



# Rhodes School

for the Performing Arts

**Request for Proposal (RFP)**

**By**

**The Rhodes School**

**11821 East Freeway, Suite 400, Houston, Texas, 77029**

**Project: 13 Unit Modular Move**

**Submission Due Date: Wednesday, May 16, 2018 between the hours of 8:00AM and 5:00PM (CST)**

Proposals are to be delivered by email to [purchasing@rhodesschool.org](mailto:purchasing@rhodesschool.org) and a hard copy delivered to 11821 East Freeway, Suite 400, Houston, Texas. **Proposals will only be accepted on Wednesday, May 16, 2018 between the hours of 8:00AM and 5:00pm (CST) to be considered a responsive proposal.** The Rhodes School reserves the right to extend this deadline by providing a written addendum to the Request for Proposal.

**Proposals submitted by facsimile will not be considered.**



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## REQUEST FOR PROPOSAL (RFP)

### INVITATION

The Rhodes School is requesting proposals for an 13 Unit Modular Move. The delivery of these services is to be provided to each of the charter school sites identified in the grant proposal.

The Rhodes School will accept proposals, addressed to The Purchasing Department, delivered by email to [purchasing@rhodesschool.org](mailto:purchasing@rhodesschool.org). A hard copy must be mailed or delivered to 11821 East Freeway, Suite 400, Houston, Texas, 77029. **Proposals will only be accepted on Wednesday, May 16, 2018 between the hours of 8:00AM and 5:00pm (CST) to be considered a responsive proposal.** The Rhodes School reserves the right to overlook any technicalities and accept or reject any or all proposals that are in the best interest of The Rhodes School.

The Request for Proposal (RFP) can be downloaded from The Rhodes School under the Accountability tab, website at <http://rhodesschools.org/accountability/>

This RFP is not a low-bid price competition. Instead, proposals will be evaluated in accordance with the Evaluation Criteria stated in this RFP. An evaluation committee will score the written proposals in accordance with the Evaluation Criteria. Proposals meeting the minimum requirements as stated in the RFP, may be selected.



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## **QUESTIONS REGARDING THE RFP**

Firms interested in making a submittal are directed not to make personal contact with the Board of Directors of The Rhodes School or its School Leader and staff. Any contact outside of the instruction provided herein will constitute grounds for disqualification of consideration. Questions about the RFP, its content, proposal format or any other questions deemed necessary to submit a qualified proposal must be submitted in writing via electronic mail:

[purchasing@rhodesschool.org](mailto:purchasing@rhodesschool.org)

Question Cut-Off Date: May 7, 2018 at 2PM (CST)

Answers Posted: May 9, 2018 at 5PM (CST)

Answers will be posted at <http://rhodesschools.org/accountability/>

## **PRICING**

Estimated pricing shall be submitted on Attachment A. Proposals shall include estimated pricing for everything needed to move multiple modular building from point A to point B. Pricing shall be inclusive of all costs to complete the project based on the scope of work.



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## **CONTRACT PERIOD**

The contract period will begin May 2018 with an expected completion no later than June 30, 2018. This RFP may result in being placed on The Rhodes School vendor list for a modular move which may or may not result in a contract with The Rhodes School.

## **OTHER REQUIREMENTS**

The firm awarded the contract shall be a firm authorized to provide the evaluation services in the State of Texas. Upon selection, the firm will be required to enter into a services agreement on a form mutually agreed upon by the parties. After review of the proposal based on the requirements delineated in this RFP, and the successful completion of fee and contract with The Rhodes School and/or its designee. The contract shall not be effective until approved by the Board of Directors of The Rhodes School and/or its designee.

The Rhodes School reserves the right to reject any and all proposals or to accept other than the lowest priced candidate, and to waive any informalities, omissions, excess verbiage, or technical defects in the proposals, if in the opinion of The Rhodes School, such waiver would be in the best interests of The Rhodes School to do so. The Rhodes School reserves the right to accept all or part of any submittal or to cancel in part or in its entirety the RFP. The Rhodes School further reserves the right to select a firm that it considers to be in the best interests of The Rhodes School.

The RFP does not commit The Rhodes School, its Board of Directors and/or any subcommittees to pay costs incurred in the submittal of a proposal and does not commit The Rhodes School to procure or contract for services.



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## **SERVICE SPECIFICATIONS – Part A**

- Dismantle 13 unit Complex  
Prep for Relocation  
Use Existing Axles  
Install Axles
- Install Hitches

Pick up from School

Use on Building

Removes Welded Hitches

- Install Axles & Tires
- Set up 13 Unit Complex

Setup unit to 34" to 38"

Material & Labor

Block, Level & Anchor

Tires Removal Only

Dry Singles Stack Piers 8' Spacing

4 Dry Single Stack Piers per Mate-Line

Finish floor elevation not be above 36"

Include all Site Safety Requirements

- Use of Heavy Machinery

House Kat & Operator

To Remove from Locations

Use machines to spot units



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- Transport Floor

From 12818 Tidwell, Houston, Texas, 77044

To Christian Tabernacle

13334 Wallisville Road

Including TxDots Permits

- Remove Fence at Rhodes School

Move over Storage Building (Must be Empty)

Labor and Materials

- Demo Decks & Canopies

Salvage Material

- Dumpster Fee



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## **SUBMITTAL SPECIFICATIONS**

The following items must be included in all copies of the proposal and numbered according to the number requirement. Failure to submit as requested may cause a proposal to be considered non-responsive.

