



OCEANSIDE UNIFIED SCHOOL DISTRICT

REQUEST FOR PROPOSAL

RFP No. 2025-21-013P DISTRICT WIDE MOVE MANAGEMENT

**Response Submittal Due on or
Before: Friday August 26, 2024, by
2:00pm**

At Fiscal Services
Oceanside Unified School District
2111 Mission Avenue
Oceanside, CA 92058

Request for Information:

Katie Dwyer

Katie.dwyer@oside.us

REQUEST FOR PROPOSAL

NOTICE IS HEREBY GIVEN THAT THE OCEANSIDE UNIFIED SCHOOL DISTRICT (OUSD) of San Diego County, California, acting by and through its Governing Board, is requesting proposals for services to assist the District with the move of Classroom and Office Furniture District wide. The District's Governing Board ("Board") will determine which proposal shall be accepted per Public Contract Code.

RFP No. 2025-21-013P DISTRICT WIDE MOVE MANAGEMENT

The Request for Proposal (RFP) may be obtained from the Oceanside Unified School District, 2111 Mission Avenue, Oceanside, CA 92058, or may be downloaded from the District's website at: <https://www.oside.us>. It is the Proposer's responsibility to check the website for notification of clarification and/or responses to questions. Questions regarding this RFP shall be directed in writing to Katie Dwyer via email at katie.dwyer@oside.us no later than August 21, 2024 by 12:00pm. Responses to questions or clarifications will be posted on the above website by August 21, 2024 by 4:00pm.m

Sealed qualifications proposals must be received in the Oceanside Unified School District, 2111 Mission Avenue, Oceanside, CA 92058, up to but no later than August 26, 2024, by 2:00pm.

The Oceanside Unified School District (OUSD) reserves the right to reject any or all proposals, to accept or to reject any one or more items of a proposal, or to waive any irregularities or informalities in the qualifications proposals or in the bidding.

Notice of the request for proposals was published twice in a newspaper of general circulation, at least 10 days before the date for receipt of the proposals.

Publication Dates:

- 1.) August 2, 2024 – August 9, 2024
- 2.) August 9, 2024 – August 16, 2024

**NOTICE REGARDING
DISCLOSURE OF
CONTENTS OF DOCUMENT**

All responses to this Request for Proposal (RFP) accepted by the Oceanside Unified School District (District) shall become the exclusive property of the District. Upon opening, all qualifications proposals accepted by the District shall become a matter of public record and shall be regarded as public information, **with the exception of those elements of each proposal which are identified by the preparers as business or trade secrets and plainly marked as “trade secret,” “confidential” or “proprietary.” Each element of a proposal that an applicant desires not to be considered a public record must be clearly marked as set forth above, and any blanket statement (i.e., regarding entire pages, documents, or other non-specific designations) shall not be sufficient and shall not bind the District in any way whatsoever.** If disclosure is required under the California Public Records Act or otherwise by law (despite the preparer’s request for confidentiality), the District shall not in any way be liable or responsible for the disclosure of any such records or part thereof.

REQUEST FOR PROPOSALS

RFP #2025-21-013P DISTRICT WIDE MOVE MANAGEMENT SECTION I: INTRODUCTION

The Oceanside Unified School District (District) is soliciting qualifications proposals for qualified Firms to provide move management services District wide. This RFP describes the background and services needed, the selection process and the minimum information that must be included when responding to this RFP.

A. Proposal Submittal Due Date

Complete responses to this RFP must be submitted by mail or hand delivery, received no later than **August 26, 2024, no later than 2:00pm** at the address listed below.

Mark envelopes containing proposal “**RFP #2025-21-013P DISTRICT WIDE MOVE MANAGEMENT** and submit to:

Bond Office

Oceanside Unified School District
2111 Mission Avenue
Oceanside, CA 92058
Attn: Katie Dwyer
Katie.dwyer@oside.us

In order to control information disseminated regarding this Request for Proposal, interested Firms are directed not to make personal contact with members of the School Board and/or District Administration/Representatives with the exception of the individual listed in this RFP.

All questions must be submitted in writing via email no later than August 21, 2024, by 12:00pm. Responses to questions will be posted on the District's website at <https://www.oside.us> no later than August 21, 2024, by 4:00pm.

Proposer will provide 1 hard copy of their response to the above address.

Incomplete submittals, incorrect information, or late submittals may be cause for immediate disqualification. Issuance of this RFP does not commit the District to award a contract, or to pay any costs incurred in the preparation of a response to this request. District reserves the right to request additional information or clarification during the evaluation process. District retains the right to reject any or all submittals. All respondents should note that the execution of any contract pursuant to this RFP is dependent upon the approval of the Oceanside Unified School District in its sole discretion.

