

CHIPPEWA VALLEY SCHOOLS

REQUEST FOR QUOTE

PROFESSIONAL MOVING SERVICES

Quote Issue Date: October 11, 2019

Vendor Walk through Meeting: October 21, 2019 at 3:00 p.m.

Quote Due Date: November 5, 2019 no later than 4:00 p.m.

Contract Date: December 1, 2019 – June 30, 2020

CRITICAL MOVE DATES:

December 6, 2019 and January 2, 2020

**CHIPPEWA VALLEY SCHOOLS
19120 CASS AVENUE
CLINTON TOWNSHIP, MI 48038**

SECTION I: OVERVIEW

1. PURPOSE:

Chippewa Valley Schools (“District”) is requesting quotes from responsive and responsible companies for a professional Moving Services contract for Algonquin Middle School. District is also seeking hourly unit cost rates for any extra moving services needed during the year.

It is crucial that vendors understand that Phase 1 work must be done December 6, 2019 and Phase 2 work must be done January 2, 2020. Another possible date for Phase 2 is December 23, 2019. Work must be completed in the sequence required by the District and the priority is to move workstations and large equipment first. Contractor must be able to provide the number of qualified laborers and supervisors required to complete the work within the allotted time that meets the needs of the District. See Exhibit A for detailed work schedule.

2. SCHEDULE:

| | |
|--|---------------------------------|
| Vendor meeting and walkthrough | October 21, 2019 at 3:00 p.m. |
| Deadline for company to submit questions | October 30, 2019 4:00 pm |
| Formal Quote due date | November 5, 2019 4:00 PM |
| Initial Contract start date | December 1, 2019 |
| Phase 1 Move | December 6, 2019 |
| Phase 2 Move | January 2, 2020 |
| Initial Contract end date | June 30, 2020 |

SECTION II: INSTRUCTIONS TO VENDORS

1. VENDOR MEETING AND WALK-THROUGH

A vendor building walk-through conference will be held for the dissemination of information and preview of furniture, equipment and supplies to be moved. Vendors are responsible for attendance at this meeting. Meeting will be held on **Monday, October 21, 2019** at the following time and place.

| DATE TIME | BUILDING | ADDRESS |
|----------------------|-------------------------|---|
| Oct 21 3:00 p.m. | Algonquin Middle School | 19150 Briarwood Lane, Clinton Township, MI 48036 phone: (586) 723-3500 |

2. QUOTE RECEIPT

Quotes can be emailed, faxed or emailed to Chippewa Valley Schools **no later than 4:00 p.m., local time, November 5, 2019:**

Chippewa Valley Schools
19120 Cass Avenue
Clinton Township MI 48038
Attention: Purchasing Department
fax (586) 723-2128
purchasing@cvs.k12.mi.us.

3. ADDENDA

Any and all clarification questions pertaining to this RFQ must be submitted in writing via email to: purchasing@cvs.k12.mi.us no later than 4:00 pm, on October 30, 2019, and will be answered and posted to <http://vendors.chippewavalleyschools.org/vendors/Quotes.asp> as addenda no later than November 1, 2019. It is the company's responsibility to check for any changes, posted questions and answers, and/or addenda to this RFQ. VENDORS are responsible for checking this website prior to Quote submission. Failure to acknowledge all addenda may result in rejection of your Quote as being non-responsive.

4. COMMUNICATION WITH DISTRICT STAFF

All communication shall be directed to the Purchasing & Risk Management Supervisor at purchasing@cvs.k12.mi.us or (586) 723-2150. Failure to comply with this directive may be grounds for disqualification.

5. EXCEPTIONS

Quotes shall meet or exceed all specifications herein. Any and all deviations from specifications shall be clearly detailed on Quote Proposal Form; otherwise, the quote submission will be considered in strict compliance with the specifications, and the successful Contractor will be held responsible thereof.

6. WITHDRAWAL OF QUOTES

A company may withdraw their Quote at any time prior to the opening of quotes. All quotes shall remain firm for acceptance for a period of 90 (ninety) days beyond the Quote opening. The awarded Contractor shall honor the Quote pricing through 2020.

