

*The City of Memphis and Shelby County
Community Redevelopment Agency*



850 NORTH MANASSAS, MEMPHIS TENNESSEE 38103-2084 (901) 435-6992

Request for Proposals

Moving Services

for

Communities of the Uptown TIF District & Binghampton TIF District

February 16, 2023

Submission Deadline: 12:00 p.m. February 24, 2023

Summary of Request

The City of Memphis and Shelby County Community Redevelopment Agency (CRA), is seeking qualified moving services for the Single-Family Home Rehab Program in the Uptown TIF District and/or Binghampton TIF District as needed. All bidders for moving services are encouraged to respond to this RFP. The CRA intends to select an unspecified number of contractors and enter into one-year contractual agreements with the selected contractors who will provide moving services for the Single-Family Home Rehab Program. This pool of contractors will be assigned work at the CRA's discretion and based on CRA need. The CRA may extend the contract for additional years based upon need and funding availability.

Movers are responsible for the entire moving process for residential clients. The primary job includes disassembling, packing, organizing, and removing resident belongings from the home such as furniture, and loading heavy items into storage. Once the rehab job has been completed, movers are responsible for unloading items from the storage and placing them into the home. Movers must be comfortable lifting heavy objects, possibly going up and down flights of stairs, using hand dollies to move customers and removing trash. Excellent customer service and communication skills are required to interact with residents.

The CRA will determine which group of selected contractors will be best suited for services required for each house. The CRA will not guarantee a minimum number of moves during the term of the contract and at its discretion will pull from the pool of contractors as the need arises. The CRA expects to cover thousands of jobs during the term of the contract.

Only contractors who meet the program qualifications will be able to submit applications. Contractors must comply with all state, county and city policies related to moving services and must have met all necessary License Requirements to conduct business in Memphis/Shelby County, Tennessee.

Completed applications must be received by the CRA no later than 12:00 p.m. on Friday, February 24, 2023. Late Applications will not be accepted. Incomplete Applications will be deemed ineligible and will not be considered for review. The CRA reserves the right to reject any and all submissions, and to accept any submittals which it deems most favorable to the CRA. Submittals of qualifications will be evaluated based on qualifications, experience, references, a proven track record of delivering successful moving services.

Equal Business Opportunity

In the selection of Contractors to perform the services specified herein, the CRA will use its best efforts to select vendors certified with the City of Memphis and/or Shelby County as M/WBE certified to meet its EBO Participation Goal. M/WBE certification does not guarantee vendor selection, nor will businesses be disqualified for not having an M/WBE certification. If you are a certified M/WBE vendor, please submit your company's certification documents with your submittal packet. The CRA will use its best efforts to provide opportunities to those organizations located within and employing personnel living within the Uptown and/or Binghampton TIF districts.

SCHEDULE OF EVENTS

<u>ACTIVITY</u>	<u>DATE</u>
Issuance of Request for Proposals	February 20, 2023
Deadline for Questions	February 23, 2023
Proposal Responses Due at the CRA 12:00PM	February 24, 2023

(The below dates are tentatively scheduled dates, and may change)

Evaluation of Qualification Statements (Responses)	March 1-March 3, 2023
Notification of Award	March 6, 2023

Services to Commence March 8, 2023 upon execution of the contract.

All correspondence and questions concerning the RFP are to be submitted IN WRITING to:

Lisa Ivy and Terrance Hammons
Lisa.Ivy@CRAMemphis.org
Terrance.Hammons@CRAMemphis.org
City of Memphis and Shelby County
Community Redevelopment Agency

And cc: Andrew.Murray@cramemphis.org

Proposal Responses are due to CRA by 12:00 noon on Friday, February 24, 2023.

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INVITATION FOR PROPOSAL

The CRA is seeking proposals from Contractors to provide moving services for the Single-Family Home Rehab Program within the Uptown TIF District Redevelopment Area **Exhibit A (Uptown TIF Boundary Map)** and the Binghampton TIF District Redevelopment Area **Exhibit B (Binghampton TIF Boundary Map)** on an as-needed basis:

SCOPE OF SERVICES

The scope of services shall include the following:

Movers are responsible for the entire moving process for residential clients. The primary job includes disassembling, packing, organizing, and removing resident belongings from the home such as furniture, and loading heavy items into storage. Once the rehab job has been completed, movers are responsible for unloading items from the storage and placing them into the home.

