

**THE SCHOOL DISTRICT OF PHILADELPHIA OFFICE OF CAPITAL PROGRAMS**  
**440 NORTH BROAD STREET, 3<sup>RD</sup> FLOOR**  
**PHILADELPHIA, PENNSYLVANIA 19130-4015**  
**TELEPHONE (215) 400-4730 / FAX (215) 400-4731**



**Request for Quotation (RFQ)**  
**for**  
**Professional Moving Services**  
**On an As -Needed Basis Throughout the District**  
**Due December 13, 2016**  
**Issued by:**  
**The Office of Capital Programs**  
**Issue Date:**  
**November 29, 2016**

## **General Information**

The School District of Philadelphia was designated a distressed school district on December 21, 2001 pursuant to the Pennsylvania Public School Code (“PSC”), 24 P.S. §6-691(c). The School Reform Commission (“SRC”) has been established pursuant to PSC, 24 P.S. §6-696, and is responsible for the operation and management and educational program of the SDP pursuant to PSC, 24 P.S. §6-696(e)(1).

The Office of Capital Programs is seeking to engage professional moving services on an as-needed basis throughout the District to assist in the implementation and execution of the District’s Capital Improvement Plan. When the need for moving services arises, the Office of Capital Programs (OCP) will perform an evaluation of the qualified moving firms and then select the company that will best serve the interests of the OCP. The OCP is under no obligation to assign the complete RFQ to any single professional moving firm.

The School Reform Commission (SRC) adopted the Capital Budget for the FY2016 on May 28, 2016. The Capital Improvement Plan (CIP) priorities include constructing new facilities and additions, renovation of existing facilities, life-cycle replacements and maintaining the physical integrity of existing buildings to meet code requirements and educational programming needs.

The School District of Philadelphia’s Office of Capital Programs is requesting proposals from qualified professional moving companies who can provide all the project components of sorting, labeling, cataloging, moving, storing, and reinstalling furniture, equipment, memorabilia, and artwork for various moves as required to support the CIP.

### **PLACE AND DATE OF SUBMISSION**

One (1) original and four (4) copies of each of the Technical and Fee Proposal shall be submitted in a sealed envelope clearly marked: “**Professional Moving Services on an As - Needed Basis Throughout the District**” with the name of the proposing firm and their address.

**Faxed and Electronically Transmitted Proposals will not be accepted.**

**Responses must be received by no later than 2:00 pm, Tuesday, December 13, 2016.**

**The Proposal shall be addressed to:**

**The School District of Philadelphia  
Office of Capital Programs  
440 North Broad Street, Suite 371, Office #3165  
Philadelphia, PA 19130  
Attn: Jerry Thompson**

## QUESTIONS AND COMMUNICATION

All questions must be submitted in writing via e-mail to Jerry Thompson, Contracts Manager, [gcthompson@philasd.org](mailto:gcthompson@philasd.org) The e-mail must include the name of the Project, "Professional Services for Furniture and Equipment Moving at Murrell Dobbins CTE School and John L. Kinsey Elementary School RFQ." **The deadline for all questions is 2:00 pm, Thursday, December 8, 2016.** All responses for every inquiry, including amendments to this RFQ, will be provided and posted on the Office of Capital Programs website which can be accessed by clicking on the following link: <http://webgui.phila.k12.pa.us/offices/c/capital-program-bids/rfps/current-rfps>

The SDP will not be bound by any oral communications. From the date of the release of the RFQ to the date of authorization of a contract, there shall be no communication concerning the RFQ between prospective respondents and/or their agents or staff with any SDP staff, except as provided in the RFQ. Communication with other SDP staff is expressly prohibited. Any communication in violation of this provision will not be binding on the SDP and shall be grounds for immediate disqualification.

## SCHEDULE

### Schedule of RFQ Events:

**Request for Proposals Issued:** Tuesday, November 29, 2016

### Site Tours:

Murrell Dobbins CTE School: Monday, December 5, 2016 at 9:00 AM

*Proposers shall gather at the main building entrance along Lehigh Ave*

Building 21: Tuesday, December 6, 2016 at 9:00 AM

*Proposers shall gather at the main building entrance along 7<sup>th</sup> St.*

**Questions Due:** Thursday, December 8, 2016 by 2:00pm

**Answers Posted to Website:** Friday, December 9, 2016 by 2:00pm

**Submissions Due:** Tuesday, December 13, 2016 by 2:00pm

The School District anticipates award of the contract(s) at the December 15, 2016, Public Action Meeting of the School Reform Commission.

## TERM OF CONTRACT

The term of the contract shall be three years or to the date that maximum amount of fee has been expired, whichever occurs first.

The effective date of this Contract will begin on the date indicated on the Notice to Proceed and shall continue thru 6/30/18 or until the funds are exhausted or unless otherwise notified.

## **BUDGET**

The maximum Not to Exceed Aggregate amount of the Contract is \$750,000.00 to be invoiced over the term of the contract. The School District of Philadelphia reserves the right to limit the amount of the award and will not guarantee the assignment of the complete program to any single firm. The School District reserves the right to award a Contract for a lesser amount to more than one firm as may be in the best interests of the School District.

The School District reserves the right to cancel this Contract for lack of performance or complete satisfaction of intent. No minimum amount of work is guaranteed under this Contract.

The School District may, at its sole discretion, renew this Contract for up to one (3) additional successive one (1)-year (12 months) period ("Additional Term"). Pricing shall be subject to renegotiation between the parties at the time the School District exercises its option to renew. The Proposer only guarantees the quoted pricing for the Initial Term. Except as expressly stated otherwise in an Amendment, the terms and conditions of this Contract shall apply throughout the Additional Term

## **SCOPE OF SERVICES**

The successful firm(s) will provide all labor, including supervision, tools, materials, equipment, licenses, permits and incidentals required and/or implied for the complete and satisfactory performance of moving services in accordance with the following specifications.

