

March 20, 2025

Dr. Jennifer Martin-Green
Superintendent
Southfield Public School District
24661 Lahser Road
Southfield, MI 48033

VIA EMAIL TO: jennifer.martin-green@southfieldk12.org

RE: Southfield Public School District - Physical Move Services for 2025

Dear Dr. Martin-Green:

This letter transmits an update from Plante Moran Realpoint (PMR) as it relates to the assignment to assist and advise Southfield Public School District (SPS) in its selection and procurement of Physical Move Services for the district relocation work in 2025. The following schools within the district are affected by the relocations in 2025: Birney K-8 School, Eisenhower Elementary School, Levey Middle School, Stevenson Elementary School, Thompson K-8 International Academy, and Vandenberg World Cultures Academy. This update represents the mutual efforts of PMR and SPS Administration & Staff (the Project Team) to present a framework in order to recommend and procure a Physical Move vendor.

SELECTION PROCESS

The process of drafting the documents and information to be included in the Request for Proposal (RFP) started with identifying the schools affected by moves, content that will need to be packed by classroom/school and the review of the overall district schedule for the balance of the school year. Subsequent documentation was developed and included to further outline the district's scope of work, as well as the schedule for the work to be completed.

On February 12, 2025, PMR met with Palmer Moving to review and discuss the RFP documents for all moves to take place in the district for the remainder of the year. A pre-bid walkthrough was held on February 17, 2025 at Vandenberg World Cultures Academy, Thompson K-8 International Academy, Levey Middle School, Eisenhower Elementary School, Stevenson Elementary School, and Birney K-8 School to confirm scheduling and identify the quantity of labor, materials, trucking, and storage that would be required for the various schools. On March 3, 2025, Palmer Moving provided a proposal to PMR for the cost of services at SPS, for review and comment, of all 2025 physical moving efforts. Over the ensuing days, questions and clarifications were vetted out by PMR with the move vendor and the overall bid analysis was reviewed and discussed by members of the Project Team for clarity.

The Project Team reviewed the bidder's proposed scope of work to ensure it met the districts' anticipation of work to be completed, as well as the individual rate schedules for labor and materials. The Project Team also

reviewed the current labor force and schedule availability for the bidder to ensure they would have the capacity to complete the districts scope of work within the current schedule. Upon The Project Team's completion of the proposal analysis an initial recommendation was developed on March 20, 2025.

RECOMMENDATION

Upon completion of the post-bid review and analysis The Project Team is recommending a **Total Award Recommendation of Four Hundred Twenty Seven Thousand Six Hundred Dollars and no/100 (\$427,600.00)**. The total award recommendation includes a contract award to Office Moving Alliance Worldwide LLC and Palmer Moving Services, as well as additional insurance and a district contingency for potential unforeseen tasks that may arise and require physical move support.

Breakdown of the Total Award Recommendation is as follows:

Office Moving Alliance Worldwide, LLC (Crates at Birney & Levey)	\$13,125.00
Palmer Moving Services	\$376,195.00
Additional Insurance for \$100k Coverage	\$600.00
<u>District Project Contingency (10% of Physical Mover Cost)</u>	<u>\$37,680.00</u>
Total Project Amount	\$427,600.00

The Project Team is available at the Board's convenience to answer any questions regarding the bidding process, proposals, clarification discussion process and analysis, or the recommendation by The Project Team. If you have any questions regarding the above information,

Sincerely,



Kevin Massey, LEED AP
Plante Moran Realpoint

CC: Jessee D. Sutton – Southfield Public School District,
Accounts Payable / Purchasing Specialist

File

Enclosures: Palmer Moving Proposal & High-Level Milestone Schedule

2025 Southfield Public Schools Moving Pricing

Birney

ITEM	UNIT COST
Deliver staff packing supplies	\$2,417.50
Allowance to pack and prep staff (2 days with 6 movers per day)	\$6,000.00
Deliver Birney K-4 to Vandenberg	\$14,400.00
Deliver Birney 5-8 to Vandenberg	\$10,800.00
Post move support in Vandenberg (2 days with 4 movers and 1 truck per day)	\$4,200.00
Decommission any remaining items in Birney	\$3,525.00
TOTAL WITH BOXES	\$41,342.50
Discount if crates are utilized and provided by other	(\$3,350.00)
TOTAL WITH CRATES	\$37,992.50

Eisenhower

ITEM	UNIT COST
Decommission any remaining items from Stevenson	\$3,525.00
TOTAL	\$3,525.00

Levey

ITEM	UNIT COST
Deliver staff packing supplies	\$2,042.50
Allowance to pack and prep staff (2 days with 6 movers per day)	\$6,000.00
Load Levey into trailers	\$36,600.00
Decommission any remaining items in Levey	\$3,525.00
Trailer storage for 1 month during cleaning	\$5,950.00
Deliver Levey trailers into Eisenhower	\$36,600.00
Post move support in Eisenhower (2 days with 4 movers and 1 truck per day)	\$4,200.00
TOTAL WITH BOXES	\$94,917.50
Discount if crates are utilized and provided by other	(\$3,350.00)
TOTAL WITH CRATES	\$91,567.50



