be provided by Moving Contractor.

- B. Moving company to disconnect and remove 1 wall mounted monitor.
- C. It is the contractors responsibility to move the items as indicated and return the items and set up all furnishings. Note: Nearly all of the furniture will be new, this will limit the amount of set-up.
- D. Furniture or equipment marked with a green label is to be removed from building to off-site location for disposal. Contractor will load green tagged furniture onto a closed truck and transport to off-site location for legal disposal or recycling. Garbage marked as such will be taken out and put in ROS dumpster.
- E. Each teacher has a laptop, monitor, keyboard mouse and phone. Laptops will be going home with staff. It is the Contractors responsibility to disconnect, pack and move all remaining items. Vendor to put all peripherals in a zip lock bag. Contractor to place monitors and all other peripherals in a box. Contractor at move-back time to move back all computers and re-connect. Anticipate 30 at Oakland and 60 at the high school. This can start Friday June 12, 2020 at Oakland only.

- F. Rolling carts will remain full. Vendor to wrap with plastic. Take every precaution to protect these while moving.
- G. Speed packs will be required. Include in your bid a quantity of 160. Provide a unit cost for additional speed packs. Moving contractor will deliver these at owner's direction during the last two weeks of school. Note this is in addition to any speedpaks you may need on the day of the move. Deliver 70 to Oakland 25 to Niles and the remainder to ROHS.
- H. General packing boxes will be purchased directly by the District.
- I. Moving company will not be moving casework permanently attached to the building.
- J. All computer carts will be moved to AV storage area at Oak Ridge.
- K. Moving company to include floor protection for 100% of the floor at Oak Ridge Cafeteria **and** Gym to be installed on Friday June 12, 2020. This is where all auction furniture and climate sensitive items from Oakland will be moved to. Contractor to include floor protection for 100% of the floor at ROHS aux gym to be installed on June 12, 2019. This is where all auction furniture items from ROHS will be moved to.
- L. Some office staff from Oakland and ROHS will be moved off-site for temporary summer offices. Location TBD.
- M. Teachers will label phones and other tech items. Contractor to disconnect place in box and move to area dedicated for AV storage.
- N. Copiers will be moved by ROS.
- O. Contractor to provide box for tech stuff. Box should accommodate a 20" monitor.
- P. Contractor to disassemble shelving in some rooms.
- Q. Contractor to disassemble workstation in main office – to be auctioned.
- R. See floor plans for each school.
- S. All auction items to be moved to the auction locations to be staged in rows by like items so they can be viewed.
- T. Media Center books and equipment to be loaded onto semi truck. Contractor to store trailer inside until move out day – June 13, 2020. At that time, trailer can be brought to Oak Ridge and moved in the building for auction and storage.

II. GENERAL SCOPE of WORK – Project 2 – Royal Oak High School

- A. The following items from above apply – A, B, C, D, E, F, G, H, I, J, K, M, N, O, P, R and S.
- B. Storage trailers will be delivered to the site on Friday, June 12th for inspection. Trailers must be in good condition and watertight. Any damage due to water will be the responsibility of the vendor.
- C. Over Spring Break contractor to move from old location to our new kitchen. Provide 12 speedpaks for this move in advance. As part of this move some kitchen equipment will need to get moved to other schools in the district. Some shelving will be disassembled and not re-assembled.
- D. All items in the rooms indicated on the plan to be moved out completely.
- E. All auction items to be moved to the Aux gym. Items to be staged in rows by like items so they can be viewed.
- F. Auction items will be taken to the aux gym.
- G. Combo desk/chairs will be loaded onto a dedicated semi-trailer(s). These trailer(s) will remain full and moved as directed on the ROHS site. Do not sack more than 2 high. Contractor to provide and approximate count per trailer.
- H. Contractor to move to ROHS aux gym 100 other items from within ROHS. These will be staged in the halls.
- I. Include some moving of bookshelves at ROHS media center. Media Center items can stay in the MC. Must be covered with a tarp and secured down. No tech to be moved by moving company in MC.