Moving services may be required for standard classrooms, kitchens, computer labs, science labs, libraries, administrative office, music rooms, etc.

The services to be provided by the Moving Company under this contract will include, but are not limited to, the following:

- Moving heavy equipment
- Quick response moving or small jobs on an as needed basis
- Packing/unpacking and/or moving classrooms and/or administration offices from permanent buildings to interim housing and back to permanent buildings after construction is complete.
- Moving services may be required for standard classrooms, kitchens, computer labs, science labs, libraries, administrative office, music rooms, etc.
- May involve packing/unpacking and/or moving classrooms and/or administration offices from permanent buildings to temporary housing and back to permanent buildings as construction is completed.
- May involve packing/unpacking, moving and/or set up of technology equipment including, but not limited to, computers, monitors, scanners, copiers, telephones, ip switching equipment, servers, racks and computer desks/stations.

The Moving Company will provide an individual who will manage all communications, scheduling and coordination of moving services.

The coordinator will review the existing District location to evaluate the scope of the move. The Moving Company will supply all supervision, vehicles, drivers, packers, packing materials, and other supplies as needed to execute the moves.

The Moving Company shall manage their resources in order to minimize any costs that may occur due to excess material usage, man-hours for waiting and detained truck or staffing resources.

There will be no charges for Moving Company's employees to and from the move site.

After each scheduled move, the Moving Company's representative shall conduct a punch list walk-thru with the District representative to close-out the project.

The normal working hours will be 7:30 am to 4:00 pm. However, it is anticipated that moves may be required during swing shifts or on Saturdays and Sundays in order to have classrooms moved and not disrupt the educational programs.

The Moving Company shall not be entitled to overtime rates in excess of the rates bid unless the District requires that work be performed on a legal holiday. Any work performed other than normal working hours must be approved in advance by the District representative

All work must comply with the City of Philadelphia Building Trades Partnership Agreement with the School District of Philadelphia which is available by clicking on the following link:

<http://webgui.phila.k12.pa.us/offices/c/capital-program-bids/policies--procedures/whats-new>

Proposers shall submit a copy of any required licenses or certifications with proposal submission package.

#### 1- Pre-move Consultation and Planning

The selected Moving Service Provider, together with The School District of Philadelphia (SDP), specifically The Office of Capital Programs, will develop a comprehensive Master Relocation Plan and schedule, in unison with the schools, administrative offices and departments; to pack, relocate and unpack the school, departmental offices within school, and appurtenant offices, through December 30, 2018.

Pre Move Requirements should include, but are not limited to:

- a. Schedule of move (specific days and times of activity)
- b. Packing and unpacking will be required as needed. Personal employee items will be packed by District personnel
- c. Packing materials (corrugated boxes or rental crates, bubble wrap, tape, etc.)
- d. Itemized inventory of classroom furniture, office furniture, athletic equipment, etc., to be moved, and management of (items added to/subtracted from) the inventory list.
- e. PC's disconnections and moving (Must coordinate with I.T.)
- f. Plan for post move fine tuning, staff needed for set up and clean up.
- g. Egress out and into buildings, parking and lay down areas should be reviewed, along with loading dock schedules and building management requirements.
- h. Development and implementation of tagging system and procedures
- i. Move tools - provide a move packet to each Principal, that includes signs, room layouts and other tools needed to ensure efficiency

Note: The School District of Philadelphia normal hours of operation are 7:30am through 3:00pm,  
If additional hours are required the proposer must submit the request for additional hours at the specific school or office in writing at least three (3) business days prior to date.

2- Communication and Coordination with the SDP

The selected Moving Service Provider must work in close coordination with the appointed Project Manager from The Office of Capital Programs, and any designee(s) the Project Manager may assign. The Moving Service Provider shall conduct in-depth interviews with each school or relocating department to identify all move requirements, prior to the commencement of the move. The Moving Service Provider must attend progress meetings that will occur every other week, or weekly if necessary while the physical move is active, to minimize the disruption of SDP Operations, offices and departments being relocated. The Moving Service Providers services should include, but not be limited to, providing traceable packaging for individual workers' current work, certain records and reference materials, or inventory systems.

3 - Pre-Move Walk-Through and Briefing

- a. The Moving Service Provider shall conduct pre-move inspections of the schools and offices to receive relocated material during the move and the origin sites being vacated or relocated, to ensure there are no obstacles that could affect the relocation. The Moving Service Provider shall conduct a walk-through and briefing prior to the move to view all spaces involved and review move flow strategies. The Moving Service Provider shall modify move-specific plans and schedules or develop contingency plans, as required.
- b. The Moving Service Provider shall develop an Itemized inventory of furniture, books, equipment, artwork, memorabilia, etc. to be moved.

4- Pre-Move Activities

The Moving Service Provider (MSP) shall be responsible for coordination of task assignments, follow-ups and instructions to all parties involved in the move. The MSP services shall include, but not be limited to the following:

- a. Move Sequencing, final plan development
- b. Management of master "to/from" list
- c. Develop tagging system (all items must have an identifying and tracking tag, preferably bar codes)
- d. Schedule coordination implementation and tagging procedures
- e. The Moving Service Provider (MSP) MUST provide pre-move damage photographs of facilities, furniture or equipment to verify any existing damage prior to move.

