

PROFESSIONAL SERVICES
SCHOOL PROGRAM MOVING AND COORDINATION
SERVICES

FOR

Grand Rapids Public Schools 2023 Bond Projects
Ken-O-Sha Elementary School
Riverside Middle School

GRAND RAPIDS PUBLIC SCHOOLS

Request for Proposal

Issued by:

The Ad Hoc Committee
Professional Service Contractor Selection

Proposal Due Date: April 15, 2025 11:00 AM

Issuing Office: Grand Rapids Public School District
Office of Facilities Management & Planning

This is a Qualification Based Selection Process. Complete submittal of information requested in this document is essential to the selection process. Failure to provide this information may result in not being considered for the award of a contract.

March 28, 2025



**PROFESSIONAL SERVICES
FOR SCHOOL PROGRAM MOVING AND MOVE COORDINATION SERVICES
GRAND RAPIDS PUBLIC SCHOOLS**

GENERAL INFORMATION

A. Purpose

Grand Rapids Public Schools (GRPS) seeks professional expertise to assist in preparing KenOSha Elementary School and Riverside Middle School for late summer 2025 construction activities. The Professional Service Contractor (PSC) selected to complete the moving and storage services must provide project management, supervision and physical move services to relocate existing school programs. In addition, on-site storage of materials or furniture to return to the renovated building may be required. Implementing our 2023 Bond projects is a key component of the “Reimagine GRPS” and we seek the best consulting firms from our region to work collaboratively with our schools, communities, and administration. With this in mind, GRPS also seeks a “move coordinator,” a person assigned to communicate and coordinate with school staff, moving company supervisors, GRPS Facilities staff, and school administration.

To obtain the highest quality process within the time and budget allocations, GRPS seeks a PSC for the moving and coordination services of two (2) program site locations through this Request for Proposal (RFP) process. This selection process articulates the district goals, reflects our guiding principles and provides openness and consistency so that all qualified firms receive fair consideration. **Your Firm is invited to submit a proposal for the services required in this RFP in accordance with this letter and the following documents which are attached hereto. This RFP includes the following attachments:**

Attachment A : Building Site and Floor Plans

Attachment B: Contract Document

Attachment C: Milestone Schedule

Attachment D: Proposal Form

Owner reserves the right to accept or reject, in whole or in part, any or all Proposals submitted, waive any irregularities therein, and to award the Contract to other than the Firm submitting the lowest financial Proposal.

B. Project Scope and Timeline

GENERAL SCOPE REQUIREMENTS

i. Coordinator Responsibilities

Pre-Move:

1. Review the provided floor plans and attend site walkthroughs to establish the scope of program materials to be moved.
2. Identify potential needs for on-site storage of furniture or materials which may not be moving with the school program. (walkthrough)
3. Identify the spaces in the relocation area of the building to which the programs are moving. (walkthrough)
4. Review final move schedule with GRPS Facilities and School Administration. Include details regarding protection of furniture and equipment, communication with School Staff and GRPS Administration/Technology Department/Facilities Department. Provide meeting minutes.
5. Attend at least one School Staff Meeting at each site to review the schedule and packing procedures with the School Administration and Staff. Discuss in detail the district move schedule, delivery of packing and move supplies and expectations for their preparedness by the last day of school. Provide meeting minutes.
6. Walkthrough each site with GRPS Facilities Staff and with School Administration on June 5th 2025 to determine if any additional packing support is needed. Discuss any schedule concerns and provide a solution for support if necessary. Ensure all furniture and materials are clearly and correctly labeled. Provide photographs.
7. Confirm the move schedule for each site with GRPS Custodial and Technology departments. Coordinate technology removal with district's technology team and how it will integrate into the actual move logistics. Provide documentation.

During Move:

8. Provide project management services including daily written communication with GRPS Facilities. Coordinate building access with GRPS Facilities.
9. Observe and verify services provided by Moving Company. Ensure materials are correctly delivered. Check furniture, equipment, and materials for damage. Provide photographs and documentation.

10. Provide documentation of daily work conducted in the field for staff number, hours, trucking, etc. so this can be used to compare with invoicing.
11. Coordinate schedule of activities for the Moving Company, GRPS Technology, and GPRS Facilities (Electricians, Carpenters, Custodians, etc.)
12. If loading onto trailers for storage provide detailed list of items loaded such as classrooms and/or hallways per truck trailer number for unloading in sequence if needed
13. Verify all content has been placed appropriately per labeled room numbers, per room, at the end of each day, adjust accordingly.
14. Move Coordinator shall attend all required coordination meetings with GRPS, Plante Moran Realpoint, and Construction Manager. This contact person must be onsite continually during the pre-planning, on-site planning, pre-move tagging identification, physical move-out and move-back activities.
15. Move Coordinator will be required to oversee & manage coordination meetings in advance of the move-out(s) as well as provide assistance and guidance in packing, labeling and other matters to ensure a successful move.
16. Move Coordinator will be responsible to take pictures of each room /area within the school that move management activities will take place. These pictures will be made available to the project team before any furniture movement takes place and will be used during the move back phase of work to ensure all furniture is moved back to its original location.
17. Move Coordinator to work with District to determine what is to become of any surplus furniture. Will be required to oversee & manage process of what is to be retained (and where it will be stored) and what will be disposed of.
18. Offeror to put together a master move logistics schedule for review and approval by owner to be implemented.

Post-Move Phase Services

19. Provide summary report for GRPS Facilities staff including documentation as required above before August 1st, 2025.
20. Ensure GRPS Facilities team and Technology team have the schedule and move location information they need to complete any necessary school setup for returning teachers.
21. Meet with the School Administration and Staff as necessary as they return after the move to assist with location of materials and furniture moved.
22. Provide on-site support when staff return for any adjustments, furniture or equipment moves, and box clean-up and removal from schools.
23. Coordinate any move resolution needed with the moving company.

ii. Physical Move Vendor Responsibilities

1. Provide all necessary manpower, moving vehicles, and storage trailers to ensure a complete and timely removal of all building contents.
2. Provide on-site continual supervision and coordination of the moving company employees at both the removal location and the delivery location.
3. Ensure timely and efficient communication with both GRPS Facilities staff and the Move Coordinator.
4. Move all items marked for disposal to an Owner defined designated area.
5. Physical Move Vendor will appoint a single point of contact for this project and maintain it throughout the duration of the project. Contact person shall attend all required coordination meetings with the Owner and PMR. Contact person must be onsite and available during all move activity.
6. Physical Move Vendors shall always be properly identified and be wearing attire bearing the name of the moving company.
7. Per district policy, no smoking or vaping will be permitted on school premises at any time.
8. Physical Move Vendor shall provide hourly and unit rates for all staff, trucking, materials, additional insurance, crates/dollies, etc. for any future adjustments and project move related work per the requested bid scope.
9. Physical Move Vendor to decommission, move and/or relocate all specified contents and furniture. Expectation is that all move related activities shall be completed on straight time, but Physical Move Vendor should anticipate any weekend/premium time to complete activities.
10. Base bids are to be inclusive of all material and labor as required to complete the moves as noted.

- a. Sha Park Elementary Floorplan - Entire building to be vacated. Areas designated in yellow are currently vacant with minimal items to remove/relocate. Areas designated in BLUE are currently in use or occupied.
 - b. A.2 – Sherwood Floorplan. Areas designated in BLUE & GREEN will be primary move in locations. However still finalizing area in PINK and ORANGE.
 - c. A.3 – Riverside Middle School Floorplan. Entire building to be vacated. Areas designated in yellow are currently vacant with minimal items to remove/relocate. Areas designated in BLUE are currently in use or occupied.
 - d. A.4 – Innovation Central Highschool Floorplan. Areas highlighted in PINK are those designated to receive the Riverside Middle School items. Most items are to be located on the 2nd level with a few areas called out on the ground and 1st floors.
11. GRPS will be providing boxes, tape and labels to classroom and office staff to begin packing. Additional speed packs, shrink wrap, etc. to move larger items is to be included by the offeror.
 12. Physical Move Vendor shall provide additional materials upon request. Physical Move Vendor to provide unit prices for packing materials as requested in this RFP.
 13. All dollies and carts shall have rubber wheel casters to help protect the existing floor. Floor protection, if required, will be provided by the Physical Move Vendor.
 14. Physical Move Vendor will be required to provide and to take necessary precautions to protect building doors, frames, walls and alike from damage during move execution. Likewise, Physical Move Vendor will be required to provide and to take necessary precautions to protect the building site.
 15. The Owner shall identify and pack all curriculum, by classroom or room, except as may be specifically noted within this RFP.
 16. Physical Move Vendor, if required, shall provide assistance and guidance in packing, labeling and other matters to ensure successful relocations.
 17. Elevators are available for all schools that have multiple floors. All loading and off-loading shall be street level utilizing ramps or lift gated trucks. ICHS classrooms will mostly be located on the 2nd level. Refer to attached floorplans.
 18. Furniture and materials to be moved shall include, but are not limited to, the following: classroom furniture such as desks, seating, shelving, musical instruments, book carts, loose gym items and all boxes packed by staff or movers. Furniture to be decommissioned shall include, but is not limited to, classroom furniture such as desks, seating, shelving, and storage cabinets, as well as office furniture needing dis-assembly.
 19. Copy machines and all equipment under current warranty shall be relocated by the manufacturer so as to not void any warranties. Coordination with the Owner, and/or their vendor, must take place when moving materials from classrooms, offices & custodial offices, computer labs, media centers and other parts of the building. This includes all Esports Lab equipment at Riverside to be handled by GRPS Technology team.

