



**REQUEST FOR PROPOSALS  
(RFP)  
House Removal/Site Cleanup  
506 Laurel Street, Bremen, GA  
30110**

**BREMEN CITY SCHOOLS**

**Invitation Number: RFP 2020-900**

**June 3, 2020**

**Description: Complete Removal of  
Home and Site Cleanup**

**Proposal Submittal Deadline:  
Tuesday, July 7, 2020 2:00 PM**

**1. REQUEST FOR PROPOSALS.** Bremen City Schools (District) is requesting proposals from qualified Home Movers to providing moving services and site cleanup for the following project:

- A. Scope and Nature.** The District is accepting proposals for the complete removal of the home on site and complete cleanup of the site after home removal. Mover will retain ownership of the home after removal.
- B. Site.** The address of the project is 506 Laurel Street, Bremen, GA 30110
- C. Schedule.** The tentative schedule for the project is as follows:
  - Wednesday, June 3, 2020 – Solicit proposals from qualified home movers.
  - Tuesday, July 7, 2020 – Proposal submittal window closes at 2:00 PM.
  - Wednesday, July 8, 2020 - District reviews proposals.
  - Monday, July 13, 2020 - Board of Education considers/approves recommended people/company to perform work.
  - Tuesday, July 14, 2020 - Work begins.

Before submitting a response to this RFP, each prospective home mover shall carefully read and examine all of the documents associated with this RFP and visit the project site. Each prospective home mover is expected to fully inform themselves as to all existing conditions and limitations under which work is to be performed prior to responding. The submission of a response to this RFP will be viewed as confirmation that the prospective home mover has made such an examination. Please note that proposals that are not responsive to all sections of the RFP requirements will not be taken into consideration. By submitting a proposal, the home mover confirms that:

- He/she has reviewed and understands the requirements of the RFP and has confirmed their proposal is in accordance with such requirements.
- He/she has visited the site, become familiar with existing site and local conditions, and has correlated site observations with the requirements of the RFP.
- The response to the RFP is based upon personnel and any systems, materials, and equipment as required by the RFP.
- He/she has reviewed the baseline scope of work including, but

not limited to, that which can be reasonably inferred from the RFP project description, existing site and local conditions, and any other supplemental information provided by the District during the RFP period, etc.

- The District will not issue documents or respond to inquiries related to the RFP to any other entities other than the one named as the home mover. Prospective home movers shall promptly notify the District of any ambiguity, inconsistency, or error which may be discovered upon examination of this RFP.

**2. PROPERTY INSPECTION.** All interested parties should contact Russell Cooper at (770) 537 - 5508 or [russell.cooper@bremencs.com](mailto:russell.cooper@bremencs.com) to schedule a time to view and inspect the site.

**3. PROPOSAL SUBMISSION.** 3 copies of the proposal shall be addressed and delivered in a sealed envelope to Bremen City Schools, Attn: Superintendent David Hicks, 501 Pacific Avenue, Bremen, GA 30110.

**4. DETAILED PROJECT DESCRIPTION.** Home movers should address and include, at a minimum, the following specifications:

- Detailed plan of how the home will be moved with a tentative date of complete removal.
- Detailed plan of how the site cleanup will be handled including seed and straw as a final step.

**5. EXPERIENCE AND QUALIFICATIONS.** Each home mover submitting a proposal should include, but not be limited to, the following information:

- A. The name of the business and location of all its offices, specifically indicating the principal place of business.
- B. A brief history of the firm and the range of services offered.
- C. The age of the firm.
- D. The experience, licensing, and qualifications of members of the firm and key employees for this project.
- E. The names of at least three (3) clients who may be contacted, for whom similar services were provided within the last five (5) years.
- F. Indicate the present level of liability and other insurance

coverage for the home mover. Provide proof of insurance.

- G. List and describe any actions taken by any regulatory agency against the home mover or its agents or employees with respect to any work performed.

**6. EVALUATION CRITERIA AND SELECTION.** The District will evaluate each RFP submitted based on responsiveness to the Districts' needs. The District will take into account the estimated value, the project scope and complexity, as well as the professional nature of the services to be rendered. The award of contract, when made, will be to the home mover who is responsive to all administrative and technical requirements of the RFP, who has demonstrated competence and qualifications of the type of services required, and who receives the highest rating based upon the competence and professional qualifications to perform the services required. Evaluation criteria shall include:

- A. Competence to perform the services as reflected by general experience, experience in providing the required services, and the qualifications and competence of persons who would be assigned to perform the services.
- B. Ability to perform the services as reflected by the availability of adequate personnel, financial resources, equipment, and facilities to perform the services expeditiously.
- C. Past performance as reflected by the evaluation of others who have retained the services of the home mover with respect to factors such as control of costs, quality of work, and an ability to meet deadlines.
- D. Price and/or other financial considerations.

**7. CONTRACT.** The District will enter into contract with the selected home mover.

**8. IDENTIFICATION OF PROPOSAL.** Proposals shall be submitted in a sealed envelope with the home mover's name, address, and telephone number clearly marked on the cover.

**9. NOTICE.** By submitting a proposal, the home mover agrees to waive any claim it has, or may have, against the District and its agents or representatives, and their respective employees, arising out of, or in connection with, the administration, evaluation, or recommendation of any proposal; waiver of any requirements under the proposal documents or the contract documents; acceptance or rejection of any proposals; and award of the contract.

- 10. WITHDRAWAL OF PROPOSAL.** A request to withdraw a proposal must be made in writing and filed with Superintendent David Hicks prior to the time set for the opening of proposals. No proposal may be withdrawn following the opening of proposals.
- 11. OPENING OF PROPOSALS.** Proposals will be reviewed on Wednesday, July 8, 2020 at 9:00 a.m., in the Office of Bremen City Schools' Superintendent.
- 12. DISQUALIFICATION OF BIDDERS.** Home movers may be disqualified and their proposals disregarded for reasons which include but are not limited to the following:
  - A. District has reason to believe that the home mover has engaged in collusion.
  - B. The home mover being interested in or contemplation of any litigation against the District.
  - C. The home mover is in arrears on any existing contract or has defaulted on a previous contract.
  - D. The home mover has uncompleted work which, in the judgment of the District, will prevent or hinder the prompt completion of this construction project, if it were awarded to the home mover.
- 13. NON-RESPONSIVE PROPOSALS.** A home mover who fails to respond to any request for information may be deemed non-responsive and its proposal may not be considered for the award.
- 14. REJECTION OF PROPOSALS.** The District reserves the right (a) to terminate the proposal process at any time; (b) to reject any or all proposals; and (c) to waive formalities and minor irregularities in the proposals received. District further reserves the right to conduct a pre-award survey of any home mover under consideration to confirm any of the information furnished or to require other evidence of managerial, financial, technical and other capabilities, the positive establishment of which is determined by the District to be necessary for the successful performance of the contract. The District further reserves the right to cancel or amend this RFP at any time and will notify all recipients accordingly.
- 15. INQUIRIES.** Submit all questions, inquiries, or requests for clarification about the project in writing to Superintendent David Hicks, Bremen City Schools, 501 Pacific Avenue, Bremen, GA 30110,

[david.hicks@bremencs.com](mailto:david.hicks@bremencs.com).