



BoardDocs Cover Page

(Due to final Cabinet-level approver on Monday at noon, 2+ weeks prior to BOE meeting date)

Meeting Date:	March 8, 2017		
Agenda Session: (Category)	☐ Closed ☐ Public Hearing	☐ Regular (Information, Reports, System Recognitions) ☒ Work Session (Bids, former F&F items)	
Title (Subject):	RFQ 17MISC7, Moving Services		
Access:	☐ Private	☒ Public	
Type:	☒ Action (e.g., bids) ☐ Action/Consent (e.g., staffing, grants over \$25k) ☐ Discussion	☐ Information (e.g., grants under \$25k) ☐ Report	
Aspirational Goals: (May select multiple)	☐ 1-Student Achievement ☐ 2-Effective and Engaged Staff ☒ 3-Resource Allocation		☐ 4-Family and Community Involvement ☐ 5-Health and Safety
Recommended Action:	Board approval of RFQ 17MISC7, Moving Services		
Backup Documents:	☒ YES ☐ NO If yes, how many? <u>1</u> Is one a PowerPoint (PPT): ☐ YES ☒ NO Submitted: ☒ Herewith ☐ Later ☐ Both Comment: _____ Immediately following receipt of an email confirmation that this item has been approved by the Superintendent, the person posting this agenda topic to BoardDocs is responsible for emailing the approved PPT to tim.dean@fcps.org .		

PURPOSE OF PRESENTATION: Staff has reviewed the attached contract and recommends approval by the Board of Education of Frederick County.

BACKGROUND/SUMMARY: This recommendation is to establish a contract to qualify and select vendor(s) to provide various moving services for Frederick County Public Schools.

PRESENTER(S) & TITLE(S):

Bill Meekins, CPPB, CPCP, Purchasing Agent

Brad Ahalt, Construction Management, Senior Project Manager

SUBMITTED BY:

Stephen P. Starmer, C.P.M., Purchasing Manager

Leslie R. Pellegrino, Chief Financial Officer

RFQ 17MISC7
MOVING SERVICES

FACT SHEET

A. **Overview:** This recommendation is to establish a contract to qualify and select vendor(s) to provide various moving services for Frederick County Public Schools (FCPS). Request for qualifications were received on February 14, 2017.

1. **Request for Qualifications:**

45 proposals downloaded
6 companies submitted a request for qualifications

2. **Request for Qualifications were received from:**

495 Movers, Inc. (Rockville, MD)
ASHMAR International Technology, Inc. (Lanham, MD)
Hoffberger Moving Services, LLC (Baltimore, MD)
Interstate Moving Relocation Logistics dba: Interstate International, Inc. (Springfield, VA)
JK Moving & Storage, Inc. (Gaithersburg, MD)
The Suddath Companies dba: Suddath Relocations Systems of Maryland (Forestville, MD)

3. **Other facts:**

- The contract will be effective from the date of award through September 30, 2019, with two additional two-year renewal options available.
- Selection was based on a total score of each vendor's technical and price proposals.
- This contract will be administered by Brad Ahalt, Construction Management, Senior Project Manager.

4. **Source of Funding:** FY17 Approved Operating Budget and contingent upon Board approval of FY18 and FY19 Operating Budgets.

B. **Recommendation:** Staff recommends the contract for RFQ 17MISC7, Moving Services, be awarded to Hoffberger Moving Services, LLC (Baltimore, MD) and Suddath Relocations Systems of Maryland (Forestville, MD), per the attached Bid Tabulation.

C. **Action taken by the Board (Purchasing use only):**

AB Approved _____ Denied _____ Deferred _____ Other BM/avb

03.08.17 Date _____ Date _____ Date _____ Date BOE Mtg.: 03.08.17

RFQ 17MISC7, MOVING SERVICES
SCORING SUMMARY

VENDOR	FINAL TECH SCORE = 70 POINTS MAX	COST SCORE = 30 POINTS MAX	TOTAL SCORE 100%
495 Movers, Inc.	51.0	27.9	78.9
ASHMAR International Technology, Inc.	42.5	18.0	60.5
Hoffberger Moving Services, LLC	65.0	30.0	95.0
Interstate International, Inc.	41.5	26.8	68.3
JK Moving & Storage, Inc.	51.0	21.3	72.3
The Suddath Companies dba: Suddath Relocations Systems of MD	59.0	26.6	85.6

