

**Request for Proposal  
Moving Services Contract  
January 13, 2017**

**Housing Catalyst, a Fort Collins property owner and manager, identified hereafter as HC, is requesting bid proposals from companies to provide the residential moving services for multi-family housing residents.**

**Moving Services:** As further detailed herein, HC is seeking proposals from qualified and licensed entities to, as directed by HC and its representative, provide moving services for HC residents.

All of the moves will occur within the Fort Collins city limits. HC estimates that up to 300 moves will occur over a 2-3 year period, at a rate of 10-20 moves per month, on average. All moves will be from an apartment or single family home to an apartment. Apartment buildings range from one story to three-stories in height.

Each move will occur as detailed following:

1. At least 5 days prior to the needed move, HC will deliver a written notice (task order) to the contractor detailing (a) the unit address the resident currently resides in and the unit address that he/she is being moved to; (b) resident name; (c) size of unit; and, (d) the date the move shall occur.
2. The contractor and HC representative will agree upon a time to visit the applicable unit together. There shall be no additional charge from the contractor for this meeting or formulation of the task order estimate.
3. Any unordinary issues pertaining to the proposed move will be placed in writing by the contractor, addressed and resolved with HC representative.
4. The contractor will deliver to the resident or to Housing Catalyst's representative all specific instructions to prepare for the move.

5. The contractor will inspect the premises and make note of the general condition of the resident's property and will make a specific written record of any damaged items.
6. The contractor will deliver to HC within 1 workday after the meeting a written detailed estimate pertaining to the move, including estimated hours for the various staff to be used, the rate per hours for each, and will acknowledge the specific date and time of the move.
7. The contractor shall transport the items in a safe and secure manner. The contractor shall be responsible to fully replace (or to pay to the resident the full replacement value of) any item that the contractor loses, destroys or damages.
8. HC and its representatives will cooperate with the contractor in coordinating the move with HC resident.
9. The contractor will provide all labor, equipment and materials necessary to complete the move as agreed upon.

**General**

Housing Catalyst will award a contract to the top bidder for the above listed contract. A contract will be generated for a term of two years, with an option to renew for two additional years. Prices for services will be frozen for a period of two years at amounts proposed and agreed to in said contracts for the term of the contracts. Exceptions will be noted.

All interested qualified parties should contact Darcy McClure at HC at (970) 416-2839 or [dmccclure@housingcatalyst.com](mailto:dmccclure@housingcatalyst.com). The bid packet is available for viewing and printing from this website, [www.housingcatalyst.com](http://www.housingcatalyst.com).

Submittals are due by 4:00 pm on February 17, 2017. One hard copy of the bid must be submitted in a sealed envelope, clearly marked "RFP for Moving Services" and one electronic copy should be submitted to [dmccclure@housingcatalyst.com](mailto:dmccclure@housingcatalyst.com). Any RFP received after the due date and time will be returned unopened to the bidder.

**Housing Catalyst  
Attention: Darcy McClure  
Project Manager  
1715 W. Mountain Avenue  
Fort Collins, CO 80521**

**And via e-mail to: [dmcclure@housingcatalyst.com](mailto:dmcclure@housingcatalyst.com)**

**Summary of RFP Dates:**

- **January 13, 2017:** RFP Package Available
- **February 17, 2017:** RFP Proposal Submission Deadline, 4:00 pm
- **Feb 27-March 3, 2017:** Interviews of top candidates
- **March 10, 2017:** Award of Contract and Notification

**Submittal Requirements and Format:**

Submittals from contractors will not be evaluated unless HC receives submittal letter and supporting data which shall include the following list of items and in this order. Submittals are prepared at the firm's expense and upon submission become the property of HC and therefore become a matter of public record once the successful firm has been chosen and contract awarded. Proposals shall be delivered in a sealed envelope clearly marked with the RFP for Moving Services.

**To be included in the submission in this order:**

1. Cover letter of no more than two pages that includes a written summary of why your firm would provide excellent service to HC.
2. Owner's name, company name, address, phone, and email.
3. Type of work contractor licensed to perform and specialization of the firm.

