

# RFP 24-1902 Moving Services

Issued: August 1, 2024

Due on or Before: August 15, 2024 1:00 PM (CT)

Proposals will not be publicly opened

## GADSDEN STATE COMMUNITY COLLEGE

Purchasing Department

P. O. Box 227 Gadsden, Alabama 35902-0227 · [www.gadsdenstate.edu](http://www.gadsdenstate.edu)

### Purpose

Gadsden State Community College (College) is soliciting proposals from qualified firms to perform moving services in accordance with the Scope of Work specified in this Request for Proposals (RFP).

### Background

The College offers an array of associate degree and certificate programs. Students may enroll in classes at any of the College's five locations in Northeast Alabama. For more information about the College visit [www.gadsdenstate.edu](http://www.gadsdenstate.edu)

### Scope of Work/Performance

Moving services for office furniture, materials and equipment typically found in a higher education setting. Heavy equipment moving services are included in the scope of work. Moves may vary in scope, size and frequency. All labor, supervision, tools, equipment, transportation, permits, fees, taxes, incidentals and materials necessary to perform moves are to be included and provided by the Contractor. The Contractor must comply with all State laws and regulations during the term of the contract.

### Locations

Moves may occur within College locations, room-to-room, building-to-building, campus-to-campus, or from a campus to a non-College site.

& D P S X V H V

Cherokee: 801 Cedar Bluff Road, Centre AL

East Broad: 1001 Korner Street, Gadsden AL

when purchasing new furniture, reconfiguring or refurbishing existing furniture. The College may also use its own employees for work with any College property.

### Materials and Equipment

The College maintains various materials and equipment throughout its facilities. Items may vary from everyday common types to those specific to certain industries.

### Records

College records may be those stored in designated recordkeeping facilities, or those maintained by specific departments. College resources are normally utilized for transporting records.

### Hazardous Materials

The Contractor will not be required to handle, store or transport hazardous materials.

### Special equipment

Equipment that requires special training and experience to connect/disconnect, move, transport or setup is exempt unless the Contractor can provide evidence of having significant experience and training and/or knowledge of moving such equipment prior to a move. Examples of such equipment are Computer Numerical Control (CNC) machines, automotive vehicle lifts, medical equipment, etc. To preserve operational use, the College reserves the right to use vendors that specialize in servicing, supporting and moving this type of equipment. Some equipment may require licensing and/or permitting from appropriate regulatory agencies.

### Warranted furniture and equipment

Some existing furniture may be under warranty from the supplying vendor and may require disassembly and reassembly by a designated vendor only. Under these circumstances the College reserves to the right to use such vendors to preserve the terms of the warranty.

### Protection of property

The Contractor will ensure College property is properly prepped and protected for safe moving. Finishes of furniture, millwork, flooring, walls, doors, ceilings, stairways and windows must retain their appearance and function.

Proper equipment and/or vehicles must be utilized for transport. The Contractor assumes all responsibility for damaged or lost property and must resolve any such issues within 30 days of discovery through replacement, repair or reimbursement. The Contractor must work with an appointed College representative in doing so.

### Storage

Utilization of Contractor storage, including climate controlled facilities, may be sought should the need arise. The Contractor's facilities will be bonded and insured, and College property must be inventoried and properly stored. High value items as determined by the College must have additional security measures in place.

Temporary overnight tractor trailer storage may also be utilized if during a move time or resource constraints do not permit unloading until the next workday. The trailer must be secured and staged in an area approved by a College representative.

## Safety

The Contractor will perform all work in a safe manner, adhering to OSHA and DOT guidelines, with proper technique and equipment in order to preserve the safety of College students, employees, contractors and visitors. At no time will the Contractor perform any act that is unsafe.

The Contractor will also temporarily close off areas to pedestrian traffic to prevent potential injury to bystanders when large or heavy equipment is being moved or used. A College representative will work with the Contractor to prepare notification to the College if necessary.

Contractor employees will also wear uniforms with their company name while working on College sites.

2. Locations of office(s) that would service this account
3. Proposal Form
4. RFP Certification
5. Valid Alabama Motor Carriers Certificate
6. Valid Department of Transportation Certificate
7. Valid Business License
8. State of Alabama Disclosure Statement
9. Electronically Signed EVerify MOU ([www.e-verify.gov](http://www.e-verify.gov))

#### Evaluation

Responses will be reviewed for compliance with the requirements stated in the RFP. Proposals deemed non-responsive will be eliminated from further consideration. Gadsden State may contact the Offeror for clarification of the response. Other sources of information may be used to perform the evaluation.

