



# SAN MATEO-FOSTER CITY SCHOOL DISTRICT

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## REQUEST FOR PROPOSALS ("RFP") FOR MOVING AND RELOCATION SERVICES FOR VARIOUS SCHOOL SITES AND ADMINISTRATIVE OFFICES RFP #19-002, RFP ADVERTISEMENT

San Mateo-Foster City School District ("District" or "SMFCSD") is requesting submission of proposals ("Proposals") from qualified persons, firms, partnerships corporations, associations or professional organizations ("Firm(s)") to perform the following move management services ("Services"):

1. Moving of: Materials and items which may consist of, without limitation, boxes, furniture, file cabinets, records, educational material and books, computer equipment, sporting equipment, musical instruments, supplies, and other miscellaneous items to their new identified areas as further described herein to be identified from areas such as:
  - a. Classrooms and Administrative Offices
  - b. Industrial Kitchens, Computer Lab, Science Labs
  - c. Libraries,
  - d. Auditorium/Multipurpose rooms
  - e. Workshops
  - f. Music rooms
2. Off-Site Storage of: Materials and items which may consist of, without limitation, boxes, furniture, file cabinets, records, educational material and books, computer equipment, sporting equipment, musical instruments, supplies, and other miscellaneous items to be identified from their current areas as enumerated above.
3. Haul-off: All remaining items and debris leaving the classrooms and interior spaces broom clean.
4. Building Protection of: Floors, doors, walls, wall corners, elevators, etc.
5. Additional Requirements: Packing, unpacking, and placement of materials; packing of labeled items which have not been packed by District staff; delivery and distribution to individual rooms, of labels, boxes, and speed packs.

Firms that intend to submit a Proposal must be insured and appropriately licensed and maintain an office within fifty (50) miles of the District's Administrative Office. Some of the work associated with these Services may require the payment of not less than the general prevailing rate of per diem wages and the general prevailing rate for holiday and overtime work pursuant to Labor Code section 1770 et seq.

Interested Firms are invited to submit a Proposal as described below, with one (1) original and three (3) copies of requested materials to:

San Mateo-Foster City School District, Facilities Dept.  
1170 Chess Drive  
Foster City, CA 94404

Submittal packages should be clearly marked with "**RFP #19-002**" and the title "**Moving and Relocation Services**." Questions regarding this RFP, must be in writing and shall only be directed to Jose-Noel Cadiz at [jcadiz@smfc.k12.ca.us](mailto:jcadiz@smfc.k12.ca.us). The District may respond to questions presented via addenda to this RFP.

**All Proposals must be received on or before: June 18, 2019, no later than 2:00 p.m.**

Proposals are to be submitted only in sealed envelopes with the proposal name, "**Moving and Relocation Services**" and RFP number, "**RFP #19-002**"; facsimile and electronic transmissions are not permitted. Late responses will not be accepted.

**Advertisement Dates: May 22, 2019 and May 29, 2019**