

# **IFB 2020-002**

## **Moving Service(s) for Rosewind, Thornwood Commons & Country Ridge**

### **Introduction**

The Columbus Metropolitan Housing Authority (The “HA”) wishes to procure the services of Moving Contractor Companies for the relocation of residents of three (3) HA-owned communities: (1) Rosewind, consisting of approximately 230 families, located at 1400 Brooks Avenue, Columbus Ohio 43211; and, (2) Thornwood Commons, consisting of approximately 86 families, located at 1110 Olmstead Avenue, Columbus, Ohio 43211 (3) Country Ridge, consisting of approximately 96 families, located at 5656 Farmhouse Lane, Hilliard Ohio, 43026.

The Moving Contractor shall work with the residents of each community and the Relocation Specialist when coordinating the moves.

### **1. Program Information**

Project Overview:

Columbus Metropolitan Housing Authority has received approval from the Department of Housing and Urban Development to transition the four (3) aforementioned properties under the RAD (Rental Assistance Demonstration) Program.

Rosewind is a 230-unit community comprised of one (1) – four (4) bedroom townhomes and single – family homes.

Thornwood Commons is a 86-unit community comprised of two (2) and three (3) bedroom townhomes

Country Ridge is a 96-unit community comprised of 11 two-story building with two (2) bedroom flats and three (3) bedroom townhome units

For billing purposes, once the successful Contractor(s) is/are selected, CMHA will provide a current tenant roster.

The number of tenants to be relocated will vary based on the number of units that are ready for occupancy at the time of moving and the number of tenants that are scheduled for moving. It is expected that all moves will be made within the Franklin County area. Additional costs for moves outside the Franklin County area will be negotiated on a move-by-move basis.

## **2. Role of the Moving Contractor(s):**

The moving contract, which will be associated with a purchase order (s), will be in effect for the duration of the relocation process, which is anticipated to be approximately twenty-four (24) months or until completed beginning March/April 2020.

The number of moves during any one-month will vary, based on the progression of the RAD conversion.

The Moving Contractor shall be provided a three (3) day timeframe to complete each move (from initial contact by the Relocation Specialist to the completion of the move).

All moves must be started and completed during the same working day.

The Relocation Specialist shall be the main point of contact for the Moving Contractor throughout this Contract, scheduling all moves, coordinating residents and acting as a liaison between The HA and the Moving Contractor(s).

The HA anticipates completion of all moves by December 31, 2021 contingent on the progress of the RAD conversion and renovation schedule).

Moving Contractor (s) shall practice acceptable safety precautions so as not to cause harm to any persons or property while performing services under this RFP or any resulting contract. Moving Contractor(s) shall follow industry safety standards, and use only industry approved safety equipment in accordance with the manufacturer's specification in the performance of all duties.

Moving Contractor(s) shall pay all of its employees, including any and all approved Subcontractors, at least the legal minimum wages as determined by the United States Department of Labor and the United States Department of Housing and Urban Development of Labor Prevailing Wages as attached (if applicable).

Moving Contractor(s) must provide, at their own expense, all equipment, vehicles, labor, material, supplies, and tools necessary to perform all of the services required under this RFP and any resulting contract.

## **3. Responsibility of the Moving Contractor:**

- Professionally move the personal property within each residence at Ohio Townhouses, Eastmoor Square, Glenview Estates, and Indian Meadows (as assigned)
- Professionally pack, move and unpack the belongings of each move
- Provide all packing materials for those who wish to pack themselves as requested
- Maintain an accurate inventory of each residence during the moving process
- Account for all lost or damaged items/property during the moving process
- Provide detailed information to include: name, departing address, new address, first contact date, scheduled move date and actual moving date,

moving material supplied (if applicable) and other pertinent information the Contract deems critical on all invoices.

- Attend meetings with all interested parties to include, but not limited to Relocation Specialist, CMHA designee, Property Management, and the residents of Ohio Townhouses, Eastmoor Square, Glenview Estates, and Indian Meadows upon request
- Provide proof of the following insurances:
  - Damage claim/Replacement insurance of a minimum of \$10,000 per occurrence
  - Worker's Compensation Policy
  - General and Professional Liability
  - Automobile (liability and collision)
- Provide Licensure offered by the State of Ohio authorizing the Contractor do provide the services detailed within this document

#### 4. Termination:

Any contract resulting from this RFP may be terminated under the following conditions:

