



## REQUEST FOR PROPOSAL

**RFP 2024-21-168P**

**Move Management Services – Jefferson Middle School**

**Jefferson Middle School  
823 Acacia Ave. Oceanside CA.**

Please email proposal by  
**May 28, 2024, at 12:00pm** to  
Katie Dwyer Project Manager | FFE Move Coordinator  
Email: [katiedwyer@maasco.com](mailto:katiedwyer@maasco.com)  
Cell: 619-823-5283

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

Contact: \_\_\_\_\_

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

Phone #: \_\_\_\_\_

Email Address: \_\_\_\_\_

The Oceanside Unified School District is soliciting moving and labor service proposals for the following project.

**Project Names:**

Jefferson Middle School Pack and Move

**Scope:**

Please provide a detailed proposal for the comprehensive move management services required for Jefferson Middle School. The scope of work includes supplying all necessary labor, packing materials, and equipment to facilitate the relocation of boxes, furniture, and equipment from; (25) Existing classrooms, (1) Library and (1) Library storage room to the designated interim on-site housing locations. The library would like to rent/utilize rolling library carts during the interim onsite housing.

The proposal should include the following:

1. A breakdown of expenses by line item, including the cost of book cart rentals and labor for packing the library and oversized classroom furniture.
  - Total proposed lump sum, along with a breakdown of the cost.
2. Rate Sheet for additional hours and moving supplies.
  - Please include roughly 10 book cart rentals for the library for a year of use.
  - Assist in packing Library, book carts, Library storage shelves and associated boxes
3. A detailed schedule for the move services.
  - Pack Library, book carts, Library storage shelves and associated boxes starting June 5
  - Move all packed classrooms, library, and library storage shelves to designated storage (Tentatively scheduled June 13)
  - Move boxes into designated classrooms starting July 31- August 7

**RFP Timeline:**

- **Tuesday, May 21, 2024:** RFP distributed to Moving companies.
- **Thursday, May 23, 2024:** Questions and RFIs due to Katie Dwyer (katiedwyer@maasco)
- **Friday, May 24, 2024:** RFI Questions answered and issued.
- **Tuesday May 28, 2024:** RFP submissions due
- **Wednesday May 29, 2024:** Award of selected moving services.

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Signature

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Date