



UNIVERSITY OF
**CENTRAL
ARKANSAS™**

PROCUREMENT OFFICE
201 Donaghey Avenue
Wingo Hall 113
Conway, AR 72035

**REQUEST FOR PROPOSAL
RFP# UCA-24-030**

ON-CALL MOVING SERVICES

**PROPOSALS MUST BE RECEIVED BEFORE:
10:00 A.M. Central Time on March 12, 2024**

Proposal Delivery and Opening Location:
University of Central Arkansas
Procurement Department
201 Donaghey Ave. Wingo Hall 113
Conway, AR 72035

**PROPOSALS WILL BE ACCEPTED UNTIL THE TIME AND DATE SPECIFIED ABOVE. THE PROPOSAL
ENVELOPE MUST BE SEALED AND SHOULD BE PROPERLY MARKED WITH THE PROPOSAL
NUMBER, DATE AND TIME OF PROPOSAL OPENING AND COMPANY'S RETURN ADDRESS**

Mandatory Pre-Proposal Conference February 27, 2024 2:00 p.m. Wingo Hall 315

1.0 **INTRODUCTION**

1.1 The University of Central Arkansas (“UCA” and/or “Owner”) is conducting a competitive Request for Proposals (RFP) process to retain up to two (2) firms to provide moving services (“Mover” or “Movers”) of varying project sizes on an on-call basis for campus (“**Moving Services**”). Items consist of tubs, boxes, furniture, equipment, etc.

In order to simplify the University’s task of evaluating the proposals, we have developed a format in which all proposals must be prepared. Failure to adhere to this format or to omit any of the information that is required will result in your firm’s proposal being disqualified.

The contract will be awarded to the vendor, firm, contractor, offeror who best satisfy all of the University’s needs at optimum cost and service performance. Cost will not be the sole criteria for determining the contract award. Vendors shall state the purchase price of each individual line item on the Official Bid Price sheet. The University shall issue a firm, fixed-price contract for the services resulting from this RFP which must remain firm during the contract period.

MANDATORY PRE-PROPOSAL CONFERENCE - A Mandatory Pre-Proposal Conference will be held at 2:00 PM central time on February 27, 2024, in Wingo Hall Room 315, Conway, Arkansas,

All questions shall be submitted via e-mail to: purchasingcontracts@uca.edu by the Question Deadline in order to be addressed. The email subject line should contain the Solicitation Number/Name and Firm Name.

1.2 Location. Moves will be located at the University of Central Arkansas campus and all owned or operated university properties. Not all buildings have elevators.

1.3 Issuing Officer

Pam Gibley, Construction and Contract Manager
Phone: (501) 450-3156 Fax: (501) 450-5020
Email: pgibley@uca.edu

The Issuing Officer is the sole point of contact from the date of release of this request for proposals until the selection of the successful respondent. Respondents wishing to submit questions and requests for clarification should contact the Issuing Officer.

1.4 Contract Administrator and Project Officer

Cale Emmett, Moving and Events Manager
Phone: 501-450-3249
Cell: 501-804-9501
Email: cemmett@uca.edu

1.5 Anticipated Procurement Timetable

RFP Issue Date	February 7, 2024
Mandatory Pre-Proposal Conference	February 27, 2024 2:00 p.m.
Questions emailed	March 1, 2024
Answers emailed	March 5, 2024
Public Opening of Proposals	March 12, 2024 10:00 a.m.
Evaluation Complete	March 15, 2024
Interviews if necessary	March 28, 2024
Contract development	April 19, 2024
Arkansas Legislative Review & UCA Board Approval if required	May 2024
Contract Start Date	July 1, 2024

Note: UCA will make every effort to adhere to the above schedule. It is, however, subject to change.

2.0 Scope

Provide moving services for mid-size and small, non-traditional and or large moves within and between University owned buildings and properties. In addition, the successful Movers may be responsible for coordination and staging in addition to the moving services. Move coordination services, when required shall be conducted with a representative of UCA's Moving and Events Management Office (Move Coordinator) and may also include a representative from the department being moved or other UCA representative. Proposers are required to perform moves in all categories as described below in order to be considered responsive.

