

Attachment C  
**MOVE SCOPE of SERVICES**

Section 1

**ORIGIN AND DESTINATION ADDRESS**

**A| Origin Building:**

Address:

1149 South Hill Street, Los Angeles, California (between 11<sup>th</sup> and 12<sup>th</sup>) (“The AT&T Center”)

Building Owner/Manager:

LBA Realty

State Bar Square Feet

Approximately 150,000 square feet on floors 4,5,7,8, 9 and 10

Number of State Bar employees:

Approximately 300.

**B| Destination Building:**

Address:

845 S. Figueroa Street, Los Angeles, California (corner of 8<sup>th</sup> Place)

Building Owner:

State Bar of California

State Bar Square Feet:

Approximately 110,000 on floors 2,3,4 and 5.

Number of State Bar employees:

Approximately 300.

Section 2

**EXPECTED MOVE SEQUENCE**

Dates are dependent on, and subject to change due to, facility construction and business needs.

**A| Pre-move File Packing at Origin Building**

Tentative Dates:

Thanksgiving Week, Saturday, November 23 through Sunday, December 1.

Scope Summary:

Stage paper files stored on high density mobile shelving system.

**B| Move Phase 1: File Packing at Origin, Relocation and Unpacking/Reshelving at Destination**

Tentative Dates:

Friday, December 20 through Sunday, December 22.

Scope Summary:

Pack all files currently stored in bankers boxes, on open shelving and in file cabinets; move these files, plus other pre-packed bankers boxes and previously staged high density files, to destination; unpack and re-shelve.

**C| Move Phase 2: Main Office Move**

Tentative Dates:

Thursday, December 26 to Sunday, December 29, 2013 (main move)

Monday, January 6, 2014 (fine tune)

Scope Summary:

Disconnect, move and reconnect Information Technology equipment; move and install furniture and equipment; move personal office files and all remaining/miscellaneous items.

Section 3

**DETAILED SCOPE AND DESCRIPTION OF CONTENTS  
FOR PRE-MOVE PACKING AT ORIGIN BUILDING**

1. 2,800 linear feet of files currently stored on a high-density mobile shelving system, to be removed from shelves and placed on carts provided by vendor.
2. Carts to be relocated to another area within the origin building.
3. Disassembly of the high density mobile shelving system is being handled by a storage system vendor and is excluded from mover's scope.

Section 4

**DETAILED SCOPE AND DESCRIPTION OF CONTENTS FOR  
MOVE PHASE 1: FILE PACKING AT ORIGIN, RELOCATION  
AND UNPACKING/RESHELIVING AT DESTINATION**

1. Move 2,800 linear feet of files previously staged on carts at origin, re-shelve on high density mobile shelving system, which will have been pre-installed at destination.

2. Move approximately 700 bankers boxes (pre-packed and staged by State Bar at origin), place on designated shelves in multiple locations at destination.
3. Pack approximately 3,100 linear feet of paper files stored in file cabinets at origin; place in designated file cabinets or on designated shelves in multiple locations at destination. New shelving and file cabinets will be have been pre-installed at destination.
4. Pack approximately 500 linear feet of paper files stored on open shelving at origin; place on designated shelves or in designated file cabinets in multiple locations at destination. New shelving and file cabinets will be have been pre-installed at destination.
5. Pack approximately 430 linear feet of library books in two designated areas at origin; re-shelve in two designated areas at destination. New shelving and file cabinets will be have been pre-installed at destination.
6. Pack and move miscellaneous supply cabinets and copy/file room contents.

## Section 5

### **DETAILED SCOPE AND DESCRIPTION OF CONTENTS FOR MOVE PHASE 2: MAIN OFFICE MOVE**

#### **A| Furniture.**

Most furniture and seating will remain in place at origin, as new furniture has been purchased and installed at destination. The following are the only furniture items to be moved:

1. Approximately 50 small metal cabinet/computer stands, averaging 30" wide x 25" high x 19" deep, weighing 50 pounds.
2. 12 tables on rolling legs; 30" x 72". These are somewhat fragile and damage easily.
3. 80 folding chairs on hanging racks.
4. 36 task or conference chairs on wheels.
5. 3 Lecterns
6. Up to (but most likely fewer than) 45 metal supply cabinets, averaging 36" wide x 60" high x 19" deep.
7. A minimal number of additional "miscellaneous" small tables, chairs or other items.

#### **B| I.T. Equipment**

In coordination with the disconnect/reconnect team, the following items will be packed (bagged and tagged as appropriate), moved to destination and unpacked/set up:

## 1] Desktop Devices

- a. 300 personal computers. Lenovo all-in-one (computer + monitor) models, 19 pounds, 25" diagonal, plus 6 pound stand. At destination, remove each PC from stand and install onto monitor arms, which will have been pre-installed on all desks. PC stand to be collected for storage in central location at destination.
- b. 300 mice
- c. 300 keyboards.
- d. Approximately 25 keyboard trays. Only designated "ergo" keyboards trays will be uninstalled at origin, moved and reinstalled at destination. Approximately 150 other keyboard trays will be uninstalled and left at origin for disposal.
- e. 450 telephones
- f. 75 networked printers, averaging 18" wide x 18" high x 16" deep, weighing 50 pounds.
- g. Approximately 85 miscellaneous desktop electronics (personal printers, fax machines, postage machines).
- h. Ethernet and fiber patch cables.

