



Our Children. Learning Today. Leading Tomorrow.

PASADENA UNIFIED SCHOOL DISTRICT
Procurement & Contracts
351 So. Hudson Ave, Room 102
Pasadena, CA 91101

REQUEST FOR PROPOSAL – RFP #22-16/17

MOVING SERVICES

Issue Date:	June 16, 2016		
RFI Deadline Date:	June 29, 2016	12:00 PM	
Proposal Due Date:	July 14, 2016	2:00 PM	Sharp!

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NOTICE OF REQUEST FOR PROPOSAL

NOTICE IS HEREBY GIVEN that the Pasadena Unified School District (“District”) of Los Angeles County, California, acting by and through its Governing Board (“Board”), will receive up to, but not later than, **2:00 PM on July 14, 2016**, sealed bids for the award of a contract for:

REQUEST FOR PROPOSAL NO. 22-16/17 – MOVING SERVICES

All bids shall be made and presented on a form furnished by the District. Bids shall be received in the office of the Procurement and Contract Services, Room 102, Pasadena Unified School District, 351 So. Hudson Ave, Pasadena, CA 91101, (626) 396-3600 ext. 88503 and shall be opened and publicly read aloud at the above stated time and place.

Each bid must conform with and be responsive to the contract documents, copies of which are on file and may be obtained from the office of Procurement and Contract Services. Each bid shall be accompanied by forms referred to in the contract documents.

No bidder may withdraw their bid for a period of ninety (90) days after the date set for the opening of bids. **The District reserves the right to reject any and all bids or to waive irregularities in any bid.**

Christine Ward

Christine Ward, Administrator, Procurement & Contracts
Pasadena Unified School District, Los Angeles County, State of California

Ad dates: June 16, 2016 and June 23, 2016

GENERAL INFORMATION OUTLINE

Description	Date
Release of RFP:	June 16, 2016
RFP Questions/Clarifications:	June 29, 2016 - 12:00 PM
Proposal Due Date:	July 14, 2016 - 2:00PM
Board of Education Approval:	July 28, 2016

*Dates are tentative and subject to change.

ADDRESS FOR SUBMITTALS:

Pasadena Unified School District

ATTN: Christine Ward, Administrator, Procurement & Contracts

351 So. Hudson Ave, Room 102

Pasadena, CA 91101

All proposals must be clearly marked “RFP # 22-16/17 for Moving Services.”

All bids shall be made and presented on a form furnished by the District. Proposals shall be received in the Office of the Procurement and Contracts, in a sealed envelope by 2:00 pm on July 14, 2016. Faxed proposals will not be accepted, no exceptions. Proposals received after the deadline will be returned unopened.

The bid must be signed in the name of the bidder and must bear the signature in longhand of the person or persons duly authorized to sign the bid.

Changes in or additions to the bid form, alternative proposals, or any other modification of the bid form which is not specifically called for in the bid documents may result in the District’s rejection of the bid as not being responsive to the invitation.

Any bidder may withdraw his bid personally or by written request at any time prior to the scheduled closing time for receipt of bids.

INFORMATION TO BIDDERS

INTRODUCTION

Pasadena Unified School District (DISTRICT) is soliciting Proposals from qualified Firms (VENDOR) to provide Moving Services for Modernization Projects at Various Sites within the District.

PURPOSE

The District requires moving services for classrooms and District facilities on an as needed basis. Services must be performed by a properly licensed and qualified moving service company. Moving projects generally involve the moving of various types of furniture, equipment, materials, supplies which will include, but are not limited to desks, chairs, tables, bookcases, cabinets, books, audio visual equipment, and other classroom items such as boxes of books and materials.

The District is located within the City Pasadena, California, and consists of 19 elementary schools, 5 middle schools and 5 high schools, and a District office. A map of the district is included with the Request for Proposal (RFP) documents.