Typical Moves will generally fall into the following categories *(these are examples only)*:

Group 1 - Large Move: A new or completely renovated building, will have multiple tenants moving in or out from multiple locations on campus. Mover will be required to coordinate with the UCA Move Coordinator or their designee, one or more UCA department representatives, and possibly construction managers for the building receiving the units. It is anticipated that Group 1 Moves would require at least two (2) larger trucks with lift gates, 12 workers and a project manager from the Mover. Group 1 Moves are described as taking place in spaces greater than 60,000 square feet

Group 2 - Mid-size and Small Move: It is anticipated that Group 2 moves will require one (1) truck and five (5) or less workers. Group 2 moves are described as taking place in spaces smaller than 60,000 square feet.

Mid-Size Move – 30,000 – 60,000 square feet; An entire department will move from one or more floors of one building to one or more floors of another building. Mover will generally be required to coordinate with the UCA Move Coordinator or their designee and (1) UCA department representative.

Small Move – 20,000 square feet or less; A small group within a department or an individual will move from one floor of one building to a new floor or another building. Mover may be required to coordinate with the individual moving or the Move Coordinator.

Group 3 – Non-Traditional Move: Group 3 Moves are moves that may include non- traditional

items such as specialized lab equipment, animals, specimens, bulky sports equipment, art, or other non-traditional items not typically found in classrooms and offices. Generally, the Mover will be required to coordinate with the Move Coordinator or their designee and UCA department representative or individual moving.

Surplus: Some units will not be moving all of the property within their space. Current practice is for the department to contact the UCA Inventory Department with a catalogue of items for pick up and removal. However, as directed, removal of items to the Property and Surplus warehouse may be requested of the Mover. In rare cases, and as approved by the Marketing and Redistribution Office, successful proposer(s) may be directed to dispose of property in its entirety.

2.1 Scope of Services. For each move requested by the Owner, the Mover(s) will:

- Meet with Move Coordinator and or UCA department representative (as applicable) to understand size, schedule and budget of each Move, including separate estimates if removal to Surplus is involved, moving supplies are required and broom cleaning is required.
- Meet with the Move Coordinator or UCA department representative (as applicable) to advise schedule requirements, access to the occupied building and individual spaces, access to new building and spaces, staging and tagging for property to be moved, materials required for Move and communication strategy.
- Visit the existing and new spaces to determine a cost estimate for the Move.
- Provide detailed cost estimate to Move Coordinator or UCA department representative (as applicable) pursuant to Schedule of Charges.

Cost estimate shall include:

Moving labor, vehicles, fuel, and parking;

Labor for personnel required for traffic control (if required);

Moving supplies as needed by unit – boxes, blankets, tape;

Cost for “broom cleaning” service of vacated space, if this service is requested by UCA;

Cost for elevator, wall or flooring protection in buildings (as applicable and as required);

Cost for insurance

Estimate of other services that may be requested by UCA, if applicable.

All cost proposals must be submitted on the “Cost Proposal Form”, attached herein as Attachment A.

Estimated Volume. Since October of 2017, UCA has issued nearly \$1,000,000 in requisitions for moving services. There has been an average of 18 requisition issued each year since 2018. UCA anticipates moving volume to be on an upward trajectory with known capital construction project planned over the next 5 years.

2.2 Term of the Contract

The University is interested in a one (1) year contract. By mutual agreement, the University and the contractor may elect to extend the contract for a maximum of seven years, in one or two-year increments or any portion thereof, but not less than monthly increments, at the contract compensation for those renewal periods. In no

case will the total contract term including extensions be greater than seven (7) years.

The University shall notify the contractor at least sixty (60) days prior to the end of the contract period or extension thereof if the University intends to renew the contract. If notification is not made, the contract will terminate at the end of the contract period or current extension thereof.

3.0 INSTRUCTIONS TO OFFERORS

3.1 Pre-Proposal Conference.

The Pre-Proposal Conference will be administered in person. The Proposer must attend the Mandatory Pre-Proposal Conference. Proposals will not be accepted from those firms who have not had a representative attend the Mandatory Pre-Proposal Conference. Prime Proposers will be required to provide their name, firm name, and email address on a written sign in sheet provided by the University at the beginning of the Pre-Proposal Conference. Proposers who arrive more than five (5) minutes after start time of the meeting (by UCA's clock) or after the discussion portion of the meeting, (whichever comes first) will not be allowed to sign in and will have their Proposal rejected **if submitted.**

No statement made by any officer, agent, or employee of UCA in relation to the physical conditions pertaining to the project will be binding on UCA, unless included in writing in the documents and presented as an Addendum to the RFP.