- **By mutual consent of both parties, and**
- **Termination For Cause:** As detailed within Clause No. 3 of Form HUD-5370-C (10/2006), *General Conditions for Non-Construction Contracts, Section I – (Within or without Maintenance Work)*, attached hereto:
- CMHA may terminate any and all contracts for default at any time in whole or in part, if the contractor fails to perform any of the provisions of any contract, so fails to pursue the work as to endanger performance in accordance with the terms of the RFP or any resulting contracts, and after receipt of written notice from CMHA, fails to correct such failures within seven (7) days or such other period as CMHA may authorize or require.
- Upon receipt of a notice of termination issued from CMHA, the Contractor shall immediately cease all activities under any contract resulting from this RFP, unless expressly directed otherwise by CMHA in the notice of termination.
- CMHA may terminate any contract resulting from this RFP in whole or in part, if funding is reduced, or is not obtained and continued at levels sufficient to allow for the expenditure.
- **Termination For Convenience:** In the sole discretion of the HA, CMHA may terminate any and all contracts resulting from this RFP in whole or part upon thirty (30) days prior notice to the Contractor when it is determined to be in the best interest of the HA.
- The rights and remedies of CMHA provided under this section are not exclusive and are in addition to any other rights and remedies provided by law or under any contract.
- In the event the resulting contract from this RFP is terminated for any reason, or upon its expiration, CMHA shall retain ownership of all work products including deliverables, source and object code, microcode, software licenses, and documentation in whatever form that my exist. In addition to any other provision, the Contractor shall transfer title and deliver to CMHA any partially completed work products, deliverables, source and object code, or

documentation that the Contractor has produced or acquired in the performance of any resulting contract.

**5. Fee Structure:**

The Moving Contractor shall be paid each month for the number of units moved within the previous calendar month according to the established fee structure. The fee structure should be completed in the following format:

**“In Place”/Onsite Moves:**

1-Bedroom unit	\$_____ . 00/unit moved
2-Bedroom unit	\$_____ . 00/unit moved
3-Bedroom unit	\$_____ . 00/unit moved
4-Bedroom unit	\$_____ . 00/unit moved
2-Bedroom unit w/basement	\$_____ . 00/unit moved
3-Bedroom unit w/basement	\$_____ . 00/unit moved
4-Bedroom unit w/basement	\$_____ . 00/unit moved

**Offsite Moves:**

1-Bedroom unit	\$_____ . 00/unit moved
2-Bedroom unit	\$_____ . 00/unit moved
3-Bedroom unit	\$_____ . 00/unit moved
4-Bedroom unit	\$_____ . 00/unit moved
2-Bedroom unit w/basement	\$_____ . 00/unit moved
3-Bedroom unit w/basement	\$_____ . 00/unit moved
4-Bedroom unit w/basement	\$_____ . 00/unit moved

**Self/Client Moves:**

Provide all packing materials	\$_____ each (1BR)
Provide all packing materials	\$_____ each (2BR)
Provide all packing materials	\$_____ each (3BR)
Provide all packing materials	\$_____ each (4BR)

Specify the fee, if applicable, for scheduled “non-productive” moves (i.e., trip charge or dry run).

Dry Run/Cancelation	\$_____ each
Damaged Claims turnaround time	#_____ days

All fees are considered all-inclusive as specified in the Statement of Work (SOW).

Any deviation from this format may result in the Bidder being deemed “non-responsive.”

## 6. Estimated Timelines for Moving Contractor(s)

<u>Activity</u>	<u>Key Dates, Rosewind</u>	<u>Key Dates, Country Ridge</u>
Commence contract	April 1, 2020	January 1, 2021
Commence relocation	April 1, 2020	January 1, 2021
Complete relocation	January 1, 2021	December 31, 2021

<u>Activity</u>	<u>Key Dates, Thornwood</u>
Commence contract	June 1, 2020
Commence relocation	June 1, 2020
Complete relocation	March 1, 2021

## 7. Submission and Evaluation Requirements

### Submission of Essential Documents:

The Bidder's response to the IFB shall include the following documents, submitted in the order listed below:

- Cover letter and index
- Firm's résumé of qualifications  
(Please include previous experience with other public housing and assisted housing agencies)
- Organizational chart
  - Name of lead person and/or team coordinator
  - Staff capacity
- Vehicle capacity
- Previous related work history including three (3) references (former or current clients, preferably other than CMHA, for whom the Proposer has performed similar or like services to those being proposed herein.)
- Fee proposal (see above)
- Other relevant information at the Bidder's option
- Completed required forms: HUD-5369-C and Conflict of Interest
- Form of Proposal (**Attachment A**)
- Profile of Firm (**Attachment B**)
- Section 3 Participation (if applicable) (**Attachment C**)
- Proposer's Certification (**Attachment D**)
- **Instruction For Bidders/Proposers (Attachment E)**
- All Insurance requirements
- MBE Participation (if applicable)
- HUD Forms (**Attachment F**)

**8. Schedule and Required Information**

- Pre-bid conference February 19, 2020 @ 11:00am.
- Bid Opening February 27, 2020 @ 3:00 pm.
- Interviews Upon HA discretion
- Contract Award April 1, 2020

The Pre-bid conference will be held at Columbus Metropolitan Housing Authority located at 880 E. 11<sup>th</sup> Avenue, Columbus, Ohio, 43211 on February 19, 2020 at 11:00am. Although not mandatory, all bidders are strongly recommended to attend.

The HA reserves the right to reject any or all proposals and to waive any informality or irregularity in any proposal.

**9. Submission Information**

IFB # 2020-002  
Moving Services  
Bid Opening: February 27, 2018 @ 3:00PM  
Columbus Metropolitan Housing Authority  
Andrea Quinichett  
Procurement Department  
880 E. 11<sup>th</sup> Avenue, Columbus, Ohio 43211

Bidder does not need to be present for bid opening. All Bids received after 11:00am on the date specified above will be considered "non-responsive".



