



**Request for Qualifications and Proposals (RFQ/P)**

**#648**

**For**

**As Needed Moving Services**

## NOTICE INVITING QUALIFICATIONS and PROPOSALS (RFQ/P)

### #648 As Needed Moving Services

Notice is hereby given that the Oxnard Union High School District (“District”) is inviting proposals from companies to provide As Needed Moving Services as requested by the District.

Proposals must be submitted electronically to:

Deanna Rantz  
Purchasing Director  
[Deanna.rantz@oxnardunion.org](mailto:Deanna.rantz@oxnardunion.org)

RFQ/P Documents can be found at the OUHSD website at:

<https://www.oxnardunion.org/administrative-services/purchasing-warehousing/RFQ/P/>

Qualifications and Proposals must be submitted electronically via email and marked with the proper proposal information in the subject of the email. Proposals are due electronically no later than **11:00 a.m. on 05/03/21**. Proposals results will be posted on the District website listed above. Proposals received after the above stated time and date will not be accepted.

The District reserves the right to accept or reject any or all proposals or any items therein, to waive any irregularities or informalities, and to contract in the best interests of the District. Responses shall remain valid and subject to acceptance anytime within ninety (90) days after the submission deadline, unless a longer period of time is mutually agreed to by the parties. Proposing firms are hereby made aware that the District will not reimburse costs for the preparation of the proposal to any proposing firm for any reason.

Bidder represents that it has no existing financial interest and will not acquire any such interest, direct or indirect, which could conflict in any manner or degree with the performance of services required under this RFQ/P and that no person having any such interest shall be subcontracted in connection with this RFQ/P, or employed by Bidder.

Failure to comply with the above provisions shall constitute grounds for immediate rejection of the proposal, in addition to whatever other remedies the District may have.

OXNARD UNION HIGH SCHOOL DISTRICT

By authority of the Governing Board of Oxnard Union High School District, Ventura County, State of California.

Publication Dates: 4/18/2021 & 4/25/2021

# INSTRUCTIONS TO PROPOSERS

## 1. GENERAL INSTRUCTIONS

### A. District Requirements

The Oxnard Union High School District operates 8 school sites, an adult education school and administrative offices in Oxnard, CA. The District will need quick responses to last minute moving services of room-to-room or building-to-building relocations, on an as needed basis. The scope of work involves packing and/or moving classrooms and/or offices from permanent buildings to interim housing and back to permanent buildings after construction is complete. At minimum, the district will require the services referenced at ACHS, CIHS, HHS, OHS, PHS, RCHS and RMHS.

- a. Adolfo Camarillo High School (ACHS), 4660 Mission Oaks Blvd., Camarillo, CA 93012
- b. Channel Islands High School (CIHS), 1400 Raiders Way, Oxnard, CA 93033
- c. Hueneme High School (HHS), 500 Bard Road, Oxnard, CA 93033
- d. Oxnard High School (OHS), 3400 West Gonzales, Oxnard, CA 93030
- e. Pacifica High School (PHS), 600 East Gonzales Road, Oxnard, CA 93036
- f. Rancho Campana High School (RCHS), 4235 Mar Vista Drive, Camarillo, CA 93010
- g. Rio Mesa High School (RMHS), 545 Central Avenue, Oxnard, CA 93036

AS-NEEDED MOVING SERVICES may be required for portable classrooms, standard classrooms, computer labs, science labs, libraries, kitchens, weight rooms, aquatic buildings, administrative offices, music rooms, multi-purpose rooms, etc.

The services to be provided by the Contractor under this contract will include, and not be limited to, the following: Equipment typically found in an educational setting, such as desks, lecterns, tables, chairs, cabinets, sofas, lounge chairs; Modular Systems Furniture– Office furniture that typically requires assembly of partitions, desks, overhead bins, file cabinets; and Computer Equipment – monitors, keyboard, printers, etc.

The moving contractor will provide an individual who will manage all communications, scheduling and coordination of moving services. The coordinator will review the existing District location(s) to evaluate the scope of each individual move (see Special Conditions).

The Contractor will supply all supervision, vehicles, drivers, packers, packing materials, boxes, and other supplies as needed to execute the moves. The Contractor shall manage their resources in order to minimize any costs that may occur due to excess material usage, man-hours for waiting and detained truck or staffing resources. There will be no charges for Contractor's employees to and from the move site.