### **Cover Page:**

Identify the name of the proposal as "The Rhodes School: 13 Unit Modular Move" Include the name of the firm, type of firm (i.e. corporation, partnership, etc.), official address (post office boxes are not acceptable), name of principal contact, voice telephone, facsimile telephone, and e-mail address.

### **Section #:**

1. Brief history of the firm, including a listing of the principal officers / LLP / LLC members. (5 page maximum)
2. Outline of the experiences for the firm including a list of similar clientele. Must have a proven history of successful 13 Unit Modular Move for a school district or similarly large organization. (5 page maximum)
3. Demonstrate a proven history of excellence through service while maintaining existing customer support. (2 page maximum)
4. Provide a minimum of three (3) references including name, address, phone number, and professional relationship. Letters of reference are also encouraged. (2 page maximum for letters)
5. Provide detailed documentation of services rendered to justify billing for services.
6. Demonstrate ability to deliver specified services outlined in the above referenced SERVICE SPECIFICATIONS by grant reporting deadlines.(5 page maximum)
7. The firm must provide proof of insurance of at \$1,000,000 per occurrence and shall name The Rhodes School as an additional insured. The firm shall also provide the name of the professional liability carrier, whether the policy is on an occurrence or claims made basis, the policy limits, the deductible on the policy of insurance, the number of years with the carrier, the claims made on the policy of insurance held by the firm (including a detailed explanation of the nature and type of claim, whether the claim has been resolved, and the terms of the resolution).



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## Felony Conviction Notice

Statutory citation covering notification of criminal history of contractor is found in the Texas Education Code §44.034. Following is an example of a felony conviction notice:

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Felony Conviction Notification Section 44.034, Texas Education Code, Notification of Criminal History, Subsection (a), states "a person or business entity that enters into a contract with a school district must give advance notice to the district if the person or an owner or operator of the business entity has been convicted of a felony. The notice must include a general description of the conduct resulting in the conviction of a felony." Subsection (b) states "a school district may terminate a contract with a person or business entity if the district determines that the person or business entity failed to give notice as required by Subsection (a) or misrepresented the conduct resulting in the conviction. The district must compensate the person or business entity for services performed before the termination of the contract."

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This Notice Is Not Required of a Publicly-Held Corporation I, the undersigned agent for the firm named below, certify that the information concerning notification of felony convictions has been reviewed by me and the following information furnished is true to the best of my knowledge.

Vendor's Name: \_\_\_\_\_

Authorized Company Official's Name (Printed):

\_\_\_\_\_





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A. My firm is a publicly-held corporation; therefore, this reporting requirement is not applicable. Signature of Company Official:

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B. My firm is not owned nor operated by anyone who has been convicted of a felony: Signature of Company Official:

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C. My firm is owned or operated by the following individual(s) who has/have been convicted of a felony: Name of Felon(s):

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Details of Conviction(s):

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Signature of Company Official:

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## 13 Unit Modular Move

### The Rhodes School

#### 13 Unit Modular Move Services RFP Submission Acknowledgement

Firm Name	
Firm Address	
Contact Person	
Telephone No.	
E-Mail Address	
Date RFP Acquired	
Signature	
Printed Name	



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## Debarment or Suspension Certificate

The Rhodes School is prohibited from contracting with or making sub awards under covered transactions to parties that are suspended or debarred or whose owners/members/principals and certain employees are suspended or debarred. Provider must certify that it and its owners/members/principals are not suspended or debarred under federal law and rule. By submitting this certificate, Contractor certifies that no suspension or debarment is in place, which would otherwise preclude Contractor or its Owner/Members/Principals or employees from receiving a federally funded contract under applicable federal regulations and federal OMB Circulars.

Contractor Official Name

Contractor Name

Signature of Contractor Official

Date



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## BID Evaluation Criteria

The Rhodes School will evaluate each vendor's proposal using the following weighted criteria. Bids will be scored according to the following criteria and based on a 100 point scale:

<b>Evaluation Criteria</b>	<b>Point Value</b>
Whether the bidder, its employees, and agents have relevant and mandatory qualification and licensors/registrations	<b>10</b>
Complaints and/or accident reports to relevant location and/or state agencies	<b>10</b>
Price of the eligible products and services	<b>10</b>
The reputation of the bidder and of the bidder's goods or services	<b>10</b>
The extent the which the goods or services meet The Rhodes School needs	<b>10</b>
The bidder's past relationship with The Rhodes School	<b>10</b>
The impact on the ability of The Rhodes School to comply with the laws and rules relating to historically underutilized businesses	<b>10</b>
The total long-term cost to The Rhodes School to acquire the bidder's goods or services	<b>10</b>
Any other relevant factor specifically listed in the request for bids or proposals to include: -Vendor response time to complete project as specified in RFP -Compatibility of goods/products purchased with those already in use in the district	<b>10</b>
<b>Total:</b>	<b>100</b>



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## Attachment A – Price Sheet

Please state the fees for this project below:

FEE for a 13 Unit Modular Move shall be expressed as a flat dollar amount (there shall be no reimbursable allowed - all costs shall be included in your fee)

13 Unit Complex

Labor \$\_\_\_\_\_

Materials \$\_\_\_\_\_

Total Cost \$\_\_\_\_\_