

# **Indian Hill Exempted Village School District Request for Proposals**

**Title: Moving Services**

**Due Date: April 17, 2021**



## 1.0 Introduction

### 1.1 Background

**The Indian Hill Exempted Village School District (the “District”) provides exceptional educational services to ensure the intellectual development, personal growth, and social responsibility of each student. Located in the suburbs of Cincinnati, Ohio, the District educates approximately 2,000 students.**

The purpose of this procurement process is to assist the District in selecting a Vendor that will best meet the needs of the District. The RFP provides all interested Vendors a means to present their products, services and abilities for an objective review. The RFP process is not competitive bidding; the selected Vendor will provide the services and cost determined to be in the best interest of the District. Price is important, but not determinative. The District reserves the right to request additional information about services and costs.

The District appreciates your consideration.

The Indian Hill Exempted Village School District provides equal access to its programs and services for all people without regard to race, creed, color, religion, national origin, age, gender, sexual orientation, marital status or disability. If you require this information in an alternative format, contact Mr. Mick Davis, Treasurer at (513) 272-4500.

### Key Dates

1. 4/8 @ 11 AM - Mandatory pre-proposal tour (IH Middle School)
2. 4/14 - Questions due to [jim.nichols@ihsd.us](mailto:jim.nichols@ihsd.us) by 12 PM
3. 4/15 - Answers provided to Questions
4. 4/17 - RFP due to [jim.nichols@ihsd.us](mailto:jim.nichols@ihsd.us) by 4 PM

### 1.2 Purpose

The purpose of this REQUEST FOR PROPOSALS (RFP) is to select a Vendor that will assist the District in moving services, specialized equipment, and materials needed to move the following scope of work:

The Vendor will have experience in providing the necessary services needed, but not limited to, the following:

1. Delivery of boxes to each site on Wednesday, May 6, 2021.
2. Schedule and move classrooms, main office, and all other areas.
3. Indian Hill Middle School - 49 teachers (to 3 sites all within 1/4 mile of school; some furniture to storage on campus)
  - a. Teacher Total - 49 (24 Boxes each 1176 + 100 per office = 1276)
4. Indian Hill Board Office - 12 Staff (12 boxes each; 50 boxes per office = 194 boxes)
5. Provide boxes, tape, markers, labels for all boxes and deliver to selected sites.
6. All furniture within Indian Hill Middle School will need to be removed and transported to an identified school, storage, or disposal.

7. Removal of classroom technology, Part 1: Projectors, mounts, Smartboards, speakers (if mounted to the smartboard assembly or mounted to the wall) and associated cabling. This task will need to be a separate bid item.
8. Removal of classroom technology, Part 2: Desktop computers, monitors, keyboards, mice, speakers (if not mounted to the smartboard or wall) wireless access points, and associated cabling as identified. This task will need to be a separate bid item per school.
9. The timeline is as follows: Indian Hill Middle School 6th grade classrooms will be moved June 21, 2021 to Indian Hill Elementary School or storage. Indian Hill 8th grade items will be moved to storage or Indian Hill High School on June 22, 2021. Indian Hill 7th grade materials will be moved to modulars behind Indian Hill High School or storage on July 31, 2021. All Indian Hill Board Office items moved on June 16, 2021 to a site within 5 miles of school. Failure to meet the provided timeline may result in a 10% penalty of the entire proposal.
10. All questions to be emailed to the RFP Coordinator, Jim Nichols at [jim.nichols@ihsd.us](mailto:jim.nichols@ihsd.us). All questions to be received by April 10th and will be answered via email to all parties on April 14th.
11. Mandatory pre-proposal meeting and Building Tours: Friday, April 8th at 11AM at Indian Hill Middle School, 6855 Drake Road, Cincinnati, Ohio 45243.
12. The District reserves the right to select multiple Vendors.
13. Information to be provided:
  - a. Number of onsite managers per school
  - b. Number of laborers per school
  - c. List of equipment available to move boxes and furniture
  - d. List and description of vehicles to be provided and used by Vendor

### **1.3 Minimum Vendor Qualifications**

The Vendor must be licensed to do business within the State of Ohio.