SUBMISSION OF PROPOSALS

Proposals are due by 2:00 PM on July 14, 2016. All bids shall be made and presented on a form furnished by the District. Proposals shall be received in the Office of the Procurement and Contracts, in a sealed envelope by 2:00 pm on July 14, 2016. Faxed proposals will not be accepted, no exceptions. Proposals received after the deadline will be returned unopened. Refer to the General Information Outline on page 4 of this RFP for additional information.

The DISTRICT reserves the right to reject any and all proposals.

AWARD OF CONTRACT

The VENDOR will be required to prepare and submit a proposal as requested in this RFP for the DISTRICT's review. Upon evaluation of Proposals and Board of Education Approval of the Most qualified VENDOR, the DISTRICT will enter into contract negotiations with the VENDOR. The selected VENDOR will become the Moving Company for the DISTRICT. The DISTRICT may require individual proposals from the selected VENDOR on a project-by-project basis or as the need arises as determined by the DISTRICT. Upon the DISTRICT's review, the DISTRICT may, at its sole discretion, issue a Notice to Proceed for the Moving Services authorizing the VENDOR to provide services as described in the Contract Documents and project specific requirements. The VENDOR shall immediately proceed to provide services in accordance with the provisions of the Contract and all terms and conditions.

The DISTRICT has included a sample copy of its standard Agreement as **Exhibit A** for information only. The final work scope and deliverables schedule is subject to negotiation between the DISTRICT and the VENDOR it selects to provide Moving Services.

The DISTRICT may elect, at any time, to amend any contract awarded under this RFP to require the selected VENDOR to provide additional services. In such a case, the selected VENDOR and the DISTRICT shall mutually agree on the scope and fees associated with any additional services.

The DISTRICT reserves the right to contract for moving services in a manner that is most beneficial to the DISTRICT.

COORDINATION OF SERVICES

The VENDOR will coordinate all moving services directly with the Facilities Planning Department.

REQUESTS FOR INFORMATION/CLARIFICATION

All requests for clarification or interpretation must be submitted via e-mail to Christine Ward at ward.chrisitne@pusd.us , and copy shokouhi.malihe@pusd.us no later than 12:00 PM on June 29, 2016. Any questions received after the 12:00 PM deadline will not be addressed. Questions via telephone will not be accepted.

The DISTRICT prohibits VENDORS from communicating with DISTRICT Board Members or staff. If a VENDOR communicates with DISTRICT Board Members or staff, the VENDOR will be disqualified except as noted in the paragraph above.

The DISTRICT shall distribute its responses to requests for clarification or interpretation by posting them on its website at <http://www.pusd.us>, or by other reasonable means. The responses will be posted on the DISTRICT website at 2:00 PM on July 6, 2016.

In the spirit of total transparency, the DISTRICT requires the VENDOR to include in their proposal a financial interest certification stating that no member of the team has had any financial interest or business relationship with the DISTRICT board members or staff. By submitting this certification, the VENDOR agrees to the posting of this information to the public through the proposal. Refer to **Exhibit B**.

HOLD HARMLESS

Consultant agrees to save and hold harmless District or any of its departments, agencies, officers or employees from all sums which District or any of its departments, agencies, officers or employees may be obligated to pay by reason of any liability imposed upon them for damages arising out of the performance of the services rendered by Consultant or any person employed by him/her or of any others for whose acts Consultant is legally liable. Said sums shall include, in the event of legal action, court costs, expenses of litigation and reasonable attorney fees.

WORKER'S COMPENSATION

In accordance with the provisions of Section 3700 of the Labor Code, the Contractor shall secure the payment of compensation to his employees. The Contractor shall sign and file with the District the **Certificate Regarding Workers Compensation** that is furnished with the required documents.

SCOPE OF SERVICES

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

Refer to **Exhibit C and D** for a detailed scope of work and special conditions to be incorporated into the master Agreement.

FIRM EXPERIENCE, BACKGROUND AND REFERENCES

All Firms submitting a Proposal must have a minimum of four (4) 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 RFP. The introduction letter and firm overview shall not exceed a total of two (2) pages.

The DISTRICT also 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 VENDOR has provided similar services in the past two (2) years. Reference information must be submitted on **Exhibit E**. Additional sheets may be copied and submitted as additional information.

