Attachment 1

Scope of Project

The Judicial Council of California will be awarding a one year services agreement to a moving company to provide moving services as well as assistance with special projects at 455 Golden Gate Ave, San Francisco, CA 94102. Qualifications, requirements and duties are as follows:

1. Provide 2 people plus one supervisor 24 times a year based on schedule listed below on page 2.
2. Systems furniture inventory, setup, reconfiguration and breakdown. Staff to have at least 10 years of experience with reconfiguration of modular furniture (i.e. workstations, countertops, cabinets, etc.
3. Work dates will be scheduled every two weeks, as provided below on page 2. These dates will be subject to change with sufficient notice provided to the contractor.
4. Provide assistance to JCC staff including the move coordinator, project manager, telecom specialist, IS Helpdesk as needed to complete projects.
5. Minor facility alterations such as furniture repair, hanging framed pictures, and refurbishment and repairs of areas affected during moves.
6. Staff moves including moving, disconnecting, and reconnecting standard peripheral equipment such as:
	* Monitors, keyboard, mouse, printers, CPU docking stations and various other peripheral equipment;
	* Installation of computers including connections to power and data resulting in a “prompt” screen; and
	* Installation of phones at desktop. Judicial Council of California will be responsible for inside wiring and programming.
7. Other services to be provided:
	* Installation of ergonomic equipment;
	* Assembly of chairs and small pieces of furniture;
	* Hang items in offices/open areas;
	* Seismic attachment of free standing furniture over six feet tall(i.e. bookcase); and
	* Various miscellaneous tasks that may arise on “Move Day.”
8. All move staff must wear identifiable shirts, hats, etc. to clearly distinguish them as working staff. **All move staff are subject to complete internal background investigations.**
9. No outsourcing of any services without written approval from the Project Manager.
10. Familiar with Department of General Services Property of Reutilization policies, procedures, and scheduling.
11. Ability to work with Building Manager. Must abide rules and regulations of building management. Must provide Certificate of Self Insurance for up to one million dollars.
12. Provide all moving materials (labels, boxes, etc.) with a discount to the Judicial Council of California with the understanding that the movers buy back unused or used packaging materials.
13. Adhere to specific list of move work provided by the Judicial Council Project Manager and do not conduct any move work requested by other Judicial Council staff without permission from the Judicial Council planner.
14. Please indicate total price for all 24 dates combined.
15. All bids must be sealed and delivered to: see section 5.3 of IFB-BAP-06062017-RB.
16. The moving company will be required to contact authorized Judicial Council of California specialist or backup the Wednesday prior to the move date to review the work list and confirm that the work can be completed within an eight-hour work day.
17. Mover must be flexible in case of urgent requests
18. Mover will be required to bring in the appropriate equipment, workers or truck to complete the requested tasks.
19. Additional dates throughout the year may be needed for special projects.
20. Work will be done on the following scheduled Fridays (total of 24 days).
21. These dates are subject to change requiring one-week notice to Project Manager.
22. The Judicial Council of California reserves the right to cancel the agreement at any time during the year with no penalty.

**Fiscal Year 2017/2018**

 **Scheduled Move Dates**

|  |  |
| --- | --- |
| Friday, July 7, 2017 | Friday, January 5, 2018 |
| Friday, July 21, 2017 | Friday, January 19, 2018 |
| Friday, August 4, 2017 | Friday, February 2, 2018 |
| Friday, August 18, 2017 | Friday, February 16, 2018 |
| Friday, September 1, 2017 | Friday, March 2, 2018 |
| Friday, September 15, 2017 | Friday, March 16, 2018 |
| Friday, October 6, 2017 | Friday, April 6, 2018 |
| Friday, October 20, 2017 | Friday, April 20, 2018 |
| Friday, November 3, 2017 | Friday, May 4, 2018 |
| Friday, November 17, 2017 | Friday, May 18, 2018 |
| Friday, December 1, 2017 | Friday, June 1, 2018 |
| Friday, December 15, 2017 | Friday, June 18, 2018 |

\* Please note all dates are subject to change.