



2011-086

Request for Proposals

The City of Bristol is accepting Proposals on the following:

Move Services at Greene-Hills School

All submittals must be made in accordance with the specifications supplied by

The City of Bristol
Purchasing Office
111 North Main Street
Bristol, CT 06010

Submittals will be received until **11:30 am, April 12, 2011.**

Roger D. Rousseau
Purchasing Agent
Tel (860) 584-6195
Fax (860) 584-6171
<http://www.bristolct.gov/bids>

**RFP 2011-086
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REQUEST FOR PROPOSALS CITY OF BRISTOL, CONNECTICUT

2011-086

Move Services at Greene-Hills School

I. PROJECT SPECIFICATIONS

1. INTRODUCTION

The purpose of this request for proposals is to hire a firm specializing in school moves to facilitate all move requirements described herein.

The City of Bristol is constructing two new K-8 school facilities and decommissioning four existing facilities. In preparation for the eventual demolition of the current Greene-Hills Elementary School (located on the site of one of the new school facilities in the Forestville section of Bristol), remediation and abatement of regulated materials will be performed within said school. The selected firm shall move designated materials from existing classrooms into the gymnasium, and from the gymnasium to the proper classroom following remediation activities.

2. SCOPE OF SERVICES

The project will consist of moving materials from classrooms into a central location (gymnasium). The move is expected to commence on or about June 23, 2011. If the moving start date is changed, the Owner shall notify the moving contractor 30 days in advance to reschedule the moving start date. Rescheduling the move will not affect any other terms of this contract. Specific schedule information is outlined in Attachment A.

- 1) The type of materials and furnishings to be moved shall include, but not be limited to: furniture, hardbound and paperbound books, general files, computer equipment, audio visual equipment, office machines and supplies.
- 2) The Contractor shall provide all labor and materials and equipment for the move.
- 3) All packing and unpacking except desk contents unless otherwise provided in the contract, shall be done by the moving company and directed by authorized BOE staff.
- 4) The moving company shall properly mark all materials in each classroom prior to relocation to the gymnasium, for the express purpose of return to marked location.
- 5) It is the sole responsibility of the Contractor to make an accurate assessment of the contents for the purpose of generating a proposal. Prospective contractors will be given an opportunity to make their assessment during a mandatory building walk through prior to the move.
- 6) The Contractor will be required to provide cartons, tags and packing materials for all items to be packed. The contractor will provide cartons sufficient for BOE needs for desk contents. The BOE will rely on the expertise of the Contractor to estimate the number of cartons needed. The BOE may require contractor to furnish additional cartons prior to the move.
- 7) Following completion of abatement activities (performed by others), Contractor shall return all items to their original location, and shall return rooms to its original appearance prior to the temporary relocation.
- 8) Special Insurance requirements for items moved: Basic liability of .60 per pound per article is required on all items moved by the Contractor. Full value replacement coverage is required for computers, printers, copiers, and AV equipment.

