REQUEST FOR PROPOSAL (RFP)

Classroom Relocation and Moving Services

Colusa Unified School District
RFP Reference: #26-27.01
Date of Issuance: October 28, 2026
Proposal Submission Deadline: November 13, 2026, 12:00 P.M.

RFP Classroom Moving Services v.21. Purpose and Project Background

The Colusa Unified School District is seeking competitive, sealed proposals from qualified, licensed, and insured commercial moving companies to provide comprehensive classroom relocation services. The goal of this project is to safely, efficiently, and systematically move staff classroom content to their new classroom locations on the same site. This is a two-phase move as noted in Section 2.g below

2. RFP Schedule and Timeline

The following schedule represents the critical milestone dates for this RFP process:

a) RFP Release Date: October 28, 2026
b) Mandatory Site Walkthrough: November 4, 2026, 9:00 a.m.
    - Meeting at Main Office, Burchfield Primary School, 400 Fremont Street, Colusa, CA 95932
c) Deadline for Vendor Questions: November 6, 2026
d) Responses to Questions Posted: November 9, 2026
e) Proposal Submission Deadline: November 13, 2026
f) Vendor Selection & Award: November 20, 2026
g) Target Move Execution Window: December 18-20, 2026 (Phase #1); late June 2027 to early July 2027 (Phase #2)

3. Scope of Work

The selected vendor will provide all necessary labor, supervisory personnel, packing materials, tools, equipment, and transportation vehicles. The move encompasses approximately 41 classrooms over the two move phases.

a) **Packing & Materials:** Supply all heavy-duty reusable totes and labels for teachers to pack their supplies and materials. The ability to move multiple totes on furniture style dollies or equivalent.
b) **Furniture & Equipment:** Transport, protect, and set up classroom furniture, including student desks, teacher desks, chairs, whiteboards, filing cabinets, and bookshelves.
c) **Technology & Electronics:** Safely pack, transport, and deploy fragile equipment including desktop computers, smart screens, projectors, and printers using anti-static wrapping and tech carts.

d) **Labeling & Mapping:** Supply simple labels that will be applied to all totes and furniture stating the classroom number it came from and the new classroom number it's going to.
e) **Post-Move Cleanup:** Remove all empty boxes, debris, and packing materials from both origin and destination facilities immediately following completion.

4. Vendor Qualifications and Requirements

To ensure the safety of school property and compliance with educational environment standards, vendors must meet the following criteria:

a) Minimum of [5] years of experience in large-scale commercial or institutional moving services.
b) Comprehensive General Liability Insurance (minimum $2,000,000) and Workers' Compensation coverage.
c) Mandatory criminal background checks and fingerprint clearance for all personnel assigned to the school site.
d) Ability to provide a dedicated Project Manager/On-site Supervisor to be present during the entire execution phase(s).

5. Proposal Submission Requirements

Proposals must include the following components structured clearly:

a) **Executive Summary:** Brief company history, credentials, and overview of the proposed approach.
b) **Work Plan & Methodology:** Detailed timeline breakdown, daily staffing levels, and strategy for protecting delicate school items.
c) **Cost Proposal:** Completed Cost Breakdown template (Section 7), explicitly calling out any ancillary fees or variable costs.
d) **Proof of Insurance & Certifications:** Copies of valid insurance certificates, licenses, and background check verification policy.
e) **Proposal Due Date:** Proposals are due on November 13th, 12:00 P.M. Proposal are to be submitted in a sealed envelope and addressed as follows: Burchfield Primary School, Move Vendor Proposal, Colusa Unified School District, 745 10th Street, Colusa, CA 95932, Attention: Sal Montejano.

6. Evaluation Criteria

The School District will evaluate all valid proposals based on the following weighted criteria:

35% - Total Cost / Value of the Financial Proposal
25% - Experience, Qualifications, and Reference History
20% - Methodology, Operational Work Plan, and Proposed Timeline Efficiency
20% - Safety Protocols, Insurance Coverage, and Background Check Compliance

7. Cost Proposal Breakdown

Vendors must submit pricing using the flat structure below. Ensure all figures include travel, fuel, and overhead fees.

Service Description	Quantity / Unit Basis	Total Flat Rate ($) – Phase #1	Total Flat Rate ($) – Phase #2
Pre-Move Packing Materials & Crates Delivery	Per Box/Bin Rate or Lump Sum	$	$
Classroom Furniture Relocation (Labor + Fleet)	Approx. [41] Classrooms	$	$
IT/Technology Packing and Deployment	Per Cart / Device Fee	$	$
Administrative & Specialty Room Moving	Lump Sum	$	$
Post-Move Clean Up and Materials Disposal	Flat Fee	$	$