## **2.0 General Information & Instructions**

### **2.1 Preparation of Services**

The Indian Hill Exempted Village School District is a Tax Exempt organization. As such, material items as well as charges for services must be void of federal and state taxes. An exemption certificate will be signed where applicable upon request.

Vendors shall thoroughly examine the specifications, schedule, instructions and all other contract documents. Vendors are advised that all Indian Hill Exempted Village School District contracts are subject to all legal requirements provided for in Ohio and Federal Statutes.

### **2.2 RFP Coordinator**

From the date of receipt of this RFP by each Vendor until the completed selection process, the only communication shall be between the Vendor and the District's RFP Coordinating Office (Operations Department).

The RFP Coordinator is the sole source of contact regarding all communications regarding this RFP. Vendors are advised to use the RFP Coordinator's email address for all communications.

All questions will need to be received by Jim Nichols and will be answered to all parties on April 15, 2021.

RFP Coordinator: Jim Nichols  
E-Mail: [jim.nichols@ihsd.us](mailto:jim.nichols@ihsd.us)

Any other communication will be considered unofficial and non-binding on the District. Communication directed to parties other than the RFP Coordinator may result in disqualification of the Vendor.

This RFP must be provided on or before the designed date, April 17, 2021.  
Services and modifications received after the set time may not be considered.

### **2.3 References**

Vendors shall submit the information listed below for four (4) major local school districts that are current customers and similar in size and scope to Indian Hill.

Be sure to include the following information for each of the four (4) references:

- School District or Company Name
- Contact Name and Title (Business Manager or equivalent)
- City and State
- Email Address
- Telephone Number
- Scope of work completed

All references must be submitted to the RFP Coordinator.

### **2.4 Payment Terms and Conditions**

If selected to provide services listed herein, all invoices must be emailed to the Indian Hill Exempted Village School District Office on a monthly basis and must reference an Indian Hill purchase order number issued by the Indian Hill Treasurer's Office.

Payment will not be made without proper purchase order number and until the entire order is received, reconciled and invoiced.

All invoices and packages must bear the Indian Hill purchase order number.

### **2.5 Costs to Propose**

The District is not liable for any costs incurred by the Vendor in preparation of a proposal submitted in response to this RFP, in conduct of a presentation or any other activities related to responding to this RFP.

### **2.6 No Obligation to Contract**

This RFP does not obligate the District to contract for items and services specified herein.

### **2.7 Collusion**

The Vendor, by affixing his/her signature to this Service, agrees to the following: Vendor certifies that his/her Service is made without previous understanding, agreement, or connection with any

person, firm or corporation making a Service for the same items and is in all respects fair, without outside control, collusion, fraud, or otherwise illegal action.

### **3.0 Special Conditions & Instructions**

If selected, the District intends to use the following terms and conditions in addition to those that are generated from the responses to the RFP. Vendors, who want to use different terms or additional terms, may list them with their Proposal. The District and the selected Vendor(s) will negotiate the final terms.

#### **3.1 Governing Law**

Contract(s) resulting from this RFP are subject to, and the Vendor(s) must comply with, all Federal, State of Ohio, and local laws and statutes.

#### **3.2 Termination for Cause**

Contract(s) resulting from this RFP may be cancelled for defective performance, non-performance or other failure on the part of the Vendor to comply with the terms and conditions detailed herein. In the event such action is necessitated, the contract(s) shall be null and void upon receipt of written notification from the RFP Coordinator.

#### **3.3 Termination for Convenience**

The District may terminate contract(s) without cause with 60 days written notice.

Based on the Vendor's proposal, the Treasurer requests authorization to work with other administrators and legal counsel to negotiate, on behalf of the Board, an agreement for preconstruction services with the Vendor in an amount not to exceed \$150,000.00, payment for which will be contingent upon passage of the bond issue for the Capital Improvements Project on May 4, 2021.