20. Vacated spaces shall be left free of debris, furniture, equipment, personal effects and any other (Owner-related) items.
21. Boxed materials stored in trailers, if required, may be placed on pallets and shrink-wrapped to help ensure against damage due to condensation.
22. If required, Physical Move Vendor shall provide, for the duration of the moves, all required storage trailers for the storage of furniture and content. All storage trailers shall be numbered, and water/weather tight and shall be tested for such prior to delivery to the site. Trailers are to be locked and secured during storage use. Physical Mover to provide locks for each trailer.
23. Physical Move Vendor shall be responsible for the separation of content on stored trailers, if required, in order to seamlessly deliver the content at a later date. Upon completion of move-out activities, Physical Move Vendor shall provide documentation of total number of trailers used for storage, trailer numbers, as well as what is stored on each trailer.
24. Storage trailers are required to be stored onsite or offsite as identified during the Project and shall be stored in a manner to prevent damage to the existing parking lots. Physical Move Vendor shall include in their proposal the securing, rental and retrieval of all storage trailers for the duration of the Project.
25. If there is an opportunity for the early off-loading of any storage trailers, the Owner or PMR will provide the timing and locations one to two weeks in advance.
26. Provide hourly and unit rates for any future adjustments as requested on the proposal additional form.
27. Provide alternate price for packing support for non-instructional spaces as indicated on proposal form.
28. Any existing furniture to be disposed of or donated will be identified as such. District will provide dumpsters on all sites for furniture disposal. Move management firm to provide labor to remove furnishings from the building and place in designated area outside of building for GRPS to donate.

Project Timeline

RFP Issuance:	March 28, 2025
Mandatory Walkthrough Riverside Middle School 265 Eleanor St NE, 49505	April 4 th , 2025 11:00 AM
Mandatory Walkthrough KenOSha Park Elementary 1353 VanAuken St SE, 49508	April 7 th , 2025 1:00 PM
Proposals Due:	April 15 th , 2025 at 11:00am
Interviews:	April 16 th and April 17 th , 2025
Selection/Recommendation:	April 18 th , 2025
Finance Approval:	April 28 th , 2025
Board Approval:	May 12 th , 2025

Submit RFIs or Clarifications to Owner by April 9th , 2025:

Dale Cammenga, Director of Design, Construction and Renovation.

900 Union NE
Grand Rapids, MI 49503
Cammengad@grps.org

C. Issuing Office

This RFP is issued by the GRPS Department of Facilities Management & Planning, hereinafter referred to as the issuing office. The Director of this department and point of contact for this Request for Qualifications is:

Dale Cammenga
Director of Design, Construction, and Renovation
Grand Rapids Public Schools Service Building
900 Union NE
Grand Rapids, Michigan 49503

D. Contract Award/Form of Agreement

This is a Request for Proposal only. Proposals will be treated as offers to enter into the Contract with GRPS. Owner and successful Firm shall memorialize their contractual relationship and obligations using the form of Contract attached to this RFP. The Contract contains many details regarding the Services required under this RFP, as well as the terms and conditions under which the Services shall be provided by the successful Firm. The Contract should be reviewed carefully by each Firm prior to submitting a Proposal. The final Contract shall be subject to review and approval of Owner's legal counsel. Any exceptions to the terms and conditions contained in the Contract, or any other special considerations or conditions requested or required by the Firm relative to this RFP or the form of Contract shall be expressly/specifically enumerated by the Firm and be submitted as part of its Proposal, together with an explanation as to the reason such terms and conditions cannot be met by, or, in the Firm's opinion are not applicable to, the Firm, provided however, that exceptions or special conditions of the Firm will not be binding upon Owner unless those exceptions or special conditions are expressly accepted by Owner and incorporated into the final Contract. Following the selection of the successful Firm, if any, by Owner the Contract will be finalized by the parties. The final Contract shall be subject to the review and approval by Owner's legal counsel.

E. Submittal Requirements – Firm, Team and Approach (Selection Process and Criteria)

The selection of the successful firm by the Owner will be based on some, or all, of the following criteria (not in any particular order).

- A. Firm's proposed team experience as related to similar projects
- B. Evidence of capabilities to perform all requirements reflected in the RFP
- C. Fee structure for all scopes of work
- D. Project schedule
- E. Client references and relevant experience
- F. Other criteria as determined by the Owner's selection team

This project will require a team effort where collaboration and interaction are highly valued as is the professionalism and contribution of all team members. To that end, the Owner will put as much emphasis on people and process as fees.

Executive Summary – One [1] page maximum

Summarize your strong points and describe how your experience will benefit the GRPS relocation of the school programs at KenOSha and Riverside. Include how your company plans to meet the demands of the Owner's schedule.

Business Organization ~ One [1] page maximum

State the full name and address of the organization and, if applicable, the branch office, consultants, or other subordinate elements that will provide or assist in providing the service.

Manpower and Team ~ No page limit

Move Coordinator

Clarify if your company is providing a staff member to serve as the “move coordinator.” Provide key information describing the person’s qualifications and experience with this type of role.

F. Submittal Requirements – Proposal Format and Delivery

Sealed proposals for the work as described by the RFP package will be received as noted on the cover page. Please mark the envelope of all proposals with “**GRPS ~ Proposal for Moving and Coordination Services**” and include your firm’s name.

The submittal requirements are:

- Deliver your proposal prior to listed bid due time to:
Dale Cammenga, Director of Design, Construction, and Renovation
900 Union NE
Grand Rapids, MI 49503
Cammengad@grps.org

Prepare and submit four (4) hard copies and one (1) electronic PDF copy of your proposal package to address and personnel named below. Packages should be in 8.5” x 11” format.

The following proposal format is required:

- Cover Letter
- Section 1 – Proposal Forms
- Section 2 – Clarifications and Exceptions
- Section 3 – Additional Information

SECTION 1 – PROPOSAL FORMS

- ◆ Utilize the proposal forms provided within this RFP (pages 12-16.)
 - Detailed Proposal Form (**Attachment D.1**)
 - Familial Disclosure Statements
 - Iran Disclosure Statement
 - Criminal Background Disclosure Affidavit
 - Non-Collusive Affidavit
 - Debarment and Suspension Certification
 - Equal Opportunity Form

SECTION 2 - CLARIFICATIONS / EXCEPTIONS

- ◆ Please detail any clarifications, exceptions or exclusions to this RFP (scope, schedule, fee, etc.)

- ◆ List any/all exceptions taken to the Contract Documents provided. For each exception, alternative language must be proposed. Owner reserves the right to reject any proposed alternative language.
- ◆ The prevalence of these exceptions will be considered in reviewing the proposal and in the final selection of the Company for the project. Proposals that do not acknowledge these agreements or do not provide specific alternative language may be rejected.

SECTION 3 – ADDITIONAL INFORMATION

- ◆ Please include any additional relevant information

Your submittal should be prepared simply and economically, providing a straightforward comprehensive description of the professional's ability to meet the requirements of the request. Submittals must be signed by an official authorized to bind the professional to its provisions.

Your submittal will be considered a contract document. Submittals must remain valid for a minimum of sixty [60] days.

G. Incurring Costs

GRPS is not liable for any cost incurred by the professional prior to issuance of a contract.

H. Unsolicited Terms and Conditions

Proposals which take exception to Owner's terms and conditions as a whole and substitute the firm's standard terms and conditions may be rejected.

I. Fees/Taxes

All proposals shall include all applicable taxes, including Social Security, unemployment, sales or use taxes, and any other taxes specifically levied on the work or on wages by local, city, state, or federal government, except real property taxes on the site. Proposals shall also include all premiums, assessments, and other like payments, charges, and costs incidental to the work covered by the contract documents.

J. BACKGROUND CHECK REQUIREMENTS

All personnel shall meet the requirements of the current GRPS Board of Education policies regarding background checks. It is the responsibility of the Contractor to verify the current policies and to notify the Project Manager of any questions or concerns. Policies may be found at grps.org.

K. INSURANCE REQUIREMENTS

Refer to Contract Attachment B for requirements. A minimum of thirty [30] days' notice to the GRPS prior to the cancellation of, or change in, any such insurance shall be endorsed on each policy and noted on each certificate.

L. Fair Employment Practices Agreement

Equal Opportunity [Affirmative Action Employer]

The Grand Rapids Public School District, as an Equal Opportunity/Affirmative Action Employer, complies with federal and state laws prohibiting discrimination, including Title IV and Title VII [with amendments] of the 1964 Civil Rights Act, Title IX of the Educational Amendment of 1972, Section 504 of the Rehabilitation Act of 1973, Veterans Readjustment Act of 1974 as amended 28 USCS 20-12 and the Americans With Disabilities Act of 1990. It is the policy of the School Board that no person, on the basis of race, sex, height, weight, color, religion, national origin, or ancestry, age, marital status, disability, or veteran status, shall be discriminated against in employment, educational programs and activities, or admission.

Inquiries or complaints should be addressed to Frederica Williams, 1331 Martin Luther King Jr. St. SE, PO Box 117, Grand Rapids, Michigan 49501-0117.

SWORN STATEMENT OF FAMILIAL RELATIONSHIP

As required by Section 1267 of the Revised School Code – MCL 380.1267

STATE OF MICHIGAN

COUNTY OF _____

_____, being duly sworn, deposes and says:

That _____ (The "Bidder") has bid for an improvement to the following described project located in Kent County, Michigan, which is owned by the Grand Rapids Public Schools:

Project Name: _____

That the following is a statement of disclosure of any familial relationship that exists between the owner or any employee of the Bidder and any member of the Grand Rapids Public Schools Board of Education or Superintendent, as required pursuant to Section 1267 of the Revised School Code, as amended.

1. That there are no such familial relationships existing at this time.

OR

2. That a familial relationship exists between

_____,

an owner employee of the Bidder who is the _____ relationship

of _____, who is a member of the Board, the Superintendent.

Deponent _____

Subscribed and sworn to before me this _____ day of _____, 20____

Acting in: _____

My commission expires: _____

**IRAN BUSINESS RELATIONSHIP
AFFIDAVIT**

Effective April 1, 2013 all bids, proposals, and/or qualification statements received in the State of Michigan must comply with the "Iran Economic Sanctions Act". The following certification is to be signed and included at time of submittal.