- f. Identify special moving requirements
- g. Transportation coordination
- h. Loading Dock Scheduling (If applicable)
- i. Elevator scheduling (If applicable)
- j. Coordination of protection for building surfaces
- k. Development of Directional Signage for move
- l. Placement of Move Placards and Signage
- m. Damage recording procedures
- n. Identifying equipment requiring specialized personnel for hookup
- o. Identification and resolution of logistical obstacles
- p. Identify critical elements requiring early move schedule
- q. Temporary signage (if applicable)

#### 5- Kickoff Meeting

The Moving Service Provider shall conduct a Kickoff Meeting with the key personnel of the schools and impacted departments, the Moving Service Provider team, and other major stakeholders to be determined. The objective of the meeting will be to ensure that the entire team (The SDP, Schools, Principals, department heads, the Moving Service Provider and others) all has the same project expectations. The meeting will be held at The SDP Education Center, located at 440 North Broad Street and may be broken into the following phases:

- a. Review the Scope of Work
- b. Outline project goals and objectives
- c. Review the Physical Move Schedule and coordinate key milestone dates and sequencing requirements to complete the move in order and on schedule.
- d. Provide a schedule with an estimated completion date for all moves.
- e. Develop a schedule for progress meeting; monthly, bi-weekly, weekly, daily or as needed.
- f. Establish communication channels (SOP will provide a contact list of all impacted departments) and approval process.
- g. Identify the project role for all SOP and Moving Service Provider team members and decision makers.
- h. Develop a project directory to include company affiliation, titles, telephone numbers, and electronic mail addresses.
- i. Document correspondence and deliverable distribution (including inventory and damage reports).
- j. Document who will receive Meeting Minutes and who will send them.
- k. Identify data requirements, formats and schedule of delivery.
- l. Document how changes in the scope of work (if any) will be processed
- m. Review confidentiality requirements.
- n. Review invoicing requirements (The Moving Service Provider must submit a sample invoice).

## 6- Physical Move

- a. The Moving Service Provider will be responsible for any packing, protection, preparation and transport of, unpacking and placement of all covered items as directed by the School District of Philadelphia Project Manager to designated locations (schools, administrative offices) as directed by the SDP Project Manager or his/her designee.
- b. Please note: Elevators, loading docks and air-conditioning may not be available at the schools, please plan accordingly. If the elevator in a building listed as having an elevator is not operating you must find an alternate method of continuing the move in that building at the contracted cost.
- c. This contract will also include disassembly and assembly of noted items as directed by The SDP Project Manager, or his/her designee (This could include athletic equipment, special education equipment (etc.)).
- d. Note: Special equipment such as athletic, fitness, workstations, etc. that needs disassemble and reassemble, should be identified and handled by the original provider when possible.
- e. The Moving Service Provider will provide sufficient identification labels, boxes, tape and appurtenant moving supplies as required.
- f. Items to be relocated include, but are not limited to, all school, administrative and operational equipment, principal suites, teacher, student and classroom furniture, books, school and office supplies, effects and stores, together with all spare parts, maintenance, repair and operating supplies and inventory within each school (facility), so designated by SOP personnel as being relocated to another site or sites, except for those items or materials designated for discard, salvage or auction.
- g. Note: All personal property is to be removed by SDP Personnel prior to the move
- h. Any shelving, cabinets, counters that are affixed to walls or floor will not be relocated by The Moving Service Provider, unless specified by The SDP Project Manager.
- i. The Moving Service Provider will ensure that all floors, walls, doorjambs and furniture that require protection, will be appropriately protected before movement commences.
- j. The Moving Service Provider shall be responsible for notifying The SDP Project Manager of any damages made to any SDP property or SDP Facility during the relocation. This notification must be in writing, and the inventory list should reflect any damaged items that should be removed from the master inventory list.

## 7- Technology

- a. Pre-Move Interviews shall also be conducted specifically with Information Technology (IT) representatives to address technology move requirements for each SDP school, department or impacted group.
- b. The mover shall be responsible only for the relocation of technology Items such as computers, laptops, printers and related equipment (keyboards, mouse, servers, etc.)
- c. An inventory list from The Office of Information Technology will be provided and reviewed at the origin location and the destination location(s).
- d. IT will disconnect and pack all PC's and laptops to be relocated by the MSP. Servers, racks, computer carts and other special items will be identified and prepared by IT for



relocation by the MSP.

8- SDP Departmental Contact List

- a. Each SDP Department must provide personnel to be present at the origin and destination site(s) to direct the placement of relocated items. The SDP Project Manager will use this list to coordinate moves with the selected Moving Service Provider.
- b. Tracking: in consultation with SDP, the Moving Service Provider must update and perfect SDP's existing inventories of items at the affected sites (departing and receiving) so as to allow for a common and continuous accounting of all relocation items, packed and non-packed, in and out of transit, or interim storage, as well as residual items not subject to relocation (Items for disposal, salvage or auction).

9- Disposition of Residual Items

In close consultation with SDP, the Moving Service Provider must identify all salvageable items and fixtures not relocated. The Moving Service Provider must also discard and haul unsalvageable items, approved by the District and see to the clearing of all vacated spaces. The school/portion of school should be left empty and broom swept.

10- Security and Safety Planning

The Moving Service Provider must be fully Bonded and Insured, and will also be responsible for the security of all materials while in transit. If materials are to be stored in non-SDP facilities, the Moving Service Provider must provide security for the materials during these periods. Moreover, The SDP must be advised, at the end of each business day (5:00pm), whenever any of its property enters into this status, and must be provided a complete inventory of the items involved and the location of interim storage. This list must be submitted to the SDP Project Manager.

11- Interviews with Building Engineers

The Moving Service Provider should conduct interviews with the Building Engineer at the impacted school prior to commencement of the move; the Moving Service Provider shall perform a building analysis and conduct interviews with building engineer and security personnel to identify:

- a. Requirements for protecting the facility during moves
- b. Requirements for scheduling and use of loading dock
- c. The selected Moving Service Provider is responsible for securing all points of access or egress being utilized in any given phase or activity of relocation.

12- Comprehensive Project Management

The selected Moving Service Provider will oversee all phases of the relocation project, consider all practical aspects and plan for any reasonable foreseeable contingencies; qualify subcontractors and other vendors; provide regular and ad hoc reports, action item lists, alerts, etc., as required by SDP, in whatever format SOP might prescribe.

The selected Moving Service Provider shall be bound by all lawful, customary and

contingent obligations not specifically mentioned in this RFQ.

