



Request for Proposals

Relocation Services

Disassembly, Packing, Transportation, and Reassembly of Office and Associated Furniture



Issued: October 8th, 2021

Proposal Submittal Deadline: October 29th, 2021, by 4pm

Background:

The Lower Columbia Estuary Partnership (Estuary Partnership) is a non-profit, National Estuary Program whose mission is, “To restore and care for the waters and ecosystems of the Lower Columbia River, for current and future generations of fish, wildlife, and people.”

The Estuary Partnership has maintained offices in Portland since its founding in 1999 and has been in the same building downtown since the mid-2000s. The current office space is at 811 SW Naito Parkway, Suite 410. The current space is 5,303 square feet, with two conference rooms – one large and one small, each with a wall-mounted TV and AV system; three private offices; one small kitchenette; a server/storage room; twenty-two (22) cubicles with workstations, four (4) individual small desks with workstations; and multiple large file cabinets and storage cabinets. Additionally, the Estuary Partnership maintains a separate storage space, located on the ground floor, that is approximately 153 square feet.

The Estuary Partnership’s new office space, to which we’ll be relocating, is at 1111 NE Flanders, Suite 102, in Portland, OR. The space is 7,770 square feet, divided between two ground floor level suites. Within the main suite there are: two small conference room/flex spaces, one private office, the kitchen, and a large open, creative space where the cubicles and workstations will be located. In the smaller, adjoining suite there will be: the lab space, large storage space, laundry room, and large conference room. The new space is best accessed from NE Glisan St, from the attached surface parking lot, or for larger items, from the roll-up doors on the Flanders side of the building. In addition to the office space on the ground floor, in Suite 102, the Estuary Partnership has basement storage located in Space #7, and accessible via elevator.

Scope of Work:

The Estuary Partnership is seeking bids for a qualified moving company to disassemble office furniture and cubicles; pack office equipment, computer and telephonic equipment and peripherals, books, office supplies, art and decorative material, kitchen supplies, programming supplies and equipment; transport from the current office space to the new office space; reassemble all cubicles and workstations.

1. The move shall be completed between December 20th and December 31st, 2021.
2. The move will be from the Estuary Partnership’s current location at 811 SW Naito Pkwy, Suite 410, Portland, to Northwest Fence and Wire, 1111 Flanders, Suite 102, Portland.
3. Packing and Unpacking: The mover will be packing all equipment, supplies, books, and materials in the office, including all shared and Estuary Partnership books and files. Employees will pack all the files and books at their individual workstations, the mover will be responsible for moving NO MORE THAN TWO FILE-SIZED BOXES OF PERSONAL OFFICE SUPPLIES/BOOKS/FILES PER EACH INDIVIDUAL WORKSTATION. Any additional PERSONAL office equipment and files, outside the two-file boxes, will be moved by the individual employee. All other files, books, material, supplies, and equipment will be packed by the mover. All material will be unpacked by the Estuary Partnership.
4. Computers, Telephonic Equipment, Televisions, other Electronics: The Estuary Partnership will unplug and disconnect all electronic equipment prior to December 20th to prepare for the move. The mover will move all equipment and place in the appropriate location in the new office space. The Estuary Partnership will reconnect all electronic equipment. The Estuary Partnership will remove the large screen monitors from each conference room prior to the move, the mover

will transport them to the new location, where the Estuary Partnership will re-mount in the appropriate location.

5. Cubicles and Workstations: The mover will disassemble, transport, and reassemble all cubicles, desks, conference room furniture including tables and chairs, and workstations.
6. Packing Materials: The Estuary Partnership will entertain bids using corrugated boxes or rental crates, or a combination of the two. The Estuary Partnership values moving strategies that are environmentally friendly and conserve resources.
7. Site Survey: NO BIDS WILL BE ACCEPTED WITHOUT A SITE SURVEY. Site surveys will be by appointment at both the current and the new office location.
 - a. The dates that site surveys are available are Tuesday October 19th or Friday October 22nd, for both buildings.
 - b. To schedule a site survey contact: Madeline Marucha at mmarucha@estuarypartnership.org OR Elaine Placido at 503-369-7512 or via email at eplacido@estuarypartnership.org.
 - c. Site survey's must be scheduled by Thursday October 23rd at 5pm.
8. Narrative Required: Bidders should provide a written narrative of how the move will be performed. The narrative should include details such as crew sizes, equipment requirements, truck requirements, hours and days of operation, tasks to be completed, techniques and procedures used for safe moving, and any other information that will help the Estuary Partnership understand, fully, the bidder's proposal. Bidders are asked to respond with quotes for two relocation scenarios:
 - a. Direct move from current office space to new office space.
 - b. Move from current office space to basement storage at new building, followed by a move from basement into the new office space in January.
9. List names, qualifications, and experience of key personnel including project manager, foreman, or any other responsible personnel.
10. Describe how many other personnel will be required and detail level of training, if the crew members have successfully completed drug testing and background checks.
11. Detail the bid quote- is it a fixed bid or an estimated cost? Hourly rates must be detailed, supply rates must be detailed.