Certification

Pursuant to the Michigan Iran Economic Sanctions Act, 2012 P.A. 517, by submitting a bid, proposal or response, Respondent certifies, under civil penalty for false certification, that it is fully eligible to do so under law and that it is not an "Iran linked business" as the term is defined in the Act.

Signature

Title

Company

NON-COLLUSIVE AFFIDAVIT

STATE OF MICHIGAN)
) SS
COUNTY OF _____)

_____, being duly sworn, deposes and says that:

- 1. The proposal has been arrived at by the consultant independently and has been submitted without collusion with, and without any agreement, understanding, or planned common course of action with, any other vendor of materials, supplies, equipment, or services described in the request for proposals, designed to limit independent bidding or competition; and,
- 2. The contents of the proposal have not been communicated by the consultant or its employees or agents to any person not an employee or agent of the consultant or its surety on any bond furnished with the proposal and will not be communicated to any such person prior to the official opening of the proposal.

Signature of Consultant

STATE OF _____)
)SS.
COUNTY OF _____)

This instrument was acknowledged before me on the _____ day of _____, 20__, by _____.

_____, Notary Public

_____ County _____,

My Commission Expires: _____

Acting in the County of: _____

DEBARMENT AND SUSPENSION CERTIFICATION

The bidder, under penalty of perjury, certifies that, except as noted below, he/she or any other person associated therewith in the capacity of owner, partner, director, officer, manager:

- Is not currently under suspension, debarment, voluntary exclusion, or determination of ineligibility by any Federal agency;
- Has not been suspended, debarred, voluntarily excluded or determined ineligible by any Federal agency within the past 3 years;
- Does not have a proposed debarment pending; and
- Is not presently indicted for or otherwise criminally or civilly charged by a governmental entity (Federal, State or Local) in any matter involving fraud or official misconduct within the past 3 years.

If there are any exceptions to this certification, insert the exceptions in the following space:

Exceptions will not necessarily result in denial or award, but will be considered in determining bidder responsibility. For any exception noted above, indicate below to whom it applies, initiating agency, and dates of action.

Notes: *Providing false information may result in criminal prosecution or administrative sanctions. The above certification is part of the Bid. Signing this document on the signature portion thereof shall also constitute signature of this Certification.*

Signature

Title

Company

Date

Attachment A – Building Site & Floorplans

A.1 - KenOSha Park Elementary School (2pages) - Site plan & 1st Floor Plan

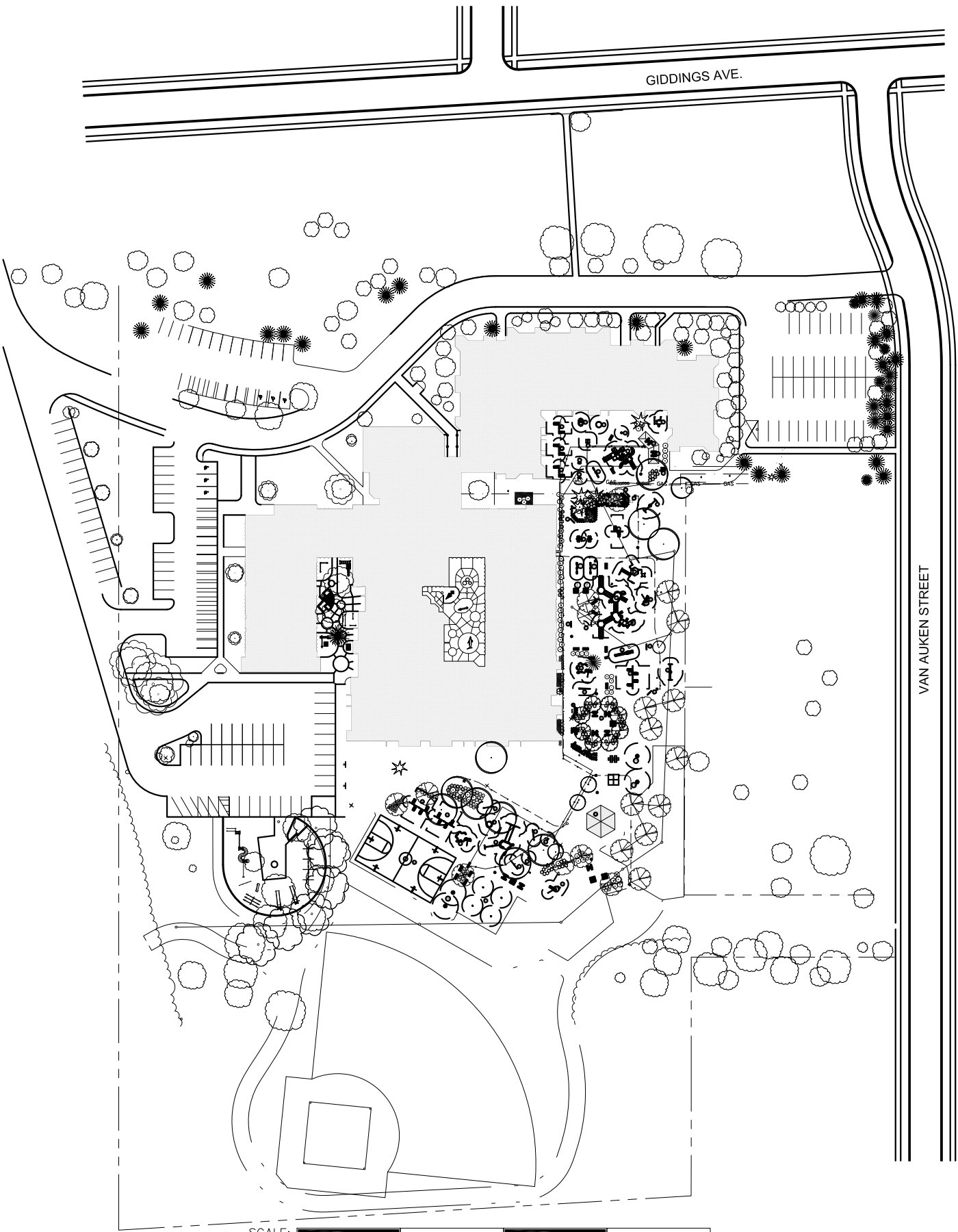
A.2 – Sherwood Park (2 pages) - Site plan & 1st Floor Plan

A.3 – Riverside Middle School (2 pages) Site plan & 1st Floor Plan

A.4 – Innovation Central High School (ICHS) (4 pages) Site plan & Ground – 2nd floor plan

BUILDING ADDRESSES

KENOSHA PARK ELEMENTARY SCHOOL 1353 Van Auken St. SE Grand Rapids, MI 49508	SHERWOOD PARK 3859 Chamberlain Ave. SE Grand Rapids, MI 49508
RIVERSIDE MIDDLE SCHOOL 265 Eleanor St. NE Grand Rapids, MI 49505	INNOVATION CENTRAL HIGH SCHOOL (ICHS) 421 Fountain St. NE Grand Rapids, MI 49503



VAN AUKEN STREET

GIDDINGS AVE.

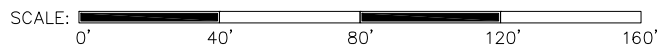
SCALE: 0' 100' 200' 300' 400'

A.1



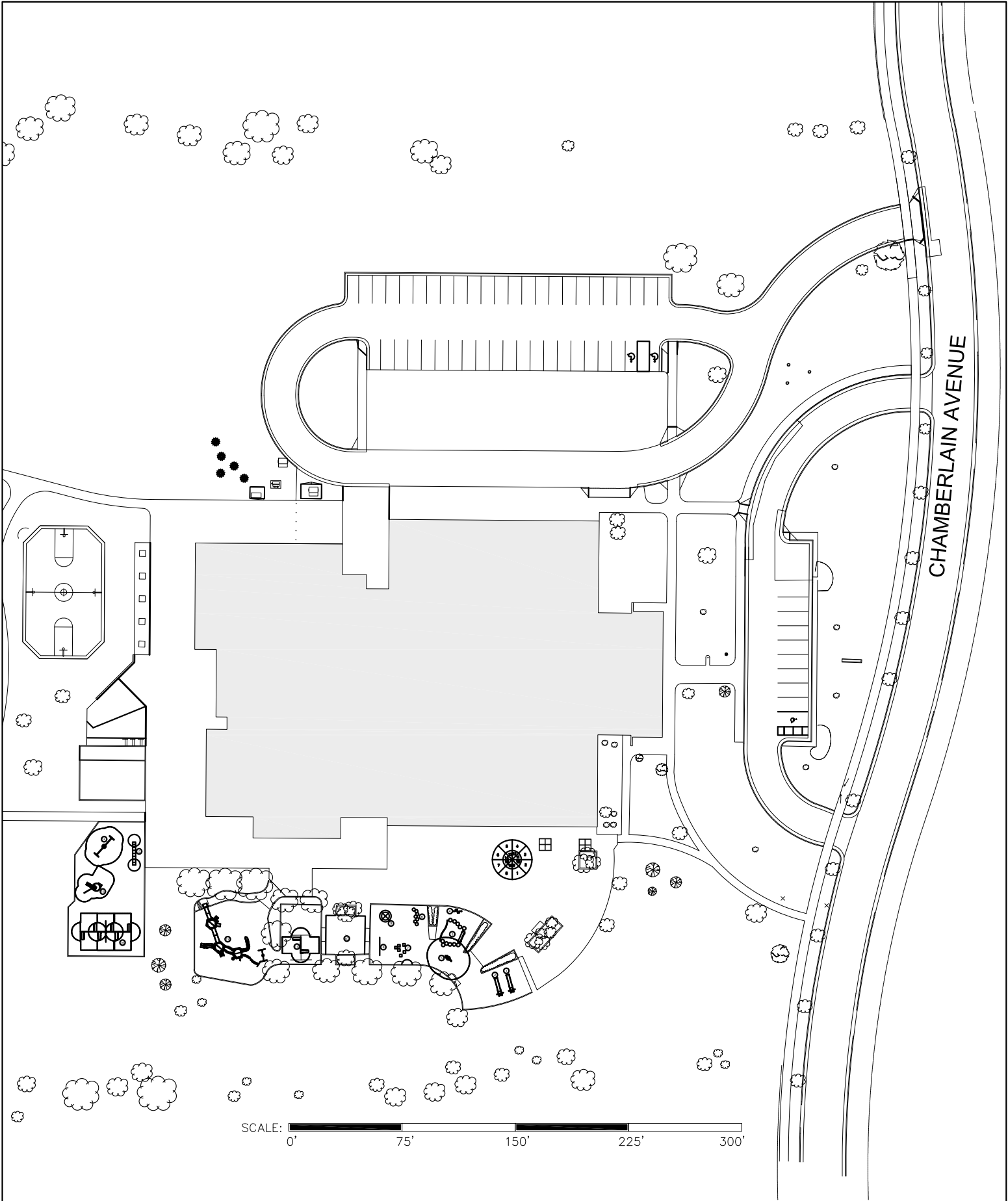
YELLOW - indicates vacant rooms (minimal items)