13- On-Site Move Management

The MSP shall provide overall management and coordination of all move activities. The MSP site supervisors shall be present during move activities. The MSP shall ensure all boxes, equipment and furniture is handled according to the established procedures and plans. The MSP shall coordinate continuously with The SDP, Building Engineers, Security, etc. to ensure compliance with the project schedule and move procedures.

14- Actual Moves at each school

- a. Provide schedule
- b. Provide Inventory List
- c. Number of Days to complete the move

15- Post-Move Management

- a. Substantial & Final Completion dates
- b. Punch list schedule Completion of problems remaining on punch list
- c. Post-move clean-up schedule
- d. Delivery of final inventory list to SDP project manager

16- Payments

- a. The School District of Philadelphia retains the right to contract with one or more providers. Payments will be made based on number of actual hours performed per working category, and
- b. The moving cost per school may not exceed the proposed estimated cost provided by the service provider, on the Excel Pricing Spreadsheet submitted with this bid.
- c. The service provider must submit a timesheet that includes the name and signature of each employee, and actual invoices from materials suppliers, subcontractors, equipment rentals, etc. as supporting documentation.
- d. The payment term is Net 30, meaning the payment will be issued 30 days from the date of the invoice received, and can be processed after successful completion of mutually agreed upon milestones.

17- Specialty Item

Special equipment including, but not limited to:

- a. Universal Gym and appurtenant gym equipment (exercise equipment, athletic equipment, weight machines, weights, mats, etc.)
- b. ADA Equipment (wheel chairs, lifts, etc.)
- c. Kitchen/Cafeteria Equipment (Refrigerators, ovens, stoves, food warmers, freezers, etc.)
- d. Technology/ Technological equipment (Smart Boards, lap top carts, servers, etc.)
- e. Libraries (Shelving, catalogs, etc.)
- f. Pianos and other musical instruments

## **PERFORMANCE STANDARDS**

For all work performed under this contract, vendors must have the ability to meet the following specifications.

1. Vendor must have ability to provide, through its own means or through sub-contractors, all equipment, materials, supplies, vehicles and related services necessary to provide full and complete moving services. This includes, but is not limited to bins/crates, boxes, tape, labels, handcarts, padding, bubble wrap, computer bags, and protection materials.
2. Vendor and/or any sub-contractors performing work in connection with this bid must certify in their submission that personnel are paid in accordance with Pennsylvania Prevailing Wage Act requirements.
3. Vendor must be capable of disassembly and reassembly of office desks, cabinets, office tables and bookcases.
4. When disassembly and reassembly of furniture is required, vendor must properly label and track all parts and reassemble furniture in its original condition and assure no parts are lost or damaged by vendor personnel.
5. Vendor must take necessary precautions to prevent damage to equipment, supplies, and property. All items must be properly protected from inclement weather during the preparation of the move and while being moved.
6. In addition to the contractor's general responsibility to protect property from damage, the vendor shall be responsible for the protection of finished surfaces such as, but not limited to, columns, doors, doorframes, and walls. Wall corners shall be protected by Styrofoam corner brackets or similar material. Wall surfaces shall be protected by corrugated wall board or similar materials where required for adequate protection. Vendor will be responsible for protecting all elevator floors and walls. The vendor shall assure that weight capacities of elevators used by personnel during the moving process will not be exceeded. Carpeting and floors shall be protected by Masonite (or similar) floor boards, cardboard or similar protective covering.
7. Any items or finishes damaged, marred or lost by the vendor shall be completely repaired, replaced or refinished by the vendor to the satisfaction of the District within 30 days of the incident.
8. At all times during the move, local ordinances shall be observed, including but not limited to preservation of adequate access to fire exits and extinguishers.
9. Vendor must provide adequate security measures during the move operation to ensure all items are accounted for.

10. Vendor will be responsible for removal and disposal of any debris i.e. packing material resulting from the move. Vendor is responsible for the removal and proper disposal of all trash and containers that may occur during the move. Trash that exceeds the capacity of the waste receptacles at the locations must be removed from the property and discarded with an appropriate recycling center or waste center at Vendor's expense.
11. Vendor's personnel shall provide for the physical transportation of all furniture, equipment and material from existing locations to new locations within the established time schedule for each project.
12. Vendor shall provide adequate truck size(s) and types of trucks to meet the individual moving requirements.
13. Vendors shall properly train and orient all employees who will perform work on site with regard to appropriate conduct and the consequences of employee misconduct on District Facilities, with particular attention to misconduct involving discrimination and sexual harassment of students, employees and others on District's properties.

#### **VENDOR QUALIFICATIONS & REFERENCES**

1. The vendor should be engaged full time in the business of providing the services required for this project.
2. Vendors shall have a minimum of five (5) years of experience in the moving business with experience handling large and complex projects in excess of \$50,000 in moving services.
3. Vendor must designate a representative to serve as the project lead for each project with a minimum of 5 years of experience in the moving business.
4. Vendor must assign a Supervisor to be on site during all moves with a minimum of 5-years of experience in the moving business and 2 years of experience as a Supervisor (or equivalent). This person must be experienced with the coordination of moves similar to the project assigned. This person must be available as needed and requested for onsite pre-move planning meetings. At no time shall District's personnel be deemed as supervisors of the vendor's.
5. General Labor personnel must have a minimum of 1 year moving experience. The General Labor personnel must be capable of performing all the activities requested in the execution of the moving service. They must be trained moving personnel, who are direct employees of vendor or Vendor's sub-contractors.
6. When tasks requiring special trades such as carpentry are performed, Vendor will supply

personnel with the appropriate trades qualifications and experience, and pay such personnel in accordance with prevailing wage requirements.

