Manatee County Mosquito Control District

REQUEST FOR PROPOSAL

RFP# 2023-01

MOVING AND RE-LOCATION SERVICES

ISSUE DATE: August 4, 2023

TITLE: This document constitutes a request for interested organizations to submit a proposal to provide packaging, moving and transport services to the Manatee County Mosquito Control District (DISTRICT) for the re-location of their office and facility furnishings and equipment from their current campus at 2317 2nd Avenue W; in Palmetto Florida to their new campus at 1420 28th Avenue E; in Ellenton, Florida.

All firms interested in being considered for selection can obtain the full RFP from the DISTRICT’s webpage (www.manateemosquito.com), or send a representative to pick up the RFP from the DISTRICT headquarters at 2317 2nd Avenue W; Palmetto, FL 34221, or send an email request to Angie.manateemosquito@gmail.com and an electronic copy will be returned to sender.

INITIAL SCHEDULE OF PERFORMANCE: November 2023

The DISTRICT anticipates having their furnishings and equipment moved to their new campus on or about November 1, 2023.

Proposals shall be received by 3pm local time on Wednesday August 30, 2023, for furnishing the services described herein. All inquiries for information regarding Procurement Procedures, Selection Criteria, Proposal Submission Requirements, or other Fiscal/Administrative Concerns shall be emailed to:

NAME: Bill Robey
KB3 Group, LLC – Owner’s Representative
bill@kb3-group.com

Pre-Proposal Meeting (Site Visit/Walkthrough) 1:30 PM Wednesday, August 16, 2023
Proposals Due 3:00 PM Wednesday, August 30, 2023

PROPOSALS MAILED or E-MAILED SHALL BE SENT DIRECTLY TO:

Angie Wellman
Assistant Director
Manatee County Mosquito Control District
2317 2nd Avenue W; Palmetto, FL 34221
Angie.manateemosquito@gmail.com

PROPOSALS HAND DELIVERED SHALL BE DELIVERED TO:

Same address as above
INTRODUCTION:

It is the DISTRICT’s intent to hire a qualified, experienced industrial moving company to relocate its existing furnishings, office files, and facility equipment from its current Operations Campus at 2317 2nd Avenue W; Palmetto, FL to its new campus at 1420 28th Avenue E; Ellenton, FL.

SCOPE OF WORK:

The DISTRICT is seeking proposals to provide all equipment, labor, materials, and supplies required to relocate its existing furnishings, office files, and facility equipment from its current Operations Campus at 2317 2nd Avenue W; Palmetto, FL to its newly constructed campus at 1420 28th Avenue E; Ellenton, FL.

Services shall include packaging of items, handling, hoisting, loading, transport, unloading and unpacking of the following furnishings and equipment:

Administration Building

1) Office Furniture (Dis-assemble and re-assemble as required)
   a. Personal and individual items from offices shall be packed and labelled by the DISTRICT’s personnel in totes and/or boxes provided by the selected moving company
2) Lateral and upright file cabinets
3) Boxes of the DISTRICT’s historical operational files
4) Copy machines
5) Desk top computers and printers
6) Biology and Entomology Laboratory Equipment
7) Negative Pressure Room Equipment

Vehicle Storage Buildings

1) If required, un-bolt existing storage racks and re-install at new campus location
2) All stored equipment and loose materials

Equipment Storage/Maintenance Building

1) All parts storage bins and associated parts
2) All mobile (non-fixed) work tables
3) Ice maker
4) Stored spare parts and equipment
5) 80 gallon upright air compressor

Chemical Storage Pod

1) Not included. To be re-located by others

Hangar and Hangar Maintenance Building

1) Office Furniture (Dis-assemble and re-assemble as required)
   a. Personal and individual items from offices shall be packed and labelled by the DISTRICT’s personnel in totes and/or boxes provided by the selected moving company
2) All parts storage bins (non-fixed) and associated parts
3) All mobile (non-fixed) work tables
4) Ice maker
5) Stored spare parts and equipment
   a. Special attention and care should be taken with spare helicopter equipment (replacement wings, belly tanks, spray attachments, etc.)
6) 80 gallon upright air compressor

The purpose and intent of this Request for Proposal is to solicit proposals from qualified sources to establish a contract through a competitive process for furnishing the services described herein for the Manatee County Mosquito Control District. The emphasis of the proposal should be to clearly indicate the RESPONDENT’s experience and qualifications in providing these services.

**INSURANCE/INDEMNIFICATION:**

The successful RESPONDENT shall provide the following insurance coverages:

**Insurance**

The RESPONDENT shall bear the full and complete responsibility for all risk of damage or loss of equipment, products or money resulting from any cause whatsoever and shall not penalize the DISTRICT for any losses incurred in association with this Contract. The aggregate value of all furnishings, equipment, tools, and spare parts to be moved by the RESPONDENT is estimated at $2,000,000.

1.1. The RESPONDENT shall procure and maintain, through the term of this Contract, insurance coverage reflecting at a minimum, the limits and coverage conditions identified below in "Insurance Limit Requirements". The coverage required shall extend to all employees and subcontractors of the RESPONDENT.