- 9) Any damaged, destroyed or lost items must be repaired or replaced within three months from the date that the item is reported damaged or lost.
- 10) The contractor may not sub-contract. Contractor must be totally responsible for all aspects of the move and for local and state regulations concerning the move.
- 11) The Contractor is responsible for all supervision, labor, materials, supplies and equipment required to perform all services contemplated under the bid specifications in a timely manner.
- 12) The Contractor is required to submit specific descriptions for the sequence and schedule of proposed moving services. Please include the number of days and hours of operation each day proposed to achieve this schedule.
- 15) Describe your method of packing and storing materials.
- 16) The Contractor is required to provide adequate protection including pads for building doors, walls floors and corners. Please describe the types of materials your company uses to protect these areas from damage. The wheels of all Contractor's equipment used in the buildings for transportation of materials shall have been cleaned by the contractor prior to the start of the move and shall be kept dirt free during the move.
- 17) During the move, the Contractor will have to cooperate with other building contractors, who will also be on the site during the same time.
- 18) All work is subject to ongoing inspection and review by authorized BOE staff. The Contractor will keep the premises free at all times from excessive accumulation of rubbish caused by his work. At the completion of each part of the move, the contractor will remove all rubbish, tools, etc. from the premises and will leave them broom-clean to the satisfaction of the BOE. Upon notice by the Contractor that the work is complete, and before acceptance and payment, the BOE will make a final inspection and note any deficiencies. All deficiencies, including site clean-up and damage to the building caused by the moving contractor must be corrected prior to the payment for the move.
- 19) No BOE staff will be involved in the physical aspects of moving, except the packing of contents of desks and related files.
- 20) The Contractor shall use his best efforts to retain the same project manager, supervisors, and workmen on the project from its start to its completion to assure maximum efficiency and quality of the move.
- 21) During move operations, the Contractor shall have, to the extent possible, the primary but not exclusive right of access to the loading areas and elevators available.
- 22) All materials moved shall be appropriately stored in a protected manner at its temporary location, according to a plan developed in consultation with the BOE. All specifics on temporary location will be provided with location plan supplied by the BOE prior to the move.
- 23) A pre-move meeting between the successful bidder and the BOE will be scheduled prior to the commencement of the move. At this time, the Contractor's plan for performing the work will be reviewed. The meeting will be held at a date and time that is mutually agreeable to the Contractor and the Head Librarian.
- 24) The Contractor's staff will refrain from smoking, eating or drinking on BOE premises.
- 25) When the move is complete, the Contractor is responsible to remove and dispose of all of his property, equipment, containers including empty cartons supplies and debris from the move sites.

It is the intent of this Request for Proposals to provide complete, detailed, timely, professional services for the move operations described herein. Incidental items necessary to complete this work shall be considered included in the respondent's proposal whether such items are specifically listed in Items (a) through (h), or elsewhere herein, or not. The selected firm and the City shall, if necessary, execute a final, mutually agreed Scope of Services Agreement prior to Notice to Proceed. Fees for substantial additional work items not listed in the final Scope of Services shall be negotiated.

3. PROJECT SCHEDULE

The following is the proposed schedule for the selection process and work program:

Pre-bid Meeting	April 5, 2011
Submittals Due –	April 12, 2011
Interviews Conducted –	April 15, 2011
Recommendation for Award –	April 19, 2011
Contract finalized-	May 5, 2011
Greene-Hills move out for abatement (relocation of materials onsite)	June 23, 2011
Greene-Hills move in	August 8, 2011

II. SUBMISSION REQUIREMENTS

1. SUBMISSION DUE DATE

Proposals will be accepted at the City of Bristol Purchasing Office, 111 North Main Street, Bristol, Connecticut, 06010 until **11:30 am, April 12, 2011**. Proposals received after that time will not be considered. Proposals may be withdrawn 120 days after opening if no award has been made.

A non-mandatory pre-bid meeting to review the project requirements will be held in the gymnasium at Greene-Hills Elementary School, 692 Pine Street, Bristol CT on April 5, 2011 at 4:00 pm.

The City plans to perform scope reviews based upon its review of the written submissions. Your firm should have Friday April 15, 2011 available if selected for an interview.

Unless otherwise indicated, proposals that are submitted are assumed to be valid for one hundred twenty (120) days from the date that proposals are due.

2. DIRECTIONS FOR WRITTEN SUBMISSION

Interested firms are required to submit **one original and seven (7) copies as well as one copy via compact disk or USB drive (PDF or similar readable format)** of the proposal to Roger Rousseau, Purchasing Agent, no later than the date and time noted above. Submittals shall consist of the following:

- a. A transmittal letter signed by the appropriate officer of the firm offering the proposal and certifying that the proposal and any cost projection included will remain in effect for 120 days after the due date.
- b. A concise and complete description of the work to be performed, including:
 1. An explanation of your firm's understanding of the project, its approach to the work, the key issues to resolve and the level of detail that can be accomplished for the feasibility study within the available time.
 2. A detailed work program and time schedule for each phase of the project, including milestones for periodic review of the work with the advisory committee(s).
 3. A list of personnel who will be assigned to the project, including resumes for professionals expected to provide at least 20% of the person hours on the project. Support staff contracted by your firm for this project should additionally be included for review and consideration.
 4. A description of similar projects which your firm has been involved in, including references.
 5. A summary of your firm as outlined in Section II.3 of this document.