ITEM	UNIT COST
Deliver staff packing supplies	\$2,042.50
Allowance to pack and prep staff (2 days with 6 movers per day)	\$6,000.00
Unload (9) trailers being stored by Palmer from 2024	\$31,000.00
Deliver Stevenson from Eisenhower	\$18,000.00
Decommission any unwanted items from unpacking	\$7,550.00
Post move support in Stevenson (2 days with 4 movers and 1 truck per day)	\$4,200.00
TOTAL WITH BOXES	\$68,792.50
Discount if crates are utilized and provided by other	(\$3,350.00)
TOTAL WITH CRATES	\$65,442.50

Thompson

ITEM	UNIT COST
Deliver staff packing supplies	\$2,417.50
Allowance to pack and prep staff (2 days with 6 movers per day)	\$6,000.00
Load Thompson into trailers	\$42,000.00
Store Thompson trailers offsite for 2 months	\$14,000.00
Decommission any unwanted items	\$2,925.00
Allowance to store musical instruments at University	\$4,800.00
Deliver and unload Thompson trailers	\$42,000.00
Post move support in Vandenberg (2 days with 4 movers and 1 truck per day)	\$4,200.00
TOTAL WITH BOXES	\$118,342.50

Vandenberg

ITEM	UNIT COST
Populate (6) classrooms and media center summer	\$3,150.00
Decommission balance of furniture & content	\$33,800.00
Decommission summer program furniture	\$6,325.00
TOTAL	\$43,275.00

Internal Moves

ITEM	UNIT COST
Allowance to deliver TBD staff packing supplies	\$3,700.00
Allowance for TBD internal moves (3 days with 6 movers and 1 truck per day)	\$9,000.00
TOTAL	\$12,700.00



2025 Southfield Public Schools Moving Summary

Summary

SCHOOL	WITH BOXES	WITH CRATES
Birney	\$41,342.50	\$37,992.50
Eisenhower	\$3,525.00	n/a – decomm only
Levey	\$94,917.50	\$91,567.50
Stevenson	\$68,792.50	\$65,442.50
Thompson	\$118,342.50	n/a – two story school
Vandenberg	\$43,275.00	n/a – decomm only
Internal Moves	\$12,700.00	n/a – TBD material allowance
TOTAL	\$382,895.00	\$372,845.00

Unit Pricing

ITEM	UNIT	UNIT PRICE
Labels	pack of 500	\$16.00
Tape	roll	\$1.50
Tape	box of 50	\$75.00
Box	each	\$1.25
Speedpack	each	\$18.00
Truck	hour	\$30.00
Mover	hour	\$45.00
Supervisor	hour	\$60.00
Installer	hour	\$65.00
Disposal	ton	\$125.00
Disposal Labor	truck	\$600.00
Trailer Pickup	each	\$300.00
Trailer Storage	month	\$350.00
Trailer Dropoff	each	\$300.00
Additional Insurance	per \$1,000 declared	\$6.00



Task		Start Date	End Date	Responsibility	February-25			March-25			April-25			May-25			June-25			July-25			August-25			September-25			October-25			November-25			December-25			January-26		
Meeting with Physical Mover to Review 2025 SPS District Moves	2/12/2025	2/12/2025		PMR/MOVER	3	10	17	24	3	10	17	24	31	7																										
	2/17/2025	2/17/2025		PMR/MOVER																																				
	3/3/2025	3/3/2025		PMR/MOVER																																				
	3/10/2025	3/10/2025		PMR/SPS																																				
	3/20/2025	3/20/2025		PMR/SPS																																				
	4/8/2025	4/8/2025		PMR																																				
	4/11/2025	4/11/2025		SPS																																				
	4/14/2025	4/14/2025		PMR/SPS																																				
	4/18/2025	4/18/2025		PMR/MOVER																																				
	5/12/2025	5/12/2025		PMR/MOVER																																				
Physical Mover Contract Amendment Execution	6/2/2025	6/2/2025		PMR/MOVER																																				
	6/3/2025	6/3/2025		SPS																																				
	6/16/2025	6/16/2025		PMR/MOVER																																				
	6/17/2025	6/17/2025		SPS																																				
	6/18/2025	6/18/2025		PMR/MOVER																																				
	6/19/2025	6/20/2025		PMR/MOVER																																				
	6/16/2025	6/20/2025		PMR/MOVER																																				
	6/23/2025	7/3/2025		SPS																																				
	7/7/2025	7/7/2025		PMR/MOVER																																				
	7/21/2025	7/21/2025		PMR/MOVER																																				
Physical Mover Contract Amendment Execution	8/4/2025	8/6/2025		PMR/MOVER																																				
	8/11/2025	8/15/2025		PMR/MOVER																																				
	8/18/2025	8/18/2025		PMR/MOVER																																				
	8/19/2025	8/20/2025		PMR/MOVER																																				
	8/25/2025	8/25/2025		SPS																																				
	9/2/2025	9/2/2025		PMR/MOVER																																				
	11/17/2025	11/17/2025		PMR/MOVER																																				
	12/22/2025	12/23/2025		PMR/MOVER																																				
	12/22/2025	12/23/2025		PMR/MOVER																																				
	12/29/2025	12/29/2025		PMR/MOVER																																				
Physical Mover Contract Amendment Execution	1/2/2026	1/2/2026		PMR/MOVER																																				
	1/5/2026	1/5/2026		PMR/MOVER																																				
	1/5/2026	1/5/2026		SPS																																				
	1/5/2026	1/5/2026		PMR/MOVER																																				
	1/5/2026	1/5/2026		SPS																																				
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	1/5/2026	1/5/2026		PMR/MOVER																																				