

TRUSSVILLE CITY SCHOOLS
113 North Chalkville Road
Trussville, AL 35173
205-228-3033

November 6, 2008

Bid # 09-03

MOVING SERVICES
FOR
TRUSSVILLE CITY SCHOOLS

Sealed bids for moving services will be received by the Trussville City Board of Education at its Central Office in Trussville until 10:00 a.m. Wednesday, November 19, 2008 at which time they will be publicly opened and read.

The specifications and bid information attached should be read carefully. On the final page, you must enter your bid, sign, and have notarized. If the document is not submitted as requested, it may be such that we cannot classify this offer as a legitimate bid.

It is the responsibility of each vender to visit the school for the purpose of viewing/questioning item specifications. A pre-Bid conference has been set for 10:00 a.m. on Wednesday, November 12, 2008 at Hewitt-Trussville Middle School located at 301 Parkway Drive.

Under Alabama Bid Law, it is required that for any contract exceeding \$10,000, the bidder submit with their bid either a certified check, a cashier's check, or a bid bond payable to the Trussville City Board of Education. Failure to submit a bid bond or a certified check as requested will be sufficient reason to disqualify the bid. Bid bond is set at 5% of the bid.

An original bid bond must be received with the bid – copies are not acceptable. All bids must comply with the sealed bid law.

This bid will be awarded to the lowest responsible bidder meeting the specification and the Trussville City Board of Education reserves the right to reject any/and/or all bids and to waive informalities in awarding this bid to the lowest responsible bidder. If you have any questions concerning this bid or questions regarding the specifications, please contact me at 205-228-3033.

Sincerely,

Anthony Montalto
Director of Support Services
Trussville City Schools

Attachments

**MOVING SERVICES
FOR
TRUSSVILLE CITY SCHOOLS**

BID # 09-03

1. Objective

Trussville City Schools invites sealed bids for removal, packaging, and delivery of miscellaneous administrative offices, instructional classrooms, and PE and athletic facilities from A) the current Hewitt-Trussville Middle School (HTMS) to the new location of Hewitt-Trussville Middle School; B) Two-thirds of the materials from Paine Intermediate School (PI) to Trussville Intermediate School (current middle school) along with in-house moving of selected classrooms from room to room or portable classrooms to inside classrooms; and C) One-third of the materials from Paine Primary (PP) to Paine Intermediate along with in-house moving of selected classrooms from room to room or portable classrooms to inside classrooms. The proposed services shall be used to facilitate the relocation of archived administrative files and student records as well as personal and instructional materials and furniture from each classroom.

The Trussville City Schools relocation consists of but shall not be limited to the following broadly defined areas currently located in the current HTMS, PI, and PP:

- Administration and storage (copy machines, computers, printers, office supplies)
- Classrooms and storage (some lecterns, maps, flags, globes, books, teaching materials, furniture, etc.)
- Media Center and storage (includes Audio visual equipment, library books will be removed from shelves at current facility and moved on library carts to new facility and placed back on shelves in correct order).
- HTMS only - Band Room and storage (band instruments {drums, tubas, xylophones, uniforms, etc.} will be moved from current band room to new band room)
- Science equipment, chemicals, and supplies
- Gym, locker rooms, and storage rooms (PE equipment, mats, standards),
- Stadium; equipment and storage
- Custodial; equipment and storage
- Kitchen; stock and storage
- Storage buildings (supplies, tools, and equipment)
- Any other miscellaneous items identified

Contents of filing cabinets will be moved as is or boxed before transport. Contents for moving will be pre-boxed whenever possible.

2. Project Scope

Successful bidder is to furnish at a minimum, the following services as requested by TCS:

1. Pre-Move orientation to faculty and staff of all schools and Director of Support Services and Maintenance Supervisor and development of moving plan

2. List of references from jobs of this size and time frame
3. List of supervisors and drivers names
4. Designated Move Coordinator at each location
5. Uniformed movers with identification badges
6. Packing containers
7. Packing services
8. Transportation to the location
9. Moving documentation
10. Unpacking services
11. Debris removal as required
12. Final walk-through with Director of Support Services at both sites

3. Compliance

Bidder shall possess all necessary licenses and permits as are required by federal, state, and/or local authorities to provide required services, including transportation services. Bidder shall be in compliance with all federal and state regulations regarding maintenance of insurance for protection of the public.

