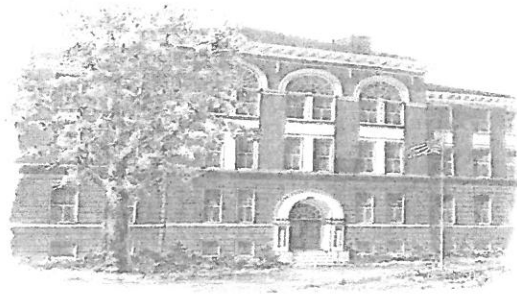


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THE DOVER SCHOOL DISTRICT
SCHOOL ADMINISTRATIVE UNIT #11
McCONNELL CENTER
61 LOCUST STREET SUITE 409
DOVER, NEW HAMPSHIRE 03820-4132
TEL (603) 516-6800
FAX (603) 516-6809

TO: Members Joint Building Committee, Dover High School
FROM: Libby M. Simmons, Business Administrator
DATE: April 17, 2018
RE: Professional Moving Services RFP

On March 27th, the District solicited a RFP for professional moving services for CTC spaces, including the art department and library. Three vendors attended the mandatory walk through on April 2nd and two vendors submitted a proposal on April 11th. Proposals are attached, and results are as follows:

William C. Huff		Diamond Relocation	
Moving/Cranning	\$ 48,770	Move CTC per RFP and	\$ 31,400
Packing of Library	\$ 5,600	Pack/Move/Unpack Library	
Moving of Library	\$ 4,800		
Bin Rental	\$ 750		
	\$ 59,920		\$ 31,400
Estimated crate rental 150 containers @ \$4.35/each/per week		\$	3,263
Estimated crane rental, if required		\$	3,000
		\$	37,663

Proposals were reviewed with Louise Paradis, CTE Director. Questions regarding the proposal were asked and resolved after consultation with Diamond Relocation. The recommendation is to request that the JBC approve the award to **Diamond Relocation** for an amount not to exceed **\$37,663** with the understanding that this is currently an estimate.

Dover High School
Moving Proposal – Summer 2018

William C. Huff moving & storage proposal bid;

This proposal covers moving specified belongings in Career Tech rooms 133, 138, 139, 142, 143, 144, art room and library. (Detailed in SCOPE OF WORK) Any work above and beyond the specific items will be in addition to this proposal.

Start date of June 11, 2018 with completion date on or before June 25, 2018

- 1) Moving/craning specified items in CTE classrooms
 - a. \$48,770
- 2) Packing of the library -- Materials + labor
 - a. \$5600
- 3) Moving of the library – Labor
 - a. \$4800
- 4) Bin Rental for packing
 - a. 150 bins @ \$5 per bin = \$ 750

Total for Dover High CTE Moving Project: \$ 59,920

Matthew P. Hamilton

William C. Huff

Moving & Storage

26 Colonial Way

Barrington, NH 03825



Commercial Relocations - Modular Installations - Furniture - Liquidations
866.754.6683 or 781.245.6683 www.diamondrelocation.com

Scope of Project:

- ♦ Move Meetings as needed with all involved parties to create move schedule.
 - Delivery of crates, carts, totes/boxes and labels for use by school to pack smaller items prior to each move date.
 - School with dismount all wall/floor mounted equipment prior to each move date.
 - Diamond will package and move all items listed in RFP (under scope of work and highlighted in appendix A) according to move schedule.
 - Diamond will subcontract with a rigging company and assist as needed.
 - School personnel will be available to provide instruction in proper placement of equipment in the new school.
 - Diamond recommends moving library books after new shelving is installed by others. Double sided library carts (rather than totes) is the preferred method.

Proposal Number: #7623

Date of Project: 6/11/2018 to 6/25/2018

Relocation Labor Price Estimate: \$31,400.00

- Move CTC (RFP attachment A and Art Department) to New Building
- Pack, Move and Unpack CTC (Library Collection):

Additional:

- Recycle/Disposal: \$ Hourly rate + \$180.00 per ton of disposal (\$140 minimum for tonnage)
- Crate rental: \$4.35 ea (per 1 week)
- Totes: \$2.65 ea

Please sign this page & the terms and conditions page and scan to Calvin Highfield at chighfield@diamondrelocation.com. If you have any questions, please feel free to call me on my cell phone at (603) 560-0242.

Sincerely,

Calvin Highfield

Calvin Highfield, Owner
603-560-0242



Customers Acceptance Signature: _____

Customer Printed Name: _____

Date: _____ P.O. #: _____