BLUE - indicates occupied spaces that are full



A.1





CHAMBERLAIN AVENUE

SCALE: 0' 75' 150' 225' 300'

A.2

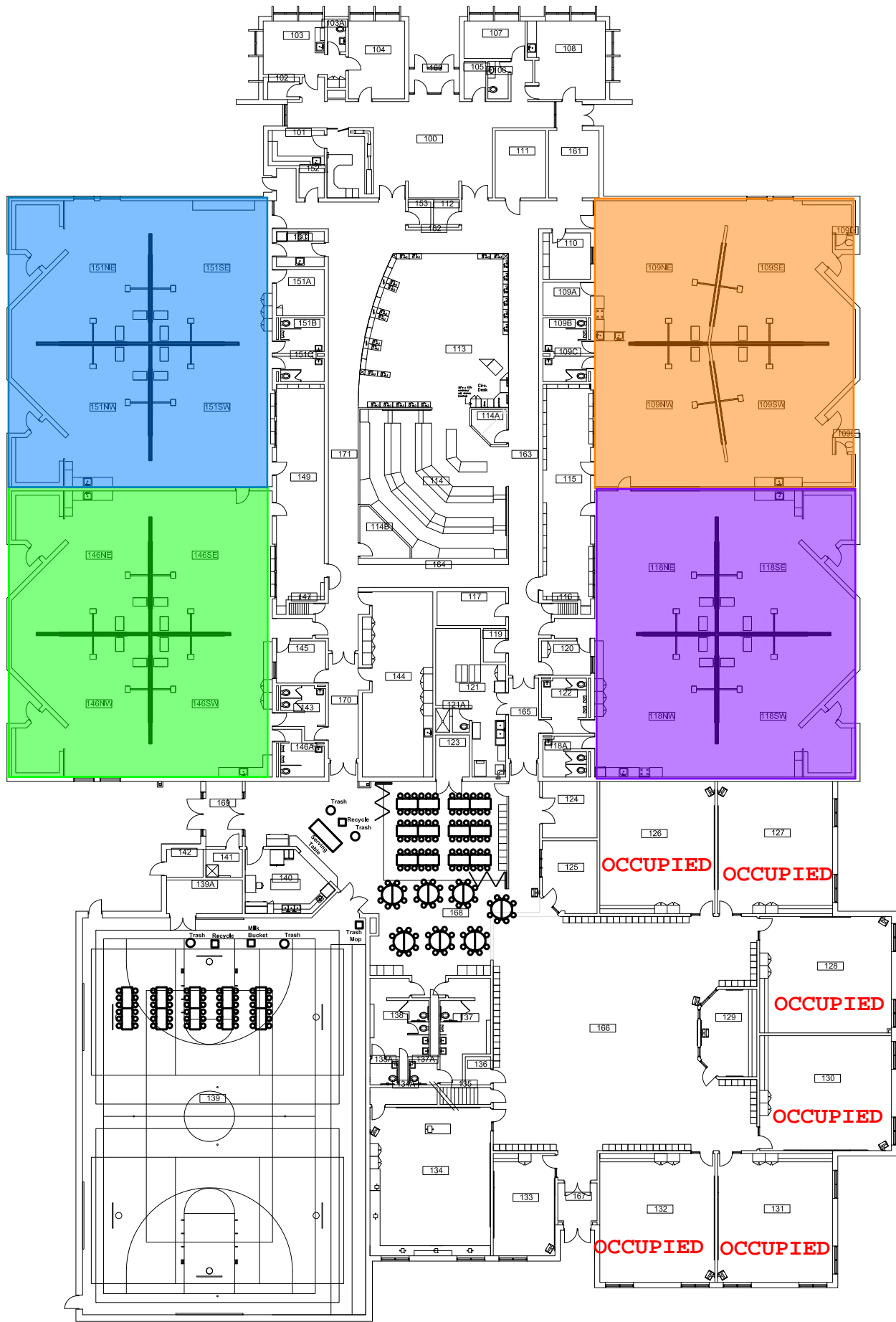
Grand Rapids Public Schools
 DRAWING UPDATED: 9-9-03
 ORIGINAL BUILDING: 1969
 ADDITION(S): 2003

SCHOOL ADDRESS:
 3859 CHAMBERLAIN SE
 GRAND RAPIDS, MI. 49508
 PH: 819.3095 FAX: 819.3099



Sherwood Park Elementary School

SITE SIZE
 14.78 Acres



SCALE: 0' 25' 50' 75' 100'

