CHAMPAIGN COMMUNITY UNIT SCHOOL DISTRICT NO. 4
Champaign, Illinois

PROJECT BIDDERS MANUAL & SPECIFICATIONS
MOVING SERVICES

GENERAL
Champaign Community Unit School District #4 is inviting the submission of sealed bids for the moving of furniture and instructional supplies for two different schools:

1. Edison Middle School
   306 W. Green Street
   Champaign, IL 61820

2. Dr. Howard Elementary School
   a. Temporary Location = Columbia School
      1103 N. Neil Street
      Champaign, IL 61820
   b. Final Location = New School
      110 N. James Street
      Champaign, IL 61821

Sealed bids will be received by Champaign Community Unit School District #4 up until 2:00PM (CDT) on April 20, 2020. Bids received after this time may be returned unopened to the bidder. All bids submitted in accordance with the criteria listed in the project documents, will be publicly opened and read aloud.

Deliver Bids To:
   Champaign Community Unit School District #4
   Administrative Center
   502 W. Windsor Road
   Champaign, IL 61820
   Attn: Elizabeth Stegmaier, Director of Capital Projects and Planning

The sealed envelope should read:
   “Champaign Community Unit School District #4
   Edison Middle School and Dr. Howard Elementary
   Summer 2020 Move”

The Bid Documents will be made available to bidders through the District website:
https://www.champagneschools.org/pages/finance/BidsRFPs
SCOPE OF WORK

1. Edison Middle School
   a. **May 29 - June 1, 2020**
      i. Move select furniture and boxes out of Edison Middle School.
      ii. Store furniture, boxes, etc. on vendor’s truck(s). Truck(s) may be housed on District property in lot south of Beardsley Drive at Columbia School at 1103 N Neil St, Champaign, IL
      iii. Provide and coordinate dumpsters for all items labeled as “Dispose”.
   b. **May 29 - June 1, 2020**
      i. Move selected items from one location (i.e. 3rd floor) to another within the school.
      ii. Carefully stack items as needed to fit within designated spaces. Tables and desk stack minimum of 2 high.
      iii. In temporary storage locations within corridors, allow 3 ft walking traffic in all areas (i.e., do not fill up the corridors so they are impassable). Doors must be accessible.
      iv. Protect existing surfaces (e.g. gymnasium floor) from damage during temporary storage periods.
   c. **May 29 - June 1, 2020**
      i. Move items from kitchen to pod onsite provided by Unit 4.
      ii. Provide and coordinate dumpsters to dispose of all items labeled as “Dispose”.
   d. **July 13 - 17, 2020**
      i. Move select items into Columbia School at 1103 N Neil St., Champaign, IL.
   e. **August 11 - 12, 2020**
      i. Move selected items from temporary storage location within the school back to classrooms.

2. Dr. Howard Elementary School (Temporary Location)
   a. **July 6 - 15, 2020**
      i. Move select furniture and boxes out of Dr. Howard Temporary location and into Dr. Howard Final Location
      ii. Provide and coordinate dumpsters to dispose of all items labeled as “Dispose”

The vendor agrees to commit sufficient resources to perform all services (moving furniture, instructional supplies, etc.) and additional services required under this agreement within the schedules outlined.

Elevators & Loading Areas - Coordinate use with construction and furniture vendors and protect finishes. No elevator at DH temporary location.

SITE VISITS
Prospective vendors can view three locations **April 8, 2020, 2:30 - 5:00 pm.**
   - Dr. Howard (Temporary Location): 2:30 - 3:10 pm
- Edison Middle School: 3:20 - 4:00 pm
- Dr. Howard (Final Location): 4:10 - 4:50

Parking:
- Dr. Howard (Temporary Location): Park in lot south of Beardsley Avenue, meet at main entry on south side of school.
- Edison Middle School: Park in the north lot or on city streets. Enter on the west side, north of the gym and cafeteria.
- Dr. Howard (Final Location): University Ave Street Parking. Enter site through construction fencing on University Ave., near the construction trailer. Meet at Broeren Russo construction trailer for hard hat distribution.

**BID SECURITY**
Bid security in the form of a bid bond in an amount equal to five percent (5%), of the base bid is required from all bidders.

**WORKFORCE REQUIREMENTS**
The workforce of the vendor shall consist of full time professional moving personnel who are experienced with large office moves and/or school moves.

The vendor's workforce will be identifiable by uniform, name tags, badges or other safeguards for security purposes required by the School District.

No background checks required for vendor’s work.

**LAWS, REGULATIONS AND SAFETY STANDARDS**
The vendor agrees and warrants that it and its workforce shall comply with all applicable federal, state and local laws.

All bidders shall be licensed in the State of Illinois to provide moving services.

**GENERAL REQUIREMENTS**
When disassembly and assembly of property is required, for moving items, the vendor will furnish labor and equipment sufficient to accomplish the task.