- c. A fee schedule for the services. Please note that evaluation and subsequent award of a resultant contract is based on qualifications and fee schedule; the cost for your firm's services is one of the criteria outlined in this document. If your firm is selected for an interview, and as a result of the interview certain clarifications and adjustments need to be made to the fee schedule submitted, your firm will be allowed to adjust the fee schedule submitted, if so directed by the City.

Submittals shall be delivered to the City of Bristol Purchasing Department, 111 North Main Street, Bristol CT 06010, clearly marked as "2011-086 Move Services at Greene-Hills School".

3. VENDOR INFORMATION

A. Vendor Overview

Please provide the following:

- The name and location of your company, including the office location that will be serving the City.
- A brief general description of your business.
- The number of years your company has been in business.
- Is your company a subsidiary of another corporation? If so, what is the name of the parent company?
- The number of personnel employed by your company (please include the number of staff dedicated to provide requested services).
- The primary line of business of your firm.

B. Client Base

Provide specific reference information for three clients you have served, relevant to the work proposed, to include:

- Client name and location
- Starting date of service
- Contact name, title and telephone number

The references must be relevant to service in the last forty-eight (48) months, and shall include specific details on how the project represents a project of similar scope. Information on your firm's specific role must be included.

4. ADDENDA

If it becomes necessary to revise any part of this request or if additional data is necessary to enable interpretation of provisions of this document, revisions or addenda will be provided to all prospective firms who receive this document; such revisions or addenda will additionally be posted on the following website:

<http://www.bristolct.gov/bids>

This document includes an acknowledgement page; this page must be faxed back to the Purchasing Department, to ensure proper notification of changes to the published documents. The City of Bristol does not assume responsibility for any vendor that does not receive revisions or addenda, where the vendor has not acknowledged receipt of any portion thereof.

Questions regarding this document should be referred to Roger D. Rousseau at (860) 584-6195 or at <rogerrousseau@ci.bristol.ct.us>.

A summary of all questions and answers will be made available to each firm if they might influence the award of the contract.

5. EVALUATION CRITERIA

Selection of firm(s) will be the responsibility of a committee consisting of City designated representatives. The evaluation will be based upon the written submittals and selected presentations and interviews. The factors which will be evaluated include the following:

- a. The specialized experience of the individual(s) or firm(s) and its (their) assigned personnel on similar projects, with specific attention to move coordination services for projects similar in size and scope to this project.
- b. The firm's understanding of and technical approach to the project.
- c. The firm's knowledge of requirements involving coordination of FF&E scheduling related to construction, as well as the firm's ability to coordinate disposition of surplus materials.
- d. The content of the firm and its consultants, support staff, etc. and their ability to work effectively together and with the City staff.
- e. The firm's schedule, including milestones in the process.
- f. The firm's ability to perform the work in a timely manner.
- g. Clarity, organization, and effective presentation of submittal.
- h. Review of references listed.
- i. Proposed fee schedule.

The City plans to invite a short list of responding firms for an interview based upon its review of the written submissions. Your firm should have the date of April 15, 2011 available if selected for an interview.

Final recommendations regarding award of contract(s) for services will be made after the City and firm(s) have negotiated reasonable fee schedule(s) for services to be provided, and have concurrence on the methods to be used for payment for services rendered.