SUBMISSION OF HOURLY RATES AND FEES

Refer to **Exhibit F** and submit hourly rates and other miscellaneous cost items.

FORMS/DOCUMENTS REQUIRED FOR SUBMISSION

In response to this RFP, the following list of forms and documents are required for submission:

- Two (2) page maximum Introduction Letter and Firm Overview
- Exhibit B - Financial Interest Certification
- Exhibit E – Reference Form
- Exhibit F – Fee Schedule
- Exhibit G – Noncollusion Declaration
- Exhibit H – Contractor’s Certificate Regarding Workers’ Compensation

END OF RFP

EXHIBIT A

AGREEMENT

This AGREEMENT is made and entered into this _____ day of _____ 2016], between **Pasadena Unified School District**, hereinafter referred to as ("DISTRICT"), and [**Moving Company/Vendor**], hereinafter referred to as "VENDOR ";

ARTICLE I - SCOPE AND SERVICES TO BE PROVIDED BY VENDOR

1. Services to Be Provided By VENDOR. VENDOR shall provide to the DISTRICT on the terms herein set forth all of the services articulated in **EXHIBIT C and D** to this Agreement
2. Compensation. The rate and price schedule information which includes the cost of all services to be provided pursuant to this AGREEMENT is attached as **EXHIBIT F**.
3. Term. VENDOR shall commence providing services under this Agreement as of _____, 2016, and shall thereafter diligently undertake to perform such services as VENDOR is required to perform hereunder throughout the term of this AGREEMENT.

The initial term of this agreement shall be for two (2) years with an option to renew for up to three (3) additional years. Notwithstanding the foregoing, the District shall have such early termination rights as are articulated in Article III hereof.

ARTICLE II - VENDOR'S SERVICES AND RESPONSIBILITIES

1. VENDOR's Certifications, Representations and Warranties. The VENDOR makes the following certifications, representations, and warranties for the benefit of the DISTRICT and VENDOR acknowledges and agrees that the DISTRICT, in deciding to engage VENDOR pursuant to this AGREEMENT, is relying upon the truth and validity of the following certifications, representations and warranties and their effectiveness throughout the term of this AGREEMENT and the course of VENDOR's engagement hereunder:
 - a. VENDOR is qualified in all respects to provide to the DISTRICT all of the services contemplated by this AGREEMENT and, to the extent required by any applicable laws, VENDOR has all such licenses and/or governmental approvals as would be required to carry out and perform for the benefit of the DISTRICT, such services as are called for hereunder.
 - b. VENDOR, in providing the services and in otherwise carrying out its obligations to the DISTRICT under this AGREEMENT, shall, at all times, comply with all applicable federal, state, and local laws, rules, regulations, and ordinances, including worker's compensation and equal protection and nondiscrimination laws.

ARTICLE III - TERMINATION

1. This AGREEMENT may be terminated by either party upon ten (10) days written notice to the other party in the event of a substantial failure of performance by such other party, including insolvency of VENDOR; or if the DISTRICT should decide to abandon or indefinitely postpone the services which VENDOR is agreeing to provide pursuant to this AGREEMENT.
2. In the event of a termination based upon abandonment or postponement by DISTRICT the DISTRICT shall pay the VENDOR for all services performed and all expenses incurred under this AGREEMENT supported by documentary evidence, including payroll records, and expense reports up until the date of the abandonment or postponement plus any sums due the VENDOR for DISTRICT approved extra services. In ascertaining the services actually rendered hereunder

up to the date of termination of this AGREEMENT, consideration shall be given to both completed work and work in process of completion.

