



# MOVE SERVICES



**MT. VERNON**  
COMMUNITY SCHOOL CORPORATION

Issued: 3.10.25

**Due: 3.31.25**

## **Origins**

8414 N 200 W, Fortville, IN 46040  
7177 N 600 W, McCordsville, IN 46055  
5694 W 300 N, Greenfield, IN 46140  
1862 IN-234, Fortville, IN 46040

## **Destinations**

8367 N 200 W, Fortville, IN 46040  
8414 N 200 W, Fortville, IN 46040

## **Move Dates**

Phase 1- TBD  
Phase 2- TBD  
Phase 3- TBD



## **MVCSC**

Request for Proposal: Move Services

---

### **TABLE OF CONTENTS**

1. Notice to Bidders
2. Bid Scope Schedule
3. Project Description
4. Mover Rules & Regulations
5. Bidder List
6. Bid Submittal Sheet

## MVCSC

### Request for Proposal: Move Services

---

## 1. NOTICE TO BIDDERS

This Request for Proposal (RFP) provides for the transportation and related moving services to relocate Elementary, 5<sup>th</sup>, 6<sup>th</sup>, and STEM classrooms to designated locations.

No contact should be made during this process with the owner, MVCSC, during the assembly of this package.

**\*\*The contract agreement shall be with MVCSC.**

Relocation Strategies must receive an electronic submittal of your Bid Submittal and of the Move RFP Submittal Sheet via email.

**BID PACKAGES ARE DUE: Monday, March 31<sup>st</sup>, 2025.**

All packages shall be emailed directly to: Relocation Strategies  
Julie Hutcheson  
[jhutcheson@relostrategies.com](mailto:jhutcheson@relostrategies.com)  
317-202-0000 ex #103

## MVCSC

### Request for Proposal: Move Services

## 2. TENTATIVE BID SCOPE SCHEDULE:

<b>MARCH 2025</b> <ul style="list-style-type: none"> <li>March 10<sup>th</sup>-14<sup>th</sup>: Move Instructions distributed to all schools</li> <li>March 10<sup>th</sup>-14<sup>th</sup>: Move Boxes distributed to all schools</li> <li>March 10<sup>th</sup>-14<sup>th</sup>: Move RFQ Distributed to Move Vendors</li> <li>March 17<sup>th</sup>-28<sup>th</sup>: SPRING BREAK</li> <li>March 17<sup>th</sup>-28<sup>th</sup>: Pre-Bid Walk-Thru with Movers</li> <li>March 17<sup>th</sup>-28<sup>th</sup>: Teacher's can start to pack and purge</li> <li>March 31: Move Bids Due</li> </ul>	<b>JULY 2025</b> <ul style="list-style-type: none"> <li>TBD: McCordsville Elem. Move (5<sup>th</sup> &amp; 6<sup>th</sup> grade)</li> <li>TBD: Middle School Move (6<sup>th</sup> grade)</li> <li>TBD: Move Furniture around tagged in GYM's</li> <li>TBD: Take the remaining furniture to the dump</li> <li>July 31<sup>st</sup>: Move must be completed</li> </ul>
<b>APRIL 2025</b> <ul style="list-style-type: none"> <li>April 4: Vendor Awarded for Move</li> <li>April 11: Move Spreadsheet Due for New 5<sup>th</sup> &amp; 6<sup>th</sup> grade room assignments</li> <li>TBD: Project Meetings Begin</li> </ul>	<b>AUGUST 2025</b> <ul style="list-style-type: none"> <li>August 1-5: Teacher Days (Non-student days)</li> <li>August 6: First Student Day</li> </ul>
<b>MAY 2025</b> <ul style="list-style-type: none"> <li>On-going: Create Move Signs/Directionals for Move Vendor</li> <li>May 30 or Prior: Hang Move Signs/Directionals for Move Vendor</li> <li>May 23: Mover to drop off Trash Bins/Speed Packs for purging items not needed</li> <li>May 26: MEMORIAL DAY (No School)</li> <li>May 29: Last Student Day</li> <li>May 30: Teachers have everything packed up by the last day of school</li> </ul>	
<b>JUNE 2025</b> <ul style="list-style-type: none"> <li>June 02: Move begins at Current Fortville Elementary School to the New Elementary School (Kindergarten – 4<sup>th</sup> Grade)</li> <li>Coordinate Walmart and Internal Moves/Cleaning to receive items</li> <li>TBD: Mount Comfort Elem. School Move (5<sup>th</sup> &amp; 6<sup>th</sup> grade)</li> </ul>	