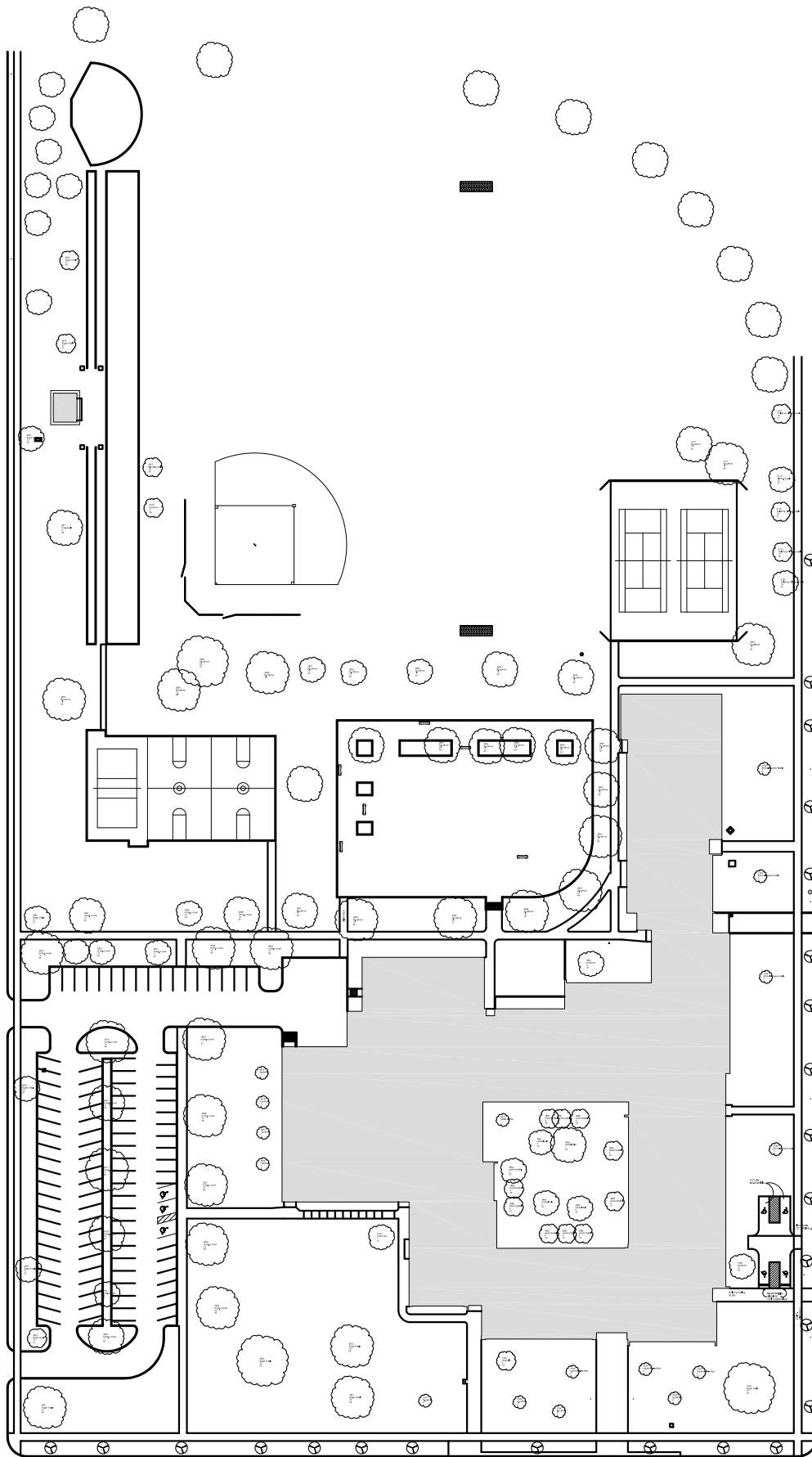
A.2



SWENSBURG AVENUE

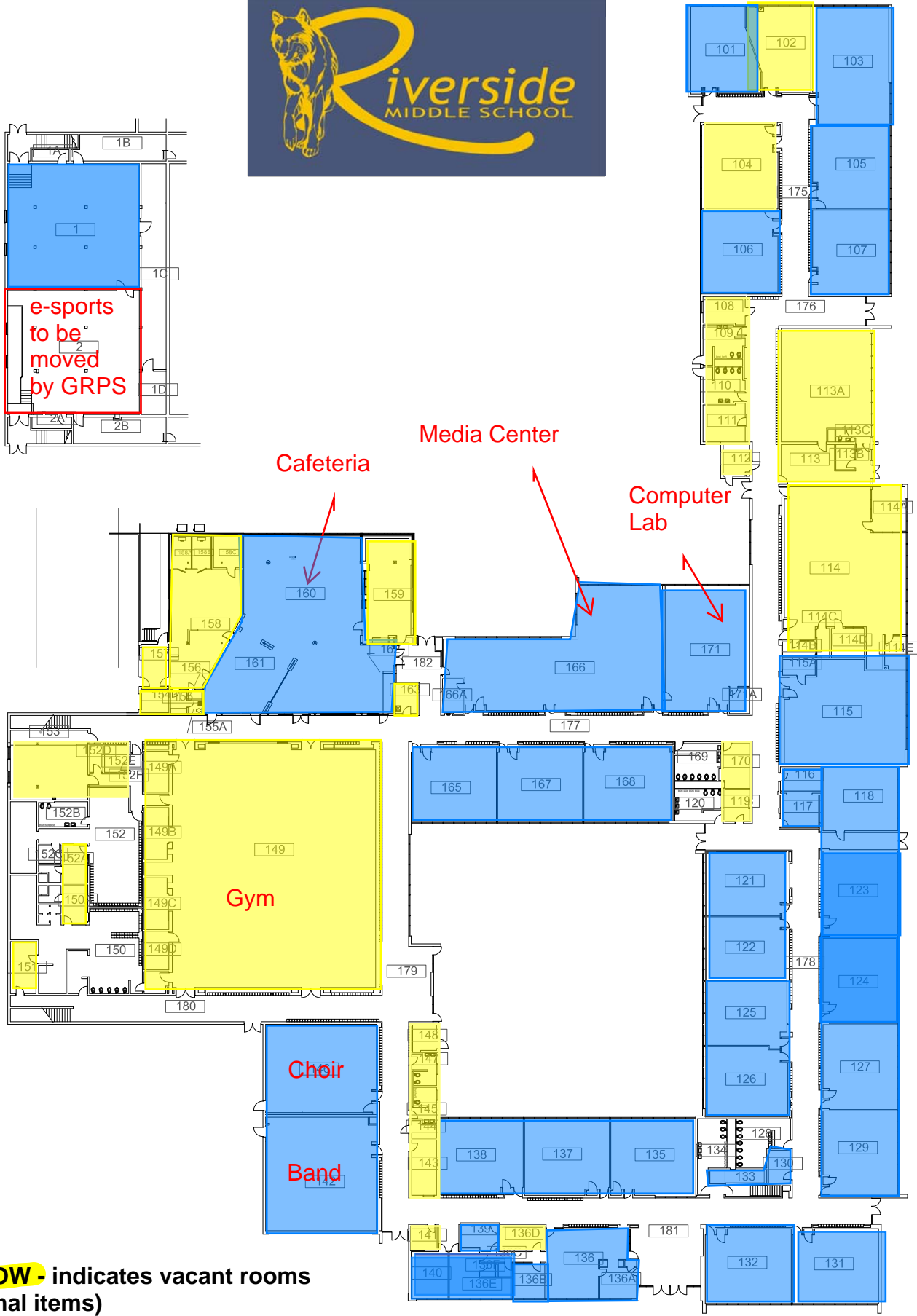
PROSPECT AVENUE

ELEANOR STREET



A.3





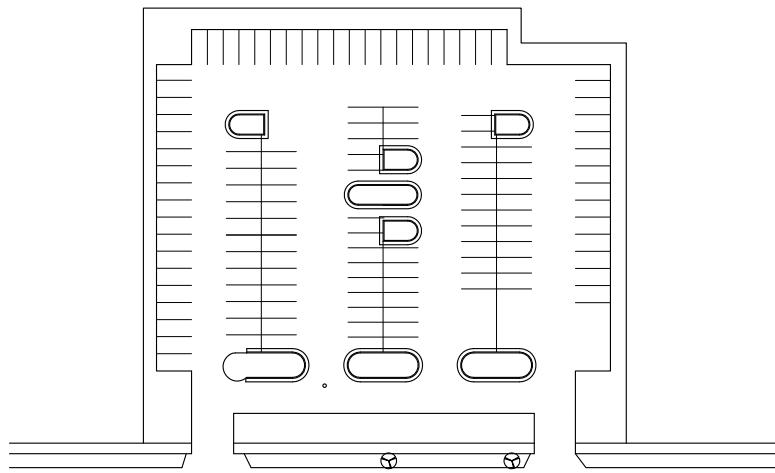
YELLOW - indicates vacant rooms (minimal items)

BLUE - indicates occupied spaces that are full

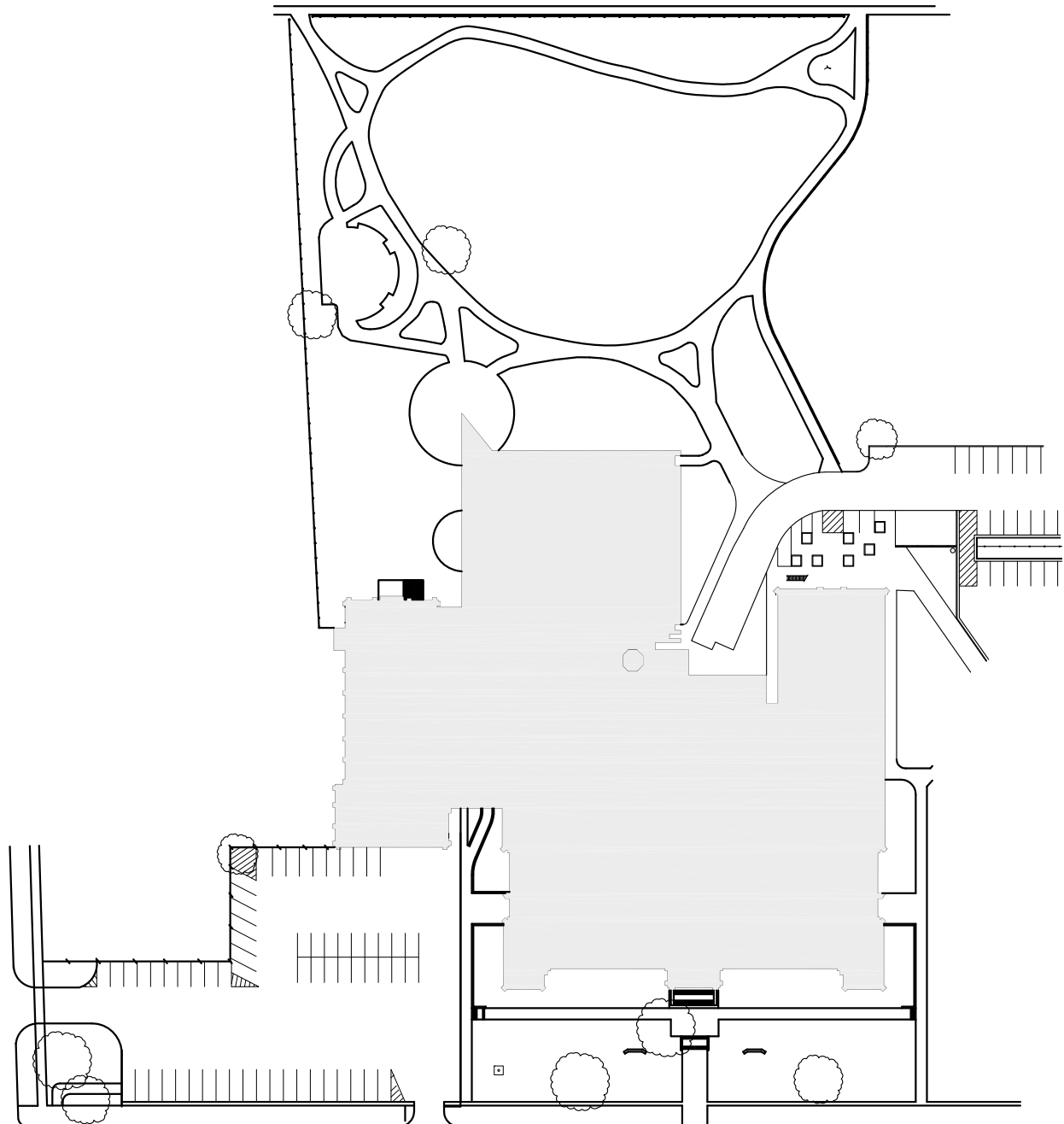


A.3

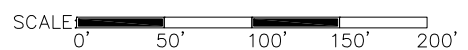




LYON STREET



FOUNTAIN STREET



A.4

Grand Rapids Public Schools
 DRAWING UPDATED: 5-7-03
 ORIGINAL BUILDING: 1910
 ADDITION(S): 1927, 1931, 1982

