

RFP 05/22/23

Request for Bids: Relocation Services - Moving Contractor

Brief Scope

The McKinney Housing Authority is seeking sealed bids from qualified Moving Contractors to provide all labor, equipment, tools, moving supplies, vehicle(s) and transportation to provide moving/relocation services for families residing in the Lloyd Owens-Cockrell Homes public housing communities.

The location of Lloyd Owens is 1001 Throckmorton St., McKinney, Texas 75069. It is a public housing apartment community which consists of townhouse and row house walk up buildings. There are 26 total apartments with 04 one bedroom apartments, 12 two bedroom apartments, 10 three bedroom apartments.

The location of Cockrell Homes is 900 Fitzhugh St., McKinney, TX 75069. It is a public housing apartment community which consists of row house walk up buildings. There are 21 total apartments with 06 one bedroom apartments, 04 two bedroom apartments, 11 three bedroom apartments.

All relocation services will be performed by the moving contractor within a 50 mile radius of McKinney Housing Authority.

Refer to **Exhibit A** for a site plan of the properties.

Qualified moving contractors shall perform the following:

General Requirements

1. Contractor shall provide quality assurance in strict accordance with all current moving company industry standards as well as the terms, conditions, special Contract requirements, specifications, attachments and exhibits contained in the General Conditions of Contract as well as this project's contract documents.
2. Verification of existing conditions.
 - a) It shall be the Contractor's sole responsibility to verify existing conditions as related to Relocation Services set forth in this scope of work. The Contractor shall be satisfied that there are no discrepancies between actual field conditions and the final Scope of work as issued. Before ordering materials/products, the Contractor shall verify all conditions to insure proper execution of the items of work. The Contractor shall notify the PHA Relocation Manager immediately of any hidden condition discovered which might affect the progress of work.
3. The work shall be done during regular PHA working hours Monday through Friday 08:00 am - 05:00 pm. Weekend moves must be coordinated in advance with staff and resident. The

Detailed Scope of Work

Contractor may be authorized to work weekends or evenings on as requested and approved basis. The Contractor shall coordinate with the Relocation Manager to receive authorization to work outside of regular PHA working hours.

4. Contractor shall provide at all times a clean work site, including designated storage areas, free from accumulation of waste materials.
5. The Contractor shall protect the resident's property including furniture, personal items, etc. at all times.
6. Contractor shall maintain documentation of project to ascertain compliance with the General Requirements of the Contract.
7. PHA is not responsible for providing toilet facilities, water or temporary power to perform the work. These items may be provided at PHA's discretion.
8. All current applicable OSHA rules and regulations must be followed at all times. Security of work site area will be the responsibility of the Contractor.
9. Extreme care is to be taken at all times regarding the safety of residents and PHA staff.
10. Contractor is responsible for inventory or photo documentation of condition of items before and after move.

Detailed Scope of Work

1. Contractor shall ensure that all employees and the subcontractors scheduled to perform Relocation Services work for the PHA must wear their company shirt with visible company and employee name or employee company name tags.
2. One way moves will be performed by the moving contractor within a 50 mile radius of Merritt Homes.
3. **Moving Supplies**: Contractor shall supply all related moving materials including boxes, tape, rope, packing paper, labels, etc. as needed and requested by residents during the packing phase of the physical move.
4. **Packing Assistance**: Certain elderly and disabled residents of these communities may need assistance with packing their personal belongings including clothing, dishes/pots and other items. Residents requiring this special assistance packing and unpacking shall be determined by the Relocation Manager. Contractor will receive advance notice from the Relocation Manager for residents requiring this special assistance. The Contractor will carefully and neatly pack

Detailed Scope of Work

these items into appropriate boxes, unpack them and place them into the requested cabinet, shelves or drawers as identified at the new address.

5. **Physical Move Assistance:** Contractor shall supply all equipment, vehicle(s), transportation, tools and crew to break down beds, other furniture, pack them neatly on moving vehicle along with the packed boxes of personal belongings. Contractor must schedule onsite inspection meeting at the assigned resident's current unit to survey packing needs, required moving supplies and to schedule actual physical move. Moving process for assigned residents shall be completed within seventy-two (72) hours from date of assignment by Relocation Manager. The Contractor shall transport the packed items of the residents to the new unit (apartment, house) set-up beds, other furniture and personal belongings at the new unit per the resident's instructions.
6. **Set-up at New Unit:** Upon completion of the physical move, the Contractor shall have the responsibility of furniture set-up in each room of the new unit. The set-up services shall include setting up all beds in bedrooms, furniture in living room and kitchens. Labelled boxes shall be placed in the appropriate rooms to be unpacked by resident at the family's convenience.
7. This is an indefinite quantity contract solicitation; there is no guaranteed number of moves that the mover will perform as some residents may choose to move themselves. The Housing Authority has the discretion to award more than one Relocation Services Moving Contract to more than one Contractor that submits the lowest, most responsive and responsible firm fixed cost per unit bid based on the listed bedroom sizes in this bid form in Section 00400:

_____ : Efficiency or 0-Bedroom Apartment
_____ : 1-Bedroom Apartment
_____ : 2-Bedroom Apartment
_____ : 3-Bedroom Apartment
8. As of 05/22/23, the Lloyd/Cockrell Homes housing community currently has 45 occupied apartments. Also, as of today, the proposed move out is August-September 2023. The return is expected to be July -August 2024.

All bidders must submit verification of coverage for \$2,000,000 General Liability and Workmen's Compensation coverage with MHA endorsed as additional insured for said project. Such insurance will be primary and non-contributory to any other insurance available to MHA. All contractors must be in compliance with Davis Bacon Labor Standards. Contractors will furnish a minimum of 5 past business references.

Solicitations with pricing need to be delivered to the following by 3pm June 26, 2023.

Attention of Procurement at 603 North Tennessee, McKinney, TX 75069. Any questions should be directed to Roslyn Miller, McKinney Housing Authority via email to info@mckinneyha.org.

Detailed Scope of Work

Section 3 Requirements for All Contractors and Vendors

MHA is committed to providing quality housing and economic opportunities for our residents and the neighborhoods we serve. One of the major vehicles for this is Section 3 of the HUD Act of 1968, which requires that HUD funds provide low-income individuals with a springboard for economic empowerment through direct participation in construction and other activities that are designed to physically improve and revitalize the communities in which they live. HUD considers public housing authorities to be in compliance with Section 3 if they meet the following minimum numerical goals:

- A. 30% of the aggregate number of new hires shall be Section 3 residents.
- B. 10% of the total dollar amount of all covered construction contracts shall be awarded to Section 3 business concerns; and
- C. 3% of the total dollar amount of all covered non-construction contracts shall be awarded to Section 3 business concerns.

Section 3 requirements apply to **all** contractors and vendors who receive awards from public housing authorities.

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