

APPROVED BIDDER'S BLANK
FOR
DISTRICT MOVING SERVICES
2019-2020 SCHOOL TERM

GENTLEMEN:

WE AGREE TO FURNISH THE ITEMS THAT WE HAVE PRICED ON THE ATTACHED SHEETS ACCORDING TO ALL THE CONDITIONS SET FORTH HEREIN.

NAME OF BIDDER _____

ADDRESS _____

TELEPHONE NUMBER _____

GRAND TOTAL OF ALL ITEM(S) BID \$ _____

SIGNATURE OF BIDDER OR AUTHORIZED REPRESENTATIVE

DATE OF BID

NAME OF COMPANY PROVIDING BID BOND

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FOR
2019-2020 SCHOOL TERM

1. The Woodland Hills School District will receive sealed bid proposals for "DISTRICT MOVING SERVICES" as specified on the attached bidder's blank.
2. Specifications and lists are furnished in duplicate. Please submit one completed copy with bid bond to the Woodland Hills School District and retain the duplicate for your records.
3. Item(s) must be bid as specified. If offering an "equal" product, it is the responsibility of the bidder to provide a sample or detailed information to justify the quality, performance, etc., of the substitute. The description of the substitute item must be recorded next to the item description. Unsupported substitutes will not be considered.
4. Prices must be inserted in the price columns of the bid sheets. Should total figures be incorrect, the unit cost will govern. The Unit Cost given must be for the unit specified in the "UNIT" Column. Shipping and handling is the responsibility of the successful bidder.
5. Change or alteration of the bid document is not permitted.
6. A grand total is to be given on the cover sheet and a total by category on the second sheet. This total should include all charges, including shipping and handling to the designated building.
7. The bidder or his authorized representative must sign all bids submitted.
8. The bidder must file a bid bond by corporate surety or insurance company payable to the Woodland Hills School District in an amount equal to ten percent (10%) of the total contract price. In lieu of a bid bond, we will only accept a certified check. Checks and bonds will be promptly returned to unsuccessful bidders. The Board will retain checks and bonds for the successful bidders until a purchase order is issued. Personal or company checks will not fulfill this requirement.
9. All bidders must comply with the "RIGHT TO KNOW ACT" pertaining to hazardous items.
12. A separate invoice should be prepared for each purchase order.
13. All bids awarded are done so with the understanding that invoice's rendered must be approved for payment by the Woodland Hills Board of Education. Such approval for payment is granted during the Board's regular monthly meeting, following delivery to and verification by the employee making the request. **INVOICES RECEIVED BEFORE DELIVERY WILL NOT BE PROCESSED FOR PAYMENT.** Payment terms are net sixty (60) days from date of invoice or delivery whichever is later.

14. Should the successful bidder neglect or refuse to furnish and deliver the items or any part thereof as provided in the specifications, the Board is authorized and empowered to purchase articles in conformity with this bid from such party or parties as it shall select at the expense of the successful bidder, or to cancel this bid reserving to itself nevertheless, all rights for damages which may be incurred by the Board.
15. The Woodland Hills School District Board of Education reserves the right to (1) reject any and all bids, (2) to select a single item or group of items from any bid, and (3) to waive any technicalities or informalities in any bid.
16. Sealed bids must be in the possession of the Business Manager/Board Secretary, Mr. Michael A. Gigliotti, no later than 10:00 a.m. on Wednesday, July 3, 2019.
17. Bids will be opened at 10:00 a.m. on Wednesday, July 3, 2019 in the Conference Room 22 located in the Woodland Hills Administration Building, 531 Jones Avenue, Braddock, PA 15104-2418. Bidder may be present for the opening.
18. Bids will be officially awarded at the regular legislative meeting of the Woodland Hills Board of Education scheduled for Wednesday July 17, 2019 at 7:00 p.m. at the Woodland Hills Board Room, 531 Jones Avenue, Braddock, PA 15104-2418.
19. Successful bidders will be issued purchase order(s) for item(s) awarded within ninety (90) days from July 17, 2019, the date on which bids are to be awarded. Bid prices must be honored until the order is completed.
20. Additional information regarding this bid should be directed to Mr. Robert Finney, Director of Facilities, 531 Jones Avenue, Braddock, PA 15104-2418, 412-731-1300 Ext. 0192
21. All bids are to be clearly marked on the outside of the sealed envelope "DISTRICT MOVING SERVICES" and submitted to the following address:

WOODLAND HILLS SCHOOL DISTRICT
ATTN: Michael A. Gigliotti, Business Manager/ Board Secretary
531 Jones Avenue
Braddock, PA 15104-2418

BY ORDER OF THE BOARD
Michael A. Gigliotti
Business Manager/ Board Secretary

**WOODLAND HILLS SCHOOL DISTRICT
REALIGNMENT MOVE
SPECIFICATIONS FOR SERVICE CONTRACT**

1. SCOPE OF THE WORK

A. Move all contents of the Woodland Hills School District listed below from their existing locations:

Woodland Hills Jr/Sr High School 2550 Greensburg Pike Pittsburgh, Pa 15221 to

Woodland Hills Intermediate School 7600 Evans St. Pittsburgh, Pa 15218

Woodland Hills Academy 126 Monroeville Ave Turtle Creek, Pa 15145

Edgewood Elementary 241 Maple Ave Pittsburgh, Pa 15128

Wilkins Primary 362 Churchill Rd. Pittsburgh, Pa 15235

Woodland Hills Promise 235 4th Ave Rankin, Pa 15104

Items to be moved include: Books placed in boxes, student and teacher supplies placed in boxes, tables, chairs, file cabinets, kitchen supplies, student desks and physical education equipment.

