

## **CITY OF SIERRA MADRE**

### **Request for INFORMAL Solicitation for Moving Services**

#### **SCHEDULE OF EVENTS**

- **Post of Solicitation: August 2, 2023**
- **Job Walk: August 18, 2023 – 440 W. Sierra Madre Blvd. @ 9am**

**Submit solicitation to:**  
**City of Sierra Madre**  
**232 W. Sierra Madre Blvd. Sierra Madre, CA 91024**  
**Attention: Laura Aguilar**  
**City Clerk / Deputy City Manager**

**Solicitations MUST be received NO LATER than**  
**2:00pm, on Thursday August 24, 2023.**

**BIDDER ELIGIBILITY:** This Informal Solicitation is open to those Bidders that satisfy the minimum qualifications stated herein and that are available for work in the state of California. All communications concerning this Informal Solicitation must be directed only to the Informal Solicitation Coordinator via email. Any other communication will be considered unofficial and nonbinding. Bidders are to rely on written statements issued by the Informal Solicitation Coordinator. Communication directed to parties other than the Informal Solicitation Coordinator may result in disqualification of the Bidder.

#### **PROJECT SUMMARY**

**1.** Request for proposal summary the City of Sierra Madre ("City") is seeking proposals from qualified firms for Moving Services ("Contractor") in accordance with the Scope of Work specified in this request.

#### **2. SCOPE OF WORK / SPECIFICATIONS**

The City of Sierra Madre is soliciting proposals from a qualified Moving Contractor to provide library moving services from the current library located at 440 W. Sierra Madre to the temporary library located at 350 W Sierra Madre Blvd., approximately 1/10 mile away.

The move will include the unbolting and moving specialized archive storage shelving at the current location to the new location. The configuration on some archive storage shelves will change. All clearly labeled archive items will be prepped and ready for transport.

**2.1** At the new location of 350 W. Sierra Madre Blvd., all items (storage/shelving and archive material) will be moved to the second floor of the facility and unpacked in designated areas.

**NOTE: Building location at 350 W Sierra Madre Blvd. DOES NOT HAVE ELEVATOR/LIFT ACCESS.**

## **2.2 Furniture, Materials and Equipment, Archive Records.**

**Furniture includes but is not limited to:**

- Standalone Office Furniture - Desks, tables, chairs, bookcases, filing cabinets, display cabinets, etc.
- Wall hangings – including artwork, photographs, whiteboards, corkboards, etc. The contractor will be required to assemble/disassemble, takedown/setup furniture if needed for transport/moving.

## **3. MOVING CONTRACTOR REQUIREMENTS**

The Moving Contractor is expected to comply with all applicable federal, state and local regulations. The Mover will have an active business license in good standing, worker's compensation and general liability insurance.

All labor, supervision, tools, equipment, transportation, and materials necessary to perform move are to be included and provided by the contractor.

**Hazardous Materials** The contractor **will not** be required to handle, store or transport hazardous materials.

### **3.1 Protection of Property**

The contractor will ensure City property is properly prepped and protected for safe moving. Finishes of furniture, millwork, flooring, walls, doors, ceilings, stairways and windows must retain their pre-move appearance and function. Dollies shall be free of grease, oil, etc. to prevent stains on carpeting and flooring, including any apertures that may scratch or mar flooring and walls. Proper equipment and/or vehicles must be utilized for transport. The contractor assumes all responsibility for damaged or lost property and must resolve any such issues within 30 days of discovery through replacement, repair or reimbursement. The contractor must work with an appointed City representative in doing so. In no event will the City be responsible for any damages to any of the contractor's equipment, either lost, damaged, destroyed or stolen.

## **4. SAFETY**

The contractor will perform all work in a safe manner, adhering to OSHA and DOT guidelines, with proper technique and equipment in order to preserve the safety of City employees, contractors and visitors. At

no time will the contractor perform any act that is unsafe. The contractor will also temporarily close off areas to pedestrian traffic to prevent potential injury to bystanders when large or heavy equipment is being moved or used. A City representative will work with the contractor to prepare notification to the City staff, contractors and visitors, if necessary.

**4.1** Contractor employees will be required to possess and readily show company identification while working on City sites.

**4.2** Contractor vehicles must not park in fire lanes, on sidewalks, in landscaped areas or any area not intended for vehicles.

## **5. DAMAGE TO PROPERTY**

The contractor shall preserve from damage all property along the line of work or which is in the vicinity of or is in any way affected by the work. This applies to, but is not limited to, public and private property, vehicles, utilities, trees, shrubs, signs, grounds including sprinkler systems, etc. Whatever such property is damaged due to the activities of the contractor, it shall be immediately restored to a condition equal to or better than that existing before such damage was done by the contractor and at its contractor's expense.

## **6. COMMUNICATION AND AUTHORIZATION**

An appointed City representative will be the single contact point for the contractor, of which requests, direction, coordination and authorization will be communicated through. The contractor shall, at all times, provide a working lead person who shall be responsible to accept and execute such instructions as are conveyed by the City's designated representative during the contract period. This person shall have the responsibility to coordinate the move with the other contractor employees. Instructions conveyed verbally or in writing shall be binding upon the contractor.

## **7. PERSONNEL**

All work must be performed by skilled, experienced personnel, directly employed, supervised and trained to work with materials and equipment of the trade in a safe and workmanlike manner. All complaints shall be handled through the City's designated representative. At the request of the City, the contractor shall replace any person in its employ deemed by the City to be unqualified to perform the work. The City and the contractor shall each be promptly notified by the other of any complaints received.

## **8. COORDINATION OF WORK**

The City will contact the contractor to setup and coordinate the moving services before the service is required. The contractor shall not commence any work until contractor has notified the City's designated representative of contractor's arrival. The contractor shall conduct a walkthrough with the City's designated representative, prior to the actual move, to determine the number of personnel, tools and equipment required to accomplish an efficient and professional move within the specified completion time.

## **9. CLEANUP**

The contractor will be responsible for cleanup of any and all materials directly used by the contractor during the moving process. This includes but is not limited to contractor installed wall and floor protection,

padding and wrap. This does not include boxes or packing materials used or provided by any City employee.

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