III. GENERAL SCOPE of WORK – Project 3 – Niles Center

- A. The following items from above apply – A, D, F, G, H, I, J, K, M, N, O, P, R and S.
- B. Items in the rooms indicated on the plan to be moved over to the new facility per the approximate percentages shown on the plan.

- C. No auction items for Niles Center. Assume no garbage as well.
- D. Note open office furniture that must be dismantled and set up.
- E. No computers or tech as part of this move.
- F. Will use similar tagging system.
- G. Furniture and contents moved over will be set up per maps.

QUOTATION REQUIREMENTS - INSTRUCTIONS TO BIDDERS

- A. Contractor will assign ample staff to complete the moves in the timeline indicated.
- B. Contractor will assign one person to coordinate with the ROS staff.
- C. Contractor will furnish the Owner a contact person and telephone number to be available to answer questions from the staff or handle after hours concerns.
- D. The Owner shall not be responsible for any cost or expense the Bidder incurs during the preparation of this quote.
- E. Contractor will list at least three references from governmental agencies of similar moves within the last three years.
- F. Contractors will explain in detail their insurance coverage and claims procedures.
- G. After a contract agreement has been executed, the Bidder shall not be allowed any sum over and above the price(s) specified in the contract agreement. Additional requests will be negotiated based on price structure provided on the quotation forms.
- H. The owner has every intention to move on the specified dates however: please note on your quotation the number of days that an advanced notice must be issued prior to changing the dates.
- I. It is the Bidder's responsibility to note any detail or specification that, in his/her opinion is not practical or functional.

- J. Include in your price for ROHS disposal of 200 items from ROHS to be picked up post auction in early August. Also include disposal of 100 items from Oak Ridge to be picked up post auction in early August.
- K. **Include in your bid a \$3,000 allowance for unforeseen work at Oakland Elementary School, \$5,000 in your base bid for ROHS and \$3,000 in your base bid for Niles Center.** Note additional work must be pre-approved. If no additional work is done this allowance will be deducted from your final contract amount.

DAMAGES

- A. Contractors will provide necessary protections to eliminate any damage to the furnishing in both move and storage containers. The Owner will judge the damage. The Owner will identify damage claims within four (4) weeks of the move. Within one week of receiving list contractor will visit site. Contractor will have 30 days to remedy all issues.

SMOKING

- A. There shall be no tolerance for non-compliance of any local/state/federal rules. This includes no smoking in school buildings or their grounds.

OWNERS RESPONSIBILITIES

- A. The owner shall reserve the authority to stop work on a given segment of work or item to ensure proper interpretation and execution of the requirements of this specification.
- B. The Owner shall conduct a final inspection of all furnishings re-located to assess any damage.

GENERAL CONDITIONS

The following will be considered as it relates to the award of the contract;

- A. The selected bidder must have the financial resources to complete the project. If requested the bidder will provide a certified financial statement for the past two years.
- B. The selected bidder must show evidence that the company and staff for this project are experienced and competent to perform the work on the project.
- C. The owner will have garbage dumpsters for the contractor to dispose of boxes/items marked "GARBAGE". Note this does not include furniture or equipment.

Include in your bid a 26' truck and 4 movers on August 3 or 4th.

LABEL EXAMPLE – Boxes

A. White Paper

School _____ Teacher _____ Room _____ Box # ____ of ____ Boxes

General items

B. Green Paper

GARBAGE

Garbage

C. Blue Paper

School _____ Teacher _____ Room _____ Box # ____ of ____ Boxes

Boxes to be moved to another school

BID PROPOSAL FORM – ROYAL OAK SCHOOLS

My signature certifies that the Proposal as submitted complies with all of the terms and conditions set forth in the Request for Proposal unless specifically enumerated as an exception as part of our Proposal. Include bond cost in each school.