### B. Submittal of Proposals

Proposals should be reviewed for accuracy before submission to the District. Proposals may not be adjusted after submission to the District. The District will not be responsible for errors or omissions in any proposals. The District reserves the right to reject any and all proposals, or to waive any irregularities, or informalities in the proposals and act as the sole judge as to the merit and qualifications of the information received.

Written proposals must be received via email to [Deanna.Rantz@oxnardunion.org](mailto:Deanna.Rantz@oxnardunion.org), no later than **05/03/2021 at 11:00 a.m.** Proposal packages must be clearly references, **“RFQ/P #648 As Needed Moving Services.”**

**Attachment 1 Proposal Form, Attachment 2 General Information and Qualifications Form** and the **Non-Collusion Declaration** must be submitted, in their entirety, for proposal responses to be complete and acceptable. **Failure to provide signatures on required forms may result in rejection of proposal.**

C. Signatures

All proposals must include a signature of an authorized officer of the accounting firm submitting the proposal. The name and title of the person shall be included following the signature.

D. Disqualified Proposals

Any proposal received after the proposal due date and time will be refused and will not be accepted.

E. Withdrawal of Proposals

A company may withdraw its proposal, either personally or by written request, at any time before the proposal due date and time.

F. Proposal Pages

Although there is no page limit, only pertinent information shall be provided.

G. Contacts

In order to control information disseminated regarding this request, firms interested in submitting proposals are directed **not** to make personal contact with members of the Board of Trustees and District Administration with the exception of the District Representative listed below. Each firm may submit requests for information or clarifications, via email, to only the District Representative.

Deanna Rantz – Director of Purchasing  
1800 Solar Drive  
Oxnard, CA 93030  
(805) 385-2519  
[Deanna.Rantz@oxnardunion.org](mailto:Deanna.Rantz@oxnardunion.org)

H. Timeline

The following dates are estimates of each process of the RFQ/P process. Dates are subject to change as the District’s discretion.

4/18/21 & 4/25/21	Advertisements
4/28/21 @ 2:00pm	Request for Information (RFI) Deadline
<b>5/03/21 @ 11:00 am</b>	<b>RFQ/P Due</b>
5/12/21	Award of Contract
5/24/21	Contract Execution

I. Rating Criteria

The District may consider the following factors in rating Bidders:

- a. Price (40%)
- b. Responsiveness to RFQ/P (15%)

- c. Experience (20%)
- d. Company Profile (10%)
- e. References (15%)
- f. Interview (if required)

J. Contract

The awarded firm or firms will be required to execute a contract acceptable to both parties. The attached (Exhibit 1) standard OUHSD contract will be used. The District may award to one company or more than one company, at the District’s discretion. Should more than one company be issued a contract, the District will award work based on the lowest rates and contractor availability.

K. Insurance Provided by Service Provider

The Service Provider shall provide and maintain the following insurance coverage amounts, naming the Oxnard Union High School District as Additional Insured by Endorsement, as set forth below:

Workers Compensation Insurance

In accordance with limits established by law.

Employers Liability Insurance:	\$1,000,000
Commercial General Liability Insurance	
Per Occurrence	\$2,000,000
Aggregate	\$5,000,000
Automobile Liability Insurance	\$1,000,000

L. Hold Harmless

The successful contractor agrees to defend and hold harmless the District, its Governing Board, officers, directors, agents, employees, and independent contractors, individually and collectively, from and against all costs, expenses, losses, claims, demands, suits actions, payments, judgments (including legal and attorney fees), or other liabilities of any nature, arising from death, personal or bodily injuries, property damage or otherwise, however caused, brought or recovered against any of the above-named persons that (a) occur in connection with the performance of the professional services set forth herein by the successful vendor or any of its officers, employees, agents, or subcontractors; or (b) arise from any act, omission, or breach by the successful vendor or any of its officers, employees, agents, or subcontractors in connection with the professional services set forth herein. The successful contractor further agrees to provide a Certificate of Insurance for liability coverage and limits acceptable to the District.

M. Termination For Convenience

This agreement may be terminated by District for any or no reason at any time during the term of this agreement by giving thirty- (30) day written notice to the Service Provider. Said notice shall be in writing, shall state the date of the proposed termination (which shall in no event be earlier than twenty-four (24) hours from the time of delivery of such notice) and shall be delivered to the addresses listed for the Service Provider in this Agreement. In such event, this agreement shall terminate on the termination date set forth in the termination notice. District shall pay to the Service Provider all amounts earned and invoiced by the Service Provider up to the termination date (subject to the District’s offset rights set forth in this Agreement) and the parties shall thereafter be

released from all further obligations and liabilities under this Agreement, except to the extent that any such obligations or liabilities expressly survive the termination of this agreement.

