

**SCOPE OF WORK
FOR
MOVING SERVICES DISTRICT WIDE**

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1. GENERAL

- a) This agreement provides for non-exclusive services for a Contractor to perform professional moving services and provide packing materials for the William S. Hart Union High School District within the District's Santa Clarita, CA boundaries at such times and places as directed by the District. The Contractor shall provide professional moving services in accordance with the Contract Documents including the Agreement, all modifications and amendments thereto, Notice Inviting Bids, Instructions/Information for Bidders, Contractor's Proposal, Quotation Sheet, Exhibits, General Conditions, Schedules, all Addenda to the Bid Documents, Bid Package, and this Scope of Work. The Contractor shall provide all permits and pay all fees required to complete the services at no additional cost to the District. Moving services for all District schools and departments will be on an as-needed basis.

- b) The Quotation Sheet and Exhibits A and B establish fixed hourly rates and unit prices for moving crews and associated equipment

and supplies to provide professional moving services for all District schools and departments on an as-needed basis.

2. EQUIPMENT

- a) Contractor shall provide the appropriate types of equipment and vehicles for an efficient professional move.
- b) All equipment shall be kept in a clean condition and a good state of mechanical repair whenever transporting District material.

3. PACKING

- a) For all Contractor packed boxes, the contractor is responsible for all packing supplies and materials to ensure the boxes are properly packed and items within the boxes are properly protected.
- b) District employees will be responsible for packing and unpacking desk contents.
- c) District authorized representative shall inform Contractor of items to be packed by Contractor.
- d) Contractor shall inform the District authorized representative of items that District personnel have packaged insecurely. District authorized representative shall authorize Contractor to repack to ensure safe transportation or Contractor shall have option to refuse to transport. Contractor will invoice the District for additional packing materials authorized.

4. FURNITURE

- a) The Contractor shall be responsible for moving designated items to the proper location at the destination location.

- b) The Contractor shall disassemble, move to the proper location, and reassemble designated furniture. District electricians will accomplish electrical disconnection and reconnection of the furniture.
- c) District personnel will disconnect and reconnect utilities.
- d) Built-ins, whiteboards, projector screens, and reprogramming timers, are not the responsibility of the Contractor.

5. TECHNOLOGY EQUIPMENT

- a) District personnel shall disconnect all technology equipment.
- b) As directed by the District authorized representative, technology equipment, including but not limited to: all desk-top equipment, printers, fax machines, power strips, peripheral computer equipment, computer monitors and personal computers shall be prepared for moving by the Contractor. The equipment shall be blanket or bubble wrapped and safely secured on computer carts or gondolas with material such as shrink-wrap or safely secured in speed packs or crates. The equipment shall be moved in air ride trucks/trailers.
- c) The Contractor shall reposition the technology equipment as the District authorized representative directs.
- d) District personnel shall reconnect all technology equipment.

6. PACKING MATERIAL

- a) The Contractor shall provide, as District authorized representative authorizes, new packing boxes and packing material to designated locations by a date no less than five (5) calendar days prior to the move. The Contractor shall have 3 distinct colors of tags available upon request.
- b) Contractor shall provide a credit for any unused materials.

- c) Contractor shall be responsible to retrieve all materials to be returned to Contractor within 30 days after the move.

7. EMPLOYEE IDENTIFICATION

- a) All Contractor employees shall be in a clean uniform and identifiable at all times. Employees' uniforms shall bear the name of the Contractor and the employee.

8. SUPERVISION

- a) The Contractor shall be represented at all times at both the origin and destination points by a supervisor. Supervisors shall be uniformed so as to be readily identified in comparison to other workers.
- b) Contractor's Supervisor(s) shall coordinate with the District's authorized representative immediately before and after the move.
- c) Contractor shall provide both a primary and secondary point of contact available by cell phone to the District 24 hours per day, 7 days per week, during each move.
- d) Supervisor must be proficient communicating in the English language.