COMPANY NAME: _____

ADDRESS: _____

AUTHORIZED SIGNATURE/DATE: _____

AUTHORIZED NAME/TITLE (please print): _____

PHONE #: _____ CELL PHONE #: _____

E-MAIL: _____

Project 1 _____ Oakland Elementary (including allowance)

Project 2 _____ Royal Oak High School (including allowance)

TOTAL Both Schools _____**Bid Questions:**

Acknowledge receipt of Addendums: _____

Can you complete this project in the time line specified? ☐ Yes ☐ NoFamilial Disclosure Affidavit included? ☐ Yes ☐ NoIran Linked Business Affidavit included? ☐ Yes ☐ No

Please state your warranty: _____

Do you conduct background checks on your employees? ☐ Yes ☐ No

Are you on the Excluded Parties List, which excludes you from receiving Federal Contracts or certain sub contracts, pursuant to the provisions of 31 U.S.C. 6101, note E.O. 12549, E.O. 12689, 48 C.F.R.

9.404? ☐Yes ☐No ☐Unknown

Provide your DUNS number, if you have one: _____

At least three (3) references with contact person:

Contact: _____ Phone: _____

Contact: _____ Phone: _____

Contact: _____ Phone: _____

Unit Pricing

Speedpak \$ _____

Labor hour Weekday \$ _____

Labor hour Weekend \$ _____

Truck (panel) \$ _____ per _____

BID PROPOSAL FORM – TROY SCHOOL DISTRICT

My signature certifies that the Proposal as submitted complies with all of the terms and conditions set forth in the Request for Proposal unless specifically enumerated as an exception as part of our Proposal. Include bond cost in each school.

COMPANY NAME: _____

ADDRESS: _____

AUTHORIZED SIGNATURE/DATE: _____

AUTHORIZED NAME/TITLE (please print): _____

PHONE #: _____ CELL PHONE #: _____

E-MAIL: _____

Project 3 _____ Niles Center (including allowance)

TOTAL TSD _____**Bid Questions:**

Acknowledge receipt of Addendums: _____

Can you complete this project in the time line specified? ☐Yes ☐NoFamilial Disclosure Affidavit included? ☐Yes ☐NoIran Linked Business Affidavit included? ☐Yes ☐No

Please state your warranty: _____

Do you conduct background checks on your employees? ☐Yes ☐No

Are you on the Excluded Parties List, which excludes you from receiving Federal Contracts or certain sub contracts, pursuant to the provisions of 31 U.S.C. 6101, note E.O. 12549, E.O. 12689, 48 C.F.R. 9.404? ☐Yes ☐No ☐Unknown

Provide your DUNS number, if you have one: _____

At least three (3) references with contact person:

Contact: _____ Phone: _____

Contact: _____ Phone: _____

Contact: _____ Phone: _____

Unit Pricing

Speedpak \$ _____

Labor hour Weekday \$ _____

Labor hour Weekend \$ _____

Truck (panel) \$ _____ per _____

AFFIDAVIT OF COMPLIANCE – IRAN ECONOMIC SANCTIONS ACT**Michigan Public Act No. 517 of 2012**

The undersigned, the owner or authorized officer of the below named contractor (the "Contractor"), pursuant to the compliance certification requirement provided in the Royal Oak Schools (the "School District") Request For Proposals For **Furniture and Equipment Moving 2020** (the "RFP"), hereby certifies, represents and warrants that the Contractor (including its officers, directors and employees) is not an "Iran linked business" within the meaning of the Iran Economic Sanctions Act, Michigan Public Act No. 517 of 2012 (the "Act"), and that in the event Contractor is awarded a contract as a result of the aforementioned RFP, the Contractor will not become an "Iran linked business" at any time during the course of performing the Work or any services under the contract.

