



PURCHASING DEPARTMENT

ADDENDUM TO

REQUEST FOR PROPOSAL

FOR

DPS SCHOOL MOVING SERVICES

2021 DALTON PUBLIC SCHOOLS

ADDENDUM TO RFP FY21 Moving Services

ISSUED March 17, 2021

Proposal Opening: March 24, 2021 (2:00pm)

QUESTION PAGE 4 - 5

The RFP states, “The Request for Proposal (RFP) states the instructions for submitting the letter of intent and proposal . . . “, but further instructions cannot be located. Can you clarify the instructions for submitting the letter of intent?

Contractors shall submit a 1 to 2 page Cover Letter describing experience with moving services for a project similar to Dalton Public Schools. Additionally, the first required document on page 18 satisfies the letter of intent.

QUESTION PAGE 5

Item #5, the RFP states, “All-Inclusive Fees: Contractor shall include any additional projected fees not expressly stated or requested in the RFP, including one-time fees that may be charged. What are hourly rates for moving services?” Should contractors provide an all-inclusive fee, hourly rates or both?

Contractors shall provide both. The school district will evaluate proposers based on the all-inclusive fees and requires the hourly rate to be included for full disclosure, in the event that the project requires modification at a later date.

QUESTION PAGE 5

Item #9, is the “CONTRACTOR AFFIDAVIT AND AGREEMENT“ the E-Verify form, “Complete the forms in the proposal. Contractor shall complete the Electronic Verification of Work (eVerify) form . . . “?

Yes. There are five (5) required forms starting on page 18 at the end of the proposal which includes the eVerify form.

AMEND PAGE 10

Packing and Moving Responsibilities

Dalton Public Schools will be responsible for packing items in the classrooms, offices, and shared spaces. The school district will pack, move and unpack all technology, with the exception of 24 flat screen TVs on stands at 104 Fort Hill Terrace. Science instructional material moves will not include any acids or chemicals. Dalton Public Schools is seeking a contractor to move boxes of instructional materials, books, office files, supplies; furniture; physical education equipment; instruments; and appliances.

AMEND PAGE 10

Materials, Records, Furniture, and Equipment

Dalton Public Schools expects that most of the items to be moved will be staff boxes of classroom and media center books, instructional materials, office or classroom supplies, and records. **To be able to consistently compare vendor pricing, each staff move will involve 40 boxes.** Some of the moves will be unique where the teachers instructional materials would go to one facility, yet their classroom supplies would go to another room or facility.

Most furniture and equipment will remain in the current school facility with some exceptions. At both the 1250 Cross Plains Trail facility and 1500 Manly St (Dalton High), some band instruments will be tagged to move to another school, and some instruments will stay at that school. There will be some furniture and equipment moved for the special education and the physical education programs. The school district assumes that some weight and exercise equipment will move from Dalton High to both 1250 Cross Plains and 303 Pleasant Grove Dr (Hammond Creek).

Since 104 Fort Hill Terrace (Morris Innovative High) is closing, the school district expects a greater amount of furniture and equipment to move out of the school to the other three (3) secondary schools. However, old, damaged, and unnecessary equipment and furniture will remain. Dalton Public Schools anticipates media center furniture will move to Hammond Creek, as well as the nurse's office, teacher podiums, and appliances like faculty room refrigerators, classroom stove, and washer and dryer. There will be student science tables and other student classroom furniture to be moved to 1250 Cross Plains, as well as teacher podiums. There are early childhood classroom furniture of cribs, tables, chairs, desks, cabinets, bookcases that will be moved to Dalton High.

QUESTION PAGE 11

Does the scope of work include moving student desks, as well, or only employee furniture?

Most of the furniture and equipment will remain in the current school facility. However, there will be some moving of furniture and equipment for Special Education and from 104 Fort Hill Terrace. Both student desks or tables and chairs will be moved as well as employee furniture.

QUESTION PAGE 11

Can you provide a list/clarify all furniture that is to be moved to and from each school?

A final comprehensive list is not complete. School staff are still evaluating furniture quality to determine moves. Some specific examples of furniture and equipment include 25 music keyboards will move from 1250 Cross Plains Trail to the new Hammond Creek Middle School.

There are three science classrooms in 104 Fort Hill Terrace that will be relocated to the Dalton Junior High at 1250 Cross Plains Trail. Those science classrooms have 12 hefty student science

tables that will be relocated from two of the classrooms, and standard student science tables from the third classroom that will be moved to the Dalton Junior High facility.

There are also four classrooms that have student whiteboard tables from 104 Fort Hill Terrace that will move to Dalton Junior High.

There are 20 teacher podiums in 104 Fort Hill Terrace that will be divide up and move to the other secondary schools.

AMEND PAGE 11

Buildings Serviced

Dalton High and Hammond Creek are two story facilities that have elevator access and multiple staircases. Morris Innovative High School is a two story facility with multiple staircases, and no elevator access.

AMEND PAGE 12

School Moves and Proposed Calendar

Phase 2 internal moves within the 1250 Cross Plains facility. Instead of 58 internal moves, there will be 31 internal moves.

QUESTION PAGE 13

Is there any flexibility on the invoicing timeline? In other ways, is it possible to invoice in installments throughout the duration of the project, or is invoicing at the conclusion of the project the only option?

Since the payment terms are 30 days and the moving project is anticipated to occur within one month or less, one invoice at the end of the project is expected.