



222 Meigs Street
Sandusky, Ohio 44870
Phone: 419-627-5707
mlasko@ci.sandusky.oh.us

**City of Sandusky, Ohio
Commercial Moving Services – Sandusky City Hall
Request for Qualifications
Responses Due: February 16, 2018, 10:00 a.m.**

The City of Sandusky is inviting qualified commercial moving companies to submit their qualifications to provide commercial moving services for the relocation of the Sandusky City Hall Administrative Facility from its current location at 222 Meigs Street, Sandusky, Ohio 44870 to its new facility at the northeast corner of Columbus Avenue and E. Washington Row, Sandusky, Ohio 44870 (herein referenced as the “Project”). Qualification packages are due no later than 10:00 a.m. on February 16, 2018.

Background Information:

In 2016, the City of Sandusky began a process to relocate its administrative, police and municipal court operations into new or substantially rehabilitated facilities. The process resulted in the determination to separate the administrative functions from the police and municipal court functions into two (2) distinct sites. The site selection process for the relocated police and municipal court function continues. However, the location for the new administrative facility has been decided.

The City administrative facility will be relocated into two (2) existing buildings (known as the Kingsbury and Commercial Banking and Trust Co. on the northeast corner of Columbus Avenue and E. Washington Row) as part of a larger 51,000 square foot, three (3) building renovation project. The City of Sandusky has signed a lease to occupy approximately 21,000 square feet – which is currently under construction and slated to be completed in December of 2018.

Per the lease however, the City is responsible for providing for the relocation and moving of all furniture and accessory items that are desired to be moved. The City will be purchasing certain new furniture which will be delivered and installed by a supplier and would not be included in this Project. This Project and SOQ only pertains to the moving of existing office furniture and items currently owned by the City.

Scope of Services:

With guidance from City staff the selected company will manage and provide all moving services related to relocating certain office furniture and accessory items from the current City Hall facility to its new location.



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More specifically, the selected company will:

- Work hand in hand with City staff and departments to identify all office furniture, accessory items and boxed supplies that need to be moved to the new facility.
- Provide for the protection of sensitive and fragile items during transportation.
- Move and deliver all furniture, accessory items and boxed supplies to the new City Hall Administrative Facility – ensuring all objects are delivered to the exact department or office they are intended for.

Evaluation:

The City of Sandusky will form a Selection Committee comprised of City officials to review submitted Qualifications. The Selection Committee will evaluate and select the most qualified commercial moving company.

The following criteria will be used in the office furniture supplier evaluation process:

- Strength of project manager and strength/experience of key team members and proposed subcontractor key personnel.
- Past performance and success with projects of similar scope and size.
- Demonstrated understanding of the Project and needs of the City – namely the ability to remain flexible and responsive given that moving dates may be subject to change due to reliance on construction completion schedules.
- Proposed Project schedule.
- Location of project/account manager, key team members, company and proposed subcontractors.

Based on the Qualifications submitted, the City of Sandusky may conduct interviews of commercial moving companies that best demonstrate an understanding of the City of Sandusky's objectives and that adequately addressed all elements of the Request for Qualifications. Whether interviews are conducted or not, the City shall enter into contract negotiations with the commercial moving company. If negotiations fail, the City of Sandusky shall enter into negotiations with the second highest ranking commercial moving company. This process shall continue until a contract is successfully negotiated or the City of Sandusky determines to issue a second Request for Qualifications. The contract must be approved by Sandusky City Commission.



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All Qualifications shall be considered without regard to race, color, religion, sex, national original citizenship, age, mental or physical disability, veteran/reserve/national guard status or any other similarly protected status.

Submittal Requirements:

Please include in the Qualification packet/submittal:

- Experience of company and personnel to be assigned to this Project that will uniquely qualify your company to complete this Project, including resumes and locations of key Project team members **(maximum 5 pages)**.
- Descriptions of the company's overall understanding of the Project and recommended scope of services to accomplish the stated goals **(maximum 2 pages)**.
- A Project management schedule showing all milestones and completion dates to achieve all moving related services no later than December 1, 2018 but that also permits for modest flexibility based on the unknowns associated with construction projects. **(maximum 2 pages)**.
- Project staffing plan **(maximum 1 page)**.
- Listing of references **(maximum 1 page)**.

One (1) original Qualification packet and one (1) electronic copy on CD or via email in PDF of Microsoft Word format shall be submitted by February 16, 2018 at 10:00 a.m. to:

Matt Lasko
Chief Development Officer
City of Sandusky, Community Development Department
222 Meigs Street
Sandusky, Ohio 44870

If under 20MB in file size, the requested electronic copy can be emailed to Matt Lasko at mlasko@ci.sandusky.oh.us. Please call (419) 627-5707 with any questions.



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**Evaluation Form
City of Sandusky
Professional Services
Commercial Moving Services – Sandusky City Hall**

Name of Firm:

Name of Evaluator:

Date of Evaluation:

	Criteria	Points	Score
1	Strength of project manager and strength/experience of key team members and proposed subcontractor key personnel.	25	
2	Past performance and success with projects of similar scope and size.	25	
3	Proposed Project schedule.	25	
4	Demonstrated understanding of the Project and needs of the City.	15	
5	Location of project manager, key team members, company and proposed subcontractors.	10	
	TOTAL		