III. CONTRACT CONSIDERATIONS

1. EQUAL OPPORTUNITY – AFFIRMATIVE ACTION

The successful firm shall comply in all aspects with the Equal Employment Opportunity Act. A firm with 15 or more employees shall be required to have an Affirmative Action Plan which declares that the contractor does not discriminate on the basis of race, color, religion, sex, national origin or age, and which specifies goals and target dates to assure the implementation of equal employment. A firm with fewer than 15 employees shall be required to have a written equal opportunity policy statement declaring that it does not discriminate on the basis of race, color, religion, sex, national origin or age. Findings of noncompliance with applicable State and Federal equal opportunity laws and regulations could be sufficient reason for revocation or cancellation of this contract.

2. INDEMNIFICATION

The awarded firm agrees to indemnify, defend, and save harmless, the City of Bristol, as well as its officers, agents and employees from any and all claims and losses to the extent caused by the negligent act, error or omission of the awarded firm resulting from the performance of this contract, except to the extent caused by the negligent acts of the City of Bristol or their officers, agents or employees.

The City, as a sovereign government, cannot indemnify businesses or individuals.

3. INSURANCE

Prior to the execution of any contract, the City of Bristol requires that any awarded contractor providing materials, equipment or services to the City, must provide to the City a certificate of insurance (Acord or other approved format) naming the City of Bristol as additional insured, for the following:

- General liability (including completed operations coverage) in the amounts of \$1,000,000 (combined single limit) Bodily Injury/Property Damage coverage per occurrence, and \$2,000,000 general aggregate coverage.
- Automobile Liability in the amount of \$1,000,000 (combined single limit), Property Damage and Bodily Injury coverage.
- Professional Liability, in an amount not less than \$500,000.00 per occurrence and \$1,000,000.00 aggregate.
- Worker's Compensation as defined in the Connecticut General Statutes.

Any subcontractor to a contracted firm shall be likewise covered, and shall furnish certificates of coverage acceptable to the City before starting work.

The awarded firm shall maintain professional liability insurance until the expiration of the statute of limitations. In the event there is no statute of limitations specifically applicable to this project, the awarded firm shall maintain coverage for a reasonable period after the date of substantial completion of the project as agreed to by the City and the awarded firm.

4. INVOICING AND PAYMENT

Invoices shall be paid promptly by the City unless any items thereon are questioned, in which case payment will be withheld pending verification of amount claimed and the validity of the claim. Standard payment terms are Net 30 Days from receipt of properly executed invoice(s). If your firm submits a proposal that includes payment schedules based on the completion of designated phases, those stages must be clearly outlined in your proposal. The City cannot make payments for "execution of contract" (payments due upon contract signing).

5. AWARD CONSIDERATIONS

The City may reject any or all proposals or submittals for such reason as it may deem proper. In acceptance of proposals or submittals, the City will be guided by consideration of the interests of the City. The City also reserves the right to negotiate further with one or more of the firms as to any features of their proposals or submittals and to accept modifications of the work and price when such action will be in the best interests of the City.

Firms selected for interview will be provided with the content of the interview panel; the selected firms will be required to submit affidavits relating to their relationship(s) with members of the panel. The names of interview committee members will be released solely for the purpose of preparation of affidavits; the selected firms shall not directly contact the panel members prior to immediately following the interview process.

The individual signing this submittal hereby declares that no person or persons other than members of his/her own organization are interested in this Project or in the contract proposed to be taken; that it is made without any connection with any other person or persons making a proposal for the same work and is in all respects fair and without collusion or fraud; that no person acting for or employed by the City of Bristol is directly or indirectly interested therein, or in the supplies or works to which it relates or will receive any part of the profit or any commission there from in any manner which is unethical or contrary to the best interests of the City of Bristol.

Unless otherwise noted within a proposal, proposals received in response to this document, including proposed fee schedules, are assumed to be valid and binding for one hundred and twenty (120) days from receipt of the proposal. If award is not made within such time, the proposal can be deemed to be either no longer valid, or can be extended with mutual consent of the City and the firm submitting the proposal.

Any documents, reports, or data resulting from services performed through this contract shall become the property of the City of Bristol.