4. Schedule

The successful bidder is required to begin packing specified files, equipment, supplies, and minimal furniture and deliver according to the following schedule:

MIDDLE SCHOOL

- a. Moving will begin on Monday, December 22, 2008 (can start at 3:00 on Friday, December 19).
- b. Moving must be complete by 8:00 P.M. December 23, 2008
- c. Media Center, Gym, Stadium, and some cafeteria contents may begin being moved the week before

Note: Everything must be fully relocated by 8:00 P.M. on December 23, 2008. All debris must be removed by the same date and time.

PAINE INTERMEDIATE AND PAINE PRIMARY

- a. Moving can begin on Friday, May 29, 2009.
- b. Moving must be complete by 4:00 P.M. Friday, June 5, 2009
- c. Media Center, Gym, and some cafeteria contents may begin being moved the week before

Sealed Bids will be accepted until 10:00 a.m. on Wednesday, November 19, 2008 in the Trussville City Schools finance office at 113 North Chalkville Road, Trussville, AL 35173 at which time bids will be read publicly. All bid envelopes should clearly state on the outside the bidders company name, bid title, and opening time.

5. Insurance Requirements

Successful bidder shall also maintain for the duration of the contract insurance against claims for injuries to persons or damages to property, which may arise from or in connection with the performance of the work hereunder by the successful bidder, his agents, representatives, employees or subcontractors. Any costs incurred shall be included in the bid.

Minimum insurance requirements are as follows:

1. Comprehensive General Liability Insurance, occurrence based policy, with a limit of not less than \$1 million per occurrence/\$2 million aggregate combined single limit bodily injury/property damage (including products and completed coverage).
2. Automobile Liability Insurance with limits of not less than \$1,000,000 bodily injury and property damage per occurrence. Coverage shall include owned, not owned and hired vehicles.
3. Worker's Compensation Insurance, if required by applicable law, at statutory limits to cover the Contractor's employees.
4. Umbrella Liability, \$5 million limit.
5. Professional Liability for errors and omissions, \$2 million per claim/ \$2 million aggregate.
6. Trussville City Schools shall be named as an additional insured on such policies.

****Proof of required insurance shall be submitted with bid response.**

6. Performance Bond

Successful bidder agrees to provide a performance bond to cover the duration of the move schedule. Such performance bond shall equal to 5% of the bid amount.

7. Payment

Successful bidder agrees to define payment terms.

8. Property Damage

Successful bidder agrees to pay the cost of repair or replacement for any and all damages while performing services for TCS. The moving company Coordinator and the Director of Support Services of TCS will jointly walk through all areas posts move to develop list of any such damages.

9. Pre-Bid Walk-Throughs

Pre-Bid Wal-Throughs will be available at all sites. All interested bidders should contact Anthony Montalto, 205-228-3033, to set up a time to walk-through the buildings. Directions to TCS are available on our website at www.trussvillecityschools.com. **Attachment 1** provides an overview of the scope of the move.

10. General Information

1. Sealed bids must be received no later than November 19, 2008 at 10:00 a.m.

Forward all bids to:
Trussville City Schools
113 North Chalkville Road
Trussville, AL 35173
Bid # 09-03

**TRUSSVILLE CITY BOARD OF EDUCATION
 BID # 09-03
 MOVING FOR TRUSSVILLE CITY SCHOOLS**

The undersigned offers these prices, terms, and delivery as per bid specifications. By signing this form he/she swears/affirms that he/she has not been a party to agreements or collusion that would restrain competition.

Moving Service (Prices should include labor, equipment, and supplies.)	HTMS \$ PAINE INTERMEDIATE and PAINE PRIMARY \$
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Note: Floor plans and School Calendar will be provided.

Bid Bond Amount _____

* **This total is the amount that will be considered for award purposes.** Bid Bond is set at 5% of the Grand Total not to exceed \$10,000.00.

Company: _____

Address: _____

Telephone Number: _____ Fax Number: _____

Name (Print or type): _____

Signature: _____

THIS IS YOUR CONTRACT WITH THE TRUSSVILLE CITY SCHOOLS.

The Superintendent hereby executes this bid: _____
 Superintendent of Education _____ Date

Trussville City Schools Minutes: Volume No.: _____ Page No.: _____

Attachment 1

Bidder will include the following

- All packaging materials including but not limited to boxes, tape, labels, label system.
- List of equipment to be used during this job.
- Number of Library carts to move library materials from shelf to shelf without losing sequence when re-shelving.
- Number of Speed packs or hampers to be used for loading bulk items.
- Number of hard plastic totes for moving supplies.
- Number of employees available for job. No temporary workers. All workers must be full time employees of company.
- Number and types of trucks available for the move.
- Ability to supply workers for double or triple shifts in order to get the job completed on time.