



REQUEST FOR PROPOSALS
RESIDENTIAL MOVING SERVICES

Avon Park Housing Authority
Lakeside Park Apartments II
18 August 2016

1. OVERVIEW OF RFP AND DEADLINES

This Request for Proposals (RFP) is issued for residential moving services by Avon Park Housing Authority (APHA) for the Lakeside Park Apartments II in Avon Park, FL.

DEADLINE FOR SUBMISSION OF PROPOSALS IS:

Date: Tuesday, 30 August 2016
Time: 2:00PM Eastern Time
Place: Avon Park Housing Authority Central Office
21 Tulane Drive
Avon Park, FL 33825
Attention: Tracey Rudy, Chief Executive Officer

Respondents are required to submit two original copies of their Proposal.

Inspection of Premises: Respondents may schedule an appointment to inspect the premises of the subject move no later than 4:00PM Eastern Time on Friday 26 August 2016 by contacting Bea Gillians at APHA at the following email address: apha3@avonparkha.org.

Any Questions regarding the RFP must be submitted in writing via email to Ms. Gillians by the same deadline.

2. THE DEVELOPMENT

The Development: Lakeside Park Apartments II is a multi-family rental property located at 21 Tulane Drive, Avon Park, Florida, 33825 containing 63 dwelling units, as follows:

APHA Lakeside Park II Unit Mix					
Unit Type	1br	2br	3br	4br	Total
Number of Units	14	15	31	3	63
Unit Square Footage	543 sq ft	724 sq ft	942 sq ft	1159 sq ft	

Residents will need to be relocated on-site to enable APHA to undertake a significant phased renovation of the property. It is estimated that the period of relocation will last approximately four months, accomplished in four one-month phases, subject to actual construction scheduling. We anticipate relocation will begin in September 2016 and be complete within a four- to six-month period.

Approximately 80% of the units are currently occupied. APHA plans to renovate vacant units first, relocate tenants from occupied units to those completed units, then renovate the newly vacated units, and continue in this fashion until all units have been renovated and all tenants relocated.

3. MOVING SERVICES

APHA is requesting Proposals from moving companies to provide a full range of moving services. The selected moving company will be contracted to move tenant’s belongings from their current unit to the designated newly renovated unit on site. Each resident will be moved once.

In addition to the services described above, please break out what the hourly fee would be to provide packing assistance if needed as well as hourly rates for other additional moving services.

NOTE: This is the approximate plan and some things may change from the time of proposal to the time of implementation.

Interested respondents should be able to provide all of the following services:

1. Provide all labor, materials and equipment necessary to accomplish resident relocation in accordance with the anticipated construction schedule. The selected moving company will receive notice once households are ready to move and a vacant unit is available; the mover will be required to move the designated households within 48 hours of receiving such notice. A move must be accomplished within one calendar day so that a household can occupy its new unit by the evening of the moving day.
2. Provide at least two training sessions on the most effective way of packing, labeling of boxes, etc.
3. Provide packing supplies such as boxes of multiple sizes, tape, labels, bubble and paper packaging, etc.

4. Provide packing assistance if needed.
5. Assemble and disassemble large furniture such as bed frames, entertainment centers, etc.
6. Have the capacity to provide temporary storage if needed.
7. Provide general liability insurance as well as insurance coverage for resident property damaged or lost during the move.
8. Pricing and fees quoted in Proposal must be valid for at least 60 days from the date of the Proposal submission.

4. PROPOSAL CONTENT

Respondents should have extensive experience providing moving services with residential multi-family properties of similar size and scope.

Proposals should include the following information:

1. Statement of your firms' qualifications in completing this scope of work described above.
2. Fee for scope of work described above broken out on a per unit basis.
3. Fees for additional packing or moving services broken out by rate.
4. Evidence of required liability, car/ truck and workers comp insurance.

5. EVALUATION OF PROPOSALS

Respondent Firms should submit Proposals that contain the following:

1. **Description of Company Qualifications and Capacity.** Please submit evidence of your company's qualifications and capacity, including information on projects of similar scope and size, project references, as well as evidence of required insurance.

Maximum score for Company's Qualifications: 50 points

2. **Fee.** Please submit all-inclusive fee for services required above, broken down as a price per move per apartment unit. Please also submit hourly rates for any additional packing or moving services.

Maximum score for Fees and Rates: 50 points

Maximum Total Score for Proposal: 100 POINTS

APHA will award the contract to the highest scoring responsive and responsible proposer, and reserves the right to make multiple awards or no award, at the sole discretion of APHA.

-END OF REQUEST FOR PROPOSAL-