Date and Time of a Pre-Proposal Conference is located on the cover sheet of this RFP.

3.2 Proposal Submission.

Submit **one (1) hard copy and four (4) USB flash drives.** To be received by the Due Date/Time listed in this document.

All Proposals must be received by UCA before the Due Date/Time. UCA's official clock shall prevail in any time conflict. Any Proposal received after the Due Date/Time will be rejected and will be retained and made part of UCA's archive records in accordance with UCA Standards.

Note that throughout this procurement process, UCA will not accept Proposals that require UCA to pay the cost of production or delivery.

3.3 Proposal Submission Requirements.

Proposal hard copy and flash drives must be received by the University on or before the submittal deadline. Faxed or emailed proposals will be rejected.

Send to:
University of Central Arkansas
Attn: Pam Gibley
201 Donaghey Avenue
Wingo Hall Suite 113
Conway, AR 72035

3.4 Acceptance or Rejection of Solicitation Responses by UCA.

The procedures for Contract awards shall be in compliance with the provisions of UCA standards and policies adopted by UCA.

UCA reserves the right to reject any or all Proposals and to waive minor informalities in compliance with the provisions of UCA standards and policies adopted by UCA.

3.5 Withdrawal of Solicitation Response.

At any time prior to the Due Date/Time, a Proposer may withdraw its Proposal in accordance with UCA Standards. This will not preclude the submission of another Proposal by such Proposer prior to the Due Date/Time.

After the Due Date/Time, Proposers are prohibited from withdrawing their Proposal, except as provided by UCA Standards.

3.6 Evaluation Process.

The written response to this RFP is the only step in the selection of a firm for this Project. The Proposals received in response to this RFP will be evaluated by a selection committee.

The members of the selection committee will discuss the strengths and weaknesses of all Proposers. The members of the selection committee will then score the Proposals based on all information

3.7 Proposal Validity Period

Each proposal must remain valid for the University's acceptance for a minimum of ninety (90) days after the Submittal Deadline, to allow time for evaluation, selection, approval and any unforeseen delays.

3.8 Evaluation Criteria. The following items constitute the evaluation criteria for the selection committee to score Proposals. For ease in reviewing, provide tabs keyed to each of the following criteria:

3.8.1 Firm Background and Description (20 Points)

Provide a brief description of your firm. Include past experience with higher education institutions.

3.8.2 Experience on Similar Projects (20 points)

Provide a list of commercial moves your company was contracted for in the last two years that are similar to what may be required at UCA sites. Describe the project type, planning coordination, and outcome of the above moves. Reflect on any lessons learned from the moves and how you might adjust your approach in the future for similar projects.

3.8.3 Move Equipment and Packing Material Access (10 Points)

Describe your company owned equipment and/or access to equipment (trucks, machine carts, forklift, etc.) Describe your company's access to packing supplies including specialty- packing materials.

3.8.4 Crew and Scheduling Availability (20 Points)

Provide your firm's approach to scheduling. How does your firm handle last minute requests for moving services? Are there times in the year that your firm has more/less availability?

3.8.5 References (10 Points)

Recommendations and/or references from third parties indicating the respondent's past performance.

3.8.6 COMPENSATION PROPOSAL (30 Points)

The awarding of points will be determined by the following formula:
$$a/b \times c = d$$

(Dividing lowest price (a) by the next lowest price (b) and multiplying by the total points for cost (c) will equal the number of cost points awarded (d). The effect of the formula is to ensure that the lowest proposal receives the maximum number of points and each of the other proposals receive proportionately fewer points based on proposed bid price.