Average home description (Please provide base cost bid):

Living Room

Dining Room

Kitchen

3 Bedrooms

1 Bathroom

Total of seven (7) rooms

(includes two events – the move out of the house to the POD and the move back into the house upon the completion of the rehab work)

Additional Services (Please provide itemized cost bid for each additional service):

1. Additional Rooms (bedrooms, den, etc.)
2. Trash Removal
3. Fumigation
4. Protected Gear
5. Supplies (boxes, bubble wrap, tape, mattress bags, etc.).
6. Packing
7. Loading and unloading

Requirements: Packing and moving belongings into storage pod.

Bubble wrap sofa, loveseat chair. Special fragile wrapping for glass tables. Some items may require double wrapping. Requires disassembling of end tables and curios cabinets. Remove and wrap dining room chairs and dining room table. Require mattress bags for three (3) bedroom mattresses. Property will require removing of trash. Bug mitigation will be required. Suggest wearing protective gear.

Time of Completion:

1. Contractors must have the capacity to provide all labor and equipment in order to perform moving services to all assigned jobs as assigned by CRA staff.
 2. Must be able to mobilize a crew within 24 hours for emergencies and mobilize a crew within 72 for non-emergencies.
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CONTACTOR REQUIREMENTS

Compliance with Laws:

All work must be done in strict compliance with the laws of Memphis, Shelby County, Tennessee. The contractors must obtain and retain current licenses and registrations for the duration of the contract.

Public Safety:

Contractor must maintain all necessary safety precautions including:

1. Contractor must check and confirm that no persons have gained access to the structure and property.
2. Contractor must make every effort to prevent damages to parked or passing vehicles, pedestrians, or adjacent homes and properties during the move.
3. This list is not meant to be exhaustive. Any unsafe or potentially unsafe situation must be discussed with the CRA and addressed immediately.

Environmental Compliance:

Please be advised that in accordance with Memphis City Ordinance no. 4538, it is unlawful for any person to improperly dispose of any contaminant into the storm water system. This ordinance prohibits the placing of debris in the street curb, street inlets or open ditches. This includes, but is not limited to, collected organic solid waste, non-organic solid waste, leaves or branches.

INSURANCE

The insurance specifications shall meet the following minimum credentials:

Workers Compensation and Employers Liability (E.L. Each Accident)

A. General Liability

1. General Aggregate \$2,000,000.00
2. Product, Completed Operations Aggregate \$2,000,000.00
3. Personal injury \$1,000,000.00
4. Each Occurrence \$1,000,000.00
5. Fire Legal Liability Damage \$100,000.00
6. Medical Expense \$10,000.00

B. Automobile Liability

1. Combined Single Limit \$1,000,000.00

C. Excess Liability

1. Each Occurrence \$1,000,000.00
2. Aggregate \$2,000,000.00
3. Disease, Policy Limit \$500,000.00
4. Disease, Each Employee \$100,000.00

If the contractor cannot provide the above insurance, please provide a written explanation regarding the deficiency. The accepted contractor must provide a Certificate of Insurance and Endorsement satisfactory to the CRA naming the CRA as additional insured. This certificate shall remain in force for the length of the contract and extensions. The CRA shall be given (30) days written notice prior to cancellation.

REQUIRED AFFIDAVITS

Upon selection, the contractor will be required to submit affidavits affirming compliance with local, state, and federal laws as well as the policies and procedures of the CRA. This requirement must be satisfied during the bid process and any future agreement. It is the sole responsibility of the contractor to ensure that this requirement is satisfied, and the CRA assumes no responsibility or liability for failure to comply.

AGREEMENT TERM

These activities can be requested to occur as assigned by the Director of the Single Family Rehab Program or other CRA staff, with potential for renewal in one-year increments or as determined by CRA staff.

The CRA will initiate change orders for any additional work requested beyond the Scope of Services outlined in the bid document and/or contract, subject to CRA staff approval. No work shall be performed by the contractor until the CRA staff reviews and approves in writing all change orders.

The CRA or its designated representative will meet with the contractor prior to any service event under this Agreement and will make contractor aware of any additional services required and/or any areas of particular concern.

SUBMISSION REQUIREMENTS

Application Format:

All applicants must submit the completed Package, which includes the following:

- 1) **Cover Sheet**
- 2) **Contractor Qualification Application**
- 3) **Licenses and Certifications (preferred but not required)**

Statement of Qualification and Fee Proposal:

The Respondent shall, as part of its Qualification Statement, provide the following information:

1) Professional Information

Please provide a brief discussion of your firm's moving experience. No minimum experience required, but respondent must provide proof of the ability to perform services adequately. Briefly discuss your firm's capabilities, experience, and qualifications to perform the required services.