9. PROTECTION AND DAMAGES TO EXISTING PROPERTY

- a) Trucks shall be locked at all times, and staged in a secure area, except when being loaded or unloaded to ensure against damage and loss. Contractor shall provide locks.
- b) The Contractor shall take all steps necessary to avoid damage and loss to any existing property at both the origin and destination and

any points in between. Property shall include, but is not limited to, carpet, walls, furniture, flooring, elevators, etc.

- c) Wheels on dollies or other rolling equipment shall be rubber and free of any material that would cause staining or marring on any surface.
- d) The Contractor is solely responsible for all damages caused by the Contractor, its employees, subcontractors, or agents during moving service operations.
- e) Damages shall be reported the same day of occurrence to the District's authorized representative. The Contractor shall be held accountable, and be required to make good at the Contractor's expense, any and all damages caused by the Contractor, its employees, subcontractors, or agents during moving service operations. This includes, but is not limited to, repairs, replacement, cleaning, and restoration to the satisfaction of the District.
- f) The Contractor and the District's authorized representative shall assess damages within five (5) working days after the damages have occurred.
- g) The Contractor shall repair or replace any damaged items within five (5) working days of the assessment. Items which cannot be procured and delivered within this time frame may be ordered and delivered to the District within a mutually agreed upon time frame.
- h) Any protective material that Contractor installed prior or during the move shall be immediately removed after the move is completed.
- i) The Contractor is required to provide all protection for all material, furniture, and equipment moved.
- j) The Contractor shall replace any item or items damaged during the move with a suitable replacement as determined by the District.

10. EXECUTION OF WORK

- a) If the District and/or the Contractor deems an inventory necessary, the Contractor shall arrive to perform an inventory, at Contractor's expense, no later than three (3) calendar days after notification.
- b) The Contractor and the District's authorized representative shall inventory all items to be moved. The Contractor shall provide a cost proposal to perform the move based on the Quotation Sheet and Exhibits provided at bid. The cost proposal will clearly identify each item being used on the Quotation Sheet and Exhibits and will clearly indicate the total number of continuous days and/or hours required to perform the move.
- c) The District will review the cost proposal and provide approval by issuance of a formal purchase order.
- d) The Contractor shall schedule the move to occur within five (5) calendar days of the approval of the proposal. The move shall be scheduled to occur on continuous days unless otherwise specified by the District at its sole discretion.

11. WORK HOURS

- a) Hourly rates beyond 8 hours per day on a District move will be paid at a maximum of 1.5 times the quoted hourly rate. Contractor must obtain District approval before exceeding an 8 hour work day.

12. EXECUTION OF THE MOVE

- a) The Contractor shall provide an adequate number of crew and equipment to perform the move within the proposed and scheduled total hours. If the Contractor determines during the course of the move that additional hours or crew may be needed, Contractor shall obtain District approval for the extra hours or crew prior to using them. Additional hours or crew used without District approval may not be paid at the District's discretion.

- b) The Contractor shall remove all inventoried items and transport them to the destination location. At the destination location, the Contractor shall place the items where directed by District authorized representative(s). Item placement will not obstruct employee access to the workspace or cause a safety hazard, and must allow for an organized unpacking process.
- c) Equipment and furniture placement shall facilitate an orderly reinstallation and assembly process. The Contractor shall reassemble all equipment and furniture and place them in the designated location at the destination.
- d) The contractor shall keep an inventory of all items removed from the origin and a District authorized representative shall verify that the items are delivered to the destination location.

13. SAFETY

- a) The Contractor alone shall be responsible for the safety, efficiency and adequacy of its plant, vehicles, equipment, appliances, methods, and for any damage which may result from Contractor's failure or improper maintenance or operation. The Contractor shall be responsible for initiating, maintaining, and supervising all safety precautions and programs in connection with the performance of the services provided.
- b) The Contractor shall give notices and comply with all applicable laws and regulations of any public body having jurisdiction for the safety of persons or property to protect them from damage, injury or loss and shall erect and maintain all necessary safeguards for such safety and protection.
- c) Material usage shall be accomplished with strict adherence to California Division of Industrial Safety, or other governing regulations, and all manufacturer's warnings and application instructions listed on the Material Safety Data Sheet and on the product container label.