

INVITATION FOR BIDS

LBCAP-IFB-2015-01

PROFESSIONAL MOVING SERVICES FOR

LONG BEACH

COMMUNITY ACTION PARTNERSHIP

2015

Prepared By:

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Operations Department
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Replacement Site 2 115-117 W. Victoria St
Long Beach, CA 90805

LBCAP will accept submissions through 5:00pm on Friday, January 30, 2015.

Submissions must include pricing for both the one-stage and the two-stage relocations. Proposals submitted after the deadline or proposals that are considered incomplete may not be accepted. **All bidders will be contacted as to the agency's decision by 5:00pm on Monday, February 2, 2015.** The agency's most important objective is to insure a smooth and, to the greatest extent possible, disruption-free relocation. The successful proposal may not necessarily be the lowest received, rather the one that meets **all** aspects of this move specification.

Displacement Site Description:

LBCAP has been in operation at the displacement location since 2008. The displacement site is located in approximately 11,600 square feet of office space, with an equal amount of square footage in a basement level and approximately 2,000 square feet of space used on a mezzanine level. All levels of the displacement site are serviced by a freight elevator. A site walkthrough may be scheduled by contacting the Director of Administration, and can be performed during normal business hours from January 19, 2015 through January 29, 2015.

Replacement Site 1 (interim, if two-stage move):

If the agency needs to execute a two-stage move, the first replacement site will be used solely for the storage of all items moved from the displacement site. This replacement site is approximately 7,000 square feet of space located at ground level, with easiest access to a warehouse area through a loading bay door. The orderly storage of items in this location is highly desired, to reduce the time necessary to transfer items to the second replacement site. Bidders may drive by this site prior to proposal submission; additional information for this location may be added by addendum prior to the closing of the bidding opportunity.

Replacement Site 2 (final destination):

The final destination of the agency's items is in the process of construction, and encompasses approximately 11,700 square feet of space located at ground level, with easiest access to the facility through a loading bay door. Bidders may drive by this site prior to proposal submission. A site plan showing the layout of the facility after construction is attached and incorporated by reference. Additional information for this location may be added by addendum prior to the closing of the bidding opportunity.

II. GENERAL CONDITIONS

- A. The number of stages necessary has not been finalized. The identified moving dates for the first and second stages have been finalized.
- B. The agency will have personnel available at the displacement and replacement sites on each move date to facilitate the move.
- C. During the site walk of the displacement site, the Director of Administration will be available to answer questions. If a question cannot be answered at that time, the question will be documented and the answer issued via email to all solicited bidders.
- D. The proposal must reflect a total move package. The bidder shall be responsible for any disassembly, packing, protecting, transportation, unpacking, placement, and assembly of all personal property unless otherwise instructed, i.e. employee offices, workstations, desks, bookcases, personal items, equipment, etc., excluding computers and peripherals.
- E. **Computers and peripherals:** The bidder will be required to provide anti-static bags or other means of storing computer cables, mice and keyboards. The disconnection, packing, unpacking and reconnection of computers and peripherals will be the responsibility of agency staff in cooperation with the agency's IT vendor.
- F. The bidder must provide pricing for insurance coverage available from the bidder. The bidder may also indicate recommended sources of moving insurance not offered by the bidder.
- G. The bidder may provide pricing for packing materials, or offer means for packing, relocating and unpacking small office items and papers (example: reusable plastic tubs or storage cartons), as usual for the bidder's operations. The bidder may also provide pricing for packing services. The cost of these items will not be considered when evaluating proposals.
- H. The bidder may provide pricing (quoted hourly, or as a flat rate) for all general clean up and the cost to remove debris remaining on property after the move is complete.
- I. LBCAP reserves the right to reject any and all proposals received as a result of this IFB, if, in the opinion of the agency, a proposal is not acceptable. Proposals will be evaluated on the basis of proposed cost;

ability to provide the desired services in a professionally competent manner; and ability to execute the first move within a shortened timeline, if a two-stage move is necessary.

- J. The following items are being omitted from this bid request:
 - a. Server room equipment
 - b. Multi-function printer
 - c. Drinking water appliance
 - d. Postage meter
 - e. Other items may be identified as out of scope for this bid request at the time of the site walk-through.