## 2] Server Room:

- a. Approximately 45 devices
- b. One IBM PureFlex Rack
- c. Ethernet and fiber patch cables.

## 3] IDF Closets:

- a. Approximately 25 devices
- b. Ethernet and fiber patch cables.

## **C] Individual Employee Office Files and Other Office Items**

1. Personal files and effects from individual employee offices and cubicles, estimated at the equivalent of 20 bankers boxes each, or the equivalent of 6,000 bankers boxes.
2. Personal files will be pre-packed into bankers boxes and staged at origin by employees; vendor may suggest bins/containers as an alternate to bankers boxes.

3. Other personal items will be pre-packed and staged by employees at origin, in bins/containers supplied in advance by vendor.

### **D| Other Items to Move**

1. Approximately 3 paper shredders, averaging 24” wide x 36” high x 24” deep; weighing 75 pounds.
2. Six (6) recycle bins (42" tall, 18" diameter)
3. A set of eight (8) metal lockers, totaling (entire set) 48” wide x 72” high x 18” deep,; weighing 60 pounds.
4. 2 pallets of paper, each with 40 cases of paper, weighing 2,000 pounds.
5. 1 walk-through metal detector (origin 4<sup>th</sup> floor): 35” wide x 87” high x 23” deep; 165 pounds
6. Two (2) airport-style x-ray machines

Unit 1 (origin 4<sup>th</sup> floor):

Main Unit: 48” wide x 52” high x 35” deep; 1,500 pounds

Feeder table: 24”w x 29”h x 28”d; 60 pounds

Exit table: 24”w x 29”h x 28”d; 60 pounds

Unit 2 (origin 7<sup>th</sup> floor):

Main Unit: 34” wide x 49” high x 34” deep; 900 pounds

Feeder table: 24”w x 29”h x 28”d, 60 pounds

Exit table: 24”w x 29”h x 28”d, 60 pounds

7. Possible (not confirmed that this will move): The contents of the “bridge” storage room (13’ x 35’), and the “basement” storage room (43’ x 15’), each containing mostly boxes, with some rolling carts and miscellaneous items.
8. Other small miscellaneous items.

### **E| Items to Relocate Within Origin, But Not Move to Destination**

The following items are to be collected in a central location at origin in preparation for either disposal or liquidation. Mover may be requested to handle disposal of some items.

1. Floor mats
2. Wall clocks
3. Trash bins
4. Plants

5. Wall art
6. White boards and bulletin boards
7. Keyboard trays

### **F] Excluded from Move Scope**

1. Large multi-function copiers will be moved by the copy machine vendor.
2. High density mobile shelving system will be moved by a specialty vendor.
3. Installed shelving units will remain in place, for liquidation with obsolete furniture.
4. All other furniture not itemized above will be left in place for liquidation.

## Section 6

### **OTHER MOVE PARAMETERS AND VENDOR REQUIREMENTS**

1. Mover will provide a dedicated project manager/account executive who will attend all move planning and status meetings and be available during the entire location project. Meetings will include, but are not limited to, an orientation meeting with the Move Coordinators, a Packing & Labeling Training meeting and a final meeting to answer all move-related questions.
2. All move crews will be supervised by experienced, qualified foremen.
3. All move personnel will be dressed in uniforms.
4. Move foremen/supervisors will have cell phones, with numbers provided to the State Bar move team.
5. Drugs, alcohol and smoking will be prohibited at all sites.
6. Trucks are to be supervised at all times when being loaded or unloaded. Trucks are to be locked at all times and staged in a secure area, except when being loaded or unloaded. Mover to provide locks.
7. The mover will provide and install protective floor covering (masonite), wall pads, corner pads, work station protection, doorway and elevator protection at the origin building as well as the destination. If taping protection to walls ( i.e. corrugated wall coverings), only “blue painters tape” may be used.
8. All computer equipment will be blanket or bubble wrapped and shrink wrapped on computer carts. Mover will provide peripheral bags with zip-lock or tie closings for the computer, printer and fax machine cabling and peripherals. The equipment will be moved in air ride vans.

9. Destination signage will be supplied by Blackman & Holberton. Mover shall post the destination directional, office and work station signage. Blackman & Holberton will also supply large scale floor plans, electronically. Mover to print, copy and post floor plans in strategic areas on the floors.
10. Mover will cleanup and remove all packaging material from the destination building prior to departure; mover shall leave the Destination vacuumed cleaned at the end of the relocation.
11. All permits, franchises, licenses or other lawful authority required for effecting the movement, handling and other services to be performed for this relocation would be obtained and maintained by the mover. Permits may include Moving Van Application and arranging for street parking at the Destination. If deemed a requirement, obtaining all permits and payment of all fees is the responsibility of the mover. Proof of permit may be required before the move commences.

## Section 7

### **REMOVAL OF OBSOLETE FURNITURE (OPTIONAL SERVICE)**

Obsolete furniture and ancillary items at origin will be sold, donated or disposed of, between move-out and approximately January 20. A detailed inventory is not yet available. Vendor is requested to suggest options and, if possible prior to a detailed inventory, quote prices, for the following scenarios:

1. Load and transport obsolete items to a charitable/non-profit organization within 25 miles of origin; unload at loading dock/receiving area.
2. Remove and dispose of obsolete items.
3. Sell/liquidate obsolete items.