**Request for Proposal**

# And Moving Specification

INSERT DATE

The INSERT AGENCY NAME invites you to submit a not to exceed proposal to provide all labor, material, services, vehicles, permits, licenses, and equipment necessary for the relocation of INSERT BUSINESS NAME. This establishment is being displaced by the INSERT PROJECT NAME Project. Additional specific information will be provided during the walk-through.

The owner of items to be relocated for the purpose of this Request for Proposal (RFP) is:

INSERT NAME OF BUSINESS

INSERT NAME OF CONTACT

INSERT FULL ADDRESS

|  |  |
| --- | --- |
| **Displacement Location**  INSERT DISPLACEMENT FULL ADDRESS | **Replacement Location**  INSERT REPLACEMENT LOCATION |

The Agency’s most important objective is to insure a smooth and, to the greatest extent possible, disruption-free relocation for the business. The Agency is looking for well-documented and detailed moving proposals.

The Agency is **NOT** selecting or endorsing a mover for the business. The proposal will be used to determine the maximum amount the Agency will reimburse the owner for their move. In light of this, movers who submit proposals may be entitled to receive reimbursement of reasonable costs incurred in preparing a proposal that meets the move specifications requested. This amount will be discussed with the movers present at the walk through and agreed upon with the Agency’s Relocation Specialist prior to the submittal of the invoice by the mover.

The business owner is responsible for contracting with any mover, (including the movers that provide proposals and attend the walk through), to complete the relocation or they may elect to perform the move using their own forces. The Agency will notify the business owner of the name of the mover and the not to exceed amount provided by the lowest acceptable bidder. The lowest acceptable proposal may not necessarily be the lowest priced proposal received, rather the one that meets **all** aspects of this move specification.

The Mover is expected to bid as though all phases of the move are properly coordinated by the mover. This will require that the Mover work closely with the business and the Agency to insure that the proposal is organized and planned properly as to create the least amount of disruption as possible.

**SITE DESCRIPTION**

INSERT DISPLACED BUSINESS NAME has been in operation at the displacement location since INSERT DATE . INSERT BRIEF HISTORY OF BUSINESS BEING DISPLACED. The displacement site is located in approximately INSERT BUILDING SQ FT square foot building located at INSERT DISPLACEMENT FULL ADDRESS.

Attached are photographs, a site drawing/layout and a detailed inventory of those personal property items located in the building at the displacement site. The inventory identifies any personal property that requires a specialist to disconnect or reconnect the item (e.g. electrician, plumber, or specialty mover).

**GENERAL CONDITIONS**

1. The move date (is or has not been determined at this time).
2. Your proposal should assume the displaced business will provide personnel to be present at the replacement site to direct the placement of relocated items.
3. The replacement site is located at INSERT REPLACEMENT LOCATION.
4. Movers must attend a meeting and walk-through of the displaced location on INSERT DATE AND TIME; additional information will be discussed at that time. After a meeting to discuss the details of the move specification, the movers will be given a tour of the building and personal property items to be moved. If questions cannot be answered at that time, I will document your concerns and forward my response to all movers via e-mail.
5. The proposal must reflect a total move package; please include the cost of disassembly, packing, protecting, transportation, unpacking, placement, and assembly of all personal property unless otherwise instructed. This includes employee offices, workstations, desks, bookcases, personal items, equipment, etc., and for coordinating with any subcontractor as it relates to disconnecting, moving, and reconnecting the personal property.
6. Any shelving, cabinets, counters that are affixed to walls or floor shall not be bid on by the Mover unless noted in move specifications.
7. Please include the cost of providing sufficient packing materials, i.e. boxes, labels, and tape for packing personal belongings.
8. The Agency is requesting these proposals for the Agency’s internal use only. The Mover is requested not to discuss the amount of the proposals with the business until after the acceptable proposal has been announced. However, you are encouraged to discuss any aspect of the move with the business owner in order to prepare the proposal.
9. The following personal property items are being omitted from this bid request and should not be reflected in your bid amount (examples may include computer system, phone system, vendor owned machines, etc.).

Be specific - enter items that will not be part of this bid. Otherwise remove line 9 in its entirety.

**PROPOSAL**

1. It is expected the Movers will be within the local area. Your bid should assume that the distance from the displaced location to the replacement site is within INSERT NUMBER OF MILES.
2. Your proposal shall be based on the inventory present on the date of the walk-through.
3. Each bid should contain the following criteria and clearly indicate each line item as follows:

PLEASE USE THE FOLLOWING CHART WHEN PREPARING YOUR BID:

|  |  |  |
| --- | --- | --- |
| A. | Number of days required for the move |  |
| B. | Number of personnel required for the move |  |
| C. | Number of personnel hours required for the move. This includes pack, load, deliver, unload, and unpack time. |  |
| D. | Number of vehicles required for the move |  |
| E. | Number of vehicle hours required for the move |  |
| F. | Total cost of (A to E) above – general move | $ |
| G. | Cost of packing materials | $ |
| H. | Cost of any 3rd party charges, i.e., electrician, plumber, etc. | $ |
| I. | Cost for any additional equipment, i.e., forklift, rigger, etc. | $ |
| J. | Total amount of not to exceed proposal | $ |

Proposals are due by INSERT TIME on INSERT FULL DATE. Proposals submitted after the deadline or proposals that are considered incomplete and that do not address all items requested in the RFP may not be accepted and billings may not be honored. Please submit an invoice along with your proposal for the reasonable costs to prepare the proposal.

Submit proposals to me at the following address (e-mail with hard copy to follow within three (3) working days is acceptable).

Sincerely,

INSERT SPECIALIST'S NAME

Relocation Specialist

INSERT AGENCY NAME

INSERT SPECIALIST'S ADDRESS

INSERT SPECIALIST'S PHONE NO. AND FAX NO.

INSERT SPECIALIST'S EMAIL ADDRESS

**By signing below, the displaced business agrees with the details provided, descriptions, and inventories attached.**

Signature: Date: