

AGENCY'S RESPONSIBILITIES FOR THE RELOCATION OF OFFICE

- The Agency will have a designated person(s) (Owner Project Manager) responsible for the coordination of the furniture and equipment move, relocation, and placement by the Contractor.
- The designated Owner Project Manager for each job will perform inspection and acceptance of services, vehicles, equipment, and personnel provided for the State.
- The State may require the Contractor's Designated Manager to attend pre-move meetings and provide a consultation for moves with the using department. The designated Owner Project Manager will coordinate the time period (days and times) for the move with the Contractor.
- It is the Agencies responsibility to coordinate and obtain approval with AS Copy Services to move any leased copier.
- The Agency will determine prior to the move, whether or not ID Cards will be issued to the Contractor's personnel.
- Prior to loading, the Agency should label all items and create a list. This list should be verified when loading and unloading to confirm that all items are accounted for during the moving process.
- The Agency will identify the furniture /equipment to be wrapped/protected for the move. The Agency is responsible for packing and unpacking all items to be moved.
- The Agency will be responsible for hiring a trained/certified vendor for disassembly and reinstallation of office system furnishings (contractor is not responsible).
- The Agency will identify the pickup location for all items to be moved by the Contractor (e.g. dock, office, front entrance, back entrance, alley).
- The Agency is responsible for the removal of ice and snow from both moving sites.
- The Agency is responsible for coordination of all elevator usage at both sites.
- The Agency is responsible for disconnecting all electrical devices.
- If the Agency chooses to move files (e.g. vertical, lateral) with files intact, the Agency is responsible if the files are racked due to the weight. It is recommended that the Agency remove all contents and move the files empty. It is the Agency's responsibility to label, pack and unpack the contents.
- Employees of the Agency shall be responsible for packing and moving their personal belongings. If these items are damaged by the Contractor in the performance of the Contractor's authorized move, the Contractor will be held responsible for any damages done to personal items.
- The designated Owner Project Manager shall notify the Contractor of any damage caused during a move. Any articles broken or damaged during moving operations shall be reported to the Contractor's representative. The designated Owner Project Manager shall request the Contractor to repair or replace the broken or damage article (s) at the Contractor's expense. This includes State owned property, such as office furnishings, building details, and finishes (i.e. walls, floors (carpet), doors, door locks, keys, etc.) The State reserves the right to repair or replace any damaged property and deduct costs from the Contractor's invoice if the Contractor does not repair the damage as requested.