## ATTACHMENT 1

### PROPOSAL FORM

*This form must be included in proposal package*

This Proposal Form must be duly executed and submitted with any proposal to OUHSD.

The Offeror hereby agrees that its proposal is subject to all RFQ/P #648 As Needed Moving Services provisions, terms and conditions, attachments, exhibits, amendments and other applicable materials which are attached or incorporated by reference. Proposer hereby agrees to promptly enter into an agreement in substantial accordance with such RFQ/P provisions, terms and conditions.

The Offeror hereby agrees that its attached proposal of which this is part, is a firm irrevocable offer and valid for acceptance by OUHSD for the period through and including June 30, 2021. The Offeror hereby agrees that if its proposal is accepted by OUHSD that it shall provide the moving services in accordance with the RFQ/P. The term of this contract shall be for a period of one (1) year, with by mutual consent, the ability to renew in 1-year increments, for up to no more than five years.

ITEM NO.	SERVICE DESCRIPTION	REGULAR UNIT COST		OVERTIME UNIT COST		HOLIDAY UNIT COST	
		\$	/HR	\$	/HR	\$	/HR
1.	Project Manager	\$	/HR	\$	/HR	\$	/HR
2.	Supervisor	\$	/HR	\$	/HR	\$	/HR
3.	Foreman	\$	/HR	\$	/HR	\$	/HR
4.	Helper/Crewman	\$	/HR	\$	/HR	\$	/HR
5.	Packer/Installer	\$	/HR	\$	/HR	\$	/HR
6.	Driver/Truck (With Lift Gate)	\$	/HR	\$	/HR	\$	/HR

UNIT		UNIT COST	UNIT OF MEASUREMENT
A.	Boxes	\$	
B.	Shrink Wrap	\$	
C.	Tape	\$	
D.	Bubble Wrap (Roll Size)	\$	
E.	Labels	\$	
F.	Other	\$	
G.	Other	\$	

Name of Person Duly Authorized to Execute this Proposal/Offer:

Firm Name: \_\_\_\_\_

Duly Authorized Signature: \_\_\_\_\_

Name of Authorized Signer: \_\_\_\_\_

Title: \_\_\_\_\_

Date of this Proposal/Offer: \_\_\_\_\_

Offeror Address: \_\_\_\_\_

\_\_\_\_\_

Offeror Telephone: \_\_\_\_\_

Offeror Facsimile: \_\_\_\_\_

Offeror Email: \_\_\_\_\_

**ATTACHMENT 2**

**GENERAL INFORMATION & QUALIFICATIONS FORM**

*This form must be included in proposal package*

The Offeror shall furnish all of the following information accurately and completely. Failure to comply with this requirement may cause a proposal rejection. Additional sheets may be attached if necessary. "You" or "your" as used herein refers to the Offeror's firm and/or any of its owners, officers, directors, shareholders, parties or principals.

If the same information is provided elsewhere in your proposal and qualification materials, then please clearly identify such in the following questions.

Please be advised that the District may request verbal or written clarifications or additional information or an interview or presentation at any time.

(1) Company name, address and contact information:

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(2) Telephone: \_\_\_\_\_ Email: \_\_\_\_\_  
Website Address: \_\_\_\_\_

(3) Type of firm: (check one)    Individual       Partnership       Corporation       State

(4) Names and titles of all principals/officers of the company:

NAME	TITLE	PHONE NUMBER

(5) Please list any applicable certifications and licenses and the associated numbers:

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- (6) Have you or any of your employees ever conducted similar services under a different name or certification or different license number?
- a. If yes, give company name, address and certification or license number.
- (i) Name: \_\_\_\_\_
- (ii) Address: \_\_\_\_\_
- (iii) License No. (if any) \_\_\_\_\_
- (7) How many years has your company been in business under its present business name? \_\_\_\_\_
- (8) How many years of experience does your company have providing similar services? \_\_\_\_\_
- (9) How many public agencies has your firm provided similar services for? \_\_\_\_\_
- (10) Please list the public agencies and/or School Districts you have provided similar services for:
- \_\_\_\_\_
- \_\_\_\_\_
- \_\_\_\_\_
- (11) Please attach a short history of the company including whether it is local, national, or international as well as approximate number of employees. Also provide the number of offices and locations.
- (12) Please attach a copy of your company's most recent financial statement or other financial instruments that would establish your ability to complete its obligations under any agreement resulting from this RFQ/P.
- (13) Please attach or list below why your company should be selected by the District to provide the solicited services.
- \_\_\_\_\_
- \_\_\_\_\_
- \_\_\_\_\_
- (14) Have you or any of your employees, owners or principals been in litigation or arbitration of any kind on a question or questions relating to similar services involving a school or community college district during the prior five (5) years? \_\_\_\_\_
- a. If yes, provide the name of the public agency and briefly detail the dispute:
- \_\_\_\_\_
- \_\_\_\_\_
- \_\_\_\_\_