### **VENDOR PERSONNEL**

1. While on District's property:
  - a. All personnel shall observe all rules and regulations in effect at the District governing safety and personal conduct.
  - b. Vendor employees shall be subject to control of the District but under no circumstances, shall such persons be deemed to be employees of the District.
2. The vendor or his personnel shall not represent themselves or be considered as employees of the District.
3. **CRIMINAL BACKGROUND:** Criminal Background Checks are mandatory all non-District personnel performing work on the District properties. Failure to comply with this requirement may result in immediate termination of any award or contract.
4. While on District premises, all vendor employees must wear appropriate attire that identifies them as vendor's employee with identification visible from both the front and the back.
5. The Vendor shall remove from the District work place, any of its employees who are found to be unacceptable by the District. Such requests will not be unreasonable.

### **Proposal Requirements**

1. Cover letter explaining the Proposer's understanding of the project. All Firms submitting a Proposal must have a minimum of five (5) years of experience providing moving and storage services to School Districts or other Public Agencies. The firm must provide an introduction letter and brief overview of the Firms business structure, years in business and its qualifications and experience with projects similar to those described in the RFQ. The introduction letter and firm overview shall not exceed a total of five (5) pages.
2. Qualifications & Expertise - Vendors must provide a list of projects completed in excess of \$50,000 in moving services.
  - a. Each project must include a contact name, phone number and e-mail that may be contacted to verify the project performance.
  - b. Vendors must include a description of the firm's size, history, qualifications and achievements.
  - c. A narrative of the proposer's understanding of the project scope and the work plan to accomplish the work.

- d. A complete list of names and the roles of key personnel, including sub - contractors as appropriate, proposed to carry out work under this contract, including resumes and/or licenses, and relevant experience as appropriate.
3. References
    - a. Provide a list of at least three references for which the vendor has performed similar work. References may be contacted at the discretion of the District.
    - b. The District requests the names, address, contact person, phone numbers, project name, and number/quantity of classrooms or support facilities involved in the moving services for a minimum of three (3) School Districts or Public Agencies for which the Firm has provided similar services in the past two (2) years.
    - c. Proof of insurance coverage in compliance with SDP requirements. The Proposer shall provide a certificate(s) of insurance reflecting current insurance coverage as indicated in the sample "Agreement of Services Contract" for the following:
      - i. Worker's Compensation and Employer's Liability Insurance
      - ii. Commercial General Liability Insurance
      - iii. Automobile Liability Insurance
      - iv. Professional Liability Insurance
      - v. Excess Umbrella Insurance

**Required Attachments:**

Attachment A - Agreement to Contract Terms and Conditions

All CM Proposers must acknowledge that they are in agreement with the District's Contract Terms and Conditions and that no changes will be made to that contract.

Attachment B – Tax Compliance with the City of Philadelphia

Provide a copy of your firm's "Certificate of Tax Clearance" with the City of Philadelphia. See Attachment "B".

Attachment C – Anti Discrimination Policy & Equal Opportunity Non-Discrimination Notice

All Prime Proposers must acknowledge and agree to adhere to the District's Anti-Discrimination Policy. See Attachment "C".

Attachment D - M/WBE Participation

All Prime Proposers firms must complete the attached M/WBE Participation Plans.

**Respondents to this RFQ shall include 15%-20% sub-consultant and/or contractor participation and/or supplier with either a minority-owned business enterprise(s) and/or with**

**a woman-owned business enterprise(s). See Attachment “D”**

Attachment E - Fee Proposal and Bid Form

SUBMISSION OF HOURLY RATES AND FEES

Refer to Attachment E and submit hourly rates and misc. cost items.

Attachment “F” – Financial Statements

Proposer to provide Audited Financial Statement for the previous (3) years

**EVALUATION CRITERIA**

Submissions will be evaluated on the basis of points received by the review committee. Vendors will then be ranked by each committee member based on their individual scoring. Vendors will then be placed on a ranked list according to the most #1 rankings, #2 rankings, etc. with the project work described in the immediate need section awarded to the Firm(s) with the most number one rankings.

Future projects will be awarded in order of the ranked list based on availability of the vendor to complete the project by required deadlines; or, at the discretion of the District, to the Vendor providing the lowest price quote for the specific project.

Submission of a proposal is your acknowledgement that subjective criteria will be used in the evaluation of proposals.

Members of the Review Committee will utilize the criteria set forth herein in making an award pursuant to this RFQ; you are urged to provide sufficient information to be evaluated in your submission.

An initial screening of all proposals will be conducted to determine overall responsiveness. Proposals determined to be incomplete or non-responsive may be disqualified.

The District reserves the right to reject any and all proposals and to award to multiple vendors, in whole or part, if it is deemed advantageous to do so by the District.

All responses to this RFQ will be evaluated on the proposal submission that is most advantageous to the District and whose proposal will provide the highest quality of service at fair and competitive prices.

**Price/Fee consideration**

Fees will be used only for budget consideration and combined with ranking to achieve the best value award. While price is an important aspect of the evaluation process it is not necessarily the deciding factor. This project will not necessarily be awarded to the firm with the lowest price.

Submissions will be evaluated as follows:	Points
Expertise and Capacity of Vendor	0-20
Ability to Perform Services Described in RFQ	0-20
Pricing	0-60



**ATTACHMENT A**  
**ACCEPTANCE OF TERMS AND CONDITIONS**  
**OF**  
**PROFESSIONAL MOVING SERVICES CONTRACT**

The [attached] “Professional Moving Services Contract” [ in the link below] is a “sample” document for the firms to review. Said “sample” contract shall not be construed as a contract between the Firm and the SDP. The Sample Contract can be viewed by clicking on the following link:

*[To be provided by addendum]*

**I have read the sample “*Professional Moving Services Contract*” and agree to enter into a Contract for this Project under the Terms and Conditions of the Contract and will not take any exceptions to the Terms and Conditions.**

Firm Name: \_\_\_\_\_ Corporate Seal:      Affix Here

**ATTACHMENT B**  
**City of Philadelphia Tax Compliance**

Provide a copy of your firm's "Certificate of Tax Clearance" with the City of Philadelphia. You can search your firm's tax compliance by clicking on the following web link:

<https://secure.phila.gov/revenue/TaxCompliance/>

If your firm is compliant, you can print out the "Certificate of Tax Clearance".