3. This AGREEMENT may be terminated without cause by the DISTRICT upon thirty (30) days written notice to VENDOR. In the event of a termination without cause, the DISTRICT shall pay VENDOR for all services performed and all expenses incurred under this AGREEMENT supported by documentary evidence, including payroll records, and expense reports up until the date of notice of termination plus any sums due the VENDOR for DISTRICT approved extra services.
4. In the event of a dispute between the parties as to performance of the work or the interpretation of this AGREEMENT, or payment or nonpayment for work performed or not performed, the parties shall attempt to resolve the dispute. Pending resolution of this dispute, VENDOR agrees to continue the work diligently to completion. If the dispute is not resolved, VENDOR agrees it will neither rescind the AGREEMENT nor stop the progress of the work, but VENDOR's sole remedy shall be to submit such controversy to determination by a court having competent jurisdiction of the dispute, after the services provided for in this AGREEMENT have been completed, and not before.

ARTICLE IV - COMPENSATION TO THE VENDOR

1. The DISTRICT shall compensate the VENDOR as set forth in EXHIBIT F attached hereto and incorporated herein by this reference.
2. The prices set forth in EXHIBIT F shall remain valid and in force for one (1) year from the date set forth in Article I, Paragraph 3. Thereafter, prices may be increased or decreased, by mutual consent of both parties at the one (1) year anniversary of the AGREEMENT or at the time of extension. Proposed increases or decreases shall not exceed the average Consumer Price Index (CPI) for the local California area during the preceding four (4) quarters.

ARTICLE V - MISCELLANEOUS

1. To the fullest extent permitted by law, VENDOR agrees to indemnify, defend and hold DISTRICT entirely harmless from all liability arising out of:
 - a. Any and all claims under Workers' Compensation acts and other employee benefit acts with respect to VENDOR's employees or VENDOR's subcontractor employees arising out of VENDOR's work under this AGREEMENT; and
 - b. Liability for damages for (1) death or bodily injury to person; (2) injury to, loss or theft of property; (3) any failure or alleged failure to comply with any provision of law or (4) any other loss, damage or expense arising under either (1), (2), or (3) above, sustained by the VENDOR or any person, firm or corporation employed by the VENDOR upon or in connection with the PROJECT, except for liability resulting from the sole or active negligence, or willful misconduct of the DISTRICT, its officers, employees, agents or independent consultants who are directly employed by the DISTRICT;
 - c. Any loss, injury to or death of persons or damage to property caused by any act, neglect, default or omission of the VENDOR, or any person, firm or corporation employed by the VENDOR, either directly or by independent contract, including all damages due to loss or theft, sustained by any person, firm or corporation including the DISTRICT, arising out of, or in any way connected with the services performed by VENDOR in accordance with this Agreement, including injury or damage either on or off DISTRICT property; but not for any loss, injury, death or damages caused by the sole or active negligence, or willful misconduct of the DISTRICT.
 - d. Any liability for damages which may arise from the furnishing or use of any copyrighted or uncopyrighted matter or patented or unpatented invention under this Agreement. The VENDOR, at VENDOR's own expense, cost, and risk, shall defend any and all claims, actions, suits, or other proceedings that may be brought or instituted against the

DISTRICT, its officers, agents or employees, on any such claim or liability, and shall pay or satisfy any judgment that may be rendered against the DISTRICT, its officers, agents or employees in any action, suit or other proceedings as a result thereof.

