

**SAN RAFAEL CITY SCHOOLS
CAPITAL FACILITIES PROGRAM**

310 Nova Albion Way
San Rafael, CA 94903

April 4, 2018

**PROPOSAL
FOR
Relocation & Moving Services
SAN RAFAEL HIGH SCHOOL**

The San Rafael City Schools is requesting proposals from Moving Service companies to provide relocation services including all labor and supervision, materials, supplies, equipment, loading and unloading, trucking and delivery, setup, and clean-up for the following school contents relocation and moving.

San Rafael High School 130 3rd St. San Rafael, CA 94901

1. **Scope:** Contents of all existing buildings (including Portables) to be relocated to **Temporary Housing Portables at the rear of the San Rafael High School campus.** This is an on-site move.
 - a. Pack, assist in packing or prepare all contents for relocation—contents may be boxed or transported shrink-wrapped on carts. Teachers will have boxed some of their classroom contents and will have removed their personal belongings. Classroom contents may vary by location. Administration contents, if any, will have been partially boxed.
 - b. Provide all necessary moving supplies including boxes, labels, tape.
 - c. Assign a designated Superintendent to assist in coordination of all moves.
 - d. Relocate equipment as noted below, furniture including chairs, desks, files, tables, and other loose items.
 - e. Relocate contents of 4 specialty classrooms, including Art, including photo, Ceramics, Auto Shop, Engineering with shop rooms, offices, and Storage Rooms.
 - i. Equipment move: Relocate engineering equipment, smaller repair equipment only being moved, ceramics kiln, wheels, storage shelving and instructional materials.
 - f. Unpack and place contents into comparable spaces at the Temporary Housing campus on site, including place equipment and furniture.
 - i. Portable room layouts at the temporary campus are available for review.
 - g. Clean all debris and trash, leave rooms and site in move-in condition.
 - h. Additional work: Provide the unit cost for (1) one crew of four (4) movers per work day – Price to be addressed below.
2. **Anticipated Timeline for Performance of Services**
 - a. All move times to be confirmed with SCRS staff upon firm selection.
 - b. For this project provide moving supplies including labeling boxes and labels for classrooms during June 2018
 - c. Relocation of all contents to Temporary Housing Portables and or storage on site anticipated between June 13-20, 2018.

- d. Provide 2 movers for to consecutive days for use between August 16-22 to aid teachers in final placement of furniture and boxes moved prior.

INSURANCE REQUIREMENTS

Each proposal must include insurance coverage in the amounts below:

Type of Coverage	Minimum Requirement
Commercial General Liability Insurance , including Bodily Injury, Personal Injury, Property Damage, Advertising Injury, and Medical Payments Each Occurrence General Aggregate	 \$ 1,000,000 \$ 2,000,000
Automobile Liability Insurance - Any Auto, Vehicle Each Occurrence General Aggregate	 \$ 1,000,000 \$ 2,000,000
Workers Compensation	Statutory Limits
Employer's Liability	\$ 1,000,000

ANTICIPATED TIMELINE FOR PERFORMANCE OF SERVICES

For this project provide moving supplies including boxes and labels for classrooms during May-June 2018. Relocation of contents to Temporary Housing portables and storage containers is anticipated between June 13-20.

MOVING PROPOSAL

The undersigned has reviewed the scope of work, visited the site(s) and understand the terms and conditions for the relocation and move, and proposes to provide all relocation and moving services as described above for the **San Rafael High School relocation to Temporary Housing portables at the rear of the San Rafael High School campus** for the sum of:

_____ dollars \$_____.

Dated this _____ day of _____ 20 ____

Name of Bidder: _____

Signed by: _____

Title of Signer: _____

Address of Bidder: _____

Taxpayer Identification No. of Bidder: _____

Telephone Number: _____

Fax Number: _____

E-mail: _____