SECTION II: BACKGROUND AND PROJECT DESCRIPTION

A. Background and Project Description

The Oceanside Unified School District proudly serves approximately 16,000 students and their families. The District covers approximately 66 square miles in the northwest quadrant of San Diego County.

The District is requesting that qualified and experienced Firms submit proposals to provide services for move management across all District sites.

Project Term

The term for the contract awarded pursuant to this Request for Proposal (RFP) shall be for a period effective from the date of contract execution and extending until June 30th, 2025, with the option for yearly renewal up to five (5) years total.

SECTION III: SUBMITTAL FORMAT AND CONTENT

A. General

The proposal should show that the firm possesses the demonstrated skill and professional experience and qualifications to provide the services requested.

B. Contents

Proposals must contain sufficient detail to enable the District to determine the merits of the Firm. Proposals should address all elements requested below. The proposal shall not exceed 20 pages, excluding front and back covers, tab appendices (unlimited number of pages) and supporting documentation.

PROPOSAL PREPARATION

PROPOSAL FORMAT: Proposals must be typewritten or prepared in ink and must be submitted on the form provided in the Request for Proposal, including the Price Sheet and the Proposer Certification. Proposals must be submitted as indicated in the Request for Proposal. Proposals may be submitted in writing to the Bond Office at Oceanside Unified School District, 2111 Mission Ave, Oceanside, CA, 92058 via mail, or in person.

Proposers must submit the form provided entitled "Price Sheet," included in this package, as Attachment A; the form entitled "Proposer Certification," included in this package, as Attachment B; and, if applicable, any required descriptions of constructions, goods or services that are different from the Minimum Specifications necessary for a proposal, to be considered responsive.

NO ORAL OR FACSIMILE PROPOSALS WILL BE ACCEPTED.

CONFORMANCE TO PROPOSAL REQUIREMENTS: Proposals must conform to the requirements of the Request for Proposal. Proposal prices must be for the unit indicated on the Price Sheet.

ADDENDA: Only documents issued as addenda by the Oceanside USD Purchasing Department serve to change the RFP in any way. No other direction received by the proposer, written or verbal, serves to change the RFP document. NOTE: IF YOU HAVE SUBMITTED A PROPOSAL, YOU SHOULD CONSULT THE OCEANSIDE USD WEBSITE TO ASSURE THAT YOU HAVE NOT MISSED ANY ADDENDA ANNOUNCEMENTS. PROPOSERS ARE RESPONSIBLE TO MAKE THEMSELVES AWARE OF, OBTAIN AND INCORPORATE ANY CHANGES MADE IN ANY ADDENDA ISSUED, AND TO INCORPORATE ANY CHANGES MADE BY ADDENDUM INTO THEIR FINAL PROPOSAL. FAILURE TO DO SO MAY, IN EFFECT, MAKE THE PROPOSER'S PROPOSAL NON-RESPONSIVE, WHICH MAY CAUSE THE PROPOSER'S PROPOSAL TO BE REJECTED.

PRODUCT IDENTIFICATION: Proposers must clearly identify all products used for proposing in the Price Sheet. OUSD reserves the right to reject any proposal when the product information submitted with the proposal is incomplete.

FOB DESTINATION: Unless specifically allowed in the RFP, PROPOSAL PRICE MUST BE F.O.B. DESTINATION with all transportation and handling charges paid by the proposer.

DELIVERY: Delivery time if applicable must be shown in a number of calendar days after receipt of order.

DEVIATIONS: Any deviation from proposal specifications, terms and conditions may result in proposal rejection.

SIGNATURE ON PROPOSAL: The Price Sheet and the Proposer Certifications must be signed in ink by an authorized representative of the proposer. Signature on these documents certifies that the proposal is made without connection with any person, firm or corporation making a proposal for the same goods and/or services and is in all respects fair and without collusion or fraud.

Signature on these documents also certifies that the proposer has read, fully understands, and agrees to be bound by the Request for Proposal, which includes the OUSD procurement policies, Instructions to Proposers, Standard Contract Provisions, and all Attachments and Addenda to the Request for Proposal. No consideration will be given to any claim resulting from proposing without comprehending all requirements of the Request for Proposal.

PROPOSAL WITHDRAWALS: Proposals may be withdrawn in writing on company letterhead signed by an authorized representative and received by the OUSD Service Center prior to proposal closing time. Proposals may also be withdrawn in person before the proposal closing time upon presentation of appropriate identification.