3.9 Point Summary Table

Criteria	Point Value
Firm Background and Description	20 Points
Experience on Similar Projects	20 Points
Move Equipment and Packing Material Access	10 Points
Crew Scheduling Availability	20 Points
References	10 Points
Cost Proposal	30 Points
Total Possible Points	110 Points

4 **MISCELLANEOUS**

4.1 Financial Responsibility.

4.1.1 UCA reserves the right to investigate, at any time prior to execution of the contract, the Proposers financial responsibility to perform the anticipated services. Submission of a Proposal will constitute approval for UCA to obtain any credit report information UCA deems necessary to conduct the evaluation. UCA will notify Proposers, in writing, of any other documentation required, which may include, but need not be limited to: recent profit-and-loss history; current balance statements; assets-to-liabilities ratio, including number and amount of secured versus unsecured creditor claims; availability of short and long-term financing; bonding capacity and credit information. Failure to promptly provide this information may result in rejection of the Proposal.

4.1.2 UCA may postpone the selection of finalists or execution of a contract in order to complete its investigation and evaluation. Failure of a firm to demonstrate financial responsibility may render it non-responsible and constitute grounds for Proposal rejection.

4.2 Project Termination.

4.2.1 UCA reserves the right to terminate the Project or contract during any phase in the Project.

4.3 Insurance Provisions. During the term of the resulting contract, the awardee will be required to maintain in full force, at its own expense, from insurance companies authorized to transact the business of insurance in the state of Arkansas, each insurance coverage/policy as set forth in the contract.

Without limiting any liabilities or any other obligation of Contractor, Contractor will purchase and maintain (and cause its subcontractors to purchase and maintain),

until all of their obligations have been discharged or satisfied, including any warranty periods under the Agreement, insurance against claims that may arise from or in connection with the performance of the work hereunder by the Contractor, its agents, representatives, employees or subcontractors, as described below.

These insurance requirements are minimum requirements for the Agreement and in no way limit any indemnity covenants in the Agreement. UCA does not warrant that these minimum limits are sufficient to protect Contractor from liabilities that might arise out of the performance of the work under the Agreement by Contractor, its agents, representatives, employees, or subcontractors. These insurance requirements may change if Contractor is a foreign entity, or with foreign insurance coverage.

A. Minimum Scope and Limits of Insurance:

Contractor's insurance coverage will be primary insurance with respect to all other available sources. Contractor will provide coverage with limits of liability not less than those stated below:

1. Commercial General Liability – Policy will include bodily injury, property damage, personal injury, and broad form contractual liability coverage. Occurrence Form. Limits not less than \$1,000,000 per occurrence and \$2,000,000 aggregate on Insurance Services Office Form CG, ISO 2007 or equivalent:

- a. Policy will contain a waiver of subrogation against the University of Central Arkansas, its departments, agencies, boards, commissions, universities, and its officers, officials, agents, and employees for losses arising from work performed by or on behalf of Contractor.
- b. Policy must be endorsed to include sexual abuse and molestation (SAM) coverage if applicable to the state. This coverage may be sublimited to no less than \$500,000. The limits may be included within the General Liability limit or provided by separate endorsement with its own limits. If unable to obtain SAM coverage under General Liability, it must be included with the Professional Liability.
- c. Policy must be endorsed to include master key coverage.
- d. Policy must be endorsed to include "care-custody-control" coverage.

2. Automobile Liability. Policy will include Bodily Injury and Property Damage for any owned, hired, and/or non-owned vehicles used in the performance of the Agreement in the following amount. Coverage will be a combined single limit of \$1,000,000 per accident.

- a. Policy will contain a waiver of subrogation against the University of Central Arkansas, its departments, agencies, boards, commissions, universities, and its officers, officials, agents, and employees for losses arising from work performed by or on behalf of Contractor.
- b. Policy will contain a severability of interest provision.
- c. If hazardous materials or waste is to be transported, the policy must be endorsed with the MCS-90 endorsement in accordance with applicable legal

requirements.

3. Worker's Compensation and Employers' Liability. Applicable statutory limits, as amended from time to time.

- a. Employer's Liability in the amount of \$1,000,000 injury and disease per employee.
- b. Policy will contain a waiver of subrogation against the University of Central Arkansas its departments, agencies, boards, commissions, universities, and its officers, officials, agents, and employees, for losses arising from work performed by or on behalf of Contractor.
- c. This requirement will not apply to any contractor or subcontractor exempt under ARS § 23-901, when such contractor or subcontractor signs the Sole Proprietor Waiver Form.

4. Commercial Crime Policy or Blanket Fidelity Bond. Coverage should include, but is not limited to, employee dishonesty (to include coverage for theft and mysterious disappearance and inventory shortage).