The vendor shall be responsible for packing, safe transportation and reuse of all existing hardware associated with the disassembly of equipment and furniture.

The vendor will be responsible for safeguarding and protecting its own work, material, tools and equipment.
The vendor may have to schedule work in cooperation with other vendors working on-site at district’s facilities. The vendor will collaborate with the district regarding completing their work while accommodating these activities.

Moves may be scheduled for evenings, weekends, holidays (with pre-approval from U4 staff) as well as standard hours (M-F, 6:00 AM – 6:00 PM).

All furnishings, equipment and supplies will be transported in weathertight vans or trailers.

The vendor shall provide necessary protection, padding and equipment.

Any furniture, equipment and supplies within the responsibility of the vendor will be delivered to the destination site in good condition. Any equipment, furniture or supplies damaged or lost during the move will be the responsibility of the vendor, who will promptly replace all damaged goods or will be responsible for the cost of repair.

All internal and external areas and spaces to be cleaned of mud, dirt and debris related to the move including packing material and boxes and disposal of items. Cleaning to include, but not limited to, sweeping, vacuuming and mopping.

Any additional scope must be pre-authorized by the District’s owner’s representative.

All questions must be submitted via email to tpellegrini@thebowagroup.com no later than April 14th 2020 at 9:00 am. All questions will be answered and a final addendum issued no later than April 15th 2020 at 5:00 pm.

PREVAILING WAGES
The vendor shall be required to comply with Illinois laws governing labor and prevailing wage rates for the County of Champaign. Certified payroll to be provided upon request.

INSURANCE
The vendor shall be required to submit a Certificate of Insurance indicating the company is covered for workers’ compensation and liability insurance, as well as indemnifying and holding the School District or any of its officials harmless of any suits or damages which may arise from the execution of this contract.

Insurance requirements:
- General Liability:
  - Each Occurrence: $1,000,000
  - General Aggregate: $2,000,000
- Automobile Liability:
  - Combined Single Limit: $1,000,000
- Workers Compensation:
  - Each Accident: $1,000,000
AWARD OF CONTRACT
The District reserves the right to accept or reject bids based on the best interest of the District.

- Vendors shall not assign, transfer, convey, sublet, or otherwise dispose of this contract, including any or all of it right, title or interest therein, or its power to execute such contract to any person, company or corporation, without prior written consent of the Champaign Unit #4 Schools.

TERMINATION FOR CONVENIENCE
Either party may cancel the contract for cause upon issuance of thirty (30) days written notice.

FAILURE TO FULFILL CONTRACT
When any Vendor fails to provide a service or provides a service which does not conform to the specifications, the District may, at its sole discretion, annul and set aside the contract entered into with said Vendor, either in whole or in part, and make and enter into a new contract for the same services in such manner as seems to the District to be to its best advantage. Any failure of furnishing services by reason of the failure of the Vendor, as stated above, shall be a liability against such Vendor and his sureties. The District reserves the right to cancel without penalty any services which the successful Vendor may be unable to furnish because of economic conditions, governmental regulations or other similar causes beyond the control of the Vendor provided satisfactory proof is furnished to the District, if requested.
STICKER/LABELS EXPLANATION

All items to be handled by Vendor shall be tagged with a label as identified below. An approximate inventory of all items to be moved will be provided to prospective bidders as part of Addendum 1 which shall be issued no later than April 10th, 2020 at 5:00 pm.

Edison Middle School

Orange – Item to be moved within Edison School.
Items initially to be moved to a general location within the school initially on May 29 - June 1. Items will be tagged with a Room Number that item is to be moved secondarily within the school, August 11-12.

Red - DISPOSE
These items go directly to a dumpster (provided by Vendor) on move day.

Yellow - KEEP & move within Edison
items will be moved within Edison School to a general location.

Pink – Move to Dr. Howard Temporary Location (Columbia School)
Items will be tagged with a Room Number that item is to be moved into.

Dr. Howard Elementary

Yellow - KEEP & move to Dr. Howard Final location
Item will be tagged with a Room Number that item is to be moved into.

Red - DISPOSE
This item goes directly to a dumpster (provided by Vendor) on move day.

Pink - KEEP at Dr. Howard Temporary school location (Columbia School)
Vendor DOES NOT need to do anything with these items. They will remain at Dr. Howard Temporary Location
B I D  F O R M

Moving Classroom and Office Items

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Acknowledged Addendum #1: _____________________(Date)

Acknowledged Addendum #2: _____________________(Date)

Acknowledged Addendum #3: _____________________(Date)

After having fully inspected the site where the work is to be performed, the undersigned hereby proposes to provide the necessary labor, equipment and materials to professionally complete the work as specified for the following costs:

Bid #1 - Dr. Howard Elementary: $___________________

Bid #2 - Edison Middle School: $___________________

Combination Bid (Dr. Howard Elementary & Edison Middle School): $___________________

*Dates remain the same if combination bid accepted.

Unit Price/Week to store Edison materials in truck: $___________________