SCHOOL ADDRESS:
 421 FOUNTAIN ST. NE
 GRAND RAPIDS, MI. 49503
 PH: 819.2310 FAX: 819.2369

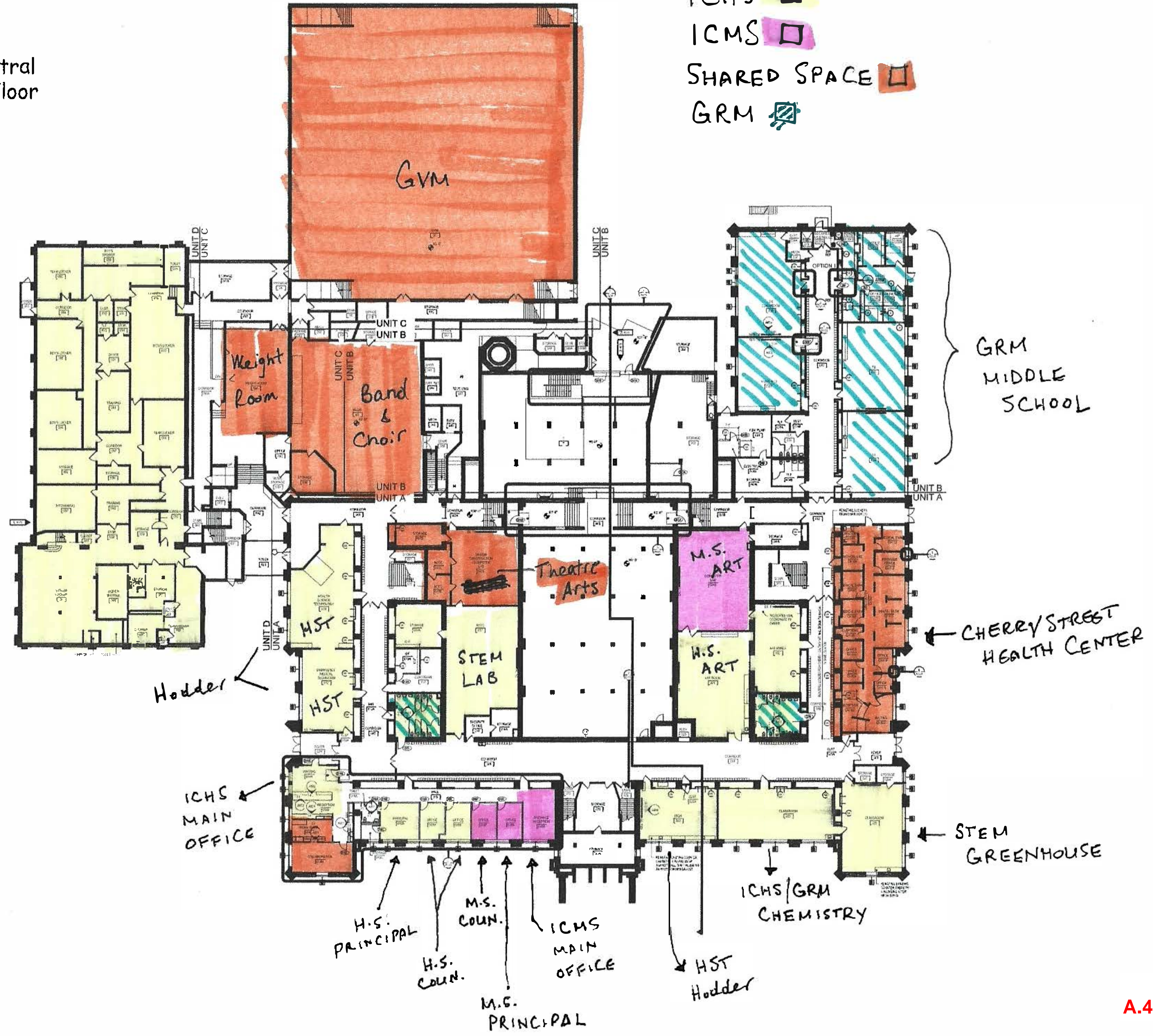


Central High School

SITE SIZE
 5.11 Acres

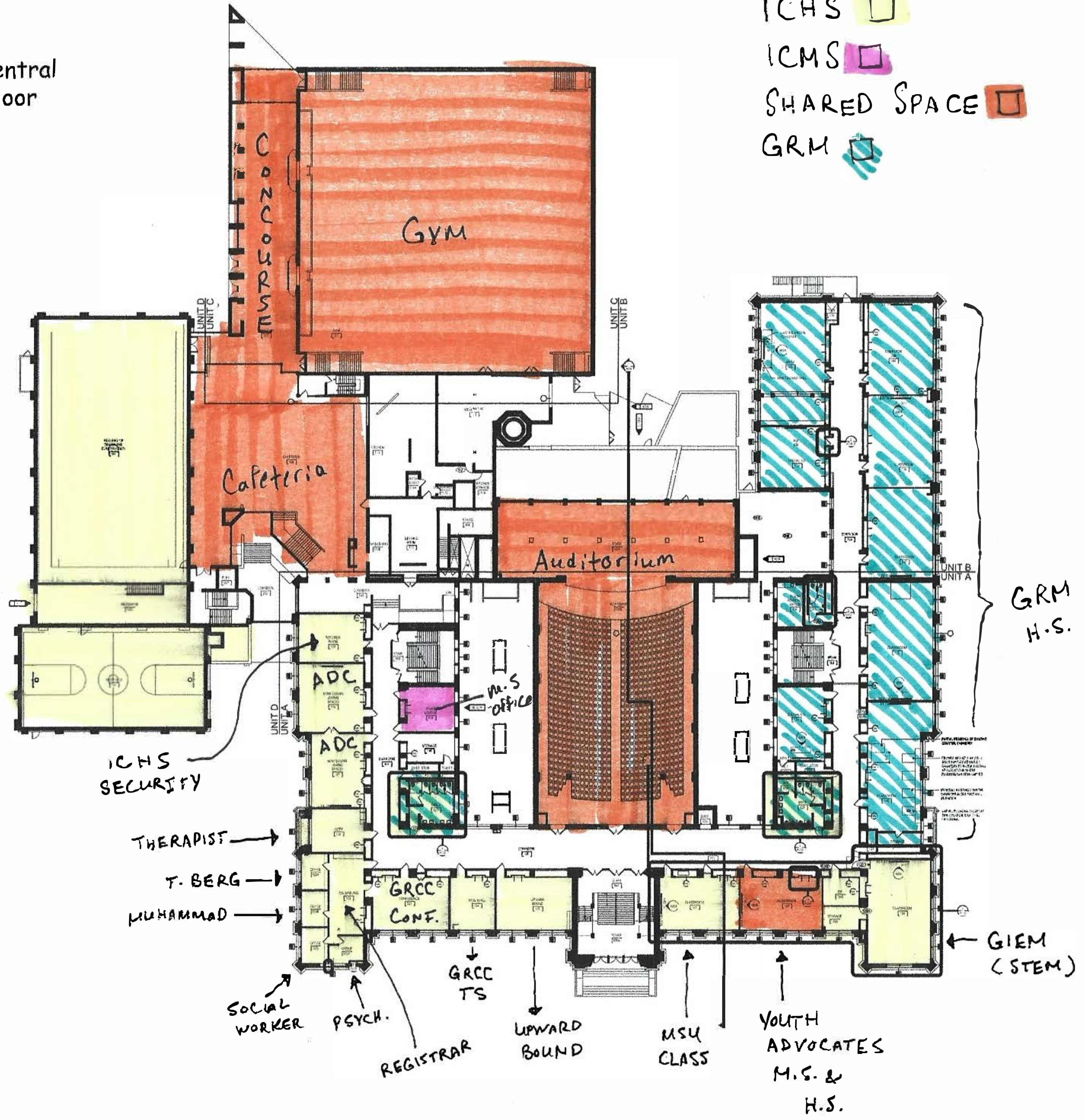
Innovation Central
2023 Ground Floor

- ICHS ■
- ICMS ■
- SHARED SPACE ■
- GRM ▨



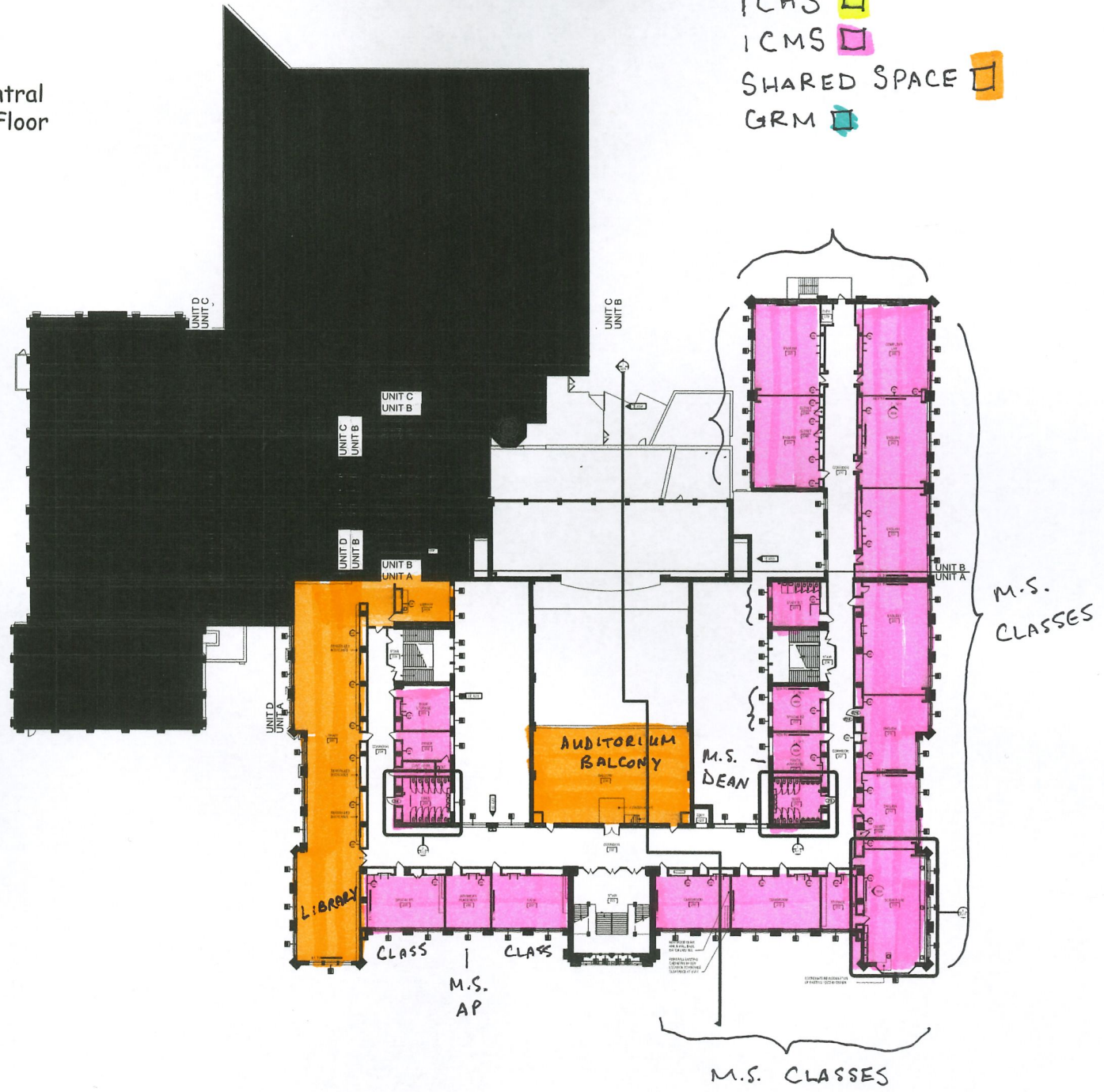
Innovation Central
2023 First Floor

- ICHS
- ICMS
- SHARED SPACE
- GRM



Innovation Central
2023 Second Floor

- ICHS □
- ICMS □
- SHARED SPACE □
- GRM □



MOVE MANAGEMENT CONTRACT

This Contract (“Contract”) is made on _____, 2025 (“Effective Date”), between **GRAND RAPIDS PUBLIC SCHOOL DISTRICT**, a Michigan general powers school district (“School District”), whose address is 1331 Martin Luther King Jr Street SE, Grand Rapids, Michigan 49506 and _____, a _____ (“Contractor”), whose address is _____ . The School District and Contractor may each be referred to herein as a “Party” and collectively as the “Parties.”

