



UNIVERSITY OF CALIFORNIA HASTINGS COLLEGE OF THE LAW

UC HASTINGS – RFQ #56-0167 6th FLOOR LIBRARY SHELVING REMOVAL

Due: March 11, 2016

purchasing@uchastings.edu

Scope of Work:

Provide all necessary labor, materials and supplies for the removal and relocation of library shelving materials located on the 6th floor of 200 McAllister Street, San Francisco, under the general direction of UC Hastings College of Law Library, in accordance with all Attachments, Drawings and Specifications attached hereto.

The library shelving material consists of the following:

- Metal 7", 9" and 11" shelves
- Metal shelving units consisting of frames and bases
- Wood end panels

This project will require vendor to do the following:

- Complete all prep work needed to avoid damage to the surroundings, including but not limited to wall, elevator, floor and carpet protection
- Remove shelving materials as identified in the attachments to this RFQ
- Removed shelving materials should be sold or recycled to the extent possible, with a corresponding credit provided to UCH in the price proposal. If not possible, the materials may be discarded in a safe and environmentally responsible manner.
- Shelving units are currently bolted into the floor. Vendor will be required to leave the bolts at deck level, such as by cutting the bolts and then pounding bolts down to deck level. Carpeting should not be damaged by this process, and both bolts and carpeting should be left in such a condition that UCH will be able to remove the carpeting easily at a later date if it chooses.
- Any especially noisy work, such as cutting and pounding bolts, must be scheduled with the approval of UCH and must be done in such a manner as to avoid disruption to the normal operations of the school. Noisy work may need to be done exclusively early in the morning, e.g. prior to 8 a.m.
- Complete localized repairs to any areas damaged during removal

- Job-site clean-up

Attachment 1 to this RFQ is a basic 6th floor map that shows the location of shelving units and the basic layout of the 6th floor. Attachment 2 to the RFQ is an annotated map that divides the 6th floor into 12 numbered shelving areas. Attachment 3 is a detailed spreadsheet counting all of the shelving materials by shelving area and identifying the disposition of those items.

In summary, the spreadsheet shows 1,350 shelving units with the following components:

- 1,334 shelving frames to be sold, recycled or discarded by the vendor and 16 shelving frames to be moved to a storage area in 200 McAllister Street, as directed by UCH, for future reuse by UCH
- 9,644 shelves, with 7,938 shelves to be sold, recycled or discarded by the vendor and 1,760 shelves to be moved to a storage area in 200 McAllister Street, as directed by UCH, for future reuse by UCH
- 169 wood end panels, with 123 end panels to be sold, recycled or discarded by the vendor and 46 end panels to be moved to a storage area in 200 McAllister Street, as directed by UCH, for future reuse by UCH

Additional Requirements:

1. Current and active CSLB license (appropriate classification for the work) for bidder and all subcontractors
2. Current and active DIR registration for bidder and all subcontractors

Responses from non-registered firms will not be considered.

Attachments:

Attachment 1	Basic 6 th Floor Shelf Map
Attachment 2	Annotated 6 th Floor Shelf Map
Attachment 3	Spreadsheet of Shelves
Attachment 4	Sample Agreement
Attachment 5	Drug-Free Workplace Certification
Attachment 6	New Vendor Information Form (Substitute W-9)
Attachment 7	List of Subcontractors (Form provided by UCH; to be filled out and returned by Bidder)

Pricing:

1. Lump Sum Quote: \$ _____
2. Credit to UCH for Recycling/Sale of Materials: \$ _____
3. **Total Lump Sum Quote (#1 minus #2):** \$ _____

UC Hastings terms and conditions:

Terms: Credit Card (Visa), Net 30

Circle discount: 2% - 10
1% - 20

Proof of Insurance required of supplier awarded the job.

Shipping: FOB Destination, Freight Prepaid

Deliver to: 200 McAllister Street, SF CA 94102

X _____

Signature of bidder

UC Hastings Terms and Conditions attached and agreed to by signing

Company Name

RFQ Event Schedule	
Event	Date
RFQ # 56-0167 Documents Posted	2/17/2016
<p>Mandatory Job Walk -- Please RSVP in advance to purchasing@uchastings.edu</p> <p>2:00 p.m. Meet at UC Hastings, Purchasing, 200 McAllister Street, San Francisco. Security check-in procedures in the lobby.</p> <p>Review business items in Purchasing, then take elevator to 6th Floor Library to view the shelving.</p>	2/23/2016, 2:00 p.m. PT
<p>Questions Due</p> <p>Questions must be in writing and sent to purchasing@uchastings.edu</p>	2/29/2016, by 4:00 pm P.T.
<p>Answers provided by UC Hastings</p> <p>Answers will be posted on the UCH Bids/RFPs web page: http://sites.uchastings.edu/purchasing/current-bids-20152016/</p>	3/4/2016, by 4:00 pm P.T.
<p>Response Due Date/Time:</p> <p>Vendor responses due by close of business. Submission by email to purchasing@uchastings.edu is preferred.</p>	3/11/2016, by 4:00 pm P.T.
Notice of Award (target date)	Week of 3/14/2016
Start of Work (target date)	TBD