RFQ 17MISC7, Moving Services
Bid Tabulation

MANPOWER & EQUIPMENT		495 Movers, Inc.		ASHMAR International Tech., Inc.		Hoffberger Moving Services		Interstate International, Inc.		JK Moving & Storage, Inc.		Suddath Workplace Solutions	
		*STANDARD BUSINESS HOURS		*STANDARD BUSINESS HOURS		*STANDARD BUSINESS HOURS		*STANDARD BUSINESS HOURS		*STANDARD BUSINESS HOURS		*STANDARD BUSINESS HOURS	
		PER HOUR RATE	PER WEEK RATE (40 HOUR)	PER HOUR RATE	PER WEEK RATE (40 HOUR)	PER HOUR RATE	PER WEEK RATE (40 HOUR)	PER HOUR RATE	PER WEEK RATE (40 HOUR)	PER HOUR RATE	PER WEEK RATE (40 HOUR)	PER HOUR RATE	PER WEEK RATE (40 HOUR)
1	Project Manager	\$ 45.00	\$ 1,800.00	\$ 65.00	\$ 2,600.00	\$ 55.00	\$ 2,200.00	\$ 35.50	\$ 2,220.00	\$ 69.00	\$ 2,760.00	\$ 50.40	\$ 2,016.00
2	Supervisor	\$ 33.00	\$ 1,320.00	\$ 59.00	\$ 2,360.00	\$ 32.00	\$ 1,200.00	\$ 38.60	\$ 1,540.00	\$ 53.00	\$ 2,120.00	\$ 35.73	\$ 1,492.20
3	Mover 1 - Includes: Moving packed boxes, materials, & equipment	\$ 30.00	\$ 1,200.00	\$ 52.00	\$ 2,080.00	\$ 25.00	\$ 1,000.00	\$ 30.20	\$ 1,280.00	\$ 36.00	\$ 1,440.00	\$ 31.76	\$ 1,270.40
4	Mover 2 - Includes: Packing, Unpacking, & Moving boxes, materials & equipment	\$ 30.00	\$ 1,200.00	\$ 52.00	\$ 2,080.00	\$ 25.00	\$ 1,000.00	\$ 30.20	\$ 1,280.00	\$ 36.00	\$ 1,440.00	\$ 31.76	\$ 1,270.40
5	10'-13' Lift Gate Truck & Driver	\$ 55.00	\$ 2,200.00	\$ 57.00	\$ 2,280.00	\$ 48.00	\$ 1,920.00	\$ 58.60	\$ 2,344.00	\$ 66.00	\$ 2,640.00	\$ 65.50	\$ 2,620.00
6	18'-22' Lift Gate Truck & Driver	\$ 63.00	\$ 2,520.00	\$ 57.00	\$ 2,280.00	\$ 52.00	\$ 2,080.00	\$ 58.60	\$ 2,344.00	\$ 66.00	\$ 2,640.00	\$ 65.50	\$ 2,620.00
7	Forklift & Operator	\$ 65.00	\$ 2,600.00	\$ 54.00	\$ 2,160.00	\$ 32.00	\$ 1,280.00	\$ 51.35	\$ 2,054.00	\$ 70.00	\$ 2,800.00	\$ 45.50	\$ 1,820.00
		**NON STANDARD BUSINESS HOURS		**NON STANDARD BUSINESS HOURS		**NON STANDARD BUSINESS HOURS		**NON STANDARD BUSINESS HOURS		**NON STANDARD BUSINESS HOURS		**NON STANDARD BUSINESS HOURS	
		PER HOUR RATE	PER WEEK RATE (40 HOUR)	PER HOUR RATE	PER WEEK RATE (40 HOUR)	PER HOUR RATE	PER WEEK RATE (40 HOUR)	PER HOUR RATE	PER WEEK RATE (40 HOUR)	PER HOUR RATE	PER WEEK RATE (40 HOUR)	PER HOUR RATE	PER WEEK RATE (40 HOUR)
1	Project Manager	\$ 50.00	\$ 2,000.00	\$ 69.00	\$ 2,760.00	\$ 65.00	\$ 2,600.00	\$ 55.50	\$ 2,220.00	\$ 103.50	\$ 4,140.00	\$ 50.40	\$ 2,016.00
2	Supervisor	\$ 45.00	\$ 1,800.00	\$ 63.00	\$ 2,520.00	\$ 38.00	\$ 1,520.00	\$ 48.25	\$ 1,930.00	\$ 79.50	\$ 3,180.00	\$ 35.73	\$ 1,492.20
3	Mover 1 - Includes: Moving packed boxes, materials, & equipment	\$ 37.50	\$ 1,500.00	\$ 55.00	\$ 2,200.00	\$ 31.00	\$ 1,240.00	\$ 37.75	\$ 1,510.00	\$ 54.00	\$ 2,160.00	\$ 31.76	\$ 1,270.40
4	Mover 2 - Includes: Packing, Unpacking, & Moving boxes, materials & equipment	\$ 37.50	\$ 1,500.00	\$ 55.00	\$ 2,200.00	\$ 31.00	\$ 1,240.00	\$ 37.75	\$ 1,510.00	\$ 54.00	\$ 2,160.00	\$ 31.76	\$ 1,270.40
5	10'-13' Lift Gate Truck & Driver	\$ 72.50	\$ 2,900.00	\$ 60.00	\$ 2,400.00	\$ 54.00	\$ 2,160.00	\$ 68.25	\$ 2,730.00	\$ 99.00	\$ 3,960.00	\$ 65.50	\$ 2,620.00
6	18'-22' Lift Gate Truck & Driver	\$ 82.50	\$ 3,300.00	\$ 60.00	\$ 2,400.00	\$ 58.00	\$ 2,320.00	\$ 68.25	\$ 2,730.00	\$ 99.00	\$ 3,960.00	\$ 65.50	\$ 2,620.00
7	Forklift & Operator	\$ 82.50	\$ 3,300.00	\$ 57.00	\$ 2,280.00	\$ 38.00	\$ 1,520.00	\$ 67.80	\$ 2,712.00	\$ 105.00	\$ 4,305.00	\$ 45.50	\$ 1,820.00