#### **3.4 Customer Service Requirements**

The District will require a single point of contact to manage the account and to troubleshoot any customer service related issues. The District may request a change to this position. The Vendor may change the personnel related to this position once every 24 months or with District agreement.

#### **3.5 Insurance Requirements**

As a requirement of the award of the contract for moving services, the Vendor must supply the following information:

1. Proof of insurance coverage, including the following minimal coverages:
  - a. Commercial General Liability (CGL) Insurance: Bodily injury (including death) and property damage with limits of \$1,000,000 each occurrence and \$2,000,000 aggregate. CGL must include: (i) Premises-Operations, (ii) Independent Contractors' Protective, (iii) Broad Form Property Damage, including Completed Operations, (iv) Contractual Liability, (v) Personal/Advertising Injury, and (vi) Stopgap liability with Ohio Intentional Tort endorsement for \$1,000,000 limit.
  - b. Automobile Liability Insurance, covering all owned, non-owned, and hired vehicles used in connection with the Work: Bodily injury (including death and

emotional distress) and property damage with a combined single limit of \$1,000,000 per person and \$1,000,000 each accident

2. Proof of Bureau of Workers' Compensation certificate
3. Phone number and name of three (3) references

### **3.6 Contingent on Bond Issue**

This agreement between the District and the Vendor(s) will be contingent upon passage of the bond issue for the Capital Improvements Project on May 4, 2021. If the bond issue does not pass, the agreement will be void.

### **4.0 Evaluation Criteria and Conditions for Award**

The District will evaluate RFP's based on the Vendor's ability to perform the duty and functions outlined in Section 1.2 of this RFP and offering the best overall value for the services to be rendered. The Vendor must specifically address the items in Section 1.2 to include, but not be limited to, the Vendor's specific experience in each area listed. The District will evaluate all Proposals received and award the moving services contract to one or more Vendors. In making an award, the District reserves the right to consider factors other than total cost including, but not limited to, the experience of the Vendor, and demonstrated ability to perform the work to the required standard. The District further reserves the right to reject any and all Proposals.

The District reserves the opportunity to schedule interviews if needed before making a final selection.

All meeting requests will be at the discretion of Indian Hill EVSD.

References provided as communicated in section 2.3.

Be specific in the Vendor's experience in developing procurement related documents on behalf of a client.

No contract between the District and the Vendor will be deemed to exist until the District has awarded the contract and a fully executed copy thereof has been tendered and/or delivered to the Vendor or its duly authorized agent or representative.

All applicable laws, ordinances, rules, and regulations of authorities having jurisdiction over the services required will apply to the moving services contract, and they shall be deemed to be included in the contract the same as though herein written out in full. The District will not agree to any provisions that are contrary to law.

By signing and submitting the Proposal, the Vendor acknowledges and commits to all of the Terms and Conditions of this RFP. The Proposal must be properly signed and contain the full name of the party or parties making the same. The firm, corporate, or individual name of the Vendor must be signed by the Vendor in the space provided for the signatures of the RFP Form. In the case of a Corporation, the title of the officer signing must be stated. In the case of a partnership, the signature of at least one of the partners must follow the firm name, using the term "member of firm". In the case of an individual, use term "doing business as..." or "sole owner".

Be specific of any fee or cost to provide the services listed.

### **5.0 Required Information**

The required information is being requested as communicated in sections 1.2 and 2.3 for each location (Indian Hill Middle School and Indian Hill Board Office). Three separate Proposals.

Identified single point of contact with contact information, email, landline, cell phone.

Copies of liability insurance and workers' compensation.

Overview of the entire process, equipment used, and number of employees used to complete the requested services.

Example of a properly completed label.

Quoted price to rent boxes and the process to return.

Quoted price for labor.

Dimension of boxes and labels.

Hourly rate for extra services, if requested.

Price to rent/purchase additional boxes, if needed.