CANCELLATION: OUSD reserves the right to cancel or postpone this RFP at any time or to award no contract and to do so for any reason.

PROTEST OF PROPOSAL SPECIFICATIONS AND REQUESTS FOR CLARIFICATION: A proposer who believes proposal specifications are unnecessarily restrictive or limit competition may submit a protest, in writing, to the OUSD representative identified below. A proposer who does not understand the proposal specifications may also submit a request for clarification, in writing, to the OUSD representative identified below. To be considered, protests and requests for clarification should be submitted via email or in person to the OUSD representative identified below, and they must be received by the OUSD representative at least five days before the proposal closing date unless otherwise specified in the proposal document.

No information obtained in any conversation with any OUSD personnel will serve to change the requirements of the RFP.

The purpose of the period for protests and requests for clarification is to permit OUSD to correct specifications, prior to the opening of proposals. This period allows OUSD to make needed corrections through the issuance of addenda, prior to the opening of proposals. OUSD will consider all properly made protests and requests for clarification, and, if appropriate, amend the RFP.

Protests or requests for clarification submitted to anyone other than the OUSD representative listed below may not be considered. OUSD is not responsible for any protests or requests that are not submitted by the due date and time specified in the Schedule of Events.

Submit Requests for Clarification to:

Attention: Katie Dwyer
Bond Office Oceanside Unified School District
2111 Mission Ave.
Oceanside, CA 92058
E-Mail: katie.dwer@oside.us

REQUIRED SUBMITTALS: It is the proposer's sole responsibility to submit information in fulfillment of the requirements of this Request for Proposal. If pertinent information or required submittals are not included within the proposal, it may cause the proposal to be rejected or have an adverse impact on evaluation.

PROPOSAL SUBMISSION: Proposals must be submitted to the OUSD Purchasing Department in a sealed envelope marked with RFP # 2025-21-013P and submitted via mail or hand delivery prior to the due date and time. No oral or telephone quotes will be accepted.

- 1. Cover Letter:** Firm's complete name, business address, telephone number, email address, and the name and contact information, including email address of the individual the District should contact regarding this proposal. Include the signature(s) of the company officer(s) empowered to bind the Firm, with the title of each (e.g., president, general partner). Generally, this can be a part of the front page or cover letter of the proposal.

2. Fee Proposal.

The fee proposal should be provided using the Price Sheet within this bid document.

The District will not pay for services before it receives them. Therefore, do not propose contract terms that call for up-front payments or deposits. The District reimburses direct expenses only at actual cost.

SECTION IV: PRE-SUBMITTAL ACTIVITIES

A. Questions Concerning Request for Proposal

All questions, interpretations or clarifications, either administrative or technical must be requested in writing via email by August 21, 2024, by 2:00pm, and directed to:

Bond Office
Oceanside Unified School District
2111 Mission Avenue
Oceanside, CA 92058
Attn: Katie Dwyer
Email: katie.dwyer@oside.us

B. Revision to the Request for Proposal

The District reserves the right to revise the RFP until the date specified in the Schedule of Events. The District expressly reserves the right to alter the Schedule of Events.

SECTION V: EVALUATION OF PROPOSALS

The District shall award to the qualified proposer whose proposal meets the evaluation standards and will be most advantageous to the District with price and all other factors considered. If award is not made to the proposer whose proposal contains the lowest price, the District's Board shall make a finding setting forth the basis for the award.

EVALUATION PROCESS: Proposals will be awarded based upon the evaluation criteria in the Request for Proposal and in applicable OUSD Policies.

The evaluation process is not designed to award the contract solely based on the lowest bid. Rather, it is intended to help the District select the right vendor and the right products with the best combination of professional attributes, experience, relevant skill-set, and cost, based on the evaluation factors specified herein.

If a contract is awarded, OUSD will issue the contract outlining the requirements associated with the Independent Contractor Agreement, which also incorporates the RFP terms and conditions, the proposer's Proposal Form with Price Sheet, and the Proposer's Certifications.

The review and evaluation are as follows:

- a. **Determination of Responsiveness:**
OUSD will first review all accepted proposals to determine Responsiveness. Proposals that do not comply with the instructions or are incomplete may be deemed non-Responsive. Written notice will be sent to proposers whose proposal is deemed non-Responsive identifying the reason.
- b. **Evaluation:**
OUSD may request in writing additional information from all qualified proposers prior to completing the evaluation.

Those proposals determined to be Responsive will be evaluated and scored using the requirements identified in the Evaluation Criteria section listed below. Scores will be used to determine the winning bid. OUSD will award the bid to the highest ranked proposer. If deemed necessary, the District may elect to request the three (3) highest scoring proposers be invited for an interview. A total of 10 additional points will be awarded based on interview performance in order to determine, in the cumulative, the highest scoring proposer.