- a. The bond or policy must be issued with limits of 50% of the contract value or \$50,000 –whichever amount is greater.
- b. The bond or policy must include coverage for all directors, officers, agents and employees of Contractor.
- c. The policy shall be endorsed to include the University of Central Arkansas as Loss Payee.
- d. The policy shall not contain a condition requiring a conviction or arrest in order to file a claim.
- e. Coverage shall extend to third parties.

5. Professional Liability (Errors and Omissions Liability). If the Contractor will provide the University of Central Arkansas under the Agreement, the Policy will include professional liability coverage as follows:

- Each Claim \$1,000,000
- Annual Aggregate \$2,000,000

- a. If the professional liability insurance required by the Agreement is written on a claims-made basis, Contractor warrants that any retroactive date under the policy will precede the effective date of the Agreement; and that either continuous coverage will be maintained or an extended discovery period will be exercised for 2 years beginning at the time work under the Agreement is completed.
- b. Policy will cover professional misconduct for those positions defined in the scope of work of the Agreement.

B. Cancellation; Material Changes:

Cancellation notices will be delivered to UCA in accordance with all policy provisions. Notices required in this Section must be sent directly to UCA.

C. Acceptability of Insurers:

Insurance is to be placed with insurers in the State of Arkansas with an "A.M. Best" rating of not less than A- VII, unless otherwise approved by UCA.

D. Verification of Coverage:

Each insurance policy required by the Agreement must be in effect at or prior to commencement of work under the Agreement and remain in effect for the term of the Agreement. Failure to maintain the insurance policies as required by the Agreement, or to provide evidence of renewal, is a material breach of contract. If requested by UCA, Contractor will furnish UCA with valid certificates of insurance. UCA's project or purchase order number and project description will be noted on each certificate of insurance.

E. Subcontractors.

Contractor's certificate(s) may include all subcontractors as insureds under its policies as required by the Agreement, or Contractor will furnish to UCA upon request, copies of valid certificates and endorsements for each subcontractor. Coverages for subcontractors will be subject to the minimum requirements identified above.

F. Approval.

These insurance requirements are the standard insurance requirements of UCA. Any modification or variation from the insurance requirements in the Agreement will require the approval of UCA.

4.4 Nondiscrimination. By submission of a Proposal, the Proposer certifies under penalty of perjury that the Proposer will not discriminate against minority, women, emerging small business or service-disabled veteran owned business enterprises in obtaining any required subcontracts.

4.5 Compliance with Applicable Law. Proposer agrees to comply with all federal, state, county, and local laws, ordinances, and regulations as well as all applicable UCA Standards and Policies while on campus.

4.5.1 Smoke and Tobacco Free Campus. Owner's grounds and premises are smoke and tobacco free. Mover and Mover's employees, agents, Subcontractors, if any, agree not to smoke or use tobacco products while on Owner property.

4.5.2 Sexual Misconduct Policy. UCA has policies that prohibit sexual misconduct against members of the university community and in keeping with those policies Mover and Mover's employees, agents, and Subcontractors are prohibited from engaging in sexual misconduct against members of the university community.

4.5.3 Firearms Policy. The Owner has adopted a policy that prohibits Mover and Mover's employees, agents and Subcontractors from possessing firearms on Owner's property.

4.6 Background Checks. Some campus buildings are designated as critical, occupied or security- sensitive facilities. Thus, the selected Proposers may be required to conduct criminal background checks, including sex offender registration checks, (for both: Arkansas at a minimum, and national for Mover employees that formerly lived outside of the state of Arkansas) on each Mover employee and agent with satisfactory results before referral or placement at any Owner work location. Mover must perform the criminal background checks within the twelve (12) months immediately preceding referral or placement at any Owner work location.

Disqualifying crimes include 1) felony convictions of any kind within the last eight (8) years, 2) all crimes involving weapons of any kind ever committed, 3) all person to person crimes involving physical injury to another person ever committed, 4) sexual offenses of any kind ever committed, including stalking, and 5) child abuse, molestation, child pornography or other crimes involving child endangerment, including neglect and abandonment of any kind ever committed.

Mover shall require Mover's employees and agents to self-disclose to Mover any new convictions that occur within three business days of the conviction. Mover shall reassess the individual's assignment under the Mover.