The Contractor further acknowledges that any person who is found to have submitted a false certification is responsible for a civil penalty of not more than \$250,000.00 or 2 times the amount of the contract or proposed contract for which the false certification was made, whichever is greater, the cost of the School District's investigation, and reasonable attorney fees, in addition to the fine. Moreover, any person who submitted a false certification shall be ineligible to bid on a request for proposal for three (3) years from the date the it is determined that the person has submitted the false certification.

CONTRACTOR:_____
Name of Contractor

By: _____

Its: _____

Date: _____

STATE OF _____)

COUNTY OF _____)

This instrument was acknowledged before me on the _____ day of _____, 2018, by

_____.

_____, Notary Public

_____ County, _____

My Commission Expires: _____

Acting in the County of : _____

**SWORN AND NOTARIZED FAMILIAL DISCLOSURE STATEMENT
FAMILIAR DISCLOSURE AFFIDAVIT**

The undersigned, the owner or authorized office of the below-named contractor (the ‘Contractor’), pursuant to the familial disclosure requirement provided to **Troy Schools**, hereby represents and warrants that, excepts as provided below, no familial relationship exists between the owner or key employee of the Contractor, and any member of the Troy School Board or the Troy School Superintendent. A list of the School District’s Board of Education Members and its Superintendent may be found at <http://www.troy.k12.mi.us>.

List any Familial Relationships:

Contractor:

Print Name of Contractor

By: _____

Its: _____

Subscribed and sworn before me, this _____ Seal:

day of _____, 20 ____, a Notary Public

in and for _____ County, _____

(Signature)
NOTARY PUBLIC

My Commission expires _____

CERTIFICATION OF COMPLIANCE – IRAN ECONOMIC SANCTIONS ACT

Michigan Public Act No. 517 of 2012

The undersigned, the owner, or authorized officer of the below-named Company, pursuant to the compliance certification requirement provided in **Troy School District's** Request For Proposal, the "RFP", hereby certifies, represents, and warrants that the Company and its officers, directors and employees, is not an "Iran Linked Business" within the meaning of the Iran Economic Sanctions Act, Michigan Public Act No. 517 of 2012 (the "Act"), and that in the event the Company is awarded a contract by Troy School District as a result of the aforementioned RFP, the Company is not and will not become an "Iran Linked Business" at any time during the course of performing any services under the contract.

