

Attachment D  
**IT DISCONNECT/RECONNECT SCOPE of SERVICES**

The conditions and parameters noted in Attachment C (Move Scope of Services) are applicable to this Attachment.

Section 1

**EQUIPMENT LIST**

**A| Desktop Devices**

300 personal computers. Lenovo all-in-one (computer + monitor) models, 19 pounds, 22" wide x 16" tall x 3" deep, 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.

300 mice.

300 keyboards.

Approximately 35 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.

450 Cisco IP telephones.

75 networked printers.

Approximately 85 miscellaneous desktop electronics (personal printers, fax machines, postage machines).

Ethernet and fiber patch cables.

**B| Server Room**

Approximately 45 devices.

One IBM PureFlex Rack.

Ethernet and fiber patch cables.

**C| IDF Closets**

Approximately 25 devices.

Ethernet and fiber patch cables.

## Section 2

### **DESKTOP RELOCATION SERVICES**

#### **A| Disconnection**

Each desktop will be powered off. All cables, keyboard, mouse, power cords, and surge protectors, will be removed and placed in bags; vendor will attach a label per a defined label scheme.

Each printer/fax machine will be powered off and all cables and powered cords placed in bags; vendor will attach a label per a defined label scheme.

Each telephone will be unplugged, the cord wrapped around the telephone and placed in a bag; attach label per a defined label scheme.

Vendor will use an inventory form to record the inventory at each workstation. A copy of this form will be inserted into the bag. Vendor will collect the copies in order to verify the inventory at the new site.

#### **B| Reconnection**

The moving company will place all equipment in the designated area per the floor plan.

Each desktop will be unpacked and set-up at the designated location and the keyboard, mouse, power cords, surge protectors, and network cable will be reinstalled.

Each desktop will have existing stand removed and desktop will be mounted to new monitor arm, which will have been pre-installed at destination.

Desktop stands that vendor removed will be collected and neatly stored in a designated area.

Each desktop will have the cables dressed using two strips of Velcro. The cables will be secured at the point of connection to the CPU and at a point below the work surface.

Each printer/fax machine will be unpacked and set-up at the printer locations, all power cords and cables will be reinstalled. Vendor will power up and conduct a self-test.

Each telephone will be unpacked and placed on the desk. The telephone cord will be plugged in and the telephone will be checked for dial tone.

Vendor will verify that the inventory form that was completed during the disconnection phase is what was connected.

Vendor will create a punch-list of all known issues that remain unresolved at the close of the reconnection phase.

### Section 3

#### **SERVER ROOM RELOCATION SERVICES**

The State Bar will power down all equipment.

Disconnect KVM, network (ethernet and fiber) and powered connections from servers.

Core switch server network cables to remain connected at core and packed wrapped on core.

IBM PureFlex rack is to be relocated (the only rack being relocated).

Un-rack all components in the Equipment List (Section 1 above) and place on carts.

All components will be shrink-wrapped on carts and loaded by the moving company.

Label each cart with the contents.

The moving company will load components on the truck; a FILO sequence will be used to ensure that the components that require racking first are removed from the truck and staged accordingly. Details of this sequence will be discussed and planned with the State Bar.

Unpack all components and stage for re-racking.

Rack components according to the documentation.

Reconnect KVM and power connections (State Bar to reconnect network cables)

### Section 4

#### **IDF CLOSET RELOCATION SERVICES**

State Bar will power down all equipment.

Disconnect switches, network (ethernet and fiber) and power connections

Un-rack all components in the Equipment List (Section A) and place on carts.

All components will be shrink-wrapped on carts and loaded by the moving company.

Label each cart with the contents.

The moving company will load components on the truck; a FILO sequence will be used to ensure that the components that require racking first are removed from the truck and staged accordingly.

Details of this sequence will be discussed and planned with the State Bar.

Unpack all components and stage for re-racking.

Rack components according to the documentation.

Reconnect power connections (State Bar to reconnect Network cables).

## Section 5

### **OTHER RELOCATION PARAMETERS AND VENDOR REQUIREMENTS**

State Bar is responsible for backing up data prior to the actual transportation as they determine to be necessary.

Infrastructure cabling is not part of the scope of work.

State Bar will ensure that all required cabling and cable components are in place and functional at the destination building.

When re-using existing patch cords, State Bar will be responsible for patch cords that Vendor is unable to retrieve during the disconnection phase.

Vendor will cleanup and remove all packaging material from the destination building prior to departure.

State Bar will perform all shutdowns and restart procedures as required to all network equipment.

The State Bar will provide supervision and direction for all server room/network activities.

Vendor will disconnect and reconnect KVM, network and power connections.

The State Bar will provide a connectivity diagram identifying which servers are plugged into which switch and which port.

The State Bar will provide a new rack layout for the devices to be handled by vendor.

Racks will be installed prior to the relocation at the destination building (except for the one IBM PureFlex rack).