7. QUOTE COSTS
District shall not be responsible for any cost or expense the company incurs during the preparation or award of this Quote.
8. QUOTE ACCEPTANCE/REJECTION
The Board of Education reserves the right to accept or reject any or all Quotes, in whole or in part; with or without cause; to waive any informalities herein; or for reasons of establishing uniformity, to award the contract to other than the lowest company in the sole discretion of the District.
9. COMPANY'S RESPONSIBILITY
The submission of a quote will be construed to mean that the company is fully informed as to the extent and character of the services, supplies, materials or equipment required and a representation that the company can complete the service in complete compliance with the general terms and conditions, specifications and any special provisions.
10. GIFTS, GRATUITIES OR KICKBACKS
Acceptance and the offering of gifts, gratuities or kickbacks from vendors to District employees and their family members or the members of the Board of Education are prohibited.
11. VERBAL REPRESENTATIONS
Quotes shall contain in writing all the terms and conditions of the offer being made. Verbal representations made before or after quotes are submitted will not be considered unless they are made in answer to questions asked by the District or its representatives and are followed up in writing.
12. COMPANY INTERVIEWS
District may, at its option, elect to conduct interviews with selected Vendors. District is not required to hold such presentations and is not obligated to provide all Vendors with such an opportunity.
13. MISREPRESENTATIONS
If it is discovered prior to an award, that a quote contains false, misleading, or otherwise inaccurate information, the quote will be immediately disqualified. If it is discovered after a contract has been executed, that the Contractor had provided false, misleading, or otherwise inaccurate information, the contract may be immediately terminated without penalty to District.

SECTION III: GENERAL TERMS & CONDITIONS

1. CONTRACTOR STATUS

Contractor is retained by District only for the purposes and to the extent set forth in this contract. Contractor's relation to District shall only be that of an independent contractor. Both parties understand and agree that this contract is not intended and shall not be construed to create an employment relationship between District and Contractor, its officers, employees, or agents.

Contractor shall at no time represent itself to be an employee or agent of District and shall not be considered as having employee status or being entitled to participate in any plans, arrangements or distributions of District pertaining to or in connection with any fringe, pension, workers' compensation, unemployment or similar benefits to District employees.

Contractor shall retain sole and absolute discretion in the methods and means of carrying out Contractor's activities and responsibilities under this contract, except to the extent specified in this contract.

2. TAXES

District is exempt from paying sales tax. Exemption certificates will be provided upon request. Contractor shall be responsible for paying all applicable taxes and fees including but not limited to excise tax, federal and state and local income taxes, payroll and withholding taxes, unemployment taxes, and workers' compensation payments for its employees and shall indemnify and hold the District harmless for all claims arising under such taxes and fees.

3. TERMINATION FOR CONVENIENCE

The District may terminate this contract in whole, or in part if the District determines that a termination is in the District's interest, with a 30 calendar day written notice. The Contractor shall stop work on the cancellation date specified in the notice.

The District will conduct an audit of the Contractor's costs to determine reasonable costs expended to date of cancellation, or the District may determine the Contractor's cost based the schedule of values or exact cost of any work performed. The Contractor will not be reimbursed for any anticipated profit.

4. TERMINATION FOR CAUSE

If either party is in default under this contract, it shall have an opportunity to cure the default within 3 calendar days after it is given written notice of default by the other party, specifying the nature of the default. If the default is not cured within 3 days after notice of default has been given; the non-defaulting party shall have the right, in addition to all other remedies at law or equity, to immediately terminate this contract. Failure to complain of any action, non-action or default under this Agreement shall not constitute a waiver of any of the parties' rights hereunder.

The District may immediately terminate this contract, or any part hereof, for due cause in the event of serious safety and/or health related violations by the Contractor, or fails to provide the District, upon request, with adequate assurances of future performance. In the event of termination for cause, the District shall not be liable to the Contractor for any amount for supplies or services not accepted, and the Contractor shall be liable to the District for any and all rights and remedies provided by law. If it is determined that the District improperly terminated this contract for default, such termination shall be deemed a termination for convenience.