If your firm is not tax compliant, please contact the City Revenue Department Tax Clearance Unit at (215) 686-6565.

**ATTACHMENT C**  
**ANTI-DISCRIMINATION POLICY & EQUAL OPPORTUNITY NON-DISCRIMINATION**  
**NOTICE**

**of the**  
**SCHOOL DISTRICT OF PHILADELPHIA**

**ADOPTED NOVEMBER 14, 2007**

**SECTION 1. THE POLICY**

It is the policy of the School District of Philadelphia (the "District") acting through and by the School Reform Commission (the "SRC") to ensure equal opportunity in all contracts let by the District (the "Contracts"). In light of this policy, the District has adopted this Anti-discrimination Policy (the "Policy") which is applicable to all Contracts, including but not limited to, Contracts for the design, development, construction, operation and maintenance of school buildings and other buildings and structures owned, leased or used by the District or its contractors, assignees, lessees and licensees (the "Facilities"); Contracts for professional services and Contracts for the purchase of goods, services, supplies and equipment for the District and the Facilities. The objective of the Policy is the promotion of prime contract and subcontract opportunities for minority and woman-owned business enterprises ("M/W/BEs") that are approved by the District or that are certified by the Minority Business Enterprise Council of the City of Philadelphia, Southeastern Pennsylvania Transportation Authority or any other certifying agency designated by the District in its discretion.

The fundamental requirement of the Policy is that all contractors, vendors and consultants that contract with the District (the "Contractors"), satisfy the District that they will: (1) not discriminate against any person in regard to race, color, religion, age, national origin, sex, ancestry, handicap or disability; and (ii) provide a full and fair opportunity for the participation of M/W/BEs in Contracts. Contractors must demonstrate that the participation of M/W/BEs is "meaningful and substantial" in all phases of a Contract under criteria adopted by the District. "Meaningful and substantial" shall be interpreted by the District as meaning the range of participation that reflects the availability of bona fide M/W/BEs in the Philadelphia Metropolitan Statistical Area. Participation shall be measured in terms of the actual dollars received by M/W/BEs.

As used in this Policy, the word "Contractors" includes any person, firm, partnership, non-profit corporation, for-profit corporation, Limited Liability Company or other legal entity that contracts with the District.

For purposes of this policy, "minority person" refers to the following: African American or Black (persons having origins in any of the Black racial groups of Africa); Hispanic American (persons of Mexican, Puerto Rican, Cuban, Dominican, Central or South American, or other Spanish or Portuguese culture or origin regardless of race); Asian American (persons having origins from Japan, China, Taiwan, Korea, Burma (Myanmar), Vietnam, Laos, Cambodia (Kampuchea), Thailand, Malaysia, Indonesia, the Philippines, Brunei, Samoa, Guam, the U.S. Trust Territories of the Pacific Islands (Republic of Palau), the Commonwealth of the Northern Marianas Islands, Macao, Fiji, Tonga, Kiribati, Juvalu, Nauru, Federated States of Micronesia, Hong Kong, India, Pakistan, Bangladesh, Bhutan, the Maldives Islands, Nepal or Sri Lanka); and Native Americans (which includes persons who are American Indians, Eskimos, Aleuts or Native Hawaiians).

## **SECTION 2. PROCEDURES FOR IMPLEMENTATION**

### **1. Articulation of the Policy. Staffing and Reporting**

The Office of General Counsel and Office of Small Business Development will develop language to be included in bid solicitations and requests for proposals that clearly sets forth the objective of the Policy (the "Solicitation Language"). District employees shall include the Solicitation Language in all bids, public solicitations, requests for proposals and all communications to potential Contractors, including those who wish to provide professional services to the District. The Policy shall be articulated to the public in general, and to each Contractor, assignee, lessee or licensee doing or seeking to do business with the District. The District may employ additional staff or contract with other public or private entities to assist in the implementation of the Policy. SBD shall provide the SRC with annual reports on the level of M/W/BE participation in all contracting activities.

### **2. Promotion of M/W/BEs**

The District recognizes the importance of having meaningful and substantial M/W/BE participation in all Contracts. To that end, the District will take steps to ensure that M/W/BEs are afforded a fair and equal opportunity to participate. Those steps may include but are not limited to: (i) making public contracting opportunities; (ii) advertising in newspapers and periodicals published by community-based organizations and M/W/BEs; and (iii) designing bid packages in such a way as to promote rather than discourage M/W/BE participation.

### **3. Contracting Requirements**

#### *a. Bids, Request for Proposals and Public Solicitations*

Prior to the dissemination of any bid, request for proposals or public solicitation (the "Solicitation"), the applicable contracting department of the District shall submit proposed ranges of M/W/BE participation in the area to be bid (the "Participation Range") to SBD for approval. The Participation Range, as approved by SBD, shall be included in each Solicitation and, if applicable, the Solicitation shall include the names and addresses of bona fide M/W/BEs that are available for contracting or joint-venture opportunities. Each bidder or respondent shall be required to submit: (i) a plan with its bid or proposal that meets the Participation Range set forth in the Solicitation and lists the names, addresses, dollar amounts and scope of work to be performed by M/W/BEs (the "Participation Plan"); or (ii) brief narrative explaining its reasons for not submitting a Plan that meets the Participation Range set forth in the Solicitation. Submission of the Participation Plan is an element of responsiveness. Failure to submit a completed Participation Plan or a narrative explaining the reasons that the Participation Ranges could not be met may result in the rejection of a bid or proposal. If the Participation Range in a bid or proposal meets or exceeds the level determined by the District to be meaningful and substantial, there shall be a presumption of compliance with the Policy. If, however, the proposed Participation Range falls below the level determined by the District to be meaningful and substantial, the bidder or respondent must prove to the satisfaction of the District that it did not discriminate in the solicitation of potential subcontractors and/or joint venture partners.