2. VENDOR shall purchase and maintain policies of insurance with an insurer or insurers, qualified to do business in the State of California and acceptable to DISTRICT which will protect VENDOR and DISTRICT from claims which may arise out of or result from VENDOR's actions or inactions relating to the AGREEMENT, whether such actions or inactions be by themselves or by any subcontractor or by anyone directly or indirectly employed by any of them, or by anyone for whose acts any of them may be liable. The aforementioned insurance shall include coverage for:
 - a. The VENDOR agrees to carry workers' compensation insurance to protect its respective employees at a limit determined by the Labor Code of the State of California and Employers' Liability insurance in the amount of ONE MILLION DOLLARS (\$1,000,000) or its current limit of each, whichever is greater. Proof of such coverage will be furnished prior to the commencement of the AGREEMENT. A waiver of subrogation is required
 - b. The VENDOR shall maintain commercial general and automobile insurance to cover VENDOR's activities with minimum combined single limit per occurrence for bodily injury, personal injury, and property damage of ONE MILLION DOLLARS (\$1,000,000) or VENDOR's current limits, whichever is greater. Commercial general and automobile liability insurance to include premise and automobile operations, products/completed operations, contractual, independent Vendors, broad form property damage, and personal injury. The VENDOR shall provide DISTRICT with a certificate of insurance and original endorsement naming the DISTRICT, its governing board, employees, and volunteers as additional insured with regard to the general liability insurance prior to the commencement of the program.
 - c. Each policy of insurance required in (b) above shall name The Pasadena Unified School District, its agents, and officers as additional insureds; shall state that, with respect to the operations of VENDOR hereunder, such policy is primary and any insurance carried by DISTRICT is excess and non-contributory with such primary insurance; shall state that not less than thirty (30) days' written notice shall be given to DISTRICT prior to cancellation; and, shall waive all rights of subrogation. VENDOR shall notify DISTRICT in the event of material change in, or failure to renew, each policy. Prior to commencing work, VENDOR shall deliver to DISTRICT certificates of insurance as evidence of compliance with the requirements herein. In the event VENDOR fails to secure or maintain any policy of insurance required hereby, DISTRICT may, at its sole discretion, secure such policy of insurance in the name of and for the account of VENDOR, and in such event VENDOR shall reimburse DISTRICT upon demand for the cost thereof.
3. VENDOR, in the performance of this AGREEMENT, shall be and act as an independent Vendor. VENDOR understands and agrees that VENDOR and all of VENDOR's employees shall not be considered officers, employees or agents of the DISTRICT, and are not entitled to benefits of any kind or nature normally provided employees of the DISTRICT and/or to which DISTRICT's employees are normally entitled, including, but not limited to, State Unemployment Compensation or Worker's Compensation. VENDOR assumes the full responsibility for the acts and/or omissions of VENDOR's employees or agents as they relate to the services to be provided under this AGREEMENT. VENDOR shall assume full responsibility for payment of all federal, state and local taxes or contributions, including unemployment insurance, social security and income taxes for the respective VENDOR's employees.

4. Nothing contained in this AGREEMENT shall create a contractual relationship with or a cause of action in favor of any third party against either the DISTRICT or VENDOR.
5. The DISTRICT and VENDOR, respectively, bind themselves, their partners, officers, successors, assigns and legal representatives to the other party to this AGREEMENT with respect to the terms of this AGREEMENT. VENDOR shall not assign this AGREEMENT.
6. This AGREEMENT shall be governed by the laws of the State of California.
7. This AGREEMENT represents the entire AGREEMENT between the DISTRICT and VENDOR and supersedes all prior negotiations, representations or agreements, either written or oral. This AGREEMENT may be amended or modified only by an agreement in writing signed by both the DISTRICT and the VENDOR.
8. Time is of the essence with respect to all provisions of this AGREEMENT.
9. All exhibits referenced herein and attached hereto shall be deemed incorporated into and made a part of this AGREEMENT by each reference as though fully set forth in each instance in the text hereof. The parties, through their authorized representatives, have executed this AGREEMENT as of the day and year first written above.

VENDOR:

By: _____

DISTRICT:

Pasadena Unified School District

By: _____

Nelson Cayabyab, Chief Facilities Officer

EXHIBIT B

FINANCIAL INTEREST CERTIFICATION

I _____, acting as the _____, am an authorized representative of _____ (“Consultant”) and do hereby certify that for the term of the agreement contemplated by this proposal, that other than past or future contracts with the District as an entity, no officer, contractor, subcontractor, or employee of Consultant has, or shall have, any financial interest or business relationship with any individual member(s) of the District’s governing board or staff and that no such District board member(s) or staff shall have any direct or indirect financial benefit or relationship in the agreement contemplated by this proposal, or obtain any present or anticipated material benefit arising therefrom.

By: _____

Name: _____

Title: _____

Date: _____

This form is required with your proposal.

EXHIBIT C

SCOPE OF WORK

Required Services

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

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 (see Exhibit D - Special Conditions). 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 the move, the Moving Company's representative shall conduct a punch list walk with the District representative to closeout the project.