Written Notice of Intent to Award the Contract to the highest ranked proposer will be provided to all Responsive Proposers.

EVALUATION CRITERIA: Points will be given in each criterion and a total score will be determined. The maximum points available for each criterion are identified below.

Evaluation Criteria Points

Hourly Rate:	40
Proposers Mobilization Time:	50
Price of Materials:	10
Total:	100 points

NEGOTIATIONS: OUSD may commence negotiations with the highest ranked proposer or commence simultaneous negotiations with all eligible proposers. OUSD may negotiate:

- a. The statement of work;
- b. The Contract price as it is affected by negotiating the statement of work; and
- c. Any other terms and conditions determined by OUSD in its sole discretion to be reasonably related to those expressly authorized for negotiation.

Terms and conditions within the sample contract that are unrelated to the statement of work or Contract price may be negotiated after award, but before legal review or execution of the Contract. If a successful contract cannot be negotiated in a timely manner after award, OUSD may conclude contract negotiations and rescind its award to that proposer and return to the most recent RFP stage to negotiate with another proposer for award.

SECTION VI. CONTRACT AWARD

The District reserves the right to make an award of contract or multiple awards of contracts for this work. The District may select a Firm or Firms based on the highest scoring proposal. The District is not obligated to invite any or all finalists for an interview.

SECTION VII. REJECTION AND WAIVER OF PROPOSALS

This Request for Proposal does not commit the District to award a contract or to pay any costs incurred in the preparation of a proposal in response to this request.

The District reserves the right to accept or reject any or all proposals received, to negotiate with qualified Firm(s) or cancel the request, and to waive any minor irregularities in the proposal or proposal process.

The District may require the Firm to submit additional data or information the District deems necessary to substantiate information presented by the Firm. The District may also require the Firm to revise one or more elements of its qualification's proposal in accordance with contract negotiations.

The District reserves the right to evaluate qualifications proposals for a period of sixty (60) days before deciding which proposal, if any, to accept.

SECTION VIII. SCHEDULE OF EVENTS

The District anticipates the following timeline for the process of selecting a Firm and project development:

<u>Action</u>	<u>Date</u>
Release of Request for Proposal	August 9, 2024
Request for Clarification Deadline	August 21, 2024, 12:00pm
Revisions/Clarifications/Questions Answered Posted on Website	August 21, 2024, 4:00pm
Deadline for Receipt of Proposals	August 26, 2024, 2:00pm
Select and Notify Recommended Firm	August 27, 2024,
Recommendation to the Board of Education	September 10, 2024
Award of Contract	September 11, 2024

SECTION IX. GENERAL PROVISIONS

Insurance

A selected Firm shall maintain insurance that is sufficient to protect the Firm's business against all applicable risks, and such coverage shall meet, at a minimum, the District's insurance requirements provide proof that your firm is capable of meeting the following insurance limits:

Automobile Liability	\$1,000,000
General Liability	\$2,000,000
Professional Liability	\$1,000,000
Workers Compensation	\$1,000,000

Insurance companies must be lawfully authorized to do business in California as admitted carriers, have an "A" policy holder rating and a financial size rating of at least Class VII in accordance with the most current Best's Key Rating Guide, Property-Casualty.

Proof of insurance coverage must be provided for any consultant or subconsultant personnel.

Non-Collusion

By submittal and signing the proposal, the Firm is certifying that the document is genuine and not a sham or collusive, and not made in the interest of any person not named and that the Firm has not induced or solicited others to submit a sham offer, or to refrain from proposing.

Compliance with Laws and Regulations

The Firm shall comply with federal, state and local laws, regulations, and industry standards. The Firm shall also comply with the Drug Free Workplace Act requirements of California Government Code Sec 8350 et. seq.

Withdrawal of RFP

The Proposer may withdraw its proposal by submitting a written or email request signed by the Proposer's authorized representative, prior to the time and date specified for proposal submission to the District contact person identified in this RFP.

Proposals may be withdrawn and resubmitted in the same manner if done so before the proposal submission deadline. Withdrawal or modification offered in any other manner will not be considered.

Reservations

The District reserves the right to cancel this RFP at any time prior to contract award without obligation in any manner for proposal preparation, fee negotiation or other marketing costs associated with this RFP. The District further reserves the right not to contract for the services described in the RFP.

District may reject any or all proposals and may waive any immaterial deviation(s) in a proposal. District's waiver of an immaterial deviation shall in no way modify the RFP documents or excuse the Proposer from compliance with the other provisions of this RFP.

