



County of Siskiyou

Request for Proposals (RFP)

RFP # CAO 21-03 - County Administration

For

Moving and Assembly Services

Proposals may be mailed, delivered, or emailed to:

Stephanie Black

Management Analyst I

County Administration Office

1312 Fairlane Road

Yreka, CA 96097

Email: sblack@co.siskiyou.ca.us

Proposals Due by:

April 9, 2021

4:00 PM

**County of Siskiyou
Request for Proposals
For Moving and Assembly Services**

Proposed Timeline

Date	Activity
March 26, 2021	Release of Request for Proposals (RFP)
April 02, 2021	Deadline for Questions
April 09, 2021	Submission of Proposals due by 4:00 PM
April 12-16, 2021	Review of Proposals
April 19, 2021	Notification of Final Selection
May, 2021	Professional Service Agreement Processed
May, 2021	Professional Service Agreement Start Date

Preface

The County of Siskiyou, hereafter referred to as “The County,” is requesting proposals from qualified firms for moving and assembly services to manage and assist in moving and assembly or disassembly of office furniture and modular office systems for multiple County departments. The County intends to contract with one or more vendors to provide these services on an ‘as needed’ basis.

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Estimated Timeline of Events

The following schedule of events will be followed to the extent achievable; however, the County reserves the right to adjust or make changes to the schedule as needed.

Scope of Work

Moving services and related on-site installation vary in scope, size, and frequency. Typical moves can range from a two-hour day to an eight-hour day, with some moves taking multiple days. The services the successful contractor will be expected to provide include but are not limited to:

- Location-to-location moving services
- Reconfiguration of existing offices and workstations
- Removal and disposal, and/or recycling of furniture
- Safely and securely transporting equipment and records
- The contractor will ensure that County property is appropriately prepped and protected for safe moving. Finishes of furniture, flooring, walls, doors, ceilings, stairways, and windows must retain their pre-move appearance and function.
- Installing and assembling office furniture and modular office systems.
- Assist in on-site storage and retrieval of stored items.
- Perform all work safely and efficiently, adhering to OSHA guidelines, with proper technique and equipment to preserve the safety of themselves, County Staff, employees, contractors, and visitors.
- The contractor will be responsible for the cleanup of any and all materials directly used by the contractor during the moving process. This includes but is not limited to contractor installed wall and floor protection, padding, and wrap.
- Should any property, public or private, be damaged due to the activities of the contractor, it shall be immediately restored to a condition equal to or better than that existing before such damage was done by the contractor and at its contractor's expense.

The requesting department will contact the contractor to coordinate the moving services before the service is required. The contractor shall not commence any work until the contractor has notified the designated representative of the contractor's arrival. The contractor shall conduct a walkthrough with the Department Head's designated representative prior to the actual move to determine the number of personnel, tools, and equipment required to accomplish an efficient and professional move within the specified completion time.

Proposers should feel free to include any other services not specified that they deem necessary to achieve the goals of this RFP.

Submission Requirements

Proposal Format: Proposals must contain the following:

1. Cover Letter

- a. Please provide the proposer's name, address, and telephone number. The letter must be signed by a representative authorized to enter into contracts on behalf of the company or firm.

2. Qualifications

- a. Years of experience
- b. Staff experience and training
- c. Available equipment

- d. Past projects
- e. All relevant and required licenses and certificates.

3. Questionnaire

- a. Please fill out the included questionnaire (Attachment A) completely and include it with your proposal.

4. References:

- a. Please include at least five professional references that you have provided moving services for, including contact name, phone number, and e-mail address.

5. Cost Proposal:

- a. Please include a transparent cost proposal taking into consideration the requirements outlined in the Scope of Work.

The proposal must include all requirements as listed and correlate to the Scope of Work outlined under this RFP.

Conflict of Interest: Proposer(s) shall disclose to the County any interest, direct or indirect, which could conflict in any manner or degree with the performance of service required. At the County's discretion, a potential conflict of interest, to the extent it is waivable, may be waived or factored into the final award decisions and/or a modified Scope of Work.

Selection Process

The proposals received in response to this RFP will be screened by a selection committee. The evaluation committee will consider only the proposals which have been considered responsive to the proposal. Any proposal that fails to meet the proposal's requirements will be regarded as non-responsive and may be rejected. A proposal, which is in any way incomplete, irregular or conditional, at the County's discretion, will be rejected. The following criteria will be used in the evaluation of the potential consultants:

1. Qualifications
2. Experience and references
3. Proposed costs

The County may meet or interview with any or all of the proposers during the evaluation process. A contract will be negotiated with one or more qualified entity or entities submitting the proposal(s) selected during the evaluation process. Proposals not selected in the evaluation process may be awarded a contract should negotiations with the selected proposer(s) prove unsuccessful. The County reserves the right to reject any and all proposals and reserves the right to waive any non-substantive defects in the proposals.

General Information

Proposals must be submitted by way of mail, hand delivery, and/or electronic means, as described below:

- **Hand Delivery:** Hard copy proposals submitted by hand delivery must be received at the Siskiyou County Administration Office, 1312 Fairlane Road, Yreka, California 96097 on or before **4:00 PM, April 09, 2021** (ATTN: Stephanie Black, Management Analyst I).
- **Mailing:** Hard copy proposals by way of mail must be mailed to 1312 Fairlane Road, Yreka, California 96097 and postmarked by **4:00 PM, April 09, 2021**.
- **Electronic Copy Submittal:** Submit an electronic copy of the proposal via email. Electronic copies shall be emailed to Stephanie Black, Management Analyst I, at sblack@co.siskiyou.ca.us and must be received by **4:00 PM, April 09, 2021**.

Responding parties submitting hard copies will provide one (1) original copy with signature and four (4) exact copies of the original by hand delivery, or mail, as instructed above. If submitting electronically you will only need to submit one copy.

Respondents to this solicitation are asked to direct all inquiries related to the project(s) to Ms. Black by email, sblack@co.siskiyou.ca.us, or by phone at 530-842-8003.

The County will provide the following to assist the selected entity(s):

- Designate a person to act as the County's point of contact with respect to the work performed under the contract.
- Information, as legally allowed and reasonably attainable, in possession of the County, that relates to the requirements of the project(s) or which is relevant for the project(s).
- Facilitate coordination with other entities, local agencies, organizations, and individuals if necessary.
- Advice on the project scope of work.

A contract award resulting from this RFP will be made without discrimination on any basis prohibited under state or federal law.