Working Hours

The normal working hours will be 7:30 am to 4:30 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.

EXHIBIT D

SPECIAL CONDITIONS

1. Each individual job to be performed under this bid will require a pre-job meeting with a District representative from the Facilities and Planning Department. Prior to all moves the Moving Company will be responsible for physically inspecting the site and related building areas at origin and destination, including access to and from streets and/or loading docks to gather all pertinent logistical information concerning the relocation. A written proposal will be prepared by the Moving Company detailing the number of man-hours, per classification, required to complete the project, a list of materials and their cost and the time frame recommended to complete the project. The Moving Company will receive authorization from the District representative and a signed purchase order will be issued prior to the commencement of any work.
2. The Moving Company's assigned Project Manager(s) and/or Supervisor(s) will be present on-site during relocation activity, when the project magnitude requires. At a minimum, the Foreman must be present at all times. All moving crews shall be uniformed or wear identification while on District property.
3. The Moving Company will provide portable communications between its crews during all move activities, and if required, provide portable communication devices for District representatives.
4. The Moving Company will make arrangements to have its offices, equipment yards and dispatchers accessible during the move to provide additional staffing and equipment, if needed. This includes weekends and swing shift hours when applicable to each project. Move days and hours are to be determined by the District Facilities Department.
5. Tasks to be completed may include, but not be limited to, the following:
 - a. Establishing and maintaining relationships with the District representative
 - b. Interpreting and timely responding to all laws, regulations and restrictions where work is being performed
 - c. Prior to moves, measuring elevator and stairwell access where necessary
 - d. Prior to all moves, ensuring type-carts, gondolas, speed packs, etc. are correct size to accommodate all sizes of equipment and materials
 - e. Prior to all moves, ensuring all equipment and type-carts, gondolas, speed packs, etc. will fit into all elevators and stairwells where necessary
 - f. Prior to all moves, measuring building overhangs, entrances and exits
 - g. Prior to all moves, ensuring all trucks and equipment will fit into building overhangs, entrances and exits
6. The Moving Company will provide, install and remove full protection of Administration Offices, lobbies, corridor floors, classroom walls, systems furniture, doorways, elevators, and any other walls/areas requiring protection with taped masonite boards and/or other protections at point of origin and final destination. The Moving Company shall be liable for any damage caused by installation or removal of building protection.
7. When new vinyl flooring systems have been installed, the Moving Company shall ensure that floor protection is in place prior to placing any move carts, dollies and/or speed packs onto the new finished surfaces. Protection shall ensure that no dents or streaks occur on the new floor finish at the completion of the move services.
8. The Moving Company will implement a color-coded location system, including color-code plans and signage. Color Coding will be determined by the District.
9. The Moving Company will install on-site office number/layout signs and color-coded signage for relocation as provided, directed and furnished by the District representative.
10. The Moving Company will remove all cartons and move related debris from the site.

11. The Moving Company shall verify the accurate placement of all items moved to a particular destination prior to leaving the job during the move period. This may also require the verification of the accurate placement of equipment at the conclusion of the equipment phase and before the general move. The Facilities Planning Department representative and/or his designee(s) will perform the final walk-thru with the Moving Company's Foreman/Supervisor. The Moving Company shall provide a Punch List Crew for this task as directed by the District representative.

EXHIBIT E

REFERENCE FORM

Reference No. 1:

Company Name: _____

Contact #: _____

Address _____

Contact Person: _____

Project Name: _____

Qty of classrooms and/or support facilities involved in the move: _____

Cost of Move Services: _____

Reference No. 2:

Company Name: _____

Contact #: _____

Address _____

Contact Person: _____

Project Name: _____

Qty of classrooms and/or support facilities involved in the move: _____

Cost of Move Services: _____

Reference No. 3:

Company Name: _____

Contact #: _____

Address _____

Contact Person: _____

Project Name: _____

Qty of classrooms and/or support facilities involved in the move: _____

Cost of Move Services: _____

This form is required with your proposal.