Proposal Submission:

The Bidder should respond to each of the numbered questions above as well as provide contact information for a single point of contact.

The Bidder should submit a complete submission, via email to mmarucha@estuarypartnership.org. The proposal and all attachments should be in .pdf format and the file name should be in the following format *BIDDERS NAME_LCEP Relocation_DATE of SUBMITTAL (example: Moving Company LLC_LCEP Relocation_10.29.2021)*. Bidders who are unable to submit via email may submit bids, in person, no later than 4PM on October 29th, 2021, to the Estuary Partnership, 811 SW Naito Pkwy, Suite 410, Portland, OR 97204. Please note that due to Covid, face masks are required inside of the building and inside of the suite.

Proposal Evaluation and Selection of Contractor:

An evaluation committee will read and score each proposal based on the following weighted criteria:

Criteria Topic	Weight:
1. Proposal explaining the approach to the project	35%
2. Qualifications of Firm – <i>staffing and availability for on-site oversight during moving operations</i>	25%
3. Cost	30%
5. References	10%

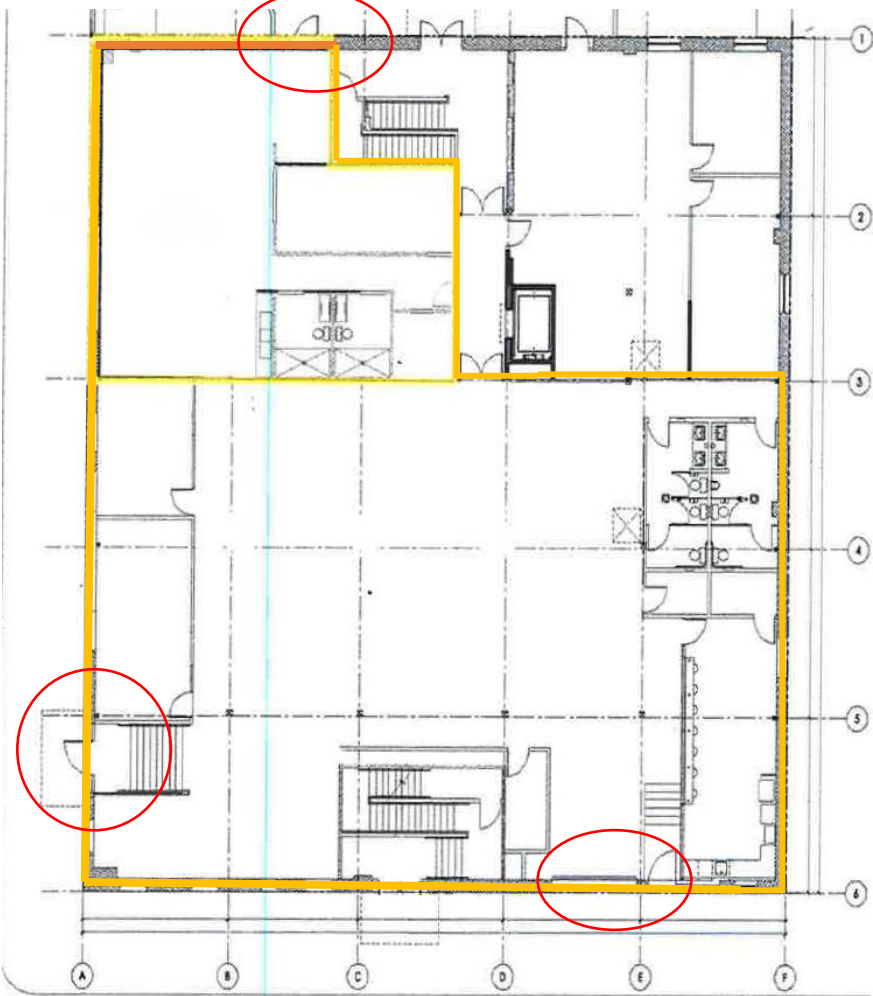
The Estuary Partnership expects that the written information contained in the proposal submitted will be the primary basis for determining the successful bidder. Following a preliminary review, the evaluation committee may, at its discretion, interview those bidders whose proposals have received the highest scores. The interview will be used as an opportunity for the bidder to respond to the Committee's questions and to clarify its proposal if necessary. It will not be an opportunity for the bidder to submit new information not included in the original proposal submitted. If interviews of the top-rated bidders are conducted, the committee will conduct a post-interview review of the proposals, using the weighted criteria above, reflecting any clarification gleaned through the interview process.

Award and Notification:

Award will be made to the bidder whose proposal receives the Committee's highest score following the final review, with or without an interview. The successful bidder will be notified not later than 4pm on November 10th.

Floor Plan: 1111 NE Flanders, Suite 102 (outlined in yellow)

Surface parking lot on this side of building. Entrance is circled in red.



Large doorway entrance on West side of building (11th St.) circled in red and roll up door – loading dock height access – is located on South side (Flanders St.) also circled in red.

Floor Plan 811 SW Naito:

The Main doorway is shown with a blue circle, the elevators are shown with a green circle.

