



**THE MONTGOMERY HOUSING AUTHORITY
PROCUREMENT/CONTRACT OFFICE
1020 BELL STREET
MONTGOMERY, ALABAMA 36104**

TELEPHONE 334-206-7130 FAX 334-206-7196

Invitation For Quote (IFQ)

DATE: February 25, 2010

IFQ: 500-10, Relocation Consultant

DATE & TIME DUE: Monday, March 15, 2010 @ 2:00pm CST

QUOTE MAYBE FAXED, MAILED, EMAILED OR HAND DELIVERED TO:

**Shannell Hardwick, Procurement/Contract Administrator
1020 Bell Street
Montgomery, Alabama 36104
Fax: 334-206-7196
Email: shardwick@mhatoday.org**

INTRODUCTION

In compliance with MHA Procurement Policies and subject to all terms and conditions thereof, the Montgomery Housing Authority request quotes for the above description. Quotes must follow the specifications herein, all quotes pricing are final and cannot be changed without written permission from the MHA Procurement/Contract Administrator. Completed Quote Specification Form must be in the Procurement/Contract Office at 1020 Bell Street, Montgomery, Alabama 36104 by the above stated date and time.

SCOPE OF SERVICES

Phase I. Determine project objectives / Planning & Pre-Move Consultation

- Review the project outline including time factors, scheduling, and specific scope of work

Phase II. Establish a preliminary budget

- Prepare a draft of the move plan involving all elements of the relocation

Phase III. Comprehensive Asset Survey / Inventory

- Comprehensive pre-move inventory of furniture, furnishings and equipment
- Identify furniture, equipment, files and other contents that need to be relocated
- Determine additional furniture, furnishing and/or equipment that will be needed at new location and create an accurate budget
- Create accurate procurement document that allows sufficient lead time for timely delivery of new furniture/equipment
- Determine means of disposal of surplus equipment etc.

Phase IV. Relocation Management and Implementation

- Determine move schedule with detailed plan.
- Organize project move teams. Specific plan for computer and communication staff and vendors to insure proper handling, re-installation or new installation

Phase V. Communications

- Ongoing communications with staff to minimize disruptions and maintain productivity
- Project announcement, move letters, record clean-up campaign, notification of new address to all pertinent entities, new stationary etc.

Phase VI. Bid specification for moving companies

- Prepare situation analyses for moving companies and request costs for materials, preparation and physical move
- Evaluate bid responses and recommend a qualified carrier to client
- Update budget to reflect choice of carrier

Phase VII. Final Walk-Through prior to staff entering facility

- Schedule comprehensive post-move walkthrough
- Address any issues that may be present and/or propose solution
- Troubleshoot to ensure client satisfaction

Phase VIII. Post-Move Management

A. Supervise post-move shifting

- Implement client-requested changes at destination
- Facilitate carton and garbage removal
- Identify damages (if any) for insurance claims

B. Audit mover invoices

- Verify time sheets, manpower and material costs

C. Manage Furniture Disposition

- Monitor labor and schedule disposal of surplus furniture.



**IFQ 500-10, RELOCATION CONSULTANT SERVICES
FEE BREAKDOWN**

TOTAL FEE: PHASE I RELOCATION CONSULTANT SERVICES \$ _____

TOTAL FEE: PHASE II RELOCATION CONSULTANT SERVICES \$ _____

TOTAL FEE: PHASE III RELOCATION CONSULTANT SERVICES \$ _____

TOTAL FEE: PHASE IV RELOCATION CONSULTANT SERVICES \$ _____

TOTAL FEE: PHASE V RELOCATION CONSULTANT SERVICES \$ _____

TOTAL FEE: PHASE VI RELOCATION CONSULTANT SERVICES \$ _____

TOTAL FEE: PHASE VII RELOCATION CONSULTANT SERVICES \$ _____

TOTAL FEE: PHASE VIII RELOCATION CONSULTANT SERVICES \$ _____

TOTAL REIMBURSABLES
Transportation, reproduction, courier \$ _____

TOTAL COSTS: _____ dollars /100 (\$ _____)

The candidate understands that the MHA reserves the right to reject any or all quotes and waive any informalities or irregularities in the quoting process.

The candidate understands that his/her quote price shall be good and may not be withdrawn for a period of ninety (90) calendar days after the scheduled closing time for receiving quotes.



Award

The award will be made to the most responsible quote that best meets the needs of MHA.

Required Certifications, Insurances and Licenses:

HUD Forms

Each proposal must contain a copy of the following HUD Attachments:

- HUD 5369 B** Instructions to Bidders for Non-Construction Contracts
- HUD 5369 C** Representations/Certifications for Non-Construction Contracts
- HUD 5370 C2** General Conditions of the Non-Contract for Construction

Licenses

The awarded Contractor shall have and maintain all required Licenses necessary to conduct business in the City of Montgomery and the State of Alabama. All licenses must be kept up to date for the duration of this contract. Copies of all business/specialty licenses must be in the Procurement/Contract Office prior to contract execution.

Company Name: _____

Company Address _____

Company Phone _____

Authorized by: _____

PRINTED NAME

SIGNATURE

