

**Dixon Unified School District  
180 South First Street, Dixon, CA 95620**

**REQUEST FOR PROPOSALS (RFP)  
FOR MOVING SERVICES  
JOHN KNIGHT MIDDLE SCHOOL RENOVATION PROJECT**

Dixon Unified School District invites proposals from qualified individuals, firms, partnerships, corporations, associations, or professional organizations (Vendor) to provide Moving Services at C.A. Jacobs Middle School and John Knight Middle School in the Dixon Unified School District – Measure Q Projects (District). Furniture and equipment will be from C. A. Jacobs Middle School to John Knight Middle School, both within the city of Dixon, CA.

If your firm wishes to submit a proposal for this RFP, you may either submit a physical copy or you may email the Proposal. If submitting a physical copy, please submit one (1) unbound original and 1 (one) copy of your completed proposal in a sealed envelope marked “JKMS Moving Proposal” to the following address.

**Dixon Unified School District  
Superintendent’s Office  
180 South First Street  
Dixon, CA 95620**

If you are emailing the Proposal, please email to the following email address of Leigh A. Coop, School Site Solutions, Inc, who is the Moving Project Manager of this project:

[leighforschools@gmail.com](mailto:leighforschools@gmail.com)

All proposals must be received no later than 3:00pm local time on Tuesday, October 13, 2020.

For questions regarding this RFP, contact the District’s Moving Project Manager:

Ms. Leigh A. Coop  
School Site Solutions, Inc.  
Email: [leighforschools@gmail.com](mailto:leighforschools@gmail.com)  
Telephone: (916) 213-8825

***A mandatory walk for this project will be held on Thursday, October 8, 2020, at 10:00 a.m. starting at C. A. Jacobs Middle School, 200 North Lincoln Street, Dixon CA 95620, and will move to John Knight Middle School, 455 East A Street, Dixon CA 95620. Please meet outside in the front parking lot. Masks and social distancing protocols are mandatory.***

This is not a formal request for bids or an offer by the Dixon Unified School District to contract with any party responding to this request. The Dixon Unified School District reserves the right to reject any and all proposals. Proposal acceptance is not on a low-bid basis, but will be based on Vendor experience, fees, and fee structure for various services, similar school district references, and services proposed. Addenda may be issued between time of RFP issuance through October 11, 2020, for any changes needed as a result of the walk-through or questions by Vendors.

### **ANTICIPATED SCHEDULE**

Distribute RFP:	Monday, October 5, 2020
Job Walk:	Thursday, October 8, 2020, 10:00 a.m., C.A. Jacobs Middle School (start)
Proposals Due:	Due no later than Tuesday, October 13, 2020, at 3:00 p.m.
Contract Approval:	Regular Board of Education Meeting, Thursday, October 15, 2020
Boxes, Labels Delivered:	By November 23, 2020
Moving Services:	December 18, 2020 through December 31, 2020

### **SCOPE OF SERVICE and CONTENTS OF PROPOSALS**

- Estimated no later than November 23, 2020, deliver to C. A. Jacobs MS, 600 boxes and labels, or boxes and labels in sufficient supply for 27 teachers, 4 Administrators, 1 Librarian, 1 Textbook Storage, 1 Art Department, and 4 Science labs, for the above move, and have available additional boxes and labels for pick-up by District Moving Project Manager as needed in a timely manner. If Vendor provides for such, District can choose to return any or all boxes in good condition (as defined by Vendor) and a proposed amount of refund per box. Provide instructions and procedures.
- C. A. Jacobs Middle School – Move approximately 37 classrooms and other spaces with approximately 15 packed boxes per classroom, plus labelled furniture and equipment per room to John Knight Middle School. This includes all library books in C.A. Jacobs Library, fitness equipment in the Fitness Room and all other furniture and equipment appropriately labelled for relocation. Please note that the new school will be purchasing new furniture and equipment; therefore, the majority of existing furniture and equipment are to remain at C.A. Jacobs Middle School.
- Provide coordination with District Moving Project Manager and site Project Manager as needed throughout the planning of, during move, and in follow-up.
- Provide a cost for above services. In addition, provide a cost for additional moving services, with fee basis clearly identified such as hourly per person, or ½-day or daily rate. District anticipates a possible need for additional moving services at John Knight Middle School after school starts in January, 2021 for possible minor relocations within or between rooms, anticipated for no more than 1-2 days.
- Provide minimum 2 (two) school district references preferably with other similar K-12 public school districts in Northern California. References should include name and title of District personnel in direct contact with Vendor on moving project, District name and address, telephone number and email address of said District personnel.

#### **ADDITIONAL INFORMATION**

- Movers are to quantify their proposal on a lump sum basis, using number of rooms and spaces, not by the box. Movers will have an opportunity to view typical classrooms and specialized rooms at the job walk.
- Move out of C.A. Jacobs MS and Move-in at JKMS** are anticipated to occur over a 1-2 day period, or as otherwise agreed-upon by District and Vendor, within a period beginning December 18, 2020 and ending no later than December 31, 2020.
- C.A. Jacobs Middle School is an operational school, but with many teachers teaching from remote locations. The required moving period is the District's winter holiday and there will be no teachers, minimal staff, and no pupils at the site.
- John Knight Middle School has been newly renovated and is unoccupied. Newly acquired furniture and equipment will have been delivered, assembled and installed in every room of the school by others no later than December 15, 2020, in anticipation of school opening in January, 2021. Vendor will be required to stack boxes and deliver other furniture and equipment in rooms, so that no damage or loss occurs with the new furniture. District will provide adequate path of travel and access to all rooms as required, or will provide alternate spaces for temporary storage on the same site.
- District will provide specific room numbers for all items as labelled on room layouts on room doors. If there are questions or problems with specific boxes or other items to be moved, District will provide an alternate location to move the items at the time that the Vendor informs the District of the issue.
- Insurance: Vendor agrees to carry a commercial general and automobile liability insurance policy with limits of \$1,000,000 (One Million Dollars) per occurrence combined single limit for bodily injury and property damage in a form mutually acceptable to the parties to protect Vendor and District against liability or claims of liability which may arise out of this purchase order. In addition, Vendor agrees to provide an endorsement to this policy stating, "Such insurance as is afforded by this policy shall be primary, and any insurance carried by the District shall be excess and noncontributory." No later than 10 (ten) working days after the purchase order date, Vendor shall provide the District with a Certificate of Insurance evidencing all coverages and endorsements required hereunder including a provision for a 30- (thirty-) day written notice of cancellation or reduction in coverage. Vendor agrees to name the District and their officers, agents, and employees as additional insure under said policy.