#### *b. Contracts for Professional Services*

Contracts for professional services that are not the subject of a Solicitation must also include approval Participation Plans. If a proposed Contract for professional services is subject to the approval of the Limited Contracts Authority Committee of the District (the "LCA"), the applicable contracting department shall submit a proposed Participation Plan for the written approval of SBD prior to the submission of the Contract to the LCA. In instances where proposed Contract for professional services must be approved by a Resolution adopted by the SRC, SBD's approval of the Participation Plan shall be incorporated into the on-line resolution process prior to the submission of Resolution to the SRC.

### **4. Sanctions**

The Participation Plan shall be a part of each Contract between the District and a Contractor and shall be enforceable as any other contractual term or condition. Sanctions for breach of a Participation Plan may include suspension, cancellation of the Contract and/or disbarment from

future contracting opportunities with the District.

**A. EQUAL OPPORTUNITY**

The School District of Philadelphia (the "School District") is an Equal Opportunity Employer and demands no less of the companies with which it does business. The School District will not do business with companies or

persons who unlawfully discriminate on the basis of race, color, national origin, sex, creed, disability, or any other impermissible ground in their hiring, promotion, subcontracting or procurement practices. By submitting any proposal to contract or entering into any contract with the School District, the Respondent (the "Respondent") represents and certifies that Respondent is an Equal Opportunity Employer; and conducts business affairs without improper regard to race, color, national origin, sex, creed, or disability, and has not been debarred, suspended, or declared ineligible to contract by any public or private agency or entity because of the Respondent's discriminatory practices. If the Respondent has been debarred or suspended, Respondent must submit a statement with the bid identifying the debarring or suspending entity and giving the date that the debarment or suspension was or is scheduled to be lifted. All certifications contained in a Respondent's proposal are material representations of fact upon which reliance will be placed if the School District awards a contract pursuant to this Request for Proposals. If it is later discovered or determined that the Respondent knowingly rendered an erroneous certification, then the School District may pursue available remedies, including termination of the contract.

**B. NON-DISCRIMINATION**

**1. Non-Discrimination in Hiring**

The Respondent agrees that it will comply with provisions of the Philadelphia Fair Practices Ordinance administered by the Human Relations Commission of the City of Philadelphia, the Pennsylvania Human Relations Act. No. 222, October 27, 1955, as amended, 43 P.S. Section 951 et seq; Title 7 of the Civil Rights Act of 1964, 42 U.S.C. Section 2000 et seq., and all pertinent regulations adopted pursuant to the foregoing in providing equal employment opportunities in connection with all work performed by it pursuant to any contract awarded to Respondent, ( the "Contract"). The Respondent, therefore agrees:

- (a) That it will not discriminate nor permit discrimination by its agents, servants or employees against any employee or applicant for employment with regard to hiring, tenure or employment, promotion, or any other terms, conditions or privileges of employment because of race, color, sex, religion, age, national origin, sex, ancestry, handicap or disability and will move aggressively as is hereinafter set forth to prevent same.
  - (i) In all publications or advertisements for employees to work at the job site covered by the Contract placed by or on behalf of the Respondent, the Respondent will state that all qualified applicants will receive consideration for employment without regard to race, color, religion, age, national origin, sex, ancestry, handicap or disability.
  - (ii) The Respondent will notify each labor union or workers' representative from whom it seeks workers of the Respondent's commitment as set forth in its proposal, and request that each union or workers' representative include minority group members and women among its referrals.
  - (iii) The Respondent will hire minority and female workers for the skilled and unskilled jobs required to perform the Contract in proportion to their availability in the relevant labor pools in the Philadelphia Metropolitan Statistical Area, or to their availability in its qualified applicant pool, whichever is greater.

- (iv) The Respondent will post in conspicuous places available to its employees and to applicants for employment, a notice of fair practices to be provided by the Philadelphia Human Relations Commission.
- (v) The Respondent will maintain a work environment free of harassment, intimidation and coercion, and will ensure that all on-site supervisory personnel are aware of and carry out Respondent's obligation to maintain such a working environment.
- (b) That it will identify on each certified payroll form submitted to the School District those of its employees who are minority group members and those who are female. As used here, "minority" means African American, Hispanic, Asian, or Native American. The School District shall at all times have access to work site and to the Respondent's employment records to assure compliance with this subsection.
- (c) That it will maintain on forms to be supplied by the School District, the name, race, sex, national origin, skill or craft, address, telephone number, and source of referral of each applicant for employment, which record shall show which applicants were hired.
- (d) That in the event apprentices are hired in any skilled craft area, the Respondent will endeavor to hire equal numbers of culturally diverse male and female trainees in each skill area.

2. NON-DISCRIMINATION IN CONTRACTING

It is the policy of the School District of Philadelphia, that business concerns owned and controlled by minority group members and women shall have full and fair opportunity to participate in performance of contracts let by the School District. A Respondent's plan to joint venture with or subcontract to minority and woman-owned firms (M/WBEs) and/or to utilize M/WBEs as sources of supplies, equipment, or services will be a significant part of the evaluation of the Respondent's responsibility.

- (a) The Respondent will consider all proposals from potential M/WBE firms and document on the forms supplied by the School District, the reasons for not entering into a joint venture or subcontract with a M/WBE.
- (b) **Respondents to this RFQ will include 15%-20% sub-consultant and/or contractor participation and/or supplier with either a minority-owned business enterprise(s) and/or with a woman-owned business enterprise(s).**
- (c) Where the Respondent proposes to perform the total contract with its own work force without any joint venture or subcontracting, before the contract is awarded, the Respondent will submit to the School District, information sufficient for the School District to determine that the Respondent has made a good faith effort to attain meaningful and substantial participation of M/WBEs.
- (d) The Respondent's agreement to meet the requirements of the Section is a material representation of fact upon which reliance will be placed if a contract is awarded. If it is later determined that the Respondent has not made a good faith effort to comply, within the School District's sole judgment, the School District may pursue available remedies, including suspension or debarment of the Respondent from future School District work as non-responsible.