**Dates and times are subject to change.**

## MVCSC

### Request for Proposal: Move Services

---

## 3. PROJECT DESCRIPTION

This project includes the relocation of the Fortville Elementary School to the New Fortville Elementary School (several phases), *the OLD Fortville Elementary School becomes the NEW Fortville Intermediate School 5<sup>th</sup>-6<sup>th</sup> Grade*, move 5<sup>th</sup> Grade and STEM from Mt. Comfort Elementary School and 6<sup>th</sup> Grade from Mt. Vernon Middle School to NEW Fortville Intermediate School. For **estimating** purposes, please use the following information:

1. **Employees Box Allocation: (Estimates only where provided and subject to change)**
  - a. Each classroom has been allocated an estimate of (20) boxes each, or what you deem fit.
  - b. Box estimate does not include auxiliary items (ie. files, supplies, etc.)
2. **Furniture & Equipment Items: (Estimates only where provided and subject to change)**
  - a. Furniture from existing Elementary school and other Elem. schools not being used should be placed in the café for others to pull from if needed to complete classrooms before taking remaining items to the dump.

### General Information

1. Computers/Printers/Phones: All remain in existing locations. Staff will move their own laptops.
2. Miscellaneous Equipment: Copiers, large format printers and shredders will remain in current locations.
3. Trash Cans: Will remain in existing locations.

### General Information for Move

1. Packing Materials: Include cardboard self-close moving boxes and packing material where required. Speed Packs will be provided May 23<sup>rd</sup> for purging, and for actual Move.
2. Move Schedule: Refer to the schedule above in Section 2 for dates of move. Move from the existing Fortville Elem. School location starting at 8:00 AM on June 2nd. Provide a detailed move schedule with your RFP response indicating

## MVCSC

### Request for Proposal: Move Services

---

- your plan on completing this move on time. This schedule will need to include start times, end times, crew numbers and equipment required per day.
3. Contingency Planning: Mover will commit to moving schedule if move is delayed. The same sequence of days would still be intact, however, pushed back with the understanding of no Holiday or overtime work required.
  4. Out of Scope/Additional Services: The mover shall be responsible for notifying Relocation Strategies of any work that will be considered out of scope prior to completion of that work. All out of scope work shall be detailed with date of work, crews completing work, duration of work and detailed description of work completed. Any out-of-scope work not detailed in this way will be considered as included as part of the not-to-exceed cost of this Move RFP.

## 4. MOVER RULES & REGULATIONS

1. Conditions of Move: The mover will be responsible for verifying and incorporating all general site conditions in to the “Total Cost of Services” and planning of the move.
2. Access:
  - a. Origin: Street/ Parking Lot access (Front Door)
  - b. Destination: Street/Parking Lot access (Dock Access)
3. Building Protection: **Prior to performing any moving services, the moving company will ensure that the proper quantities of building protection materials are delivered and installed.**
  - a. Origin – All protection is responsibility of Mover in all areas of travel.
  - b. Destination – All protection is responsibility of Mover in all areas of travel.
  - c. A detailed list of how you will protect the new location from damage is required. Example: All marble/tile floors will be covered in Masonite. All corners will be corner wrapped. Carpets will be protected in main aisles with shrink wrap, etc.
  - d. Mover is responsible **for documenting and photographing** any existing damage prior to the move, including the building, furniture and equipment. If damage is not documented as prior, mover is subject to the liability of damage discovered by other parties.
4. Coordination: Upon contract award, the mover’s project supervisor will complete the following:
  - a. Attend move coordination meetings as requested.
  - b. Provide a detailed schedule of activities to coincide with the move schedule.
  - c. Provide a consistent Supervisor on-site for all phases of move at origin and destination.
  - d. Report to Relocation Strategies first, or Owner any damage caused by mover to the building finishes or furniture before leaving for the day.
  - e. Provide a daily report to owner and Relocation Strategies, noting percentage of completion and all activities completed that day.