**Non Standard Business Hours are from 5pm-6am(Monday-Friday) and FCPS approved Holidays

MATERIALS

		PRICE PER EACH		PRICE PER EACH		PRICE PER EACH		PRICE PER EACH		PRICE PER EACH		PRICE PER EACH	
1	Labels, Preprinted Adhesive (Minimum Categories: Name, Department, Destination location) Per Rolls of Hundred	\$ 0.10		\$25.00/500 Roll/Each		\$ 4.00		\$ 2.50		\$ 7.70		\$ 3.00	
2	Bubble Wrap, Cushioning Material, 1/2" Thick, 12" x 30ft	\$ 13.00		\$ 9.50		\$ 65.00		\$ 75.00		\$ 15.00		\$ 75.00	
3	Re-usable crate -RENTAL	0.30 (Day)		\$ 0.44		\$ 2.00		\$ 2.50		0.35/Day		\$ 0.25	
		BULK PACKAGE		BULK PACKAGE		BULK PACKAGE		BULK PACKAGE		BULK PACKAGE		BULK PACKAGE	
		QUANTITY	BULK PACK PRICE	QUANTITY	BULK PACK PRICE	QUANTITY	BULK PACK PRICE	QUANTITY	BULK PACK PRICE	QUANTITY	BULK PACK PRICE	QUANTITY	BULK PACK PRICE
1	Labels, Preprinted Adhesive (Minimum Categories: Name, Department, Destination location) Per Rolls of Hundred	200	\$ 15.00	5	\$ 19.00	10	\$ 28.00	100	\$ 2.50	500	\$ 38.50	500	\$ 15.00
2	Bubble Wrap, Cushioning Material, 1/2" Thick, 12" x 30ft	10 Rolls	\$ 100.00	10	\$ 26.00	6	\$ 250.00	90 Rolls	\$ 25.80	250 ft.	\$ 115.00	100 ft.	\$ 75.00
RENTAL		PRICE PER DAY	PRICE PER WEEK	PRICE PER DAY	PRICE PER WEEK	PRICE PER DAY	PRICE PER WEEK	PRICE PER DAY	PRICE PER WEEK	PRICE PER DAY	PRICE PER WEEK	PRICE PER DAY	PRICE PER WEEK
1	Re-usable Moving Crate	\$ 0.31	\$ 1.55	300+	\$ 0.29	\$ 0.29	\$ 2.00	\$ 0.35	\$ 2.50	\$ 0.35	\$ 2.45	\$ 0.25	\$ 1.25

RFQ 17MISC7, Moving Services
Bid Tabulation

495 Movers, Inc.	ASHMAR International Tech., Inc.	Hoffberger Moving Services	Interstate International, Inc.	JK Moving & Storage, Inc.	Suddath Workplace Solutions
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MATERIALS

