

Request for Proposals: Office Relocation and Asset Disposition Services

Two-Part RFP for Moving and Furniture Disposal Services

Project Overview

MARC seeks specialized firms to provide office relocation and asset disposition services in two distinct parts. Respondents may bid on either Part 1, Part 2, or both parts, with clear indication of any pricing dependencies between parts. This move is expected to take place in mid-late July with completion no later than the end of July 2026.

Scope of Work

Part 1: Moving Services for Existing Office Furniture

Scope includes complete relocation of office furniture, file cabinets, A/V equipment, desktop computer equipment (monitors, keyboards, mice, etc), task chairs and ancillary from one office building to another. Services must include professional uninstalling of a small number of workstations at origin location and reinstalling at destination location to functional status. All labor, supervision, tools, equipment, transportation, and materials necessary to perform the move must be provided by contractor.

Part 2: Removal and Disposal Services for Workstations and Ancillary Furniture

Scope includes removal of approximately 180 workstations, conference room tables and chairs, and ancillary furniture including file cabinets. Contractor must prioritize environmentally responsible methods: recycling and refurbishing over disposal to landfill. Services include all labor, equipment, transportation, and coordination necessary for complete furniture removal. Contractor must provide documentation of disposal methods and diversion rates from landfill.

Submission Requirements and Timeline

All proposals must be submitted to Amanda Graor at agraor@marc.org no later than Friday, April 24, 2026 at 5:00 PM Central Time. Late, faxed, or incomplete submissions will not be accepted. Proposals must not exceed 4 pages and should address all evaluation criteria listed below. Respondents interested in building tours must submit requests by Friday, April 17, 2026.

| Milestone | Date | Notes |
|--------------|--------------------------|--|
| RFP Released | Wednesday, April 1, 2026 | Document available to all interested vendors |

| Milestone | Date | Notes |
|------------------------------|--------------------------------------|--|
| Building Tour Requests Due | Friday, April 17, 2026 | Submit requests to agraor@marc.org for scheduling |
| Proposal Submission Deadline | Friday, April 24, 2026 at 5:00 PM CT | Late or incomplete submissions will not be accepted |
| Services to Begin | July 2026 | Exact start date to be determined with selected vendor |

For all inquiries regarding this RFP, including building tour requests, proposal clarifications, or general questions, please contact Amanda Graor at agraor@marc.org.

Proposal Content Requirements

Each proposal must clearly indicate which part(s) the respondent is bidding on (Part 1, Part 2, or both). If bidding on both parts, explicitly state whether pricing is dependent or independent for each part.

Company qualifications and relevant experience with similar office relocation or asset disposition projects. Include number of years in business, size of typical projects, and geographic service area.

Detailed pricing structure including all labor, equipment, transportation, disposal fees, and any other costs. Pricing must be itemized by part if bidding on multiple parts.

Insurance documentation proving adequate coverage including general liability and workers compensation. Certificate of insurance must be current and list coverage amounts.

Project approach and methodology describing how your firm will execute the scope of work, including timeline, staffing plan, equipment to be used, and any subcontractors.

For Part 2 proposals: Environmental sustainability practices including recycling partnerships, refurbishing capabilities, and typical landfill diversion rates achieved on similar projects.

Evaluation Criteria

Proposals will be evaluated based on the following weighted criteria: relevant experience and qualifications (30%), pricing and overall value (25%), proposed project approach and schedule (30% for part 1, 20% for part 2), insurance coverage adequacy (15%), and for Part 2 bidders, environmental sustainability practices and documented diversion rates (10%). MARC reserves the right to request clarifications, conduct vendor interviews, and negotiate final terms with selected finalists. Award decisions will prioritize vendors demonstrating strong track records, competitive pricing, comprehensive insurance, and for disposal services, proven commitment to recycling and refurbishment over landfill disposal.