## MVCSC

### Request for Proposal: Move Services

---

5. Identification/Personnel: All trades persons shall adhere to the following requirements:
  - a. All trade professionals shall have the proper trade union or other affiliations as required by the local jurisdictional entities.
  - b. All personnel must wear standard uniforms bearing the name of the moving company.
  - c. Mover shall not assign any individuals identified as registered sex offenders to perform work or services. Relocation Strategies reserves the right to require additional background checks to be made on anyone assigned to have access to the premises.
  - d. No Food or Drink will be allowed on the job site. The only exception is a closed top water bottle.
  - e. Every mover will be required to follow strict etiquette while onsite. This includes but not limited to: a zero tolerance of use of negative, derogatory and/or foul language. Any type of tobacco use. Poor hygiene and a less than professional appearance.
  - f. You will be asked the week of the move to provide a full labor roster. 80% of rosters shall have minimum 1 year of commercial moving experience.
6. Plans & Contingencies: Mover will work with Owner and Relocation Strategies to assure a smooth, efficient move. Possible conflict with other projects must be addressed in bid.
7. Subcontracting: No part of this move may be subcontracted without approval by Relocation Strategies. Any use of subcontractors must be specified in your bid. Detailed information about each subcontractor will include the name of company, name of contact and contact information. You, as the prime vendor, will be held responsible for all subcontractors under your hire. Mover is responsible for all coordination, scheduling and payment of any subcontractors.
8. References: Include company name and contact information for (3) projects of similar size and scope to Owner. Include summary of services for each reference.
9. Damage/Claims: Provide process documentation on how to submit and file damage claim. The mover is responsible for working diligently with Owner and Relocation Strategies to resolve all claims in a timely fashion.
10. Insurance: Provide documentation on insurance for RFP. Include all options for additional insurance. 100K

**MVCSC**

Request for Proposal: Move Services

---

**4. BIDDER LIST** (Alphabetically)**Crown Moving and Storage**

Mark Russell

Rusty Hoover

[mark.russell@wheatonmoving.com](mailto:mark.russell@wheatonmoving.com)

[rusty.hoover@wheatonmoving.com](mailto:rusty.hoover@wheatonmoving.com)

Office: 800-248-7960

Cell: 317-558-0371- Mark

Cell: 317-760-3580- Rusty

**Guardian Relocation, Inc.**

John Magsamen

[jmagsamen@guardianrelocation.com](mailto:jmagsamen@guardianrelocation.com)

Office: 800-333-2663 ext. 1729

Cell: 317-656-1186

**Hogan Transfer & Storage****Agent for Mayflower Transit**

Scott Wegner

[swegner@hoganmoving.com](mailto:swegner@hoganmoving.com)

Office: 317-639-9583

Cell: 317-370-6874



## MVCSC

### Request for Proposal: Move Services

## BID SUBMITTAL SHEET

Date: \_\_\_\_\_ Name of Company/Bidder: \_\_\_\_\_

Project Representative: \_\_\_\_\_ Phone #: \_\_\_\_\_

Operations Manager: \_\_\_\_\_ Phone #: \_\_\_\_\_

Hourly Rates	Standard / Overtime Rates	
Project Manager		
Supervisor		
Driver		
Mover / Helper		
Van/Truck		
Packing Material		
Labor & Equipment		
<b>Total "Not to Exceed" Cost</b>		
Minimal carrier liability Insurance		
Additional Insurance		
Overtime hours definition*		
Tyga Count		
Box Count		

\*Explain what is considered Overtime (ex. After 5pm, Saturday/Sunday)

Certificate of insurance to be provided to Client after RFP is awarded.

Provide the following information with submittal:

1. References for 3-4 projects of similar sizes.
2. List of quantities of equipment that will be made available for the project. (i.e. four-wheel dollies, forklifts, pallet jacks, equipment carts, library carts, etc.).
3. List type and size of boxes quoted (ie. 1.5 Book Cartons, Dish Cartons, Tygas)
4. List estimated number of boxes and bubble bags.
5. Provide a proposed outline/schedule of manpower and trucks to facilitate scope.