1.1.1. Prior to execution of this Contract, the RESPONDENT shall provide a Certificate of Insurance for such coverage to the DISTRICT for approval, indicating the producer, insured, carrier’s name and BEST rating, policy numbers and effective and expiration dates of each type of coverage required. The Certificate of Insurance shall be signed by the insurance carrier’s authorized representative and shall identify the DISTRICT as added insured as required.

1.2. All insurers must be qualified to lawfully conduct business in the State of Florida. Failure of the DISTRICT to notify the RESPONDENT that the Certificate of Insurance does not meet the Contract requirements shall not constitute a waiver of the RESPONDENT’S responsibility to meet the stated requirements. In addition, receipt and acceptance of the Certificate of Insurance by the DISTRICT shall not relieve the RESPONDENT from responsibility for adhering to the insurance limits and conditions of insurance required within this Contract. Misrepresentation of any material fact, whether intentional or not, regarding the RESPONDENT’S insurance coverage, policies, or capabilities, may be grounds for termination of the Contract as determined solely by the DISTRICT. This paragraph shall survive the expiration or termination of the Contract.

1.3. Insurance Limit Requirements

1.3.1. Comprehensive Commercial General Liability including Products Liability
1.3.1. Minimums of Liability:
• $1,000,000 each occurrence
• $1,000,000 Personal & Adv. Injury
• $2,000,000 General Aggregate
• $1,000,000 Products
• $2,000,000 Products Aggregate

1.3.2. Automobile Liability: owned, non-owned and hired automobiles
1.3.2.1. Minimums of Liability:
• $1,000,000 combined single limit each accident

1.3.3. Waiver of Subrogation Endorsement
1.3.3.1. Minimums of Liability:
• Show PCC in Schedule

1.3.4. Excess Liability or Umbrella
1.3.4.1. Minimums of Liability:
• $2,000,000 each occurrence

1.3.5. Crime or Faithful Performance
1.3.5.1. Minimums of Liability:
• $100,000 Employee Theft or Loss
• $100,000 Depositors Forgery or Alt
• $100,000 Computer and Funds Transfer

1.3.6. Worker's Compensation
1.3.6.1. Minimums of Liability:
• Statutory

1.3.7. Employers Liability
1.3.7.1. Minimums of Liability:
• $500,000 each accident
• $500,000 each employee - disease
• $500,000 policy limit - disease

1.4. All Policies must be Occurrence Form only. "Claims made" insurance policies are not acceptable.

1.5. All policies should have Best Rating of A-/VI or better.

1.6. Policies other than Worker's Compensation shall be issued only by companies which maintain a Rating of A- or better and a Financial Size Category of VI or better according to the A.M. Best Company.

1.7. Policies for Worker's Compensation may be issued by companies authorized as a group self-insurer by Florida Statute 624.4621, formerly 440.57.

1.8. RESPONDENT shall furnish DISTRICT with Certificates of Insurance which shall include a provision that policy cancellation, non-renewal or reduction of coverage will not be effective until at least sixty (60) days written notice has been made to DISTRICT.

1.9. RESPONDENT shall include DISTRICT as an additional insured on the General Liability, Automobile Liability, and Excess Umbrella policies.

1.10. The RESPONDENT, at its cost, must provide acceptable evidence of compliance with the worker's compensation insurance requirements of the State of Florida. In the event that the RESPONDENT fails to
maintain and keep in force the insurance and Worker’s Compensation coverage as herein provided, DISTRICT shall have the right to terminate the Contract.

SUBMISSION REQUIREMENTS:

1. **Price Quotation.** On company letterhead, provide your price proposal to provide the services identified herein. Pricing shall include all costs, including equipment, tools, expendables, small materials packages, and transportation or other trip charge. 

2. **Business Profile and Prior Experience.** Respondent shall provide a brief history of Respondent’s company, including number of years in business, number of employees, and prior experience performing similar relocation services. Provide two (2) current references who may be contacted for verification of the Respondent’s professional qualifications to meet the requirements set forth herein.

REFERENCE #1

Institution/Company Name__________________________

Contact Name____________________________________

Contact Title_____________________________________

Contact Phone Number____________________________

Contact Email Address____________________________

REFERENCE #2

Institution/Company Name__________________________

Contact Name____________________________________

Contact Title_____________________________________

Contact Phone Number____________________________

Contact Email Address____________________________

3. **Location.** Provide the physical location of the office or facility that will provide the services to fulfill this request. Physical location within 30 miles of DISTRICT’s current headquarters shall be awarded 10 points. Physical location within 60 miles of DISTRICT’s current headquarters shall be awarded 6 points. Physical location within 100 miles of DISTRICT’s current headquarters shall be awarded 2 points. Physical location greater than 100 miles from DISTRICT’s current headquarters shall be awarded 0 points.
**SCORING/AWARD**

The DISTRICT will evaluate and score each respondent based on the responses provided under the Submission Requirements section of this RFP. The DISTRICT will award to the highest scoring RESPONDENT.

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<th>Category</th>
<th>Points</th>
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<tbody>
<tr>
<td>1. Price Quotation</td>
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<tr>
<td>2. Business Profile and Experience</td>
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<td>3. References</td>
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<td>4. Location</td>
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**Total Available Points** 100 Points