

MURFREESBORO HOUSING AUTHORITY

Request for Proposal: Relocation Services – Moving Contractor

Brief Scope

The Murfreesboro Housing Authority (MHA) is seeking proposals from qualified Moving Contractors to provide all labor, equipment, tools, moving supplies, vehicle(s) and transportation to provide moving/relocation services for up to 35 families residing in the Oakland Court development.

The apartments in Oakland Court are located on E. Lokey Avenue, Christy Court, and Jetton Drive, Murfreesboro, TN 37130. It is an apartment community which consists of one story, walk up buildings. There are 35 total families to be moved, consisting of 11 one-bedroom 650 square foot apartments, 14 two-bedroom 806 square foot apartments, 8 three-bedroom 1008 square foot houses, 1 four-bedroom 1288 square foot house, 1 five-bedroom 1488 square foot house.

All relocation services will be performed by the moving contractor within a 25-mile radius of Murfreesboro Housing Authority. Oakland Court moves will take place between December 1, 2020 and February 28, 2021.

Qualified moving contractors shall perform the following:

General Requirements

1. Contractor shall provide quality assurance in strict accordance with all current moving company industry standards as well as the terms, conditions, special Contract requirements, specifications, attachments and exhibits contained in the General Conditions of Contract as well as this project's contract documents.
2. Verification of existing conditions. It shall be the Contractor's sole responsibility to verify existing conditions as related to Relocation Services set forth in the scope of work. The Contractor shall be satisfied that there are no discrepancies between actual field conditions and the final Scope of work as issued. Before ordering materials/products, the Contractor shall verify all conditions to insure proper execution of the items of work. The Contractor shall notify the MHA Relocation Manager immediately of any hidden condition discovered which might affect the progress of work.
3. The work shall be done during regular MHA working hours Monday through Friday 7:30 a.m. – 4:30 p.m. The Contractor shall coordinate with the Relocation Manager to receive authorization to work outside of regular MHA working hours.



4. Contractor shall provide at all times a clean work site, including designated storage areas, free from accumulation of waste materials.
5. The Contractor shall protect the resident's property including furniture, personal items, etc. at all times.
6. Contractor shall maintain documentation of project to ascertain compliance with the General Requirement of the contract.
7. MHA is not responsible for providing toilet facilities, water, or temporary power to perform the work. These items may be provided at MHA's discretion.
8. All current applicable OSHA rules and regulations must be followed at all times. Security of work site area will be the responsibility of the Contractor.
9. Extreme care is to be taken at all times regarding the safety of residents and MHA staff.
10. Cost of preparation and delivery of proposal are solely the responsibility of the Contractor.

Detailed Scope of Work

1. Contractor shall ensure that all employees and the subcontractors scheduled to perform Relocation Services work for the MHA wear their company shirt with visible company name.
2. Moves will be performed by the moving contractor within a 25-mile radius of Murfreesboro Housing Authority.
3. **Physical Move Assistance:** Contractor shall supply all equipment, vehicle(s), transportation, tools and crew to break down beds, other furniture, appliances (does not include ranges and refrigerators), pack them neatly on moving vehicle along with the packed boxes of personal belongings. Contractor must schedule onsite inspection meeting at the assigned resident's current unit to survey packing needs and to schedule actual physical move. Moving process for residents shall be completed on the specified dates assigned by MHA Relocation Manager. The Contractor shall transport the packed items of the residents to the new unit (apartment, house) set-up beds, other furniture, appliances and personal belongings at the new unit per the Relocation Managers instructions.
4. **Set-up at New Unit:** Upon completion of the physical move, the Contractor shall have the responsibility of furniture set-up in each room of the new unit. The set-up services shall include setting up all beds in bedrooms, set up and connection of appliances (not ranges and refrigerators), furniture in living room and kitchens. Labelled boxes shall be placed in the appropriate rooms to be unpacked by resident at the family's convenience.



- This is an indefinite quantity contract solicitation; there is no guaranteed number of moves that the mover will perform as some residents may choose to move themselves. The Housing Authority has the discretion to award more than one Relocation Services Moving Contract to more than one Contractor who submits the lowest, most responsive and responsible cost.

Base Bid: Detail bids by bedroom size should include number of persons, number of trucks, hourly rates, minimum hours, etc.

Bedroom Size	Number of Persons	Number of Trucks	Hourly Rate per Person	Minimum # Hours	Total Cost
1 bedroom					
2 bedroom					
3 bedroom					
4 bedroom					
5 bedroom					

Other Costs: Please indicate any other costs not listed above.

All bidders must submit verification of coverage for \$1,000,000 General Liability and Workmen’s Compensation coverage with MHA endorsed as additional insured for said project. Such insurance will be primary and non-contributory to any other insurance available to MHA. Contractors must furnish a minimum 5 past business references.

Solicitations with pricing, qualifications and references need to be delivered to the following by 2:00 p.m. November 30, 2020. Please mail or place in drop box on front of the Murfreesboro Housing Authority office located at 415 N. Maple St. Murfreesboro, TN 37130, or email jjones@mha-tn.org

Attention: Janet Jones, Murfreesboro Housing Authority, 415 N. Maple Street, Murfreesboro, TN 37130. Any questions should be directed to Janet Jones, via email jjones@mha-tn.org.



Section 3 Requirements for All Contractors and Vendors

MHA is committed to providing quality housing and economic opportunities for our residents and the neighborhoods we serve. One of the major vehicles for this is Section 3 of the HUD Act of 1968, which requires that HUD funds provide low-income individuals with a springboard for economic empowerment through direct participation in construction and other activities that are designed to physically improve and revitalize the communities in which they live. HUD considers public housing authorities to be in compliance with Section 3 if they meet the following minimum numerical goals:

- A. 30% of the aggregate number of new hires shall be Section 3 residents.
- B. 10% of the total dollar amount of all covered construction contracts shall be awarded to Section 3 business concerns; and
- C. 3% of the total dollar amount of all covered non-construction contracts shall be awarded to Section 3 business concerns.

Section 3 Requirements apply to **all** contractors and vendors who receive awards from public housing authorities.

