



# PLANNING & DEVELOPMENT REQUEST FOR QUOTE Professional Services Less than \$250,000

Contract Name

Contract No.

Contract Term

Davis Bacon Apply?

Scope of Work

**Contractor:**

Please indicate if any of the following contract award preference apply: (for more information on whether your company is eligible for any of the following preference categories, please go to <https://www.gdpm.org/business-opportunities/diversity-certifications/>.)

Check at least one of the following:

Section 3      MBE/WBE      Veteran      None Apply

**Name of Business:**

**Street Address:**

**Street Address Line 2:**

**City:**

**State:**

**Zip Code:**

**Contact Number:**

**E-mail:**

Proposed Quote for Services.  
(Contractor may attach Contractor's form of Proposal)

By signing below, Contractor attests that he/she has the legal power, right, and authority to make this Agreement. Contractor agrees that if selected for the Contract Award, Contractor is qualified to perform all work necessary to complete the services as specified in the Contract Documents at Contractor's quoted price within the time period provided, if applicable. Further, Contractor has reviewed, acknowledges and accepts all GDPM Professional Services General Terms and Conditions; no other contract documents will be necessary. Unless otherwise specified in writing by GDPM on GDPM letterhead and signed by both parties, during the term of the Contract, if any provision within the Contract Documents is in conflict with, or inconsistent with any provision with the GDPM General Terms and Conditions, the GDPM General Terms and Conditions shall prevail. Terms that conflict with and/or are inconsistent with the GDPM General Terms and Conditions are hereby revoked, rejected and void, even if the contract documents containing such terms are executed after the GDPM General Terms and Conditions, this includes, but is not limited to indemnification, warranty, payment, order of precedence, and integration provisions. GDPM Contract Documents are available at [GDPM Development Contract Documents](#).

Contractor Signature

Date

GDPM Signature

Date



**Job Title:**  
**Hallmark Meridian Moving Services**  
**Location(s):**  
59 Central Ave. and 714 Plymouth Ave.  
Dayton, OH 45406



If you would like to submit a bid, you must complete the GDPM Quote Form. It must be signed. If the proposal section does not have enough room for your proposal, please write 'see attached' and attach your quote.

If you are interested in working with GDPM please contact [housingdevelopment@dmha.org](mailto:housingdevelopment@dmha.org) and request a vendor registration packet. Once submitted, you will be notified of all contracting opportunities related to the areas you select when registering.

**PROJECT NAME:** *Hallmark Meridian Moving Services*

**LOCATION:** *59 E. Central Ave. and 714 Plymouth Ave. Dayton, OH 45406*

**PROJECT NO.:** *545R-01*

**Scope Description:** As part of GDPM's ongoing RAD renovation and rehabilitation of its nearly 2800 unit portfolio throughout Montgomery County, GDPM is required to handle moving associated with any relocation.

GDPM is planning to move approximately 56 households (1-2 BR apts.) to temporary locations around Dayton across 2 phases with moves completing by January 2024. The 1<sup>st</sup> phase consists of approximately 25 households in the Hallmark building at 714 Plymouth Ave. and will occur throughout **March and April 2022**. The moving company will be expected to contact residents, assess their packing needs, provide packing and unpacking assistance if needed, schedule moves, communicate the scheduled moves to GDPM staff and execute the moves as well as provide long term storage. Most of these households will require return moves as well for a maximum number of 112 moves. Many residents are elderly and as such may require additional moving assistance. Hallmark is mostly an elderly community and will likely require more packing assistance than normal. GDPM is asking moving companies to provide a price menu to use for the duration of the project.

**Anticipated start date:** February 28<sup>th</sup> 2022.



# Greater Dayton Premier Management

Enhancing Neighborhoods · Strengthening Communities · Changing Lives

400 Wayne Ave. Dayton, OH 45410 | Office: 937-910-7600 | Fax: 937-222-3554 | Email: admin@gdpm.org

## EXECUTIVE

Jennifer N. Heapy

Elaine Letton

Kiya Patrick

Lisa McCarty

## OFFICE

Chief Executive Officer

Sr. Vice-President of Programs

Vice-President of Strategic Planning

Chief Financial Officer

**How to Quote:** Please fill out or provide your own documents address all of the following as described below:

**Quote Deadline:** Thursday, Feb. 24<sup>th</sup> 2022 by 10 a.m. | **Prevailing Wage?** No.

**How to quote fillable:** Fill in whatever you're able to below or submit a separate document that covers the below non-optional info. Please sign the last page acknowledging our current COVID guidelines, subject to change based on evolving guidelines and policies.

<b>(Optional) Please describe the process you use for completing residential moves:</b>	
<b>Minimum hrs. and rate</b>	(2 person crew) ___ Min. hrs. \$ ___ Min. Price (3 person crew) ___ Min. hrs. \$ ___ Min. Price
<b>2 person crew (past min. hrs.)</b>	\$ ___ / ___ (hr)
<b>3 person crew (past min. hrs.)</b>	\$ ___ / ___ (hr)
<b>If unclear above, how does your company prorate past your minimum hrs.?</b>	
<b>Do you allow the option for onsite origin/destination tenants to only partially pack? (put unpacked items into moving cart to wheel across the premises to destination);</b> If different from your moving hourly rates, please indicate your hourly rates for packing assistance.	
<b>Mileage and/or base fees for moving trucks</b>	
<b>Any details on adding additional crew members</b>	
<b>Packing supplies pricing</b>	Estimated range of total packing cost for an average 2-bedroom unit (low) \$ ___ to (high) \$ ___
<b>Packing supplies assessment method &amp; pricing</b> (If any; do you drive out personally? Do you then charge to deliver supplies?)	



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<p><b>(Optional) Storage pricing</b> How do you charge for storage?</p>	<p>Offsite storage (please indicate where and how much per month):</p>
<p><b>Liability coverage details</b> (GDPM ideal scenario: tenant submits claim to moving company, moving company approve or deny claim and inform GDPM, if approved moving company reimburses tenant directly and forwards copy of reimbursement check to GDPM)</p>	<p>Tenant liability for broken or damaged items claim process:</p>
<p><b>(Optional)</b> Please indicate if your company is willing to let its workers assist with reassembly of an object like a bed if the resident is unable to do so on their own due to disability or other reason.</p>	
<p><b>Expected mover point of contact for residents to call and schedule their moves.</b></p>	<p>Name: _____ Contact #: _____</p>
<p><b><i>COVID-19 EXPECTED PROCEDURES:</i></b> GDPM expects onsite movers <b>to wear masks</b> and not work if presenting with a fever or have recently been exposed to COVID-19 and will confirm with onsite moving staff before interaction with tenants. GDPM expects only 1 team to work on 1 GDPM tenant per day to the greatest extent possible, unless otherwise directed by GDPM. GDPM expects movers to attempt to social distance from tenants as much as possible, though maintaining social distancing is likely impossible for the duration of onsite moves.</p> <p><i>*Subject to change based on regional COVID-19 conditions and changes in best practice*</i></p> <p><b>I have read the above *COVID-19 EXPECTED PROCEDURES* and acknowledge that my company will follow these procedures.</b></p> <p>Name: _____ Date: _____</p>	



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