#### Delivery

Proposals delivered by the U. S. Postal Service must be addressed to  
 Gadsden State Community College  
 ATTN: Purchasing Department  
 P. O. Box 227  
 Gadsden AL 35902-0227

Proposals delivered by special courier service (FedEx, UPS) must be addressed to  
 Gadsden State Community College  
 ATTN: Purchasing  
 1001 George Wallace Drive  
 Gadsden AL 35903

Proposals may be hand delivered to:  
 Gadsden State Community College  
 1001 Korner Street  
 Joe Ford Center, Suite 113  
 Gadsden AL 35903

Proposals delivered by the offeror, United States Postal Service, Federal Express, or UPS, delivery service must have the RFP number indicated on the envelope.

#### Form of Proposal

All proposals must be sealed when received. Electronic proposals will not be considered.

#### Alternate Bid Responses

The College will not accept and evaluate alternate proposals in the RFP.

#### Sales Tax Exemption

Pursuant to the Code of Alabama, 1975, Title 230(A)(11), the College is exempt from paying sales tax. Prices are not to include sales tax. An exemption letter will be furnished upon request.

#### Inspection

It is the responsibility of the Offeror to inspect the facilities (grounds, road access, and buildings) for delivery method, installation and/or setup of materials, supplies and/or equipment.

### Acceptance

The responsibility of determining the acceptability of any products or services offered rests solely with Gadsden State.

### Pre-Bid Conference

A pre-bid conference may be conducted to explain the procurement requirements. If a pre-bid conference is to be held, Gadsden State will notify offerors via email of the conference, date, time, and location.

### Discussions

Discussions may be conducted with offerors who submit proposals determined to be reasonably susceptible of being selected for award; but proposals may be accepted without such discussions.

### Modification or Withdrawal of Proposals

Proposals may be modified or withdrawn by written notice if received at the place designated for receipt of proposals, prior to the proposal due date and, ~~until~~ discussions have begun, and prior to the date and time by which best and final offers must be submitted.

### Late Proposals, Late Withdrawals, and Late Modifications

Any proposal withdrawal or modification received after the specified due date and time at the place designated for receipt of proposals will be considered late.

### Responsibility and Responsiveness

Proposals will only be considered by an offeror who has submitted a proposal which ~~contains~~ all material aspects to the RFP.

### Offeror Responsibilities

The Offeror will assume all liability for employees while working on Gadsden State campuses.

### The Offeror

The Offeror shall indemnify defend, and hold the Releasees harmless for any liability incurred by the Releasee because of the non

Section 41-16-82 of the Code of Alabama 1975 requires the Vendor Disclosure Statement to be completed and filed with all proposals, bids, contracts, or grant proposals to the State of Alabama in excess of \$5,000. In circumstances where a contract is awarded by competitive bid, the Statement shall be required only from the person receiving the contract and shall be submitted within ten (10) days of the award.

**Beason-Hammon Alabama Taxpayer and Citizen Protection Act**

As required by Section 31-9(k) of the Code of Alabama 1975, the supplier agrees to the following: "By signing this contract, the contracting parties affirm, for the duration of any agreement that they will not violate federal immigration law or knowingly employ, hire for employment, or continue to employ an unauthorized alien within the State of Alabama. Furthermore, a contracting party found to be in violation of this provision shall be deemed in breach of the agreement and shall be responsible for all damages resulting therefrom." Verification of enrollment in the Verify program will be required prior to any award to a supplier who employs one or more employees within the State of Alabama. Verify documentation should be identified with the bid number and the buyer name. Failure to provide documentation within 5 calendar days of notification will result in the rejection of the supplier's bid. To enroll in the Verify program visit <https://www.everify.gov/>.

**Certification Pursuant to Act No. 2006-557**

Section 41-14-12 of the Code of Alabama 1975 (Act No. 2006-557) provides that every bid submitted and contract executed shall contain a certification that the supplier, supplier's affiliates and its affiliates that make sales to the State of Alabama are not on the list of debarred contractors. The certification shall be in the following form: "I, the undersigned, certify that I, my firm, and our affiliates are not on the list of debarred contractors maintained by the State of Alabama. I understand that this certification is a condition of my bid and that my bid will be rejected if I am found to be on the list of debarred contractors." (e)15.64C

By



***Proposal Form***  
RFP 241902 Moving Services

Temporary storage fees Tractor Trailer (specify square feet and/or time):

Temporary storage fees Climate Controlled Facility (specify square feet and/or time):

Hourly rate (itemized) for travel time:

Amount (itemized) per mile mileage rate:

Other costs not listed that are normally part of your service:



State of Alabama

# Disclosure Statement

(Required by Act 2001-955)

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