(15) Have you ever had a services agreement terminated for convenience or default in the prior five (5) years? \_\_\_\_\_

a. If yes, provide details and name of the other party:

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(16) Is your company, owners, and/or any principal or manager involved in or is your company aware of any pending litigation regarding professional misconduct, bad faith, discrimination, or sexual harassment? \_\_\_\_\_

a. If yes, provide details:

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(17) Is your company, owners, and/or any principal or manger involved in or is your firm aware of any pending disciplinary action and/or investigation conducted by any local, state or federal agency? \_\_\_\_\_

a. If yes, details:

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(18) Does your company maintain errors and omissions coverage: \_\_\_\_\_

If so, please provide a current copy of the declaration page showing the maximum liability or policy value.

(19) Will your company comply with all district, local State and Federal legal requirements, regulations and laws? \_\_\_\_\_

(20) Please provide any other information that may assist the District in ascertaining your qualifications, capability and customer service under any resultant agreement.

(21) Have you ever had any direct or indirect business, financial or other connection with any official, employee or consultant of the District? Identify any conflict or interest in (a):

a. Please elaborate and discuss any potential, apparent or actual conflict of interest:

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(22) Each company must include the following references:

- a. List at least three (3) clients for whom you have provided similar services. Show the names, addresses, and telephone numbers of the persons who can be contacted. Information obtained through the references will be evaluated by the District:

NAME	ADDRESS	PHONE NUMBER

I certify and declare under penalty of perjury under the laws of the State of California that the foregoing information required of Offeror pages one (1) through 12 is true and correct.

Executed this \_\_\_\_\_ day of \_\_\_\_\_ State of \_\_\_\_\_

\_\_\_\_\_  
City County

\_\_\_\_\_  
Print name Signature

\_\_\_\_\_  
Title

**NON-COLLUSION DECLARATION**  
*This form must be included in proposal package*

**District:** Oxnard Union High School District

**RFQ/P: 648 As Needed Moving Services**

**Company Name:** \_\_\_\_\_

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The undersigned hereby declares:

I am the \_\_\_\_\_ (insert position) of \_\_\_\_\_  
\_\_\_\_\_ (insert Contractor name), the party making the foregoing  
RFQ/P.

The Proposal is not made in the interest of, or on behalf of, any undisclosed person, partnership, company, association, organization, or corporation. The Proposal is genuine and not collusive or sham. The Bidder has not directly or indirectly induced or solicited any other Bidder to put in a false or sham Proposal. The Bidder has not directly or indirectly colluded, conspired, connived, or agreed with any Bidder or anyone else to put in a sham Proposal, or to refrain from Proposing. The Bidder has not in any manner, directly or indirectly, sought by agreement, communication, or conference with anyone to fix the Proposal price of the Bidder or any other Bidder, or to fix any overhead, profit, or cost element of the Proposal price, or of that of any other Bidder. All statements contained in the Proposal are true.

The Bidder has not, directly or indirectly, submitted his or her Proposal price or any breakdown thereof, or the contents thereof, or divulged information or data relative thereto, to any corporation, partnership, company, association, organization, Proposal depository, or to any member or agent thereof, to effectuate a collusive or sham Proposal, and has not paid, and will not pay, any person or entity for such purpose.

Any person executing this declaration on behalf of a Bidder that is a corporation, partnership, joint venture, limited liability company, limited liability partnership, or any other entity, hereby represents that he or she has full power to execute, and does execute, this declaration on behalf of the Bidder.

I declare under penalty for perjury under the laws of the State of California that the foregoing is true and correct and that this declaration is executed on \_\_\_\_\_  
(insert date), at \_\_\_\_\_ (insert city), \_\_\_\_\_  
(insert state).

Representative Name: \_\_\_\_\_

Representative Signature: \_\_\_\_\_

Date Signed: \_\_\_\_\_