RECITALS

A. The School District issued a Request for Proposal for **Move Management Services** for the Work, as amended by Addendum No. 1 dated _____ (collectively the “RFP”) the purpose of which was to solicit proposals from qualified contractors to furnish to the School District all of the materials, equipment and labor and all other services required to provide Furniture Move Management Services as identified in the RFP and Drawing attached thereto (the “Work”).

B. In response, the Contractor submitted to the School District a Proposal dated _____, 2025 to perform the Work.

C. The Parties have engaged in negotiations concerning the Contractor’s Proposal. The School District-accepted portions of the Contractor’s Proposal together with written clarifications of the Parties, if any, are attached hereto, incorporated by reference and marked as **Exhibit A** (collectively referred to as the “Proposal”).

D. The Contractor is required to enter into a written contract in accordance with the School District’s written acceptance of its Proposal.

E. The Parties agree that certain terms, conditions and provisions of the Proposal must be further clarified, and that certain additional terms and conditions need to be expressly set forth by way of this Contract.

NOW THEREFORE, in consideration of the foregoing and the mutual covenants set forth herein, the Parties agree as follows:

1. THE CONTRACT DOCUMENTS

(a) Incorporation By Reference. The object of this Contract is to formalize in one document the complete agreement between the Parties, and to do so by specifically incorporating by reference into this Contract the Proposal and the post-Bid meeting minutes, if any, and by including certain additional necessary or appropriate Contract terms, particularly where the Contract terms agreed to by the Parties during the negotiation process do not correspond with the Proposal.

(b) In the event of any inconsistency, the provision that is most beneficial to the School District, as determined in the School District’s sole discretion, shall govern .

The Parties also agree that where there is not a conflict between any of the terms and conditions contained in the above-referenced Contract Documents, all of the Contract Documents shall be binding upon both Parties, except to the extent the exceptions contained in the Contractor's Proposal are not expressly accepted by the School District in writing and incorporated into this Contract.

2. TERM AND TERMINATION

(a) This Agreement shall commence as of the Effective Date and all Work hereunder shall be completed no later than _____, 2025 and shall be in compliance with the Project Schedule attached hereto as **Exhibit B**.

(b) Each Party shall have, in addition to all other remedies available to it, the right to terminate this Contract upon written notice to the other Party that the other Party has committed a substantial breach of any of its obligations herein and such substantial breach shall not have been cured or corrected within ten (10) days following written notice of the same. Furthermore, in addition to the rights of the School District under this Paragraph if the School District must regularly request that the Contractor cure breaches of this Contract, such circumstances shall be grounds for termination of this Contract for cause, even if each breach on its own would not be. Upon termination of this Contract by the School District for breach or default of the Contractor pursuant to this Paragraph, the School District shall be entitled to exercise any other right, remedy or privilege which may be available to it under applicable law or proceed by appropriate court action to enforce the terms of the Contract or to recover damages for the breach of this Contract. If this Contract is terminated in accordance with any of the provisions contained herein, all rights of the Contractor under this Contract shall cease. Regardless of the basis for termination, the School District shall neither be liable to, nor obligated to pay, the Contractor for any incidental or consequential damages or lost profits, or costs incurred for Work not actually performed.

(c) Notwithstanding anything contained herein to the contrary, the School District may terminate this Contract at any time and for any reason or no reason at all upon written notice to the Contractor.

3. PERFORMANCE OF SERVICES

(a) Contractor agrees that the individuals assigned to provide Work under this Agreement, whether by Contractor directly or authorized subcontractors, consultants, or agents, will adhere to applicable professional standards and will perform all Work in a manner consistent with generally accepted proficiency and competency for the type and nature of work rendered.

(b) Contractor's employees assigned to provide Work shall be fully certified, licensed and approved as necessary to lawfully perform the Work. Contractor and its employees shall at all times comply with applicable federal, state and local laws, rules, regulations and policies, including but not limited to the Revised School Code, the Iran Economic Sanctions Act, the Michigan Occupational Safety and Health Act, and applicable board policies of the School District.

(c) Contractor is expected to coordinate the timing, location, and performance of Work with the School District. The intent of this paragraph is not to direct the Contractor's work,

but only to ensure the efficient and smooth performance of same in light of the School District's ongoing operations. The Contractor shall cooperate and coordinate with any other contractors working on the School District's overall project to ensure a seamless and efficient installation of improvements.

(d) If the Contractor shall neglect to perform the Work properly, or refuse to remedy any defects in the Work, or in any manner fail to perform any provision of the Agreement, the School District, after 24 hours' notice to the Contractor, may correct such deficiencies at Contractor's cost and may deduct the cost thereof from any payment due the Contractor. The remedy described in this section is not exclusive and shall have no effect on the School District's ability to seek recovery at law or in equity.

4. INSURANCE

The Contractor shall maintain, at its expense, during the term of this Contract the following insurance:

(a) Worker's Compensation Insurance with statutory limits.

(b) Employer's Liability Insurance as follows:

Each Accident	\$ 2,000,000
Disease-Policy Limit	\$ 2,000,000
Disease-Each Employee	\$ 2,000,000

(c) Comprehensive General Liability Insurance as follows:

	<u>Each Occurrence</u>	<u>Aggregate</u>
Bodily Injury Liability	\$ 1,000,000	\$3,000,000
Property Damage	\$ 1,000,000	\$3,000,000
OR		
Bodily Injury & Property Damage Combined	\$1,000,000	\$3,000,000

(d) Comprehensive General Liability Insurance as follows:

	<u>Each Occurrence</u>	<u>Aggregate</u>
Bodily Injury Liability	\$ 1,000,000	\$3,000,000
Property Damage	\$ 1,000,000	\$3,000,000
OR		
Bodily Injury & Property Damage Combined	\$1,000,000	\$3,000,000

	<u>Each Occurrence</u>	<u>Aggregate</u>
True Commercial Umbrella Coverage	\$1,000,000	\$3,000,000
Environmental Pollution Coverage	\$1,000,000	

(e) If Subcontractors are used, the Comprehensive General Liability policy shall include coverage for independent contractors.

(f) Automobile Liability insurance as follows:

	<u>Each Occurrence</u>
Bodily Injury (Per Person)	\$ 1,000,000
Bodily Injury (Per Accident)	\$ 1,000,000
Property Damage	\$ 1,000,000
OR	
Bodily Injury & Combined Damage	\$3,000,000

(g) All insurance policies shall be issued by companies licensed to do business in the State of Michigan. The companies issuing the policies must be domestic (on-shore) companies and have an A Best's rating for each of its insurance carriers at A-VII or better.

(h) The Contractor shall be responsible for payment of all deductibles contained in any insurance policy required in this Contract.

(i) Other requirements: Before performing any services, the Contractor shall provide the insurance coverages, required herein, to the School District and must indicate:

1. "Grand Rapids Public School District" is endorsed as an additional insured on the General Liability policies.

2. The policy is to include products and completed operations, cross liability, broad form property damage, independent bidders, and contractual liability coverage. The policy shall be endorsed to provide thirty (30) days written notice to the School District of any material change of coverage, cancellation, or non-renewal of coverage.

3. The following language shall be indicated on all certificates of insurance: "The Grand Rapids Public School District, its elected or appointed officials, employees and agents assigned under the contract; including, but not limited to products, completed operations and broad form contractual liability coverage."

5. CONTRACTOR'S COMPENSATION

(a) Based upon the School District's Request for Proposal, Drawings and Specifications, and the Contractor's Proposal, the School District shall pay the Contractor for its Work as follows:

For the Move Management Services Work described herein, the Lump Sum fee of _____ and 00/100 Dollars (\$_____).

(b) Under no circumstances shall the Contractor be entitled to payment for services performed on an hourly basis, or for additional services, without the prior written consent of the School District.

(c) Invoices shall be submitted no more frequently than monthly and shall coincide with the value of work performed. The School District will remit payment on undisputed invoices or undisputed portions of invoices within thirty (30) days of receiving the invoice, but in no event shall a payment be made if such payment will result in the Contractor receiving an amount that exceeds the value of services performed to date. Notwithstanding the foregoing, the School District shall have no obligation to make any payments until Contractor provides all insurances required by this Agreement.

(d) The School District shall be entitled to retain ten percent (10%) of any amounts due under this Paragraph 4 until the Contractor has successfully and finally completed its Work. Further, the School District may withhold amounts from any payments due Contractor as a setoff or recoupment for damages or losses incurred by the School District due to the Contractor's negligent acts or omissions or the Contractor's breach of the Contract Documents.