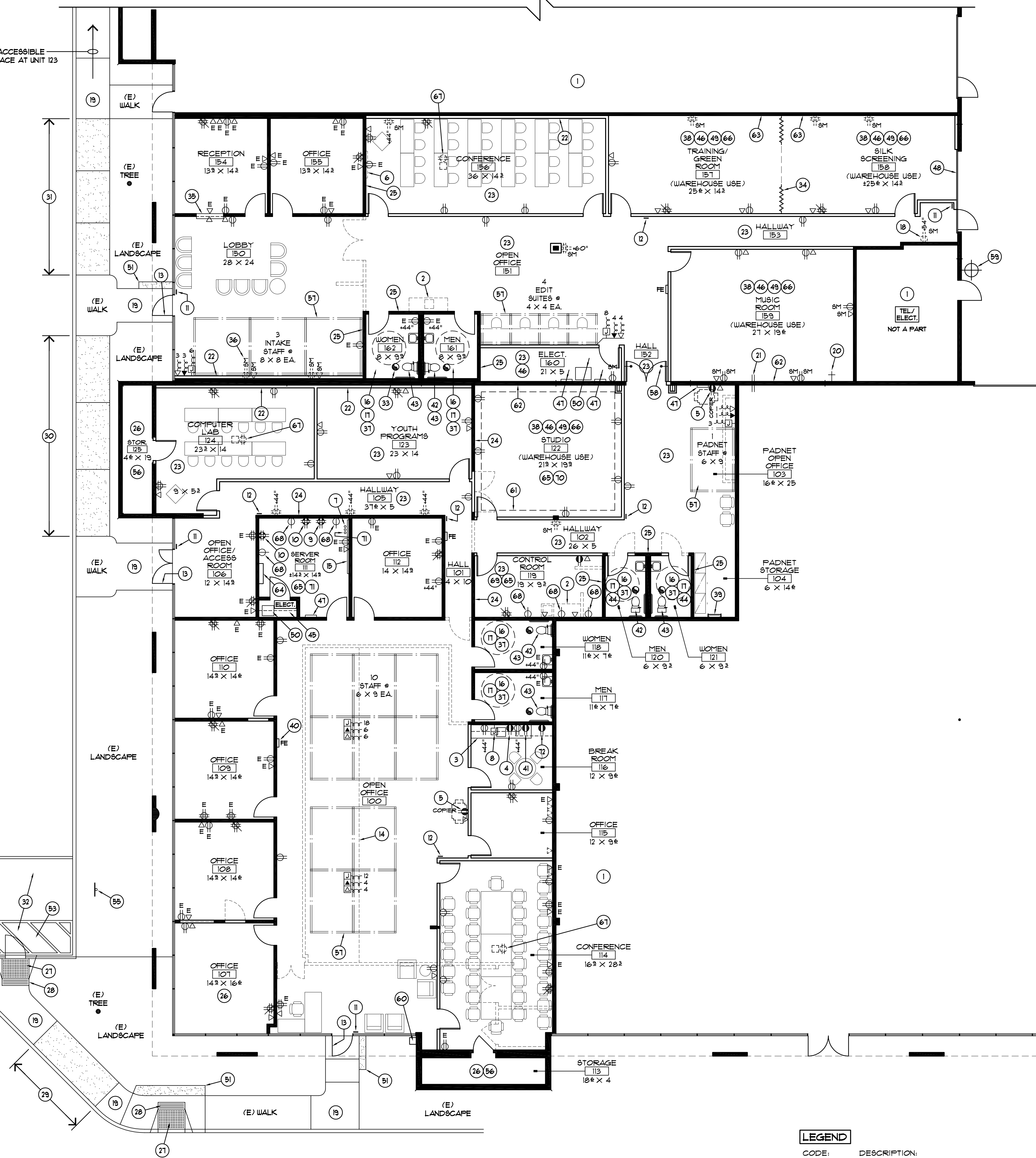
III. PROPOSAL SUBMISSION

In order to be considered, a proposal must be submitted via email, in PDF format (Adobe Acrobat or Acrobat Reader version 5.0 or higher) and sized at less than 10MB. Submit proposals to theath@lbcap.org no later than the proposal due date indicated in Section I. The Subject line of the proposal submission should reference the IFB number. Once submitted, bidders should expect a confirmation of receipt within 24 hours. If no confirmation of receipt is received, please call Mrs. Heath at (562) 999-4854 to confirm submission or obtain approval to re-submit. Delivery by methods or in formats other than specified will not be accepted without advanced authorization of Mrs. Heath.

IV. ATTACHMENTS

- Attachment A Site Plan, 115-117 W Victoria St
- Attachment B Asset List

ACCESSIBLE
SPACE AT UNIT 123



LEGEND

CODE:	DESCRIPTION:
—	EXISTING PARTITION TO REMAIN
---	EXISTING NON-STRUCTURAL

Attachment B - Asset Count

Asset Type	Count
Audio/Peripheral	55
Bookcase	15
Cabinet	26
Cable	6
Camcorder	6
Camera/Peripherals	80
Cart	2
Chair	186
Cinema HD Display	8
Couch	1
C-Stand	1
Cubicle	2
Desk	31
PC Desktop Computer	62
Ethernet Switcher	1
Exrternal Hard Drive	12
External HD	5
Fax Machine	1
Field Camera	2
Field Headphones	4
Field Microphone	6
Field Microphone Handheld	1
Field Tripod	2
Fog Machine	1
Green Screen 2	2
Hard Drive	3
Headphones	6
iMac	20
Kitchen Supply	7
Laminator	1
Laptop Computer	60
Lectern	1
LED Light	1
Lens	1
Light Kit/Peripherals	11
Lighting Board	1
Mac Pro	9
Microphone/Peripherals	22
Monitors	58

Asset Type	Count
Printer	6
Recorder	1
Reflector	2
Speakers	4
Table	51
Television Monitor	2
Trash Bins	4
TV Monitors	5
Video Camera	2
Wireless Mic/Peripherals	16