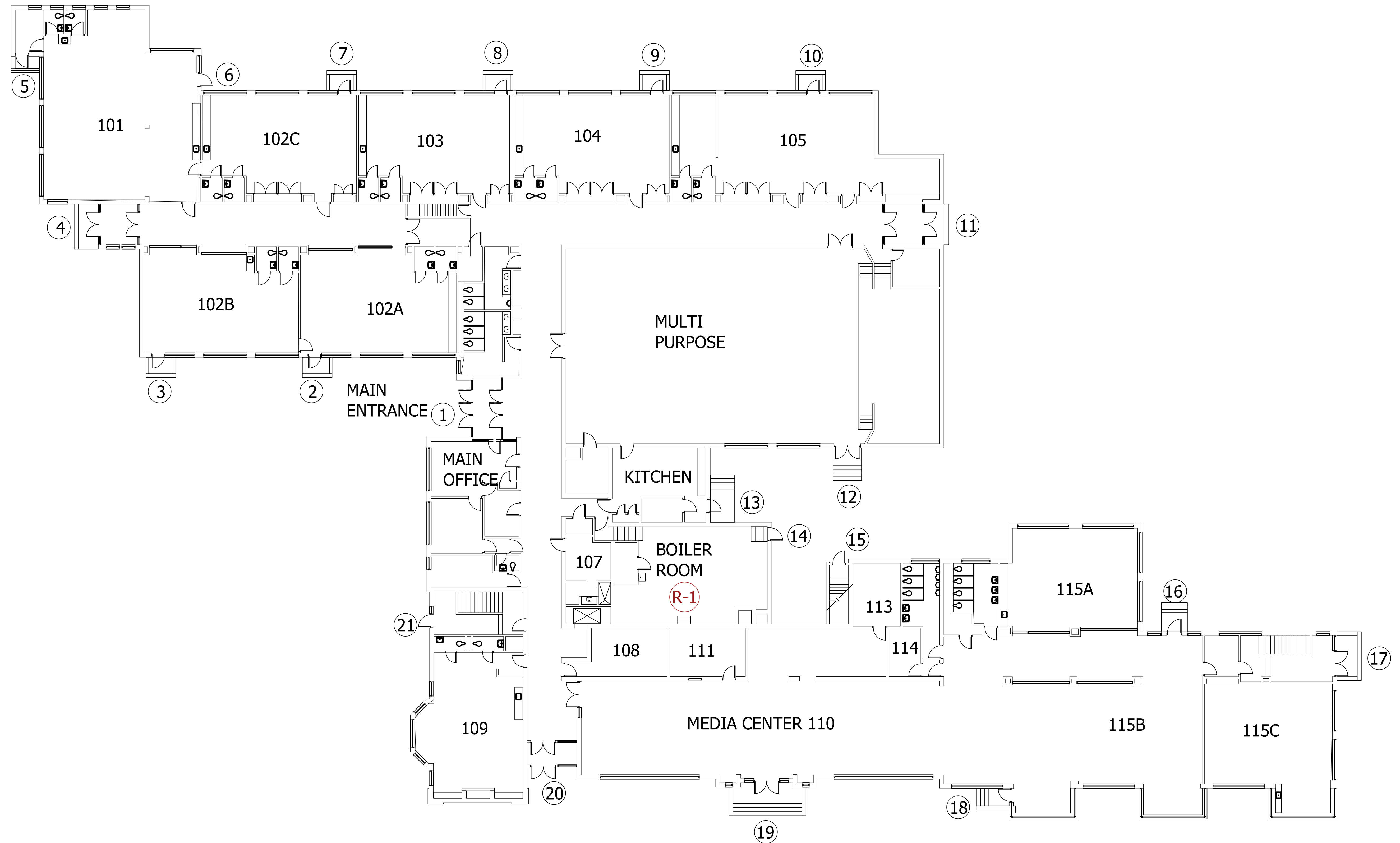
The Company further acknowledges that any person who is found to have submitted a false certification is responsible for a civil penalty of not more than \$250,000.00 or two (2) times the amount of the contract or proposed contract for which the false certification was made, whichever is greater, the cost of Troy School District's investigation, and reasonable attorney fees, in addition to the fine. Moreover, any person who submitted a false certification shall be ineligible to bid on a request for proposal for three (3) years from the date the it is determined that the person has submitted the false certification.