Confidentiality and Disposition of Proposals

Proposals become the property of District and may be returned only at District's option and at the Proposer's expense. Information, excluding Proposer's financial information and proprietary information, as clearly marked by Proposer, contained therein shall become public documents subject to the Public Records Act. **Proposer must notify the District in advance of any proprietary or confidential materials contained in the proposal and provide justification for not making such material public.** The District shall have sole discretion to disclose or not disclose such material subject to any protective order which proposer may obtain.

Costs

Costs of preparing response to this RFP are the sole responsibility of the respondent.

Fingerprinting and Drug-Free Policy

The successful firm shall be required to complete any and all fingerprinting requirements and criminal background checks required by State law and shall also be required to complete a Drug-Free Workplace Certificate.

Non-Discrimination

District does not discriminate on the basis of race, color, national origin, religion, age, ancestry, medical condition, disability or gender in consideration for an award of contract.

RFP Certification

I certify that I have read the attached **REQUEST FOR PROPOSAL RFP # 2025-21-013P – DISTRICT WIDE MOVE MANAGEMENT**, the instructions for providing a proposal and that I agree to all certifications made therein.

Signature

Type or Print Name

Title

Company

Address

Telephone

Email

Date

If you are responding as a corporation, please provide your corporate seal here:

All materials submitted in response to this RFP shall become the property of the Oceanside Unified School District and may be subject to disclosure under the California Public Records Act (Gov. Code, §§ 6500, et seq.)

Attachment A

Price Sheet

Response must include an itemized parts list breakdown of costs.

ALL PROPOSALS ARE SUBJECT TO THE TERMS AND CONDITIONS OF THE REQUEST FOR PROPOSAL AND ITS ATTACHMENTS, AND OUSD POLICIES.

Name of Firm: _____

Sales Rep: _____

Address: _____

Telephone Number: _____

Email address: _____

Delivery Time after Receipt of Purchase Order: _____

By: _____ Title: _____

(Authorized Signature)

Oceanside School District RFP Moving Services

Hourly Rates - Moves less than 100 Miles or Less

Description of Service	Regular Rate Per Hour Weekdays (Within Oceanside City limits)	Regular Rate Per Hour Weekends (Within Oceanside City limits)	Regular Rate Per Hour Peak Dates (Within Oceanside City limits)
2 Men and 1 Truck			
Extra Men			
1 Man and 1 Truck			
Packing Labor			
Hourly Unpacking Labor			
Overtime per Move per Hour			
Fuel Charge (Local Moves/Truck/Day)			
Minimum Hours			

* Moves are within Oceanside city limits. If mileage exceeds 100 miles, please indicate additional costs.

Onsite Storage Container Rates

Description of Service	Qty	Rate	Details
Storage Container Delivery & Set Up	Per Container		
Storage Container Pick Up	Per Container		
Ongoing Monthly Storage Fee	Per Container		
Storage Container Dimensions			
Storage Container Dimensions (2)			

Oceanside School District RFP Moving Services

Packing Materials and Rates

Description of Material	Container Rate	Sales Tax	Container + Sales Tax
Small Box			
Medium Box			
Large Box			
Extra Large Box			
Speedpak Boxes			
Tape			
LCD			
Crates (Fragile Items)			
Min Crates (Fragile Items)			

* Please note timeline needed for change in scheduled scope.

Attachment B

Proposer Certification

Each Entity must read and comply with the following sections. Failure to do so may result in rejection of offer. By signature on this certification the undersigned certifies that they are authorized to act on behalf of the Entity and that under penalty of perjury the undersigned will comply with the following:

SECTION III. COMPLIANCE WITH SOLICITATION

The undersigned agrees and certifies that they:

1. Have read, understand, and agree to be bound by and comply with all requirements, instructions, specifications, terms and conditions contained herein (including any attachments); and
2. Are an authorized representative of the Entity, that the information provided is true and accurate, and that providing incorrect or incomplete information may be cause for rejection of the offer or contract termination; and
3. Will furnish the designated item(s) and/or service(s) in accordance with the solicitation and the contract; and
4. Will provide/furnish federal employee identification number or social security number with offer.

Authorized Signature: _____ Date: _____

Name (Type or Print): _____ Title: _____

Telephone Number: _____ Fax Number: _____

Email address: _____ Website address: _____

FEIN ID# or SSN# (required):

Construction Contractors Board (CCB) License Number (if applicable): _____

Business Designation (check one):

Corporation Partnership Sole Proprietorship Non-Profit
Limited Liability Company