The Owner, at its discretion, may require Mover to reassign a Mover employee or agent to no longer perform work under the Contract or for the Owner if, at any time, Owner believes that the Mover employee or agent may create a danger to health or safety of the university community.

Mover is solely responsible for complying with all applicable federal, state or local laws, rule and regulations, including but not limited to the Fair Credit Reporting Act and equal opportunity laws and regulations, when conducting background checks. The costs and Fair Credit Reporting Act obligations for criminal background checks are the responsibility of Mover.

Mover shall maintain a security log including a list of Mover employees working in, accessing, or who will enter Owner critical, occupied or security-sensitive facilities; verification of each Mover employee's satisfactory and unsatisfactory results of criminal background checks; each Mover employee's site assignment; and each revocation of a Mover employee's site assignment. Mover shall update and maintain the security log during the duration of the contract and twenty-four (24) months after. Mover shall provide Owner with access to the security log for audit and copying purposes within twenty-four (24) hours of Owner's request.

Mover shall require Mover's subcontractors and agents providing services under the Contract to comply with this provision. The Owner may audit

Mover's background check processes at any time to ensure compliance with this section. Failure of Mover to comply with this section is a material breach of the resulting Contract and may result in the Owner seeking monetary damages or pursue other remedies, Mover termination by the Owner without further liability or obligation, or both.

Mover shall indemnify, defend and hold harmless the Owner and its directors, agents, trustees and employees from all claims, suits, and actions arising out of or related to any and all claims relating to the conducting of such checks and any adverse action that may be taken as a result of such checks.

4.7 Execution of Agreement.

4.7.1 The Proposer shall be required to execute the Contract as provided, within any time period provided in an award notification. The Contract Documents shall be delivered to UCA in the manner stated in an award notification.

4.7.2 **Work/Services Commencement.** Work/Services shall not commence until execution of a Contract and subsequent issuance of a purchase order to the selected Proposer.

OFFICIAL COST PROPOSAL FORM
RFP UCA-24-030

(This form must be filled out and submitted or your pricing proposal will be rejected)

This is a “mock scenario” to be use for cost comparison only.

UCA Building Group 1-Large Move	60,000 sq.’ building with elevator	Eight (8) hours	Sub-total
Two (2) 26’ Trucks with lift gates		\$	\$
Twelve (12) Workers		\$ /per hour	\$
One (1) Project Manager		\$ /per hour	\$
Grand Total for “mock move”			\$

Proposer Signature Page

Proposal Number and Description: UCA-24-030 Moving Services

Issue Date: February 7, 2024

Bid Opening Date and Time: March 12, 2024 @ 10:00 a.m.

Company Name: _____

Name (Type or
Print): _____

Title: _____

Address: _____

Telephone Number: _____ Fax Number: _____

E-Mail Address: _____

**FAILURE TO PROVIDE A TAXPAYER IDENTIFICATION NUMBER MAY RESULT IN
BID REJECTION:**

Federal Employer Identification Number or Social Security Number

The undersigned affirms that they are duly authorized to execute this contract, that this bid has not been prepared in collusion with any other Offeror, and that the contents of this bid have not been communicated to any other Offeror or any employee of University of Central Arkansas prior to the official review of this bid. **THE BID MUST BE SIGNED. UNSIGNED BIDS WILL NOT BE CONSIDERED.**

Signature: _____

Proposer References

Submission of this attachment is mandatory. Failure to complete and return this attachment with your bid may cause your bid to be rejected and deemed non-responsive.

List below three references for services performed within the last five years, which are similar to the scope of work to be performed in this contract.

REFERENCE 1

Name of Firm			
Street Address	City	State	Zip Code
Contact Person	Telephone Number		
Email Address			
Dates of Service			
Estimated Value or Cost of Service			
Brief Description of Service Provided			

REFERENCE 2

Name of Firm			
Street Address	City	State	Zip Code
Contact Person	Telephone Number		
Email Address			
Dates of Service			
Estimated Value or Cost of Service			
Brief Description of Service Provided			

REFERENCE 3

Name of Firm			
Street Address	City	State	Zip Code
Contact Person	Telephone Number		
Email Address			
Dates of Service			
Estimated Value or Cost of Service			
Brief Description of Service Provided			