

Washington, September 3rd, 2019

The Goethe-Institut Washington is moving from 1990 K Street NW, Washington, DC 20006 to 1377 R Street, NW, Washington, DC 20009. The move will take place in two phases, the first being October 28 to November 4, 2019 and the second being November 21 to 22, 2019.

If your firm is interested, you are requested to submit your proposal **in writing and in a sealed envelope** by Friday, September 27, 2019. Envelopes should be addressed to:

Michael Schrade  
Director of Administration  
1990 K Street, NW  
Suite 03  
Washington, DC 20006

The envelope should clearly state that it contains a proposal for this bid, and that the contents are for the recipient's eyes only.

At our current location, we have access to a loading dock without a ramp, so any moving truck will need a lift gate. In addition, the alleyway can only accommodate a 20-foot-long truck.

We encourage a site visit before submitting your bid.

For questions and to schedule a site visit please contact Steven Erdman ([steven.erdman@goethe.de](mailto:steven.erdman@goethe.de))

### **Request for proposal of moving services for Goethe-Institut Washington**

Scope of work:

- This move will take place in two phases. The first phase shall begin on October 28, 2019, and will be referred to as "Office Move." The second phase shall begin on November 21, 2019, and will be referred to as "Classroom Move."
- Due to the landlord's requirements, this move must take place after standard business hours. For moving purposes, the loading dock and freight elevator at 1990 K St. NW **can only be reserved on weekends or after 5pm on weeknights**.
- Relocation of furniture, contents, and equipment.
- Disassembly and reassembly of office furniture and storage cabinets. Some office furniture is SteelCase system furniture, and some storage cabinets will need to be transported upright.
- Packing of china and crystal.
- Office artwork needs to be relocated but does not need to be hung up at new location.
- Recycle/decommissioning of unwanted items.
- Providing trash bins for unwanted items and waste, as well as lockable secure bins for sensitive documents bound for shredding.

- Miscellaneous storage areas.
- Five conference room Smartboards need to be relocated (dismounted and remounted).
- One large format conference room display (80-inch TV) with motorized wall mount will need to be relocated (dismounted and remounted).
- Two large wall-mounted literature display will need to be relocated (dismounted and remounted).
- Three small copiers.
- All packing materials need to be supplied by mover.
- Building protection must be used at both locations. Clean new Masonite, wall protection, and corner protection.
- Providing and applying building protection prior to the relocation at both origin and destination, including utilizing Path Rite for floors, Coroflex for walls, corner protectors, and sensitive doors with the Mat-a-Door® doorjamb protectors.
- Mover will be responsible for providing a pre-move packing demonstration. During this packing demonstration, discuss packing techniques, proper label placement, how to prepare IT equipment and answer questions from our staff.
- At least one week prior to date of move, contractor should provide at least two experienced persons to help office staff with packing of files etc., and to ensure all boxes are labeled correctly. Goethe-Institut employees will be packing their own private office materials and personal objects.
- Supply reusable plastic bins for employees to pack their office. Bins to be picked up one week after completion of move.
- Providing signage for our destination to include color-coded and numbered office/workstation placards and accurate directional signage.
- Providing colored labels for our employees to identify their furniture and contents.
- Providing full-time, uniformed, trained labor certified by the International Office Moving Institute.
- IT Equipment must be placed in a secure bin for relocation between buildings.
- Utilizing the Comp-U-Wrap® system to move sensitive business equipment, such as models, servers and artwork. Comp-U-Wrap® incorporate sleeves with double sided, bubble-to-bubble antistatic wrap to protect against dust, dirt, moisture, physical impact and static shock.
- Transporting all furniture using the “floating” method. All items will stay on a dolly from origin to destination, reducing the handling and minimizing risk of damage.
- Completing a “Fine-Tune” service after each phase to ensure the proper placement of all your furniture.
- Removing any discarded packing material.
- Completing a final walk through to ensure all items have been relocated correctly.

### **Contractor Responsibilities**

The Contractor shall furnish all labor, materials, equipment, and resources necessary to accomplish the services as herein described. The Contractor shall possess expertise in the orderly relocation of administrative office space and shall be required to demonstrate past experience in the efficient and successful completion of moves similar in scope, size and complexity.

The Contractor shall be responsible for relocating office equipment and contents as identified during the Pre-proposal Conference and Walkthrough in accordance with the move schedule. During the course of the

Project, quantities may be increased by approximately ten percent (10%). Contractor shall be responsible for these additional quantities and, therefore, shall account for these additional quantities in their base bid. Further, the Contractor shall be required to negotiate unit values, prior to contract award, for services that exceed the variance provided for above.

The Contractor shall be responsible for determining the quantities of office and support/common areas contents that will relocate based on the Pre-proposal Conference and RFIs submitted during the bid process. The Contractor shall also be responsible for providing the appropriate amount of packing crates, book carts, equipment carts, equipment containers, bubble wrap, news stock, china bins, barrels, commercial bins, tape, pressure sensitive move tags (which leave no residue) and/or special packing materials.

The Contractor shall take every necessary precaution by means of crating and padding to safeguard all equipment and property from damage.

### **General Handling**

The Contractor shall provide full-time qualified labor, material and services necessary to protect all property from damage throughout the move process, including loading, transportation, and unloading. The Contractor shall be responsible for the disassembly, exact positioning, reassembling, and leveling of all relocated furniture.