4. Pricing for moving services. Please indicate whether the company provides a la carte packing services and the pricing for and description of such services.
5. Company's written policies regarding moving services.
6. Insurance Company Name, address, phone, and email.
7. Proof of General Liability, Workers Compensation, Automobile Insurance, and Pollution Insurance (if applicable). Appropriate limits for insurance are listed in the attached contract. If a contract is awarded, HC must be named on your insurance forms.
8. List and description of projects in which the firm has participated in the past three years.
9. Organizational chart including principals and individual responsible for work.
10. Three references for whom the firm has performed related work for in the last three years.
11. Sample Contract. If your firm needs additional language or changes to the contract as provided with this RFP, please provide with proposal.

**SELECTION CRITERIA:**

HC will use the following selection criteria to select the top two firms for each service contract identified. The selection criteria are based on a 100 point evaluation:

Criteria	Points on 100 point Basis
Pricing	35 points
Ability and experience in performing the required service or product supply	25 points
References	20 points
Ability to sign HC contract	10 points
Complete Proposal	10 points

Housing Catalyst does business in accordance with the Federal Fair Housing Law (the Fair Housing Amendments Act of 1988). HC shall not discriminate against or in favor of any bidder on the basis of race, religion, sex or sexual preference, age, national origin, disability or political affiliation.

Housing Catalyst reserves the right to terminate the selection proceedings at its option at any time during the process.

**HC Reservation of Rights:**

1. HC reserves the right to reject any or all proposals, to waive any informality in the RFP process, or to terminate the RFP process at any time, if deemed by HC to be in its best interests.
2. HC reserves the right not to award a contract pursuant to this RFP.
3. HC reserves the right to terminate a contract awarded pursuant to this RFP, at any time for its convenience upon 10 days written notice to the successful bidder.
4. HC reserves the right to inspect work at any time during the ongoing work.
5. HC reserves the right to determine the days, hours and locations that the successful bidder shall provide the services called for in this RFP.
6. HC reserves the right to retain all proposals submitted and not permit withdrawal for a period of 60 days subsequent to the deadline for receiving proposals without the written consent of HC Procurement Officer.
7. HC reserves the right to negotiate the fees proposed by the bidder.
8. HC reserves the right to reject and not consider any proposal that does not meet the requirements of this RFP, including but not limited to incomplete proposals and/or proposals offering alternate or non-requested services.

9. HC shall have no obligation to compensate any bidder for any costs incurred in responding to this RFP.
10. HC shall reserve the right to at any time during the RFP or contract process to prohibit any further participation by a bidder or reject any proposal submitted that does not conform to any of the requirements detailed herein.

#### **Additional Requirements Once Contract Signed**

The contract generated by this RFP may be cancelled by HC for noncompliance with specifications, inability to perform the contracting requirements of HC or continued safety hazards. The cancellation notification shall state the cause or reason for the cancellation. Such cancellation would be at no charge to HC other than for work authorized and completed at the time of termination.

The contractor shall provide all items, articles, operations mentioned or herein specified, related labor services, tools, equipment, transportation and incidentals necessary and required for satisfactory, acceptable completion of the contracted work or delivery of materials. Owner may inspect work at any time during the ongoing work. Should a problem with the materials or the work performed by the Contractor occur during the course of this contract, and should it be shown that the cause of this problem is faulty work, the Contractor shall repair such problem fully at Contractor's own expense. After completion of work, Contractor will return the site to its original condition as determined by the Managing Agent. Any work required to return the property to its original condition will be at the Contractor's expense. Contractor will repair damage to the site which is caused by the contractor. After completion of work, Contractor will return the site to its original condition as determined by the Managing Agent. Any work required to return the property to its original condition will be at Contractor's expense. Contractor will repair damage to the site which is caused by the contractor.

Contractor shall be responsible for any injury, damage or loss to all public and private property caused directly, in whole or in part, by their employees or agents or anyone directly or indirectly employed by them or anyone for whose acts any one of them may be responsible. The contractor shall comply with all applicable laws and codes bearing on the safety of persons or property of their protection, from injury, damage, or loss. Contractor is responsible for the means, methods and sequence of work and all safety aspects of this work. To

the maximum extent permitted by law, Contractor agrees to indemnify, hold harmless, and defend Owner and Owner's Agents from and against any and all claims or damages arising from Contractor's performance of this agreement, as well as acts committed during the course of this agreement by any of Contractor's officers, employees, guests, invitees, and those doing business with Contractor.

Contractor assures that all existing and every new staff working on site do not have a criminal background which would indicate that they could present a threat to residents or staff. Acceptable criminal background is no felony arrests or convictions within five years and no pattern of misdemeanors (three or more) within five years. The Managing Agent may terminate this contract if this provision is violated. Contractor certification regarding criminal background included in attachments.