6. INDEMNIFICATION

(a) Indemnification. The Contractor shall indemnify and hold harmless the School District, its board members in their official and individual capacities, administrators, its successors, assigns, employees, and agents (the "Indemnities") from and against any and all claims, costs, expenses, damages, and liabilities, including reasonable attorney's fees, to the extent caused in whole or in part by or arising from (i) the negligent acts or omissions of the Contractor, its officers, directors, employees, agents, or subcontractors; (ii) any breach of the terms of the Contract Documents by the Contractor; or (iii) any breach of any representation or warranty by the Contractor under the Contract Documents. The Contractor shall notify the School District by certified mail, return receipt requested, immediately upon knowledge of any claim, suit, action, or proceeding for which the School District or one or more of the Indemnities may be entitled to indemnification under this Contract. The Contractor shall not be responsible for indemnifying an Indemnitee for the Indemnitee's negligence, but shall remain responsible to the fullest degree of Contractor's fault.

7. MISCELLANEOUS

(a) **Notices.** All notices hereunder shall be in writing and shall be effective when sent by facsimile or electronic mail (provided, however, that any notice which could materially affect the rights of either Party shall also be sent by certified mail as provided herein) or certified mail, return receipt requested, addressed to the addresses written below, or to such other address as either Party may have last designated in writing in the manner herein provided. Such notice shall be deemed given when received, but in any event no later than five (5) days after being deposited with the U.S. Postal Service. All notices shall be sent to the following address:

If to the Contractor: _____

Attn: _____

If to the School District: Grand Rapids Public School District
1331 Martin Luther King Jr St SE
Grand Rapids, MI 49501
Attn: Alex Smart,
Executive Director of Facilities and Operations

Copy To: Plante Moran Realpoint, LLC
634 Front Avenue NW, Suite 400
Grand Rapids, MI 49504
Attention: Jenae Kuipers

(b) **Assignment.** This Contract and any other interest herein may not be assigned or transferred, in whole or in part, by either Party without the prior written consent of the other Party, which consent shall not be unreasonably withheld, and any assignment or transfer without such consent shall be null and void. This Contract shall be binding upon the successors, and subject to the above, assigns of either Party.

(c) **Severability.** If any provision of this Contract is held invalid or unenforceable, the remainder of this Contract shall nevertheless remain in full force and effect. If any provision is held invalid or unenforceable with respect to particular circumstances, it shall nevertheless remain in full force and effect in all other circumstances.

(d) **Independent Contractor; No Joint Venture.** It is expressly agreed that the Contractor is acting hereunder as an independent contractor and under no circumstances shall any of the employees of either Party be deemed the employees of the other for any purpose. This Contract shall not be construed as authority for either Party to act for the other Party in any agency or other capacity or to make commitments of any kind for the account of, or on behalf of, the other Party, except to the extent, and for the purposes, expressly provided for and set forth herein, and no partnership or joint venture is created hereby.

(e) **Modifications.** No provision of this Contract or any Exhibit hereto may be modified without the prior written consent of both Parties.

(f) Captions. The captions used in this Contract are for convenience only and shall not affect in any way the meaning or interpretation of the provisions of this Contract.

(g) Governing Law. This Contract shall be construed in accordance with, and its performance governed by, the laws of the State of Michigan. The Parties hereby agree to the exclusive jurisdiction and venue of courts sitting in Kent County, Michigan.

(h) Taxes. Contractor is responsible for sales taxes and any other applicable taxes related to the Work provided under this Contract.

(i) Nondiscrimination. Contractor shall not discriminate against an employee or applicant for employment with respect to hire, tenure, terms, conditions, or privileges of employment, or a matter directly or indirectly related to employment, because of race, color, religion, national origin, age, sex, sexual orientation, gender identity or expression, height, weight, or marital status and other employment matters described by Title VII of the Civil Rights Act of 1964 (Pub. L. 88-352). Breach of this covenant may be regarded as a material breach of the agreement.

(j) Entire Agreement. This Contract and all Exhibits and documents incorporated herein by reference constitute the entire agreement between the Parties, and supersedes all previous agreements, whether written or oral.

- Exhibit A – Vendor’s Proposal
- Exhibit B – Project Schedule
- Exhibit C – Vendor’s Certificate of Insurance

IN WITNESS WHEREOF, the undersigned have caused this Contract to be duly executed on the dates indicated below.

GRAND RAPIDS PUBLIC SCHOOL DISTRICT,

SCHOOL DISTRICT *(Signature)*

CONTRACTOR *(Signature)*

Alex Smart,
Executive Director of Facilities and Operations

(Printed name and title)

(Printed name and title)

(date)

(date)

VENDOR'S PROPOSAL

EXHIBIT B

PROJECT SCHEDULE

Attachment D.1 – Move Services Proposal Form

BIDDER: _____

BIDDER'S ADDRESS: _____

BIDDER'S MAIN CONTACT FOR PROPOSAL: _____

MAIN CONTACT'S PHONE NUMBER: _____

MAIN CONTACT'S EMAIL ADDRESS: _____

All proposals submitted may not be withdrawn and shall be irrevocable for a minimum period as defined in this RFP. Any work outlined in Project Scope and not completed will be credited back per rates as noted.

A. ADDENDA

This proposal includes information for the following addenda:

ADDENDA NO. _____ DATED _____

ADDENDA NO. _____ DATED _____

B. PROPOSAL COSTS

a. Proposes to provide a Not-to-exceed fee for services as follows:

Move Coordinator for full relocation of Kenosha Elementary (Building A)* \$ _____

Building A – Physical Move Services \$ _____

(for full removal/re-population of content/ furniture to Sherwood Building)

Building A – Onsite Trailer storage for _____ units for 12 months \$ _____

TOTAL Not-To-Exceed price Building A \$ _____

ALTERNATE 1 (Bldg A) : Provide packing support for all non-instructional/
auxiliary spaces (excluding pool) \$ _____

ALTERNATE 2 (Bldg A) : Provide packing support for POOL ONLY \$ _____

Move Coordinator for full relocation of Riverside (Building B)* \$_____

Building B – Physical Move Services \$_____

(for full removal/re-population of content/ furniture to Innovation Central HS Building)

Building B – Onsite Trailer storage for _____ units for 12 months \$_____

TOTAL Not-To-Exceed price Building B \$_____

**ALTERNATE 3 (Bldg B) : Provide packing support for all non-instructional/
auxiliary spaces** \$_____

The above costs are to be inclusive of all costs including labor, materials, taxes, warehousing, delivery, overhead & profit, etc. *Please note: If a move coordinator as described in this RFP for the full relocation of the school buildings is not something your firm can manage, please fill in \$0 and provide clarification or exclusion language within your proposal. GRPS will still consider physical move services ONLY proposals.

b. UNIT RATES (Provide Unit rates for any future adjustments): Please use Labor and Materials Rate Tables Below:

LABOR & TRUCK HOURLY RATES	2025	Unit
Mover – ST rate per hour		per hour
Mover – OT rate per hour		per hour
Mover – Sunday rate per hour		per hour
Driver – ST rate per hour		per hour
Driver – OT rate per hour		per hour
Driver – Sunday rate per hour		per hour
Installer – ST rate per hour		per hour
Installer – OT rate per hour		per hour
Installer – Sunday rate per hour		per hour
Supervisor – ST rate per hour		per hour
Supervisor – OT rate per hour		per hour
Supervisor – Sunday rate per hour		per hour
Project Manager – ST rate per hour		per hour
Project Manager – OT rate per hour		per hour
Project Manager – Sunday rate per hour		per hour
Truck Rate – ST rate per hour		per hour
Truck Rate – OT rate per hour		per hour
Truck Rate – Sunday rate per hour		per hour

Storage Trailer Mobilization Rate (defined as delivery AND pick up)		Each
Storage Trailer Rental (on site)		Per month
Storage Trailer Rental (off site)		Per month
Additional Insurance - Cost per \$1,000 Declared		

MATERIALS SUMMARY*	\$ amt	Unit
Book Carton (1.5 cft)		Per box
Pop-up Tote (3.0cft)		Per box
Artwork box - Rent		Per box
Artwork box - Buy		Per box
Other Box – Rent		Per box
Other Box – Buy		Per box
Speed Pack - Rent		Per pack
Speed Pack - Buy		Per pack
Door Protection		
Elevator Protection		
Moving/Packing Tape		Per roll
Labels (300 count)		Per package
Static Free Bubble Wrap		Per foot
Moving Pads/Blankets		

Notes:

1. Attach standard unit rate sheet for any additional miscellaneous materials and equipment/supplies needed that are not listed in table above.
2. Personnel rates include the salaries of personnel and the portion of the cost of their mandatory and customary contributions and benefits related thereto, such as employment taxes and other statutory employee benefits, insurance, sick leave, holidays, vacations, pensions, and similar contributions and benefits (continued next page).
3. Personnel rate increases are limited to three (3%) percent per year. Hourly Rates shall be based on a forty (40) hour work week/salaried position and while the PSRs personnel may work overtime, the Owner shall never be charged overtime rates.

c. FIRM INFORMATION

Total Number of Available Labor Force	
Total Number of Drivers Available	
Current Number of School Bond Projects Scheduled for Summer 2025	

The undersigned has carefully examined the bid documents, including the instructions to Offerors, general conditions to the contract, special conditions, specifications, drawings and any and all addenda issued, and agrees to be bound by all requirements thereof in the submission of this proposal, and in the performance of the contract if awarded to him on this proposal.

SIGNATURE

Dated this ____ day of _____, 20 ____.

FIRM NAME: _____

BY: _____
Signature

Position/Title

_____, being duly sworn, deposes and says that the information provided herein is complete so as not to be misleading.

Subscribed and sworn before me this _____ day of _____, 20 ____.

NOTARY PUBLIC: _____

MY COMMISSION EXPIRES: _____

Proposal Checklist

- Bid Proposal Form (this document)
- Familial Disclosure Statements
- Iran Disclosure Statement
- Non-Collusive Affidavit
- Equal Opportunity Form
- Criminal Background Disclosure Affidavit
- Debarment and Suspension Certificate/Affidavit