



Addendum 1

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FACILITIES AND OPERATIONS

Date: April 11, 2025
Project: Grand Rapids Public Schools 2023 Bond Projects
Moving and Coordination Services RFP for KenOsha & Riverside Programs

Attachments:

Attachment A: Pre-proposal meeting sign-in sheets - Riverside & KenOsha
Attachment B: KenOsha Floorplan_04102025

RFP Clarification Items:

Move Coordinator Responsibilities Clarifications:

1. Overall intent of Move Coordinator role is to have a dedicated personal that is following up with staff & principals, ensuring all move requirements are met, tracking per the timeline and detailing the move process. Plante Moran Realpoint will not be a part of managing and coordinating the move details. A hired move coordinator will be responsible for overseeing and manage as defined in the RFP responsibilities.

Physical Move Vendor Responsibilities Clarifications:

1. Refer to RFP Item 1: Storage trailer cost to be broken out on proposal form as indicated. Offeror to estimate number of storage units needed to store 50% of building contents in on-site storage trailer(s) for 12 months at Riverside and 25% of building contents located within the NW Area of KenOsha Building. **(Refer to Attachment B issued with this Addenda 1.)**
2. Refer to RFP Item 4: Offeror to provide the labor to dispose items.
3. Refer to RFP Item 10 a. & c. within the RFP. It was clarified during the walk through that the YELLOW floorplan areas noted for KenOsha and Riverside do not mean there are no items in these rooms. Simply that there is no staff currently using. Base bid to include emptying of ALL items out of the building, unless otherwise noted.
4. Refer to RFP Item 11: GRPS has confirmed they are providing tape and standard size boxes for staff to pack books and classroom supplies. Offeror to include ALL labels necessary. Larger items such as laminators, paper cutters, etc. should be moved by the offeror and include any necessary protection as not to damage.
5. Refer to RFP item 18: Built-in casework physically screwed to walls will stay in place. Music (band & choir) equipment, including the piano(s) will be moved out of KenOsha to Sherwood, however Riverside music equipment should be stored withing the building. Offeror to properly relocate & protect for storage as needed.
6. Refer to RFP item 19: This is also inclusive of any pop/drink vending machines. GRPS to also remove all technology related items, including but not limited to projectors, computers, printers & phones.
7. Refer to RFP item 28: Offeror to provide dumpsters on site. Offeror also to include hauling away donations.
8. Offerors to assume all items will be disposed of/donated that are in the unused SE Wing of KenOsha building. **(Refer to Attachment B issued with this Addenda 1.)**
9. Offerors to assume all Food Service equipment items will be stored onsite within a designated location inside the building. Offeror to be responsible for properly decommissioning and protecting for storage.
10. Offerors to plan to move out or coordinate disposal of all miscellaneous appliances. This includes but is not limited to full-sized refrigerators, mini refrigerators, microwaves & other small appliances. (i.e in teachers' lounge/health room/etc.)
11. GRPS will clean out janitorial supply closets.
12. GRPS will empty ICHS 2nd floor classrooms to prepare for Riverside classroom relocation. Base bid should assume move-in and set-up within empty spaces.
13. GRPS will empty Sherwood areas as needed for KenOsha relocation. Base bid should assume move-in and set-up within empty spaces.

14. Media Center (Riverside) Circulation Desk is intended to be stored within the building. Offeror and include moving to designated location within building and providing any necessary protection as to not damage. Offeror to assume moving all books, textbooks, and mobile carts out of the building. All other media center furniture to assume to be stored.
15. Media Center (KenOsha) Offeror to assume moving all books, textbooks, and mobile carts out of the building. All media center furniture tables, chairs, and circulation desk to assume to be stored.
16. Cafeteria tables (Riverside) Offeror to include relocating 10 tables from Riverside and the remainder will be stored onsite with the food service equipment.
17. Offeror to include relocating all cafeteria tables at KenOsha to Sherwood.
18. Offeror to include tightening desk screws as a part of final set up.
19. Whiteboards and Tackboards attached to walls will stay in place. GRPS to salvage/relocate as necessary.
20. GRPS to move any secure documents.
21. GRPS facilities will disassemble all systems furniture and label for offeror to move to designated location. GRPS facilities will disconnect all electrical prior to moving out.
22. Offeror to leave courtyards as is. Nothing planned to be moved within these areas.
23. GRPS to remove shelving in the pool area at KenOsha. Base bid to include moving out all items. Offerors to assume all items will be disposed of and/or donated. After further review alternate 2 on proposal form does not look to be applicable.
24. KenOsha Room 27 -- Offeror to remove & dispose of single workstation wall.
25. KenOsha Room 26 -- Pallet of rocks can be assumed to be removed by staff prior to moving out.

General Clarifications:

1. The following Insurance updates are to be incorporated within Attachment B Contract Documents that were issued within the RFP:

Item 4. INSURANCE: The CGL requirement must stipulate “*not excluding sexual harassment and molestation*” coverage.

RFIs:

1. **Would you prefer the storage on – site while the remodel happens?** Yes, that is the intent –however GRPS does not know at this time how much will need to be stored. Therefore, on the proposal form we have asked to break out this price should we not be able to identify enough space within the building for items needing to be kept.
2. **Will price be the main deciding factor in the decision to award the move?** Refer to RFP Item E. Submittal requirements. The selection process will be a combination of team, experience and cost.
3. **Will diversity be considered in awarding the move?** Per the RFP it is a factor of consideration.
4. **How will you address change forms and additional payment if something is added to the project?** We will address via an amendment to the contract per the unit pricing. Refer to RFP item 8 & 12 under Physical Move Vendor responsibilities. We have identified some unit pricing on the proposal form as well as asking to attach any additional that you feel might be necessary for this move for that purpose.
5. **Will the goods be separated as to where the goods will go, storage, temporary location, donate, or dump the goods not needed. Will the mover be involved in this process?** Refer to RFP item 6 under Move Coordinator responsibilities. This is the intent of the walk on June 5th. The move coordinator will be involved in ensuring all items are designated prior to the move out.
6. **Will the mover have to get involved in the labeling of the items to be moved?** Refer to RFP Move Coordinator responsibilities. The move coordinator will work with District to ensure labeling is completed as necessary.
7. **Would it be better to just store the goods on-site and in trailers as we will not have to handle it more than 2 times?** All active classrooms will have to move to the other school(s) as identified in the RFP so the current staff can use their items for the upcoming 2025-2026 school year. For the items remaining that do not move with the current staff it has not been determined what items will be disposed of and what items will be stored --- which is why we are asking to break out an on-site trailer storage price to use more as an allowance on the proposal form.
8. **Are they self-insured?** GRPS is self-insured and will cover all storage units on site.
9. **Will we be required to wear safety gear?** None of the locations plan to be an active construction site during the moves, however the expectation is for the awarded moving company to meet all necessary safety requirements per their own company’s safety policies.

Proposals are due, Tuesday, April 15, 2025 @ 11:00am. This date remains unchanged.

END OF ADDENDUM