

**NOTICE INVITING BIDS**

NOTICE IS HEREBY GIVEN that the William S. Hart Union High School District of Los Angeles County, California, acting by and through its Governing Board, hereinafter referred to as the "Owner" will receive at the stated location, up to but not later than the stated time, sealed bids for the award of the following contract (the "Contract"), including all appurtenant work, for the named project as follows:

MOVING SERVICES DISTRICT WIDE  
Bid Package No. WSH13-03

The Bid establishes fixed hourly rates and unit prices for moving crews and associated equipment and supplies to provide professional moving services for all District schools and departments on an as-needed basis. The Agreement shall commence on 7/01/2013 and shall terminate on 06/30/2014, with options to renew by mutual consent of both parties, for up to four additional one-year periods, or to the extent allowed by law.

Sealed bids shall be presented on the bid form included in the bid package and delivered to:

William S. Hart Union High School District  
Attention: Leigh Hansen, Supervisor of Purchasing  
26308 Spirit Court  
Santa Clarita, CA 91350

The Owner will receive bids up to but no later than 2 PM on Wednesday, April 10, 2013. All bids shall be promptly opened in public at the William S. Hart Union High School District Spirit Court building located at the above address. Each bid must conform and be responsive to the Contract Documents. No bid may be withdrawn for ninety (90) days.

Each proposal shall be in accordance with the bid package prepared by the District.

The bid package includes:  
Notice Inviting Bids  
Instructions/Information for Bidder  
Required Bid Forms  
Required Contract Forms  
Scope of Work  
General Conditions

**Bid Packages:** Bid packages may be downloaded from the District's website, <http://hartdistrict.org/index.php/departments/purchasing/1169>.

Moving Services District Wide  
William S. Hart Union High School District  
Project # WSH13-03

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**Contractor Licenses:** The District requires that at the time this contract is awarded, each bidder shall have a valid business license and a California Public Utilities Commission issued operating permit. The Carrier's Household Goods Permit must be active. The successful bidder must maintain the business license and permits throughout the duration of the contract.

**Pre-Bid Conferences:** A pre-bid conference will be held on Friday, March 22, 2013 at 9:30 AM, at

Golden Valley High School  
22501 Robert C. Lee Parkway  
Santa Clarita, CA 91321

Potential bidders will meet at the flagpole with Mike Otavka and enter the campus as a group. This courtesy informational conference is not mandatory, but highly recommended.

**Bid Deposit/ Bid Bond:** Each bidder must submit with each bid a cashier's check payable to the William S. Hart Union High School District or a bid bond in the form set forth in the Contract Documents in an amount of two thousand dollars (\$2,000) as a guarantee that the bidder will enter into the proposed contract if the Contract is awarded to such bidder. If the bidder fails to enter into said contract, such security will be forfeited.

**Alternate Bid Items and Basis of Award:** Alternate bid items include crew rates on Exhibit A and packing materials on Exhibit B. Additional Alternate Bid Items may be added through Addenda issued in the course of the bid process. Bidders shall set forth the proposed price for each Alternate Bid Item listed where specified on the bid form entitled "Contractors Proposal". Failure to provide a proposed price or "no change" entry for any Alternate Bid Item listed will be interpreted as indicating "no addition or reduction in price" for that Alternate Bid Item. Failure of a bidder to confirm a "no addition or reduction in price" bid for such an Alternate Bid Item, upon request, will render a bid non-responsive.

**Basis of Award:** If a contract is awarded for the work identified in this solicitation, it will be awarded to the responsible bidder submitting the lowest responsive bid for the work, as determined on the following basis:

The basis of award, pursuant Chapter 1 of Part 3 of Division 2 of, the Public Contract Code, Sections 10126, 10780.5 and Article 1.3, Section 20103.8, is set forth in the General Conditions, subject to change by addendum, if any. The basis stated shall be the exclusive basis of award of the Contract.

**Primary and Secondary Contract to be Awarded:** The District may award to a Primary Contractor, the lowest responsible bidder – to be contacted first whenever services are required and to a Secondary Contractor, the second lowest responsible bidder – to be used if the Primary Contractor cannot perform the services within the necessary timeframe.

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**Contract Extension:** After an initial contract period of one year, the contract is subject to renewal by written mutual consent of both parties, for up to four additional one-year periods, or to the extent allowed by law. Extended contract period(s) granted by the District would be subject to the same terms and/or conditions. Provisions for rate adjustments would be subject to the "Adjustment to the Rates" provision.

**Adjustment to the Rates:** The Rates shall remain firm for the entire contract period of 1 year. The rates may be "subject to adjustment" at the beginning of each annual contract period. All adjustments are subject to negotiation between the Contractor and the District.

The adjustment to the contract's Rates, if granted by the District, shall be effective on the first day of the month following final District approval, and continue through the remaining contract period.

All requests for rate adjustments must be received by the District, in writing, no later than ninety (90) days prior to the end of each annual contract period.

**Contract Changes:** The Owner reserves the right to add to or deduct from the Contract any of the Alternate Bid Items listed, after the lowest responsible bidders have been determined.

**Owner's Rights:** The Owner reserves the right to reject any and all bids, to make multiple or "split" awards (if applicable), and to waive any irregularities in any bid.

**Disabled Veterans Business Enterprise:** The Owner has a policy to obtain Disabled Veterans Business Enterprises (DVBE) participation for this project. All bidders are required to comply with DVBE policy and provide proof of said compliance no later than 48 hours after bid opening.

The bidders are strongly encouraged to use local subcontractors, suppliers and workforce whenever possible.

William S. Hart Union High School District  
By the Chief Operations Officer  
By authority of the Governing Board of the William S. Hart Union High School District  
Santa Clarita, County of Los Angeles, State of California

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