

Request for Proposal

Residential Moving Services

Pre-Offer Conference

Via WebEx

September 12, 2024



RFP Timeline

Written Inquiries Due	September 16, 2024
Deadline for Submittals	October 2, 2024
Contract Begins	January 1, 2025

Important Item

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Anything discussed today or at any point in time does not change anything in the RFP.

Only a formal written and issued addendum changes the RFP.

Solicitation Instructions

- Transparency Policy starts at solicitation opening and ends at City Council Award
- All offerors must register at:
<https://www.phoenix.gov/procure>
- All written inquiries are due **September 16, 2024, 4:00 p.m.**
- The City will not be responsible for oral instructions made by employees or officers, any changes will be in the form of solicitation addenda
- Businesses **must** be registered with the Arizona Corporation Commission (this is checked)
- Offeror must read the entire solicitation and accept all terms and conditions without exception

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Special Terms and Conditions

- Pricing
- Background Screening

Insurance & Indemnification

- Please note the indemnification provisions within the solicitation
- ▶ Insurance requirements cover:
 - ▶ General Liability
 - ▶ Automobile liability
 - ▶ Worker's compensation
 - ▶ Professional liability
- ▶ Upon award, certificates of insurance (ACORD form or equivalent) must be provided to the City within 10-days
- ▶ Send to the Procurement Division at
Hou.procurement@phoenix.gov

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Pre-requisites

- ▶ Must be in operation 3-years

Term

- ▶ Commencing on or about January 1, 2025
- ▶ 5-Year period

Scope of Work

The Contractor shall furnish all labor, equipment, vehicles, and other items necessary to accomplish the residential moving services at City-owned Housing properties.

- ▶ Responsible for the furniture, boxed items, electronic equipment, small household appliances, artwork, equipment, and all other items when they are released by the Housing Department to the Contractor
- ▶ Walk Throughs and Building Protection
- ▶ Settlement of Damage Claims
- ▶ Licenses
- ▶ Responsible for standard equipment outlined in the scope of work
- ▶ Move Coordination Services
- ▶ Move Consultation Meetings
- ▶ Possible Hazardous Conditions

Evaluation Criteria

No.	Evaluation Criteria	Scoring Method	Weight (Points)
1.	<p>Method of Approach</p> <p>A. Are there specific items that your company does not move, (ex: pianos)? If there are items that you will not move, how do you propose the items be moved?</p> <p>B. Some of our projects are moves on-site, and a truck is not always needed for these moves. How will you handle these moves?</p> <p>C. What is your company's method of dealing with odors such as smoke, marijuana, human, or animal urine on equipment?</p> <p>D. What is your company's method of dealing with pest infestations such as bed bugs?</p> <p>E. Is your company willing to move items to the trash for residents? Residents may have furniture that they wish to discard.</p> <p>F. On occasion, residents are unable to pack their own furniture, household appliances, artwork, and other items how will you address this issue?</p> <p>G. How will your team handle a situation where a client falls ill prior to an appointment and the moving service has to be cancelled on short notice?</p> <p>H. How would your team handle a situation where the individual or family that they are helping move residence has signs of hoarding?</p> <p>I. How will your company keep an open line of communication throughout the various stages of the moving process?</p>	Points Based	450 (45% of Total)
2.	<p>Qualifications and Experience</p> <p>A. How many years has your company been in business? Does your company have experience with providing moving and relocation services for a government entity? If yes, how many years?</p> <p>B. In completing the moves tasked, your company should have a group of full-time employees in the following job positions: truck driver, move laborer, packing laborer, project manager/coordinator. How will your company assign tasks to the various positions?</p> <p>C. How does your company determine materials needed, equipment required, and number of staff needed for move/relocation?"</p> <p>D. How will your company keep an open line of communication throughout the various stages of the moving process?</p>	Points Based	350 (35% of Total)
3.	Pricing	Points Based	200 (20% of Total)

Submittals

RFP FY25-086-04(DRW) Residential Moving Services				
Item	Description	Price Regular Hours	Price Premium Hours	Rate Per
Labor Rates				
1	Driver Labor	\$	\$	Hour
2	Additional Laborer	\$	\$	Hour
3	Packing Laborer	\$	\$	Hour
4	Moving Supervisor Laborer	\$	\$	Hour
General Services (includes all labor, equipment, and any safety cost)		Price Regular Hours	Price Premium Hours	
1	Moving Truck with 1 Driver and 1 Move Labor, Pickup, Unload and Delivery Only	\$	\$	Hour
2	Additional Move Labor, Pickup, Unload, and Delivery Only Individual may be required without the use of a truck	\$	\$	Hour
3	Travel Time, Truck Driver starts commute directly from "move out" to "move in" location.	\$	\$	Hour
4	Packing Labor, Packing and Unpacking Services for a resident	\$	\$	Hour
5	Installer, disconnect and reconnect computers/TVs, washers, dryers, electronic devices, etc.	\$	\$	Hour
6	Move Coordinator, provides move plan/walk through of residents' property	\$	\$	Hour
Material Costs		Materials/Parts (Mark-up not to exceed 10%)	Material Price Per	
1	2" x 55 yd Packing/Mailing Tape	%	\$	Roll
2	Masking Tape	%	\$	Roll
3	2" x 55 yd Box/Packing Paper Tape	%	\$	Roll
4	1-3/4" x 60yd Shipping/Strapping Tape	%	\$	Roll
5	15 cf Bag Peanuts	%	\$	Bag
6	Steel Banding	%	\$	LF

Submittals Continued

Replacement Costs		Replacement reimbursement will not exceed	Price Per	
1	Shirt	\$25	\$	Each
2	Shorts	\$25	\$	Each
3	Pants	\$30	\$	Each
4	Blankets	\$20	\$	Each
5	Hoodies	\$25	\$	Each

- ▶ Labor Hourly Rate (Regular business hours and Premium)
- ▶ General Services (Includes laborers)
- ▶ Material line items are each unless otherwise indicated
- ▶ Replacement Costs
- ▶ Sign and Return

Proposals

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Submittal Requirements:



- E-mail attachment or in-person delivery
- Tab 1 Cover Letter with contact information
- Tab 2 Evaluation Criteria
- Tab 3 Attachments A-I
- Tab 4 Signed Addenda

Solicitation Transparency

Commencing on the date and time a solicitation is published, potential or actual offerors or respondents (including their representatives) shall only discuss matters associated with the designated procurement officer and not with any City Staff.

Tonja Lepur

Contract Specialist II – Management Services

602-495-0616

Hou.procurement@phoenix.gov