**REQUEST FOR PROPOSALS
CITY OF BRISTOL, CONNECTICUT 06010**



**Move Services at Greene-Hills School
2011-086**

Due Date: 11:30 am, April 12, 2011

City of Bristol
Purchasing Office
111 North Main Street
Bristol, Connecticut 06010

In accordance with the City's requirements, the undersigned agrees to provide services as defined herein.

The undersigned is familiar with the conditions surrounding this Request for Proposals, is aware that the City reserves the right to reject any and all proposals, and is making submission without collusion with any other person, individual or corporate.

Witness

Signature

Company Name

Printed Name

Address

Title

Town

State Zip

Date

Federal ID #

Telephone Number

Email address

Fax Number

RETURN THIS FORM IMMEDIATELY!

Acknowledgment: Receipt of RFP Documents

**Request For Proposals 2011-086
Move Services at Greene-Hills School**

Please take a moment to acknowledge receipt of the attached documents. Your compliance with this request will help us to maintain proper follow-up procedures while ensuring that all recipients have the opportunity to submit proposals.

Date issued: March 23, 2011

Date documents received _____/_____/_____

Do you plan to submit a response? Yes _____ No _____

Print or type the following information:

Company name: _____

Address: _____

City or Town: _____

Phone: _____

Fax: _____

Email: _____

Received by: _____

**Note: Faxed acknowledgments are requested!
FAX (860)584-6171
A cover sheet is NOT necessary.
IMPORTANT: DO NOT FAX PROPOSALS.
PROPOSALS MUST BE SUBMITTED IN SEALED PACKAGES**



CITY OF BRISTOL, CONNECTICUT NON-COLLUSION CERTIFICATION

The undersigned certifies under penalty of false statement that this proposal or contract has been made, submitted and executed in good faith and without collusion or fraud with any other person, and without any agreement designed to limit independent bidding or competition. As used in this certification, the word "person" shall mean any natural person, business, partnership, corporation, union, committee, club or other organization, entity or group of individuals.

I further certify that I have not provided or directed to be provided gifts, meals, or gratuities, as defined in Sec. 2-129(b) of the Bristol Code of Ordinances to any official or employee of the City of Bristol responsible for awarding or administering this bid or contract.

Please complete and sign

Legal Name of Bidder: _____

Business Address: _____

Name of Authorized Agent _____ Title: _____

Phone: _____ Fax: _____

Signature: _____ Date: _____

Employment Information Form



City of Bristol
Workplace Analysis Affirmative Action Report
Employment Information Form

Purchasing Department
111 North Main Street
Bristol, CT 06010

Company Name Street Address City State Zip	Contact Person	Phone Number	Date
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Report all permanent full-time or part-time employees, including apprentice and on-the-job trainees. Enter the number on all lines and in all columns.

JOB CATEGORY	A. OVERALL TOTALS (sum of all columns, B-F Male & Female)	B. WHITE (not of Hispanic origin)		C. BLACK (not of Hispanic origin)		D. HISPANIC		E. ASIAN/PACIFIC ISLANDER		F. AMERICAN INDIAN OR ALASKAN NATIVE	
		Male	Female	Male	Female	Male	Female	Male	Female	Male	Female
Officers/Managers											
Professionals											
Technicians											
Sales Workers											
Office/Clerical											
Craft Workers (skilled)											
Operatives (semi-skilled)											
Laborers (unskilled)											
Service workers											
TOTALS ABOVE											

Do you use minority businesses as subcontractors or suppliers?	<input type="checkbox"/> Yes	<input type="checkbox"/> No	Explain:
If CT based, do you post all employment openings with the State Of CT Employment Service?	<input type="checkbox"/> Yes	<input type="checkbox"/> No	Explain:
Do you use an Affirmative Action Plan?	<input type="checkbox"/> Yes	<input type="checkbox"/> No	Explain:
Describe your recruitment, hiring, training and promotion anti-discrimination practices.			