



**CLEVELAND
METROPOLITAN
SCHOOL DISTRICT**

Purchasing Department 1111 Superior Avenue
E, Suite 1800

Cleveland, Ohio 44114

Ph: (216) 838-0418 Fax: (216) 436-5118

February 4, 2020

To: All Vendors

From: Seletha R. Thompson *SR*
Purchasing Analyst

Re: Addendum #1 for RFP 21288 – Moving Services

Below is Addendum #1 for RFP 21288 – Moving Services.

*This addendum supplements and amends the items in the Specifications. This addendum **must be noted** on the Addendum Acknowledgement Form found in the RFQ. **Failing to acknowledge this Addendum on the Addendum Acknowledgement Form may cause the proposal to be rejected.***

Moving Services

This Addendum #1 reflects the following:

Comprehensive Question and Answer List

1. Are you able to provide a word document version that we can submit responses on?

ANSWER: CMSD does not provide their bid documents in editable format.

2. Is the hourly rate requested per man?

ANSWER: Yes.

3. What are the payment terms? Will there be a percentage down payment?

ANSWER: Payment rendered may be within thirty (30) days after receipt of all required invoicing terms. No percentage down payment.

4. Approximately how frequently are we able to submit invoices? Is it Net 30?

ANSWER: Weekly invoicing is acceptable.

5. Is bonding required for this project?

ANSWER: A Performance Bond is also required for this project.

Other Attachments

- Revised Cost Proposal and Pricing Sheet
- Pre-Proposal Meeting
 - Agenda
 - Sign-In Sheet

This Addendum shall hereby be and become a part of the Contract Documents the same as if originally bound thereto.

Each bidder shall acknowledge receipt of this Addendum in your bid response. *Failing to acknowledge this Addendum on the Addendum Acknowledgement Form may cause the response to be rejected.*

RFP Response Date

February 24, 2020 no later than 1:00 PM (EST)

--End of Addendum #1--

Cost Proposal and Pricing

REVISED - UPDATED

RFP #21288 – Moving Services

The undersigned proposes to provide Moving Services in accordance with the Specifications and to the entire satisfaction of, and acceptance by, the District and for the following prices. The contract period is for one (1) year with the option by CMSD to renew for two (2) one-year renewal options. The initial term will be from May 1, 2020 to June 30, 2021; renewal option 1 is for the 2021-2022 School Year of July 1, 2021 to June 30, 2022; and renewal option 2 is for the 2022-2023 School Year of July 1, 2022 to June 30, 2023. CMSD reserves the right to request additional pricing from the awarded Vendors for services not identified herein. Vendor shall provide the best rates for services later identified by CMSD based on the request and in accordance with the specifications and requirements outlined herein. The District does not guarantee utilization of services or make any comment as to minimum amount of services through the term of any awarded agreement.

	For The 2020-2021 School Year	For The 2021-2022 School Year	For The 2022-2023 School Year
Hourly Rate – Labor 8 hour day Inclusive of all labor, and administrative fees			
Hourly Rate – Labor Nights Inclusive of all labor, and administrative fees			
Hourly Rate – Labor Weekends Inclusive of all labor, and administrative fees			
Daily Rate - Truck 8 hour day Inclusive of all transportation costs			
Hourly Rate - Truck Nights Inclusive of all transportation costs			

Hourly Rate - Truck Weekends Inclusive of all transportation costs			
Daily Rate - Tractor (Semi) Trailer 8 hour day Inclusive of all transportation costs			
Hourly Rate - Tractor (Semi) Trailer Nights Inclusive of all transportation costs			
Hourly Rate - Tractor (Semi) Trailer Weekends Inclusive of all transportation costs			
Lead Time / Notice Required for Moving Services			
Optional Pricing			

Vendors must complete the signatory requirement below:

Company Name: _____

Address: _____

City, State, Zip Code: _____

Telephone Number: _____ Fax Number: _____

Email Address: _____

Signature: _____

Printed Name: _____

Date: _____



RFP 21288 – Moving Services

Pre-Proposal Meeting Agenda

January 27, 2020

- I. Introductions**
 - a. CMSD
 - b. Other Guests
- II. Purpose of RFP**
- III. Procurement Process and Requirements**
- IV. Project Framework and Delivery**
 - a. RFP Questions**
 - i. Last Date for Questions: **January 29, 2020 at 12:00 Noon**
 - ii. Addenda Issue: **February 4, 2020**
 - b. RFP Communication to CMSD**
 - i. Questions sent to: Seletha.Thompson@clevelandmetroschools.org
 - ii. Voice questions: not allowed.
 - iii. CMSD will upload and publish any information and/or answers to questions received via Addendum to the CMSD Website at clevelandmetroschools.org/purchasing.
 - c. Responses Due: February 24, 2020 at 1:00 PM**
- V. Project Overview**
 - a. Scope Of Work**
 - i. Describe Expected Work
 - ii. Specifications
 - 1. Overall Criteria
 - 2. Descriptions
- VI. Question and Answer Period**
- VII. Closing Remarks**
- VIII. Adjournment**

RFP 21288 – Moving Services

Pre-Proposal Meeting Sign-In Sheet

January 27, 2020

Name	Company Name & Phone Number	Email
David Under	kash	Dongrakashmoving.com
Jordan Tecins	Berman 216 663 8846	jordan@bermanmoves.com

RFP 21288 – Moving Services

Pre-Proposal Meeting Sign-In Sheet

January 27, 2020

Name	Company Name & Phone Number	Email
Rachel Briland Sonny Ali	Savvy Moving 216-584-6683	Savvymoving11@gmail.com
Demi Foster	CMSD	
Rick Novak	CMSD	
Seetha Thompson	CMSD	