EXHIBIT F

FEE SCHEDULE

All 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. Your rate sheet should describe the services and costs and represent your proposed rate structure tailored to this request.
- The cost information provided with this bid will become part of the master agreement. The stringent requirement for cost visibility and predictability requires that costs **not** identified be deemed to be at **no cost** to the District.

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
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	\$

- Proposing Firms shall identify all supply items needed to complete moves not included in the hourly rates above. Identify if the items must be purchased or may be rented on a daily or hourly basis. Proposing Firms may attach additional pages or spreadsheet of all items available.
- Proposing Firms should identify all legal holidays in the space provided below:

Legal Holidays:

Date:

Proper Name of Proposing Firm:

By:

Typed Name and Title

Signature

Signature

NOTE: If a firm submitting a proposal is a corporation, the legal name of the corporation shall be set forth above together with the signature of authorized officer(s) or agent(s); if a firm is a partnership, the true name of the firm shall be set forth above together with the signature of the partner or partners authorized to sign contracts on behalf of the partnership; and if bidder is an individual, his signature shall be placed above.

This form is required with your proposal

EXHIBIT G

NONCOLLUSION DECLARATION

The undersigned declares:

I am the _____ [Title] of _____ [Name of Company], the party making the foregoing bid.

The bid is not made in the interest of, or on behalf of, any undisclosed person, partnership, company, association, organization, or corporation. The bid is genuine and not collusive or sham. The bidder has not directly or indirectly induced or solicited any other bidder to put in a false or sham bid. The bidder has not directly or indirectly colluded, conspired, connived, or agreed with any bidder or anyone else to put in a sham bid, or to refrain from bidding. The bidder has not in any manner, directly or indirectly, sought by agreement, communication, or conference with anyone to fix the bid price of the bidder or any other bidder, or to fix any overhead, profit, or cost element of the bid price, or of that of any other bidder. All statements contained in the bid are true. The bidder has not, directly or indirectly, submitted his or her bid price or any breakdown thereof, or the contents thereof, or divulged information or data relative thereto, to any corporation, partnership, company, association, organization, bid depository, or to any member or agent thereof, to effectuate a collusive or sham bid, and has not paid, and will not pay, any person or entity for such purpose.

Any person executing this declaration on behalf of a bidder that is a corporation, partnership, joint venture, limited liability company, limited liability partnership, or any other entity, hereby represents that he or she has full power to execute, and does execute, this declaration on behalf of the bidder.

I declare under penalty of perjury under the laws of the State of California that the foregoing is true and correct and that this declaration is executed on _____ [Date], at _____ [City], _____ [State].

Signed: _____

Typed Name: _____

This form must be completed and submitted with your proposal.

EXHIBIT H

CONTRACTOR'S CERTIFICATE REGARDING WORKERS' COMPENSATION

Labor Code Section 3700:

"Every employer except the State shall secure the payment of compensation in one or more of the following ways:

- (a) By being insured against liability to pay compensation in one or more insurers duly authorized to write compensation insurance in this State.
- (b) By securing from the Director of Industrial Relations a certificate of consent to self-insure, which may be given upon furnishing proof satisfactory to the Director of Industrial Relations of ability to self-insure and to pay any compensation that may become due to his employees.

I am aware of the provisions of Section 3700 of the Labor Code which require every employer to be insured against liability for worker's compensation or to undertake self-insurance in accordance with the provisions of that code, and I will comply with such provisions before commencing the performance of this contract.

NAME _____

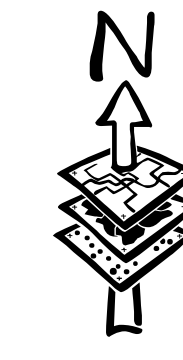
TITLE _____

SIGNATURE _____

(In accordance with Article 5 {commencing at Section 1860}, Chapter 1, Part 7, Division 2 of the Labor Code, the above certificate must be signed and filed with the awarding body prior to performing any work under this contract.)

This form must be completed and submitted with your proposal.

PASADENA UNIFIED SCHOOL DISTRICT LOCATOR MAP PRINT SERVICES CITY OF PASADENA



0 1 2 Miles

