The AOC will be awarding a one year services agreement, with three (3) one year options to extend, to a moving company to provide moving services on scheduled move dates (see page 3) as well as special projects, not to exceed $5,000 each, on other dates. Services include but are not limited to the following duties:

1. Provide 2 people plus one supervisor 24 times a year, for 8 hours each day, based on schedule listed on the Attachment 1. Number of people and durations for special projects will be negotiated.
2. Systems furniture inventory, setup and breakdown. Worked at least 10 years with reconfiguration of modular furniture (i.e. workstations, countertops, preferably Haworth Premise Line).
3. Move employees and areas with office equipment every 2 weeks. Schedule listed on separate addendum. Will be subject to change with sufficient notice provided to the contractor.
4. Provide assistance to the move coordinator/project manager/telecom specialist/IS Helpdesk as needed to complete projects. Develop excellent working relationship.
5. General cubicle/office/furniture/equipment moves per schedule.
6. Minor facility alterations like furniture repair, hanging framed pictures, refurbishment and repairs of areas affected during moves.
7. Adjusting and reconfiguring workstations, moving, disconnecting/reconnecting standard peripheral equipment including:
	* Monitors, keyboards, mouse, printers, CPU docking stations and various other peripheral equipment
	* Install pc, put on-line and bring to a “prompt” screen
	* Install phones at desktop. AOC will be responsible for inside wiring and programming
8. Other specialties to be provided:
	* Installation of ergonomic equipment
	* Assembling chairs and small pieces of furniture
	* Minor paint and spackling
	* Hangs items in offices/open areas
	* Bolt free standing furniture over 6” to the wall (i.e. bookcase)
	* Various miscellaneous tasks that may arise on “Move Day.”
9. All move staff must wear identifiable shirts, hats, etc. to clearly distinguish them as working staff. **All move staff are subject to a background investigations.**
10. No subcontracting of any services without written approval from the Project Manager.
11. Delivery to and familiarity with California’s Department of General Services Property of Reutilization policies, procedures and scheduling.
12. Ability to work with Building Manager. Must abide rules and regulations of building management. Must provide Certificate of Insurance for up to one million dollars.
13. Provide all moving materials (labels, boxes, etc.) discount to the AOC with the understanding that the movers buy back unused or used packaging materials.
14. Please indicate total price for all 24 dates combined; provide hourly rates for negotiation of special projects.
15. All bids must be sealed, note “Moving Services” on envelope and delivered to:

**AOC – Finance 6th Floor**

**455 Golden Gate Avenue**

**San Francisco, CA 94102**

**Attention: Nadine McFadden**

The moving company will be required to contact authorized AOC specialist or backup the Wednesday prior to the move date to review the punch list and confirm whether the work can be completed within an eight hour work day. Mover must be flexible in case of urgent requests. It is upon the discretion of the lead/supervisor whether or not to bring in the appropriate equipment, workers or truck to complete the requested tasks. Additional dates throughout the year may be needed for special projects. Work will be done on the two scheduled Fridays (total of 24 days) noted on Attachment 1. These dates are subject to change requiring one week notice to Project Manager. The AOC reserves the right to terminate the agreement for convenience. This agreement may be renewed for the same fees on a yearly basis for up to three additional years at the AOC’s sole option. Winning vendor agrees to defer billing until Budget Act is passed in fiscal year.

**2013/2014 Scheduled Move Dates**

**San Francisco State Building – Civic Cener**

**455 Golden Gate Avenue/350 McAllister, San Francisco, CA**

Friday, July 5, 2013 Friday, January 3, 2014

Friday, July 19, 2013 Friday, January 17, 2014

Friday, August 2, 2013 Friday, February 7, 2014

Friday, August 16, 2013 Friday, February 21, 2014

Friday, September 6, 2013 Friday, March 7, 2014

Friday, September 20, 2013 Friday, March 21, 2014

Friday, October 4, 2013 Friday, April 4, 2014

Friday, October 18, 2013 Friday, April 18, 2014

Friday, November 1, 2013 Friday, May 2, 2014

Friday, November 15, 2013 Friday, May 16, 2014

Friday, December 6, 2013 Friday, June 6, 2014

Friday, December 20, 2013 Friday, June 20, 2014

\* Please note all dates are subject to change.