



Berkeley Housing Authority

1947 Center St., 5th Floor, Berkeley, CA 94704
Telephone: (510) 981 5470 Fax: (510) 981 5480

REQUEST FOR PROPOSAL

BHA RFP 26-02

CONTRACTUAL SERVICES FOR MOVERS

The Berkeley Housing Authority (BHA) is seeking the services of an experienced, insured contractor/vendor to provide the following services for this **Project Overview / Details**

The Berkeley Housing Authority (BHA) is seeking a qualified moving contractor to support the relocation of multiple office spaces and associated materials. From 1947 Center St. 5th floor Berkeley, CA to 2000 Center St. #100 1st floor Berkeley, CA.

The project includes the relocation of approximately four (4) primary office areas, one (1) dedicated filing room, and an estimated five (5) additional offices worth of boxed materials, as well as items located in hallways and storage rooms.

The selected contractor will be responsible for coordinating and executing a comprehensive office move, which may include furniture, office equipment, files, and packed materials. The move will require careful handling of sensitive documents and standard office equipment.

Additional project considerations include:

Multiple workspaces with varying quantities of furniture and materials

Filing systems and boxed records requiring organized transport

Common areas (hallways and storage rooms) containing additional items

Coordination to minimize disruption to ongoing operations

BHA will provide further logistical details, including exact locations, access conditions (elevators, stairs, loading zones), and scheduling expectations, upon contractor selection or during the proposal review phase.

The anticipated move is expected to occur following contractor selection, with specific dates to be coordinated based on operational needs.

The ideal contractor/vendor will provide this **scope of services**:

Labor and Transportation for moving office equipment and materials;

Disassemble and Reassemble furniture, (if needed);

Safely transport: Office furniture, Equipment (printers, keyboards, etc), Boxes and supplies;

Protect all items during transport (padding, wrapping, etc);

Coordinate move schedule to minimize operational disruption;

Place items at destination per provided layout or direction.

The Contractor/vendor shall provide at least these **deliverables**:

Moving plan and timeline;

Itemized cost estimate (labor, trucks, materials);

Completed move with all items delivered and placed appropriately.

The Contractor/vendor shall meet at least these **requirements**:

Company Overview

Proposed moving plan & timeline

Proof of License and Insurance as moving company;

Experience with commercial/office moves;

Responsibility for damages caused during move (as per agreement).

Proof of [Berkeley Business License](#) or obtaining license prior to commencement of work

Proposals will be evaluated based on the following criteria:

Proposal Evaluation Criteria (100 Points Total)

Proposals will be evaluated by an internal review committee based on the criteria outlined below.

The Berkeley Housing Authority reserves the right to request additional information, conduct interviews, or seek clarification from proposers as part of the evaluation process.

1. Cost Proposal – 25 Points

The proposer's cost proposal will be evaluated based on overall reasonableness, completeness, and competitiveness of the pricing structure.

Evaluation may consider:

- Total proposed cost for the Move (packing & unpacking)
- Transparency and clarity of pricing
- Identification of any additional or optional costs
- Value provided relative to services proposed

Lowest cost will not automatically receive the highest score; cost will be evaluated in conjunction with the overall quality of the proposal.

2. Experience with Corporate / Office Moves – 25 Points

Proposers will be evaluated on demonstrated experience performing similar office relocation projects.

Evaluation may include:

- Experience relocating offices of similar size and scope
- Experience procuring equipment, packing and unpacking of corporate/office spaces
- References from similar projects
- Demonstrated ability to complete the move with minimal disruption to operations
- Years in business providing commercial moving services

Preference may be given to firms with experience supporting government agencies, housing authorities, or large corporate offices.

3. Approach and Project Timeline – 20 Points

Proposers must clearly describe their methodology and approach to completing the cubicles.

Evaluation may include:

- Proposed work plan and methodology
- Transportation procedures
- Packing & unpacking processes including process for handling confidential information
- Timeline to complete the project
- Coordination with BHA staff during the move

Proposals demonstrating a clear, efficient, and well-organized approach will receive higher scores.

4. Schedule Availability – 15 Points

Proposers will be evaluated on their ability to complete the project within the Authority’s required timeframe.

Evaluation may include:

- Availability to perform the move on preferred dates
- Flexibility to accommodate schedule adjustments
- Adequate staffing levels to complete the work efficiently
- Ability to minimize operational disruption

5. Compliance and Qualifications – 10 Points

Proposers must demonstrate compliance with all applicable requirements.

Evaluation may include:

- Proof of required licenses and insurance
- Compliance with applicable labor laws and safety requirements
- Ability to meet contractual terms and conditions
- Submission of a complete and responsive proposal
- Agreement with required procurement forms and certifications

6. Completion of Proposal Submission – 5 Points

Proposers must ensure all proposal request/required items are met submitted in soft & hard copies of submission.

Evaluation Summary Table

Criteria	Points
Cost Proposal	25
Corporate/Office Move Experience	25
Approach & Timeline	20
Schedule Availability	15

Compliance & Qualifications	10
Completion of Proposal Submission	5

Total Possible Points: 100

BHA’s planned Procurement Timeline:

RFP Release Date: On or before March 24, 2026, 7:00 PM

Proposal Submission Deadline: April 24, 2026 at 10:00 AM (PST)

Proposal Review Period: Late April 2026

Interviews (if applicable): Following initial review

Anticipated Award Date: Early May 2026

Estimated Project Start Date: To be determined based on operational needs

NOTE: BHA reserves the right to deviate from this timeline and/or modify the Scope of Service at any time.

Interested contractors/vendors should forward a proposal, via email, to Rhonda Willis BHA’s HR consultant at, rawillis@willconsult.org. Additionally provide three (3) physical copies sealed to 1947 Center St. 5th floor by proposed deadline. Sealed submissions will be retained for official review and evaluation purposes. Electronic and hard copy submissions must be identical in content.

The deadline for submissions to this request for contractual services is Friday, April 24, 2026 at 5pm. The Authority’s CEO will conduct in-person meetings with each contractor/vendor that is selected for further consideration