2) Staffing

Respondents should identify the staff that will directly work with CRA staff, and those who will provide relevant backup expertise. Respondents are encouraged to utilize personnel living within the Uptown and/or Binghampton TIF districts.

3) Prior experience and references

Please provide at least three client references including the requested scope of work items.

4) Proposed Compensation

On **Exhibit C Fee Proposal** included in this RFP please indicate your bid for and Average Home Move as well as cost bids for Additional Services (as described in this RFP).

APPLICATIONS ARE PREFERRED TYPED. IF HAND-WRITTEN, PLEASE ENSURE IT IS LEGIBLE AND NOT IN CURSIVE.

**Community Redevelopment Agency
Uptown TIF District / Binghampton TIF District
Moving Services**

CONTRACTOR QUALIFICATION APPLICATION

COMPANY INFORMATION

NAME: _____

ADDRESS: _____

CITY: _____ STATE: _____ ZIP _____

BUSINESS
PHONE: _____ E-MAIL: _____

Name of Principal Contact
Person: _____

Is your company registered and licensed to do business in Memphis? ____ Yes ____ No

Is your company a member of the Better Business Bureau? ____ Yes ____ No

Is your company a Minority Owned Business? ____ Yes ____ No

Is your company a Woman Owned Business? ____ Yes ____ No

How long has your company been in business? _____

Can your company meet the insurance requirements specified in the RFP? ____ Yes ____ No

Can your company meet the timing requirements specified in the RFP? ____ Yes ____ No

Can your company meet all the specifications in the RFP? ____ Yes ____ No

Are you certified with City of Memphis and/ or Shelby County as MBE/WBE? ____ Yes ____ No

*if the answer is yes, please provide a copy of certificate

Certifying Agency: _____

OWNERSHIP OF FIRM

Type of
Ownership Individual _____ Partnership _____ Corporation _____

Name and address of Owner, all Partners or all Stockholders:

Name/Title	Address	% Ownership Interest
_____	_____	_____
_____	_____	_____
_____	_____	_____

EXPERIENCE (Attach additional pages if needed)

Describe your company's length of experience performing moving services. List other relevant or similar project experience completed in the last five years. Include the following:

- Project Name
- Location
- Brief Description
- Year Complete
- Project Contacts

Identify the site supervisor who will be overseeing all moving services. As part of the qualification's evaluation, the CRA may conduct an in-person interview with him/her.

In the event of the need for an emergency moving services requirement, how quickly could you mobilize a crew?

EVALUATION

The CRA's objective in soliciting Qualification Statements is to enable it to select respondents that will provide high quality, effective, and professional services to the citizens of the Uptown neighborhood in a timely manner. The CRA will consider Qualification Statements only from respondents that, in the CRA's sole judgment, have demonstrated the capability and willingness to provide high quality services to the citizens of the CRA in the manner described in this RFP.

Evaluation criteria

Qualification Statements will be evaluated by the CRA on the basis of what is most advantageous for the CRA. The evaluation will consider:

- Experience and reputation in the field;
- Experience with projects of similar size/complexity;
- Prior work history;
- Demonstrated commitment to the areas to be served;
- Ability to provide excellent customer service to home owners (particularly seniors or the elderly);
- Availability to accommodate the needs of the CRA;
- How well the Contractor meets the M/WBE goals as set in the CRA's policies and procedure; and
- Other factors demonstrated to be in the best interest of the CRA.

Selection of Qualified Contractors

The CRA reserves the right to reject any or all proposals submitted.

CRA staff will evaluate the proposals. Interviews with a short list of firms may be held. CRA staff will submit their recommendation to the CRA Board for approval.

Any inquiries concerning the proposal should be directed to :

**Kimani Shotwell, CRA Director of Community Building, Impact, and Engagement at
kimani.shotwell@cramemphis.org**

Contact with CRA Board members during the submittal and review process is prohibited.

Proposals received after the date and hour of the proposal due date shall not be considered.

Any exceptions shall be stated by the consultant in their proposal.

The CRA is not responsible for any cost which the consultant may incur in connection with the preparation or presentation of its proposal.

The CRA reserves the right to negotiate any and all elements of this proposal.