NAME OF COMPANY

NAME AND TITLE OF AUTHORIZED REPRESENTATIVE

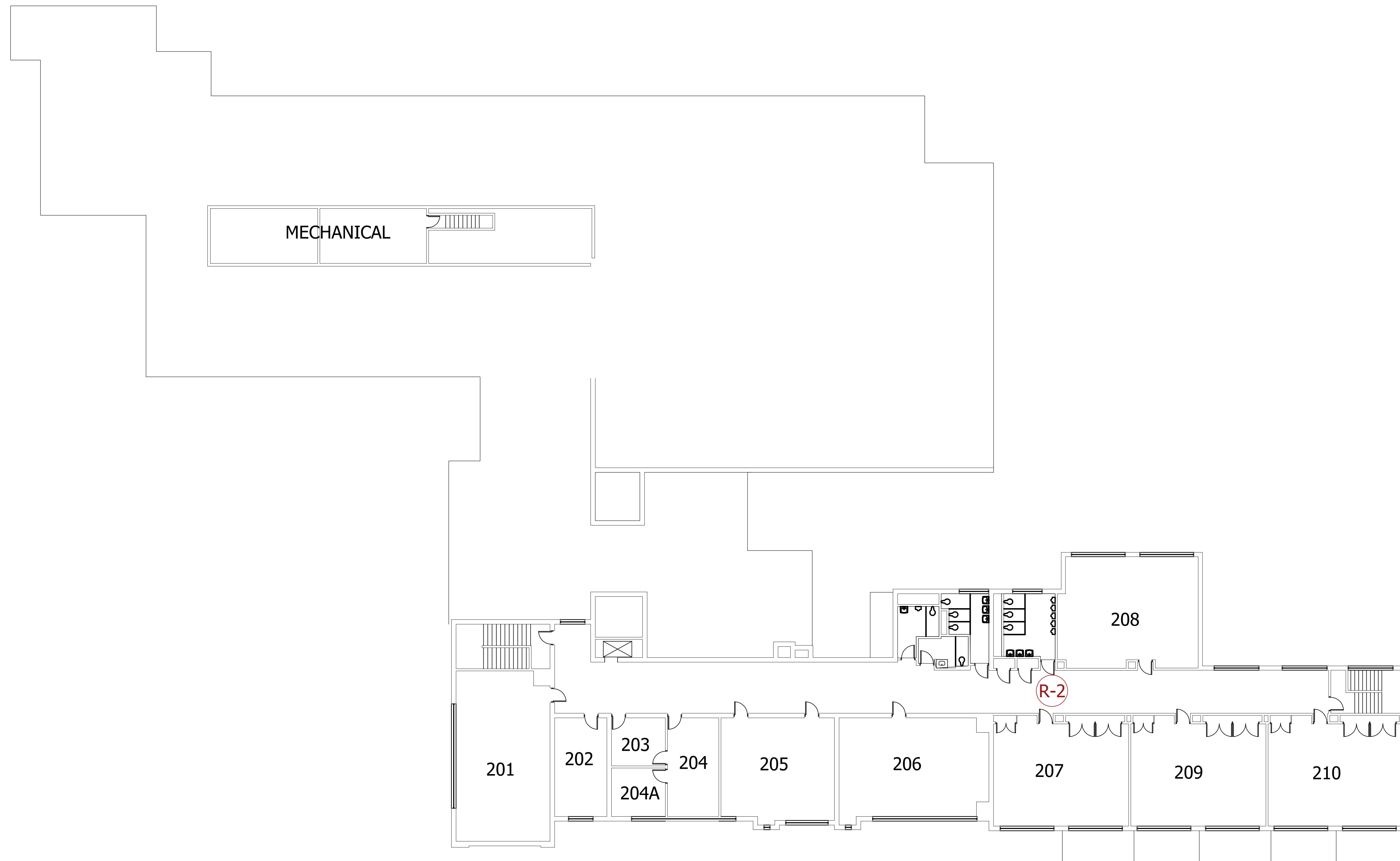
SIGNATURE

DATE



ROYAL OAK SCHOOLS
A COMMUNITY OF EXCELLENCE

OAKLAND ELEMENTARY SCHOOL
FIRST FLOOR



ROYAL OAK SCHOOLS
A COMMUNITY OF EXCELLENCE

OAKLAND ELEMENTARY SCHOOL
SECOND FLOOR

Royal Oak HS: 2020 Furniture



ROYAL OAK SCHOOLS

A COMMUNITY OF EXCELLENCE

ROYAL OAK HIGH SCHOOL
FIRST FLOOR

Partial furniture replacement

General classroom - Full