**C. LIABILITY OF SUBCONTRACTORS**

Any subcontractor of the Respondent shall have the same responsibilities and obligations as the Respondent to comply with the provisions of this Section and shall be subject to the same penalties for failure to comply as set forth below.

**D. PENALTIES FOR FAILURE TO COMPLY**

(1) It is hereby agreed that failure to comply and demonstrate a good faith effort to comply with the foregoing requirements shall constitute a substantial breach of the Contract.

(Affix corporate seal)  
Here

\_\_\_\_\_  
(Trade Name of Firm)

\_\_\_\_\_  
(Signature of Owner or Partner)

**ATTACHMENT D**  
**THE SCHOOL DISTRICT OF PHILADELPHIA OFFICE OF CAPITAL**  
**PROGRAMS**  
**MINORITY/WOMAN-OWNED BUSINESS ENTERPRISE**  
**(MWBE) PARTICIPATION PLAN FORM**

**I. Information in this section refers to the Prime Contractor/Vendor.**

Company Name: \_\_\_\_\_ Contact Person: \_\_\_\_\_

Address: \_\_\_\_\_ Phone: \_\_\_\_\_

City: \_\_\_\_\_ State: \_\_\_\_\_ Zip: \_\_\_\_\_

Fax: \_\_\_\_\_ E-mail: \_\_\_\_\_

Owner:  African-American,  Hispanic,  Asian,  Native American,  Woman,  Non-Profit,  Caucasian,  Other

Federal Tax ID: \_\_\_\_\_ Certifying Agency: \_\_\_\_\_ Certification No.: \_\_\_\_\_

Bid Number or Subject of Resolution: \_\_\_\_\_

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**II. Information in this section refers to MWBE firms to be used in the performance of this contract.**

Company Name: \_\_\_\_\_ Contact Person: \_\_\_\_\_

Address: \_\_\_\_\_ Phone: \_\_\_\_\_

City: \_\_\_\_\_ State: \_\_\_\_\_ Zip: \_\_\_\_\_

Fax: \_\_\_\_\_ E-mail: \_\_\_\_\_

Owner:  African-American,  Hispanic,  Asian,  Native American,  Woman,  Non-Profit,  Caucasian,  Other

Federal Tax ID: \_\_\_\_\_ Certifying Agency: \_\_\_\_\_ Certification No.: \_\_\_\_\_

Description of Work: \_\_\_\_\_

Dollar Value \$ \_\_\_\_\_ Percentage of Total Contract \_\_\_\_\_

Vendor Signature \_\_\_\_\_

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If no commitment, give reasons and supporting documentation (e.g., evidence of contacting MWBEs).

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

I certify that the information provided is true and correct \_\_\_\_\_ Date: \_\_\_\_\_

Authorized Representative



**ATTACHMENT E**  
**Fee Proposal**  
**Page 1 of 2**

PROPOSING FIRM NAME: \_\_\_\_\_

**Method of Compensation**

The method of compensation for each individual project shall be determined by the School District of Philadelphia, at its option, as hourly rates or a negotiated fixed fee per assignment.

Future projects may be awarded in order of the ranked list based on availability of the vendor to complete the project by required deadlines; or, at the discretion of the District, to the Vendor providing the lowest price quote for the specific assignment.

Firms are required to answer in narrative form the following requested information. At a minimum, proposals will be evaluated on the information requested. Additional information included with the proposal will be reviewed. If a proposing firm does not have a specified capability or does not supply a listed service, the firm submitting a proposal must indicate in their proposal the capability or service.

The inability of any firm to meet any of the required scope of services may not be grounds for disqualification.

**1. Service Costs**

Identify the unit cost for all line items indicated in the Rate Schedule below.

Separately, identify any and all services your firm can provide that is not listed on the Rate Schedule.

The cost information provided with this bid will become part of the Contract.

The stringent requirement for cost visibility and predictability requires that costs Not identified be deemed to be at no cost to the District.

**ATTACHMENT E**  
**Fee Proposal**  
**Page 2 of 2**

PROPOSING FIRM NAME: \_\_\_\_\_

**2. Rate Schedule**

Hourly rates for all services shall commence at the time of arrival at the District job site and end at the time of District site departure.

No time shall be charged for employees travel to or from the District site.

**Service Description**

	Regular Hourly Rate	Overtime Hourly Rate	Holiday Hourly Rate
Project Manager.....	\$ _____	\$ _____	\$ _____
Supervisor.....	\$ _____	\$ _____	\$ _____
Foreman.....	\$ _____	\$ _____	\$ _____
Helper/Crewman.....	\$ _____	\$ _____	\$ _____
Packers.....	\$ _____	\$ _____	\$ _____
Installers.....	\$ _____	\$ _____	\$ _____
Truck w/lift gate (includes driver).....	\$ _____	\$ _____	\$ _____
Van (includes driver).....	\$ _____	\$ _____	\$ _____

**Misc. Items**

**Unit Cost**

Boxes/Each.....	\$ _____
Carts/Rental/Day.....	\$ _____
Bins/Week.....	\$ _____
Shrink Wrap/Roll.....	\$ _____
Tape/Roll.....	\$ _____
Gondolas.....	\$ _____
Book Carts.....	\$ _____
Speed Packs.....	\$ _____
Dollies.....	\$ _____
Bubble Pack.....	\$ _____
Moving Labels.....	\$ _____

Firm Name: \_\_\_\_\_

Corporate Seal:      Affix Here

Signature: \_\_\_\_\_ Title: \_\_\_\_\_ Date: \_\_\_\_\_

(Principal/Owner)

**ATTACHMENT F**  
**FINANIAL STATEMENTS**

Proposer to provide Audited Financial Statement for the previous (3) years