		PRICE PER EACH		PRICE PER EACH		PRICE PER EACH		PRICE PER EACH		PRICE PER EACH		PRICE PER EACH
1	Labels, Preprinted Adhesive (Minimum Categories: Name, Department, Destination location) Per Rolls of Hundred	\$0.10		\$25.00		\$4.00		\$2.50		\$7.70		\$3.00
2	Box Sealing Tape, 2" x 110 yards, 3" Core, Clear	\$2.00		\$5.50		\$2.50		\$1.90		\$6.00		\$7.50
3	Bubble Wrap, Light Weight 5/16" Air Cushioning, 12" x 100ft	\$70.00		\$43.00		\$110.00		\$20.00		\$46.00		\$75.00
4	Bubble Wrap, Cushioning Material, 3/16" Thick, 12" x 175ft	\$70.00		\$38.00		\$125.00		\$35.95		\$90.00		\$100.00
5	Bubble Wrap, Cushioning Material, 1/2" Thick, 12" x 30ft	\$20.00		\$45.00		\$65.00		\$31.65		\$15.00		\$50.00
6	Packing Boxes - 23x15x12	\$2.00 (Each)		\$6.05		\$2.50		\$2.50		\$6.50		\$2.50
7	Packing Boxes - 14x14x10	\$2.50 (Each)		\$3.45		\$2.50		\$1.50		\$4.00		\$2.20
8												
	Packing Boxes - 30x20x30	\$3.00 (Each)		\$13.75		\$4.00		\$22.80		\$6.00		\$5.10
9	Re-usable crate -RENTAL	\$0.31		\$0.44		\$2.00		\$2.50		0.35/per day		\$0.25

	BULK PACKAGE QUANTITY BULK PACK PRICE		BULK PACKAGE QUANTITY BULK PACK PRICE		BULK PACKAGE QUANTITY BULK PACK PRICE		BULK PACKAGE QUANTITY BULK PACK PRICE		BULK PACKAGE QUANTITY BULK PACK PRICE		BULK PACKAGE QUANTITY BULK PACK PRICE		
1	Labels, Preprinted Adhesive (Minimum Categories: Name, Department, Destination location) Per Rolls of Hundred												
		200	\$ 15.00	5	\$ 19.00	10	\$ 28.00	100	\$ 2.50	500	\$ 38.50	500	\$ 15.00
2	Box Sealing Tape, 2" x 110 yards, 3" Core, Clear	36	\$ 65.00	36	\$ 4.44	10	\$ 18.00	60 Cases	\$ 1.85	N/A	N/A	10	\$ 60.00
3	Bubble Wrap, Light Weight 5/16" Air Cushioning, 12" x 100ft	300 ft.	\$ 210.00	10	\$ 29.00	6	\$ 375.00	30 Rolls	\$ 19.25	N/A	N/A	500 ft.	\$ 325.00
4	Bubble Wrap, Cushioning Material, 3/16" Thick, 12" x 175ft	300 ft.	\$ 160.00	10	\$ 38.00	6	\$ 425.00	90 Rolls	\$ 32.25	N/A	N/A	500 ft.	\$ 425.00
5	Bubble Wrap, Cushioning Material, 1/2" Thick, 12" x 30ft	90 ft.	\$ 50.00	10	\$ 29.50	6	\$ 250.00	90 Rolls	\$ 29.80	250 ft.	\$ 115.00	500 ft.	\$ 600.00
6	Packing Boxes - 23x15x12	200	\$ 360.00	240	\$ 4.25	20	\$ 50.00	8000	\$ 2.25	N/A	N/A	280	\$ 630.00
7	Packing Boxes - 14x14x10	200	\$ 460.00	250	\$ 2.20	20	\$ 50.00	5000	\$ 1.40	N/A	N/A	280	\$ 560.00
8	Packing Boxes - 30x20x30	200	\$ 560.00	5	\$ 9.55	10	\$ 40.00	880	20.25	N/A	N/A	280	\$ 1,372.00

	RENTAL	PRICE PER DAY	PRICE PER WEEK	PRICE PER DAY	PRICE PER WEEK	PRICE PER DAY	PRICE PER WEEK	PRICE PER DAY	PRICE PER WEEK	PRICE PER DAY	PRICE PER WEEK	PRICE PER DAY	PRICE PER WEEK
1	Re-usable Moving Crate	\$0.31	\$1.59	\$300.00	\$0.29	\$0.29	\$2.00	\$0.35	\$2.50	\$0.35	\$2.45	\$0.25	\$1.25