



# LINCOLN PUBLIC SCHOOLS

BUCKNER M. CREEL  
ADMINISTRATOR FOR BUSINESS AND FINANCE

January 6, 2016

To: School Committee  
Becky McFall, Superintendent  
From: Buckner Creel

Subject: Selection of HMS Move Contractor for April 2016

**Background** The Hanscom Middle School (HMS) will move from their present location in a temporary modular facility into the new school building currently under construction during the Spring Recess in April 2016. In concept, teachers and staff would pack up their materials into orange crates by or on April 15<sup>th</sup>. The following Tuesday, April 18<sup>th</sup>, furniture and crates would be moved into pre-designated rooms, and teachers and staff would come in and unpack their crates by or on Monday, April 25<sup>th</sup>. The goal is to have the classrooms and offices unpacked and operational in time to start school on April 26<sup>th</sup>.

**Procurement process** The State Operational Services Division conducted a rigorous bidding process and entered into contracts with several moving firms. They gave municipalities and schools access to these vendors through the open contract FAC78 on the eponymous State Bid List. The terms of FAC78 require us to solicit quotes from at least two vendors before placing a purchase order and require the vendors to provide pricing which is equal to or less than the rates published in FAC78. As our move is a task under the DODEA contract, all labor is to be paid at prevailing wage rates.

After some discussion and soliciting advice from other districts, the administration decided to request quotes for the move from the temp facility into the new Hanscom Middle School from four vendors, all on the State Bid List:

- William B. Meyer
- A. Walecka and Sons
- Spry Moving
- Sterling Corporation

A walk-through of the two HMS facilities on December 9 was attended by representatives from three of the four companies. Following the walk-through, the Facilities Department issued a formal Request for Quote (RFQ) to the three firms, with a response date of December 30, 2015.

**RFQ responses** All three vendors responded to the RFQ by the deadline. The comparison totals are:

- William B. Meyer -- \$34,012.46
- A. Walecka and Sons -- \$30,190
- Spry Moving – no quote
- Sterling Corporation – \$33,859.35

A. Walecka and Sons had the apparent low quote, which contained several areas requiring clarification. Our questions were satisfactorily resolved, and the Walecka quote was confirmed to be the low quote.

**References** A. Walecka and Sons provided references for public school moves that they executed; we were able to talk with three. All three references were “very happy” with Walecka’s overall performance. Comments included:

- “Very happy with the job Walecka did. Would definitely use again.”
- “We used them twice! They were great to work with.”
- “We are already planning to use Walecka again with another move.”
- “Walecka had the right amount of crew – including movers, trucks and supervisors.”
- “Were very accommodating and worked with their budget to put together an appropriate and effective plan for the elementary school.”
- “If Tom says it will get it done, it will.”
- “Movers, supervisors, trucks were all well organized.”

**Recommendation** The administration recommends that the School Committee authorize the administration to award a purchase order for the HMS move to A. Walecka and Sons in the amount of \$30,190.