EXHIBIT A

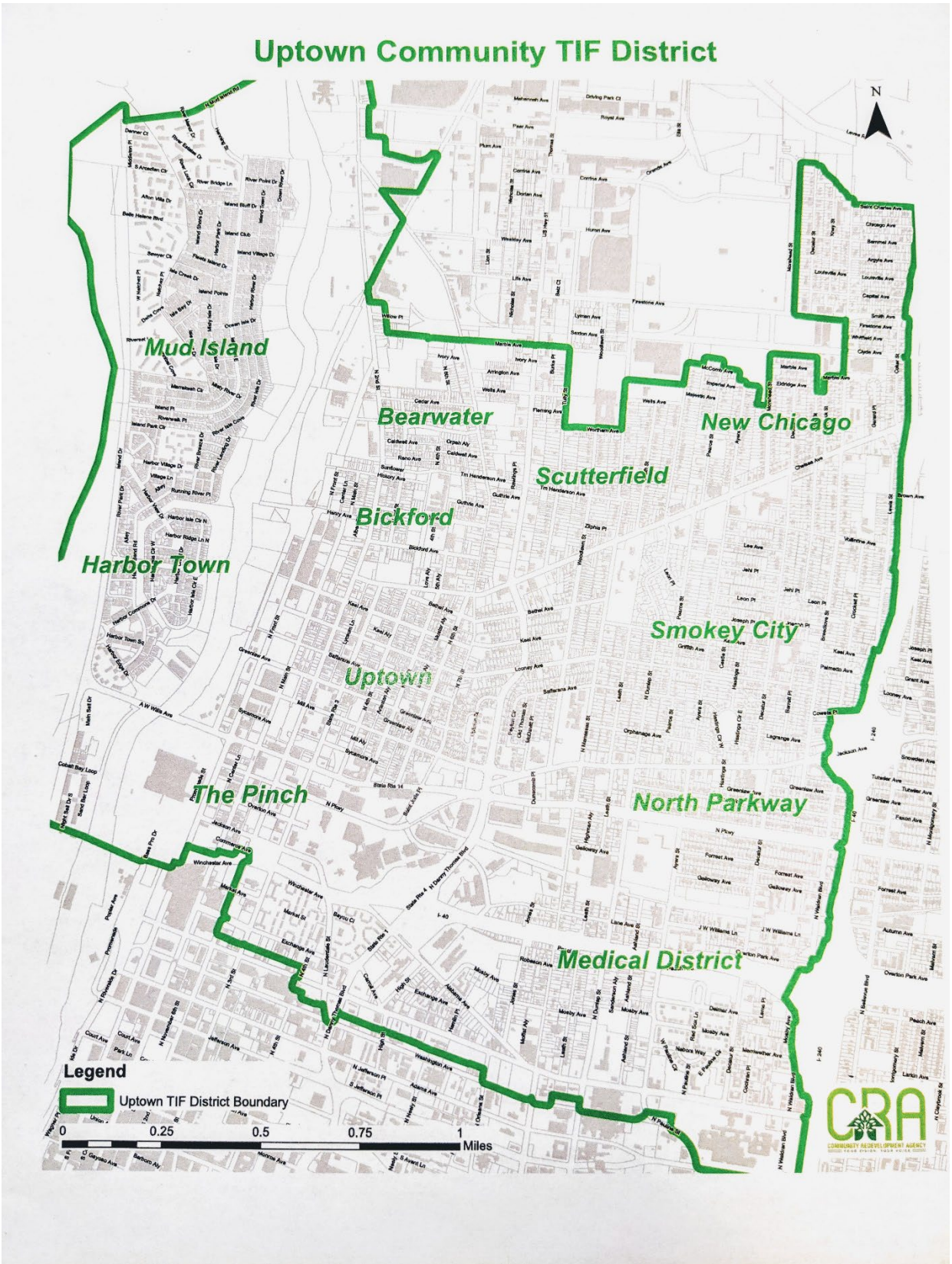


EXHIBIT B



Binghampton Community TIF District

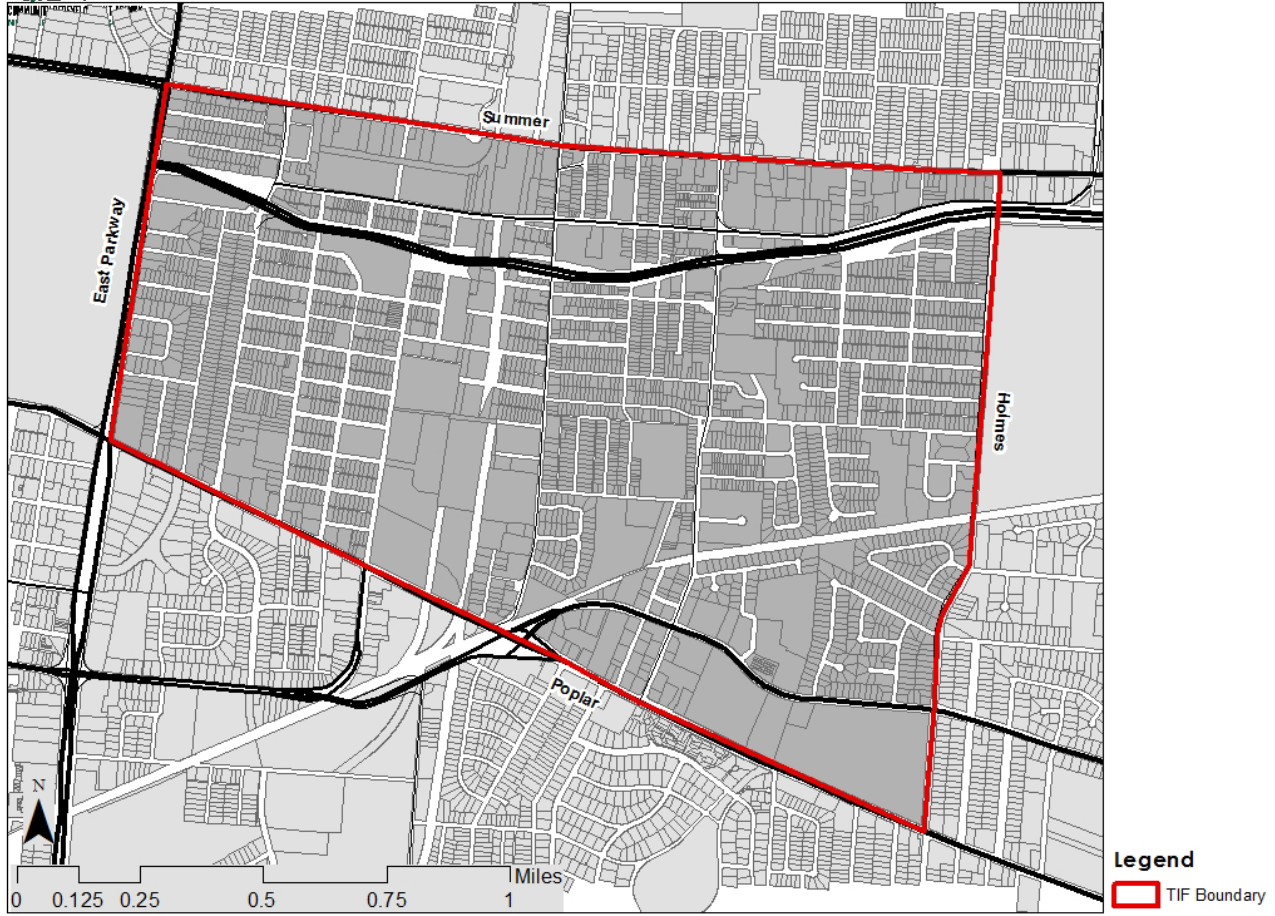


EXHIBIT C

FEE PROPOSAL

MOVING SERVICES
UPTOWN AND/OR BINGHAMPTON TIF
DISTRICT
CITY OF MEMPHIS AND SHELBY COUNTY
COMMUNITY REDEVELOPMENT AGENCY

I, _____, hereby representing _____
(Advisor Submitting Bid) (Firm or Company)

have read and reviewed the Request for Proposal from the City of Memphis and Shelby County Community Redevelopment Agency (CRA). I state that the Moving Services hereby offered the CRA will meet or exceed all requirements as stated in the proposal

Signature of Representative

Below is our organization's bid for moving offered, including, but not limited to:

<u>Services</u>	<u>Rates</u>
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Average home description (Please provide base cost bid):

- Living Room
- Dining Room
- Kitchen
- 3 Bedrooms
- 1 Bathroom

Total of seven (7) rooms.

(includes two events – the move out of the house to the POD and the move back into the house upon the completion of the rehab work)

_____ \$ _____

Additional Services (Please provide itemized cost bid for each additional service):

- | | |
|--|----------|
| 1. Additional Rooms (bedrooms, den, etc.) | \$ _____ |
| 2. Trash Removal | \$ _____ |
| 3. Fumigation | \$ _____ |
| 4. Protected Gear | \$ _____ |
| 5. Supplies (boxes, bubble wrap, tape, mattress bags, etc.). | \$ _____ |
| 6. Packing | \$ _____ |
| 7. Loading and unloading | \$ _____ |

Please attach additional information on separate pages if needed.