Additional Information

- Approximately 3,500 1.3 cubic foot boxes and plastic totes will need to be moved.
 - The time frame for the move is from **July 18, 2019 through August 2, 2019**. Schools will be available as needed by the moving company for the moves.
 - A teacher's materials may be moved from one location to 4 schools. For example, a current Edgewood teacher may have their materials go to one of 4 locations.
 - The District requests in addition to the base bid to include per item deduct and add cost for furniture and per 1.3 cubic foot square box.
1. Moving company will be notified of exact date of move in the summer of 2019. The move may be a phased move starting on July 18, 2019 and continuing through August 2, 2019 (if parts of the building become available for move-in at different times). Moving will take place from 8:00 a.m. until 3:00 p.m. each day.
 2. The moving company will be given a floor plan with room assignments showing where items are to be moved.
 3. The move shall be completed by a date established by the District.
 4. The successful contractor will work on a lump sum basis, including a project manager to be present Monday through Friday, involving no overtime.
 5. The successful contractor shall agree to continue to provide competent workers and equipment, in quantities as required, to meet the move requirements.

B. Quotation Requirements:

1. **A mandatory pre-bid meeting will be held on Wednesday, June 26, 2019 at 9:00 a.m. at the Administration Building 531 Jones Ave North Braddock, Pa 15104 to explain the Scope of Work and the process for submitting a bid for the Project. Following the meeting, a tour of each building will be given, and questions will be answered.**
2. Moving contractor is required to submit a bid for the move as described in these specifications.
3. The contractor should base their proposal on the assumption that they will be required to move all labeled contents from the rooms of origin.
4. The contractor shall anticipate providing all tools and equipment required to complete the move.
5. The Mover shall designate a Project Manager to coordinate communication between the mover and the school district. He or she shall represent the mover during all phases of the work being performed.
6. Employees of the mover shall wear name badges and a form of identification that is clearly discernible (T-shirts bearing the company name, for example) at all times during the move.
7. The mover shall be responsible for any and all loss or damage to buildings, building sites, and or other means during the performance of the project described herein. Sites include all structures and utilities; as well as adjacent portions of streets, sidewalks, landscaping, and other property. Where items are damaged beyond repair or are lost and irreplaceable, the mover shall reimburse the district for the full market value of those items.
8. Successful bidder will provide a Certificate of Insurance naming the District as an additional insured.
9. It is the intent of the Woodland Hills School District to engage those contractor(s) who demonstrate their competency to complete the requested work and who submit the lowest responsible bid. The Woodland Hills School District will provide direction to the successful bidder as to when the move will begin.

2. QUALIFICATIONS OF BIDDERS

All bidders submitting a Bid for the work herein described shall meet the following qualifications and shall submit with their bid the qualification form attached hereto:

1. Shall have been in the business of providing moving services covered by these Specifications for a period of at least five (5) moves;
2. Has completed moves particularly in educational institution moves, within the last three (5) years greater than the size and scope of the move anticipated by the Woodland Hills School District in order to demonstrate competency.
3. Provide a list of all similar projects done in the last five (5) years, the project name, the name, address, email and/or telephone number of the project owner, and the name of the contact person who has knowledge of the project and the size and scope of the project;
4. Has in their possession all tools and equipment necessary to perform safely and accurately the work required by these Specifications;
5. The Contractor shall not sublet this contract nor assign the same by power of attorney, or otherwise.

3. COMPENSATION

1. The Contractor(s) hereby agrees to accept compensation for furnishing all the required materials, labor, tools, equipment, etc., for the proper execution and completion of the whole of the work, and/or services hereinbefore described to be done under this agreement, at the price or prices, amount or amounts as stated in this proposal.
2. No additional compensation will be allowed for consumable items.
3. When a building has been visited, no travel time or expenses will be allowed to obtain tools and return to the building for completion of work.
4. The successful contractor(s) shall be responsible for the payment of any legally imposed sales tax or taxes upon materials required for this project.
5. Each bidder shall provide a W-9 stating its Federal Tax Identification Number on the provided bid form. The District is required to report to the IRS on Form 1099 all payments involving labor or services provided by vendors.

WOODLAND HILLS SCHOOL DISTRICT DISTRICT MOVING SERVICES REPLY FORM

Name of Company _____

Authorized Signature _____

Print Name _____

Title _____

Tax ID Number _____

Date _____

Street Address _____

City, State, Zip _____

Phone _____

Email _____

Additional Comments _____

Questions to be answered:

1. Can you complete the move in phases over several months if needed? YES or NO

2. Do you recycle items no longer wanted? YES or NO

What types of items do you recycle? _____

If you recycle items what is the cost? \$_____

3. Do you discard (trash) items that are no longer wanted? YES or NO If so what types of items do you take and is there a fee? What is the fee?

4. Do you provide auction services for selling unwanted items? YES or NO