General classroom - Half

Special Education classrm

Med Skills

Royal Oak HS : 2020 Furniture

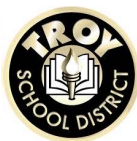
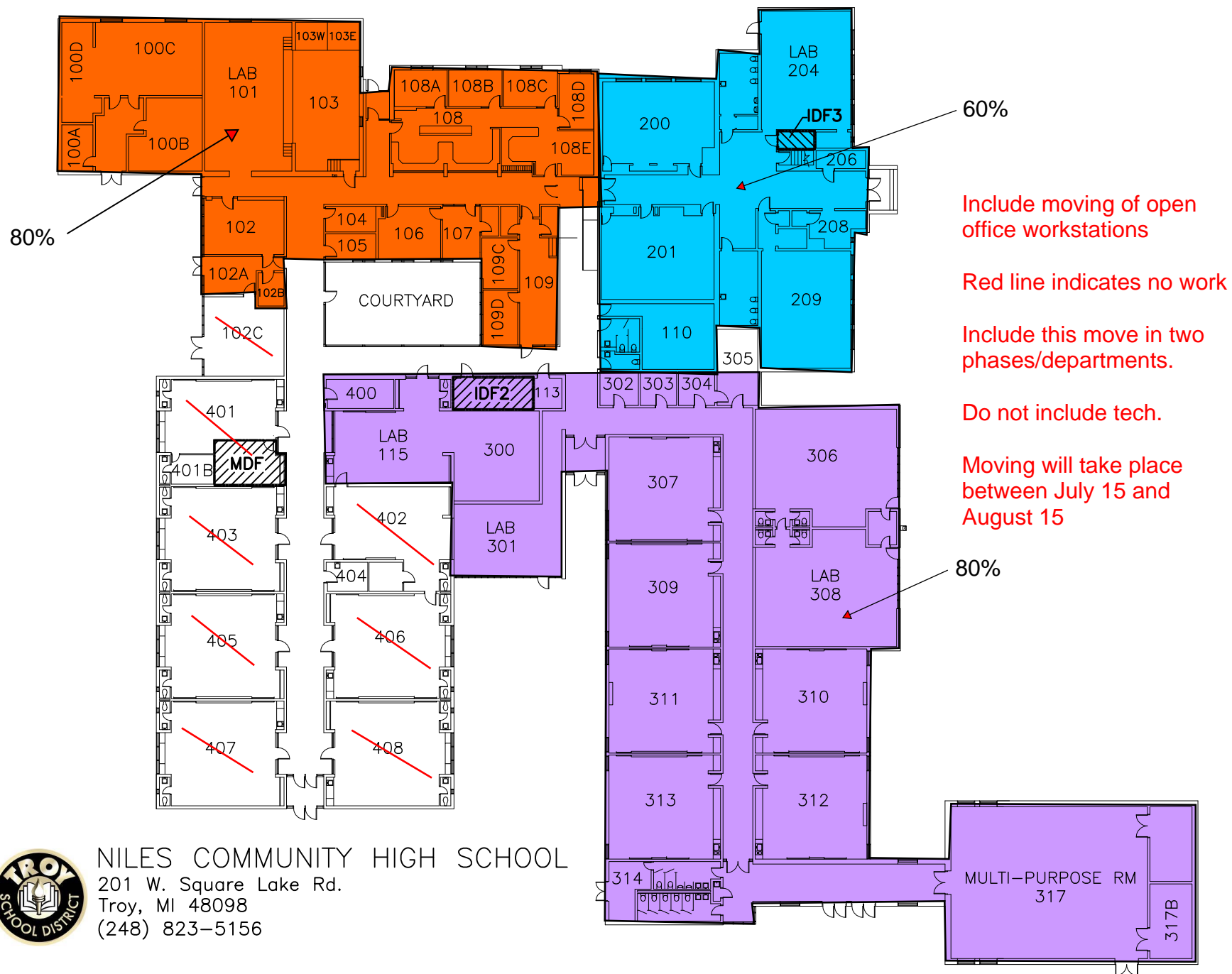


ROYAL OAK SCHOOLS
A COMMUNITY OF EXCELLENCE

ROYAL OAK HIGH SCHOOL
SECOND FLOOR

Partial
furniture
replacement

- General classroom - Full
- General classroom - Half
- Special Education classrm
- Med skills



NILES COMMUNITY HIGH SCHOOL
 201 W. Square Lake Rd.
 Troy, MI 48098
 (248) 823-5156