Every effort must be taken to insure the safety and security of the residents of HC and properties owned by HC.

Contractor agrees that if keys to buildings are misplaced, lost or stolen, the Contractor will absorb all costs incurred to correct the situation. Work will be completed by HC maintenance staff or contracted and billed to Contractor.

Contractor will disclose to the Managing Agent if anyone working for the contractor is related to an employee of Housing Catalyst prior to signing this contract.

#### **Insurance Requirements**

Contractor shall secure, pay the premiums for, and keep in force until the expiration of their contract adequate liability insurance and Worker's Compensation Insurance as provided by Colorado law. Certificate of insurance for Worker's Compensation and for liability shall be delivered to HC or kept on file at HC prior to start of contract. Any policy change shall be reported to HC and certificate forwarded to HC. By signing a contract generated by the RFP, the contractor understands that neither they nor their employees are covered by any HC insurance policy. All copies of proof of insurance will be submitted to HC along with the RFP. Contractors may send a copy of the required insurances with their proposal, but the work of the RFP cannot begin, nor contract executed until original insurance verification forms are on file at the HC offices.

## **VENDOR INSURANCE REQUIREMENTS**

**Policy:** All Vendors and Contractors that conduct business or perform any services at any of the properties owned, or managed, by Housing Catalyst are required to carry insurance coverage and provide proof of insurance by furnishing an original "Certificate of Insurance" that meets state requirements and is satisfactory to Housing Catalyst. Insurance requirements do not apply to utility, supply and/or material providers.

### **Insurance Requirements:**

1. **Comprehensive General Liability:** Insurance coverage including premises liability and/or operations; independent contractors; products and completed operations and contractual liability. Coverage that protects the contractor from claims for all damages whatsoever, including damages for care and loss of services arising out of bodily injury, sickness or disease including death and/or damage to property of others which may arise from and during operations under the contract whether such operations be by the contractor or any sub-contractor or anyone directly or indirectly employed by either of them.

- a. Minimum Limit Per Occurrence: \$1,000,000
- b. Minimum Aggregate Limit: \$2,000,000
- c. Certificate of Insurance Required? Yes
- d. HC Named as Additional Insured? Yes
- e. Additional Insured Language Required:

- i. If work to be done at multiple affiliated or managed properties:

Housing Catalyst, and  
all affiliated or managed entities  
1715 W. Mountain Ave.  
Fort Collins, CO 80521

2. **Workers Compensation and Employers Liability:** Insurance covering all employees and owners performing work or providing services meeting statutory limits in compliance with the Colorado Workers' Compensation Act and applicable federal laws.

- a. Minimum Limit:
  - i. Each Accident \$100,000
  - ii. Disease Policy Limit \$500,000
  - iii. Disease Each Employee \$100,000
- b. Certificate of Insurance Required? Yes
- c. HC Named as Additional Insured? No
- d. HC Listed as Certificate Holder? Yes
- e. Declaration of Independent Contractor Status Form? Yes



f. Certificate Holder Name and Address:

Housing Catalyst  
1715 W. Mountain Ave.  
Fort Collins, CO 80521

3. **Business Automobile Liability:** Insurance covering owned vehicles, hired and non-owned vehicles and employee non-ownership.

- a. Minimum Limit per Occurrence: \$1,000,000  
Combined Single Limit
- b. Certificate of Insurance Required? Yes
- c. HC Named as Additional Insured? Yes
- d. Additional Insured Language Required:

i. If work to be done at multiple affiliated or managed properties:

Housing Catalyst, and  
all affiliated or managed entities  
1715 W. Mountain Ave.  
Fort Collins, CO 80521

4. **Professional Liability (E&O):** Insurance covering financial loss caused by negligence, malpractice or misrepresentation by professional service providers.

- a. Minimum Per Claim Limit: \$1,000,000
  - i. HC reserves right to change Minimum? Yes
- b. Minimum Aggregate Limit: \$1,000,000
  - i. HC reserves right to change Minimum? Yes
- c. HC Named as Additional Insured? No
- d. HC Listed as Certificate Holder? Yes
- e. Certificate Holder Name and Address:

Housing Catalyst  
1715 W. Mountain Ave.  
Fort Collins, CO 80521

Housing Catalyst reserves the right to require additional or different insurance coverage's from any Vendor or Contractor that provides services to HC if, in the sole discretion of HC, additional or different insurance is in the best interest of HC.