### **Standard Office Computer Equipment**

The Contractor will be responsible for providing requisite manpower with the appropriate technical expertise for packing, moving, and placing all office and computer equipment and any desktop printers designated for relocation. The Contractor is required to provide large self-sealing plastic bags and labels to contain the computer peripherals for each system. The Contractor is responsible for relocating the computer and office equipment on appropriate equipment carts or computer bins (making every attempt to keep the systems together) and placing them in their new location as noted on the moving tags and floor layouts.

### **Building Protection**

Building protection for all spaces within the project site must be included. This includes new and clean Masonite to protect all floors, wall/corner protection, elevator protection and any other necessary protection.

### **Staffing**

The Contractor shall provide full-time trained and experienced move and supervisory personnel with related expertise in the performance of this work. This includes staff familiar with office, specialized equipment and contents moves. The Contractor shall provide the necessary quantities of experienced personnel in support of the completion of this relocation in accordance with the Move Schedule. All Contractor personnel shall wear clothing that identifies them as employees of the Contractor.

The Contractor shall designate, and assign exclusively to this Project, an on-site Senior Project Manager (with a minimum of five (5) years of experience in supervising office and furniture moves) who has complete authority to act for the Contractor in managing the entire operation during the term of the contract. The Senior Project Manager will serve as the primary point of contact and accountability to the Goethe Institut Project Manager or their designee. The Senior Project Manager shall have the authority to accept work requests and all other correspondence on behalf of the Contractor, and make decisions regarding

personnel actions. The Senior Project Manager is expected to participate in planning meetings prior to and during the move process. **The resume for the Senior Project Manager should be included in the Contractor's submission.**

The Contractor shall also designate and assign exclusively to this Project an appropriate number of Project Supervisors who will be responsible for the on-site supervision of preparation, packing, reassembly and move activities at locations as specified in the move schedule. Resumes of these Project Supervisors should be included in the Contractor's submission. The Contractor shall provide move Project Supervisors at both the origin and destination locations during the relocation process. The Contractor shall provide packing/unpacking Project Supervisors at all locations of ongoing activities during the relocation process only for those items packed by the movers. Project Supervisors shall be easily distinguished from the other Contractor personnel.

The Contractor shall have sufficient supervisory personnel on site during all move activity to accomplish all scheduled activity in a professional manner. In addition, supervisory personnel shall be responsible for ensuring relocated items are placed in the new location in accordance with the provided floor plans and other documentation.

The Contractor shall be responsible for maintaining a standard of employee competency, conduct, integrity, punctuality and sobriety. All Contractor personnel shall be required to act in a professional manner while on the project site premises. The Contractor shall ensure that Contractor employees do not engage in unauthorized use of property and do not inspect/open furniture or other enclosures unless authorized. The use of client telephones and computer equipment is expressly prohibited unless authorized. The Goethe-Institut reserves the right, at its sole discretion, to remove from the premises any Contractor employee who is found to be using profanity, harassing client employees, under the influence of alcohol or other substances, or behaves in any other manner deemed unacceptable. Eating and drinking are prohibited except in designated areas. The project site is a smoke free building. Alcohol and drugs are strictly prohibited while on the project site property. Accordingly, the Contractor is expected to adhere to requirements including, but not limited to a drug testing policy, substance abuse policy, and accident reporting policy.

## **Proposal Requirements**

- 1. Comparable Projects** – A separate listing and description of at least three (3) comparable projects, with client referenced, including:
  - a. Name of project;
  - b. Address/Location of project;
  - c. Total project construction cost and/or total project square feet;
  - d. A description of services your firm provided. Please note if there were existing conditions similar to those on this project; and
  - e. References' names, titles, addresses and phone numbers.
  
- 2. Company Profile**
  - a. Total Number of Full-Time Employees by Labor Type as of the date of bid submission (i.e. packer, mover, driver);
  - b. Total Number of Part-Time Employees by Labor Type as of the date of bid submission;

- c. Total Number of Owned/Leased Trucks (not daily rentals) as of the date of bid submission;
- d. Total Number of ongoing projects and any potential manpower issues associated with the award of this Project; and
- e. Certificate of Insurance and proof of Workers Comp Insurance

### **3. Qualification Statements and References for key personnel positions**

- a. Senior Project Manager; and
- b. Project Supervisor(s).

### **4. Work Plan**

- a. Narrative of your approach toward management of the Project – recognizing the dates set forth in the project description
- b. Estimates of man hours, crew sizes, and proposed number of crews to accomplish the work for each phase
- c. A listing of any subcontractors the Contractor intends to use

### **5. Submission**

- a. Proposals must be submitted **in writing** and delivered in a sealed envelope. Proposals may delivered either in-person or by certified mail.

## **Proposal Judgement Criteria**

Due to government regulations, proposals must be delivered **in writing and in a sealed envelope**. Any proposals that do not follow these instruction will be immediately disqualified. After the submission deadline, all received proposals will be opened and judged at the same time. There will be no opportunity for negotiation or adjustment. The winning proposal will be judged and selected based on the following criteria:

- Competitiveness of proposal (cost)
- Disassembly, assembly, and re-mounting of smartboards, projectors, large format displays
- Availability of employees with experience assembling Steelecase system furniture
- Secure transport of sensitive IT equipment
- Packing of dishware and china
- Availability of qualified carpenter to disassemble and assemble cabinets and other furniture
- Estimated timeframe to accomplish both phases of the move
- Adherence to other proposal requirements