



THE SCHOOL DISTRICT OF SPRINGFIELD R-12
PURCHASING DEPARTMENT
1458 E. CHESTNUT EXPRESSWAY
SPRINGFIELD, MO 65802

Interoffice Use Only	

Invitation For Bid No.: S19B-0063	Issue Date: <i>April 29, 2019</i>	Title: Moving Services
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Bids Must Be Received By The Purchasing Department At The Above Address No Later Than:

May 2, 2019 2:00 P.M.

All inquiries for information should be emailed to the following individual:
Kara Daniel
kmdaniel@spsmail.org

Sealed bids should be submitted to the Purchasing Department at the above address.

Amendment #1 Invitation for Bid No. S19B-0063

Prospective bidders are hereby notified of the following:

Changes to the moving timeline:

The successful bidder MUST have the north hallway (rooms 126 - 132) completely vacated by Friday, May 24th. The move may begin as early as May 22nd, staff will be done packing and labeling by May 21st.

Additions/Clarifications:

The contract resulting in this solicitation will result in a non-exclusive agreement and the District reserves the right to purchase services from other sources as deemed necessary and appropriate. Should the primary contractor perform in an unsatisfactory manner as determined by the District or cannot perform in the timeframe needed the District reserves the right to award to a primary and secondary contractor.

CONTRACT RENEWAL:

The District shall have the sole option to renew the contract in one 1-year increments, or a portion thereof, for a maximum total of two additional years. The bidder must respond to the following line items regarding renewal pricing. The bidder can indicate a renewal price increase or decrease by percentage, applicable to all line items. The bidder must not bid both an increase and decrease for the same renewal period. The bidder must clearly indicate if the percentage is an increase or a decrease. In the event a percentage is not quoted (i.e. left blank, page not returned, etc.), the District will assume there is no increase or decrease.

All Increases and decreases will be calculated against the original contract price, not against the previous year's price. The percentage indicated shall be used in the cost evaluation to determine the potential maximum financial liability to the District.

1st Renewal Period Increase: _____ Or Decrease: _____ %

2nd Renewal Period Increase: _____ Or Decrease: _____ %

Pre-bid and site inspection meeting notes:

A pre-bid for this project was held on site at Delaware Elementary School on April 25, 2019 at 11:00 am.

The first move will be Delaware to other locations. The first move end dates may be adjusted due to starting the move earlier. The north wing must be completely empty by Friday, May 24, 2019 for asbestos abatement.

1. Move six (6) Special Education Rooms to Horace Mann located at 3745 S. Broadway Ave, Springfield, MO 65807 approximately 5.1 miles from Delaware
2. Move Delaware to Old Sherwood located at 1813 S. Scenic Springfield, MO 65807 approximately 4 miles from Delaware
3. Potentially surplus equipment may need to be moved to the General Services Center (GSC) located at 1458 E. Chestnut Expressway Springfield, MO 65802 approximately 2.5 miles from Delaware.

The District does not intend to make multiple awards for these services but reserves the right to do so if in the best interest of the District.

The last day of school for the District is May 21, 2019.

The work hours provided in the bid document are what the District desires, upon request there may be limited flexibility.

Delaware will be completely demolished and a new site constructed at the same location.

The circle drive west of the all purpose room provides the best option for parking and loading.

Items under the stage will need to be moved including folding chairs.

District items will be moved and teachers have been instructed to take their personal items home with them.

No vending machines or leased equipment will be moved.

Metal cabinets and file cabinets will be emptied.

The District has purchased boxes in the sizes of 16x16x16 and 18x18x18.

Some items will be shrink wrapped examples include but are not limited to preschool/early education furniture and items.

The District will be removing all IT equipment such as smart boards, printers, desktops, etc.

Computer crates and carts will be moved by District staff.

Drills must be used to remove shelving attached to the wall.

Total number of Delaware rooms:

21 classrooms (which includes the Music hallway as a classroom)

9 smaller rooms / offices

All purpose room

Custodial room

Basement

Roll around robot does not get moved by the successful bidder.

Items outside stay with the exception of the BBQ grill and other maintenance items in the shed.

Staff will identify their room number on boxes and furniture in their room.

Some shelving will need to go to Old Sherwood and some will need to go to GSC.

Books will be boxed.

Blankets must be used to protect the furniture during the move.

There are five book carts in the library.

The built-in counters in the library stay.

SPED chairs will be marked with room numbers.

Custodial supplies will need to be moved.

Food Service equipment including large commercial industrial equipment will be moved by District staff.

It is possible that cafeteria tables will need to be moved to another District location such as Old Sherwood or GSC.

Concrete benches and items will be moved by the District.

Special education equipment such as trampolines, chairs and standers will need to be moved.

Indoor portable basketball goals will need to be moved.

Recycling Bins will be moved by the leased vendor.

Old Sherwood has three entrances off the main parking lot. The middle entrance may be under construction during the move.

Questions received prior to the deadline for questions have also been addressed and posted to the District's website at <https://www.sps.org/Page/4060>.

The bidder hereby declares understanding, agreement and certification of compliance to provide items and/or services, at the prices quoted, in accordance with all terms and conditions, requirements and specifications of the original RFP as modified by this and any previously issued amendments. The bidder should also, as a matter of clarity and assurance, sign and return this and all previously issued amendment(s) and the original document.

Company Name:	
Mailing Address:	
City, State, Zip:	
Phone Number:	Fax Number:
Contact Person:	Title:
Web Address:	Email Address:

Authorized Signature of Official

Date

Printed Name of Official

Title