

MOVING

1. The work of this section covers packing and moving all materials in the spaces affected by the work. Spaces include, but are not limited to: classrooms, classroom storage rooms, Speech Room and Gymnasium storage and the IT closet. This work is part of the General Construction contract #2.
2. The work consists of furnishing: supervision, all labor, trucking, hand trucks, rubber tire dollies, cartons, blankets, insulation, tags, labels and other equipment and materials necessary for the move. All furniture, equipment, apparatus, cases, cartons and other property of the School shall be removed and relocated to storage containers located in the rear parking lot and put back in the rooms after the renovations are complete.
3. The Contractor shall furnish (8) eight 20-foot standard containers in the rear parking lot for temporary use of stored materials. These containers shall be lockable and watertight.
4. The Contractor will be required to disassemble and reassemble as necessary.
5. In addition to the cartons needed by the Contractor for its use, the contractor shall provide 5 large moving boxes, approximately 18"x18"x24", packing tape and one dispenser per classroom for the school personnel to pack the desk materials by May 1, 2020. The School will pack and unpack only the contents of personal offices and/or desks including general office supplies.

All appliances which are fastened to desks or other office fixtures are to be removed by the Contractor prior to the move and re-fastened by the Contractor after the move, as may be directed by representatives of the School.

Certain preparatory work, such as the positioning of boxes and other materials and equipment and the dismantling and re-erection of shelving may be accomplished prior to the commencement time provided, however, that arrangements to that effect are agreed upon with the School representative.

6. The successful bidder agrees to comply with and does hereby agree to accept the following conditions:
 - A. Each bidder must inform him/herself by personal examination of the specifications and location of the proposed services and such other means as may be selected of the character, quality and extent of service to be performed and the conditions under which the work is to be executed, including a definite understanding of all requirements relating to building facilities and such other services as may be required in all buildings connected with the moving operation.

- B. The School will make no allowance or concession to a bidder for any alleged misunderstanding or misinformation relating to quantity, character, location, or extent of service to be performed, or other conditions.
 - C. The Base Bid shall cover the cost of furnishing all services, materials and equipment required for the proper and efficient conduct of the move, to the satisfaction of the School's representatives, in strict accordance with the specifications and pursuant to the contract therefore.
7. The Contractor shall be responsible for all damages to floors, walls, and other property and shall use all necessary precautions to save the same from damage. All equipment and personnel used for moving purposes shall be subject to the approval of the School and the School reserves the right to bar and deny the use of any equipment for or bar any personnel from performance of the contract within its judgment that may cause damage to the buildings or their facilities.
- If any School owned or School-controlled property is lost or damaged during the performance of the contract, the Contractor shall be responsible to the School for the full amount of such loss or damage and the School, at its option, may in lieu of payment therefore, require the Contractor to replace at his/her expense all property lost or damaged.
- The Contractor in company with a representative of the School shall inspect all property prior to the start of the move to satisfy him\herself as to its condition and at the same time shall record any existing damage, which must be certified to by the representative.
- The Contractor shall, prior to the start of the move, inspect the building at both origin and destination and call to the attention of the representative or his/her designee any existing damage to the premises.
8. No oral statements of any personnel shall modify or otherwise effect the terms, conditions or specifications noted herein or in the contract for the service.
9. The School reserves the right to stop the services under the contract at any time upon determination of the School at its sole discretion that the Contractor is unable or incapable of performing the service to the satisfaction of the School, and in the event of such stoppage, the School shall have the right to arrange for completion of the service in such manner as it may deem advisable.
10. Contractor must provide sufficient labels so each box and piece of furniture can be labeled with the room location it is to be moved to. Labeling scheme will be by mutual agreement (i.e. location of labels, color coding etc.) Labels will be of such type to be removed without causing damage to items labeled.

11. All items will be placed in containers stored on site in the rear parking lot. Each container shall have an inventory of the materials in the container and a list of what space where the materials in the container were located.
13. Full files that are moved shall not be tipped, etc. so that the contents will not be spilled from file folders inside the cabinet. The School will have the final determination as to the proper method of moving files so as to not disturb the contents.
14. All packing of boxes (with the exception of the contents of personal offices and/or desks including general office supplies) and labeling of furniture, etc. shall be done by Contractor personnel.
15. Bidder certifies that sufficient personnel and equipment will be available to conduct the move as described by the specifications without interruption or delay and is prepared to submit a statement of available personnel and equipment upon request of the School.

END OF SECTION