

**REQUEST FOR SEALED BIDS
FOR
PROFESSIONAL MOVING SERVICES
AND RENTAL SITE STORAGE PODS**

Proposals Solicited By:

Seda-Cog Housing Development Corporation

201 Furnace Road

Lewisburg Pa, 17837

Narrative of Services Requested:

The Seda-Cog Housing Development Corporation (HDC) needs professional moving services and rental of site storage containers to accommodate the renovation of two Elderly Apartment Buildings located at 441 South High Street (High Street Manor) and 342 South Market Street (Market Street Manor) Selinsgrove, Pa. Both properties are three-story elevator buildings and are contiguous to each other.

Bidders can provide both moving and rental of storage containers or just moving services or rental of storage containers.

The renovation work will begin in June 2025 and will continue over a 14-to-16-month period while the buildings remain occupied. Current tenants will stay in their individual units while work is not being performed in their unit. When it is time for residents' units to be renovated the occupants of the unit will be temporarily relocated to a vacant unit within one of the two buildings. When the renovation work is completed in the unit, the tenant will be able to return to the original unit. Anywhere from 2-6 tenants will be temporarily relocated at any given time during construction depending on the contractor's schedule and availability of vacant units used for temporary relocation.

Each apartment is approximately 600 sq.ft., comprising of a small kitchen/eating area, living room, one-bedroom and three closets. Property management will coordinate with the tenant to have personal belongings i.e. figurines, pictures, dishware, eating utensils, and clothing stored in closets, to be placed in boxes. Boxes shall be supplied by the moving company two weeks prior to moving date.

When the tenant is relocated to a vacant unit by the moving company, all the tenants personal property, i.e., packed boxes, furniture etc., shall be relocated to the temporary apartment. The typical furnishings that are expected to be moved are a small kitchen table and chairs, sofa, several upholstery chairs, several side stands and bedroom furniture (dressers and bed). The mover will be responsible to disassemble and reassemble the bed.

Upon completing the tenant's renovated original apartment (4- 6 weeks from the original relocation) the moving company will provide the same services as described above, to move the tenant back into their original unit. Depending on the number of vacant apartments that will become available throughout the renovation period from actual residents moving out to other housing options (i.e nursing care facilities, moving into a family members home) it is anticipated that 2-6 tenants will be relocated every four to six weeks and then the tenants that were previously temporarily relocated will be moved back into their original apartments.

In addition to moving the tenant's personal property it will be required to have the moving company to temporarily relocate the common area furniture to storage pods that will be located on site. When the project is completed, it is expected that the common area furnishing will be moved back into the buildings.

Sealed Bid shall include the attached “Standard Moving Bid Form” and be submitted to:

Leslie Osgood
Seda-Cog Housing Development Corporation
201 Furnace Road
Lewisburg Pa. 17837

All Bids shall be sealed and clearly marked on the outside High/Market Street Moving Services, and must be received by 1:00pm, May 7, 2025, at which time they will be publicly opened at Seda – Cog Housing Development Corporation’s offices.

Questions regarding this proposal should be directed to:

J Michael Fisher
570-989-2570
michaelf@trossbrothers.com
or
Leslie Osgood
570-412-6186
losgood@seda-cog.org

FOR BIDDERS WISHING TO SEE THE BUILDINGS PLEASE CONTACT LESLIE OSGOOD

BID SUBMISSION

Three copies of the proposal must be submitted to:

Leslie Osgood
Seda-cog Housing Development Corporation
201 Furnace Road
Lewisburg, Pa. 17837

Bids must be received no later than 1:00pm, May 7, 2025. Bids that are faxed or e-mailed cannot be accepted.

The Owner reserves the right to accept or reject all bids or to waive any irregularities.

Professional Liability Insurance is required for this project. Please indicate the level of coverage provided.

TERMS OF PAYMENT

The moving company will be required to enter into a written Agreement with the Owner, which will incorporate the information contained in the Request for Sealed Bids, by way of reference. The moving company will agree to a cost per unit fee, which shall include all costs associated with services outlined herein. Invoices shall be provided setting the description of work completed and upon receipt, owner will make payment within 30 days.

STANDARD MOVING BID FORM

FIRM NAME: _____

ADDRESS: _____

TELEPHONE: _____

REPRESENTATIVE: _____

I. Moving Costs

a. Moving boxes for 12 apts. \$ _____

b. Moving cost per apartment* \$ _____

c. Lump sum cost to move all
common space furniture \$ _____

II. Storage Container

a. Cost per container (specify size) \$ _____ size: _____

b. Total Cost for required Containers \$ _____

*Includes rental relocation and moving the tenant back into renovated unit.

I, _____, a professional mover in the Commonwealth of Pennsylvania and an authorized representative of the above indicated firm, have reviewed, and understand the Request for Proposal, and I am prepared to provide the required services for the above costs.

I _____, provider of storage containers and an authorized representative of the above indicated firm, have reviewed and understand the Request for Proposal, and I am prepared to provide the required services for the above costs.

ATTACH A MINIMUM OF TWO (2) PROJECT REFERENCES, SIMILAR IN DESIGN AND SCOPE. ATTACH LIMITS OF COVERAGE FOR PROFESSIONAL LIABILITY INSURANCE.