5. **CONTRACTOR PAYMENT POLICY AND PROCEDURES PAYMENT**
Contractor(s) shall submit invoices to Chippewa Valley Schools, Business Department, 19120 Cass Avenue, Clinton Township MI 48038. Payment will be made within 30 days after receipt of a detailed, accurate and uncontested invoice for rendered materials and services.
6. **CONFIDENTIALITY**
The Contractor shall ensure that suitable measures will be taken to assure the confidentiality of District's files and data.
7. **FREEDOM OF INFORMATION ACT**
The quotes and supporting materials become the property of District and are subject to public access according to the Freedom of Information Act, MCL 15.231 et. Seq.
8. **NEWS RELEASES**
Contractors will at no time make news or advertising releases pertaining to the RFQ or contract for any purpose without the prior written approval of, and in coordination with, District.
9. **EXECUTION OF CONTRACT**
The contract entered into by the parties shall consist of all parts of this Invitation to quote including specifications, drawings, if any, including all modifications thereof, any addenda, any questions and corresponding answers, and the quote submitted by the awarded Contractor; all of which shall be referred to collectively as the contract documents. The contract shall be executed in the form of a signed district Purchase Order.
10. **SMOKING/ALCOHOL ON SCHOOL PREMISES**
Smoking, the use of tobacco products, or alcohol shall not be permitted on the school property at any time.
11. **PERMITS, FEES, LICENSES AND INSPECTIONS**
At its own expense, Contractor shall provide, pay for and coordinate all permits, fees, licenses, inspections and city, county, state, federal and governing authority approvals required for the successful completion of work contained within their quote. Contractor shall deliver required certificates of inspection and approvals to District.
12. **PROTECTION OF BUILDINGS, EQUIPMENT, AND VEGETATION**
If the Contractor's failure to use reasonable care causes damage to any of the District's property, the Contractor shall replace or repair the damage at no expense to the District as the Purchasing & Risk Management Supervisor directs. If the Contractor fails or refuses to make such repair or replacement, the Contractor shall be liable for the cost, which may be deducted from the contract price.
13. **WORKER PROTECTION**
The Contractor shall take necessary precautions for the safety of employees performing the work, and shall comply with all applicable provisions of Federal, State and Municipal Safety Laws and building codes to prevent accidents or injury to persons on, about or adjacent to the premises where the work is being performed. Contractor shall erect and properly maintain at all times all necessary safeguards for the protection of workers and the public, and shall post danger signs warning against the hazards created.

14. GUARANTEES BY THE CONTRACTOR

The Contractor guarantees that all material, equipment and/or service shall be as proposed. Contractor shall at all times adhere to generally accepted industry practices and workers' compensation claim administration processes. The Contractor is fully responsible to determine all the items to be moved. The Contractor has sole responsibility of satisfying the nature and locations of work. The failure of the Contractor for properly estimating the scope and time of the work shall not relieve the Contractor from responsibility of successfully performing the work in the required timelines.

15. INSURANCE REQUIREMENTS TO BE MET BY THE SUCCESSFUL CONTRACTOR

Contractor agrees, at its sole cost and expense, to purchase, prior to the commencement of services, and maintain the following insurance coverages in the minimum amounts indicated for the entire duration of the contract. All coverage shall be with insurance carriers licensed and admitted to do business in Michigan and acceptable to District.

- a. Commercial General Liability Insurance with limits of two million dollars (\$2,000,000) aggregate and not less than one million dollars (\$1,000,000) per occurrence for bodily injury, death, and property damage, including personal injury, contractual liability, independent contractors, broad-form property damage, and products / completed operations coverage; limits of \$50,000 for any one fire damage and \$10,000 any one person medical payments.
- b. Workers' Compensation Statutory Coverage and Limits
- c. Employer's Liability Coverage one million dollars (\$1,000,000) per occurrence for all employees engaged in services or operations under this contract in accordance with state law;
- d. Automobile Liability with limits of one million dollars (\$1,000,000) each occurrence combined single limit of liability for bodily injury, death, and property damage, including owned, hired and non-owned automobile coverages, as applicable.

To the extent that any insurance coverage required under this Paragraph is purchased on a "claims-made" basis, such insurance shall cover all prior acts of Contractor during the term of this contract, and such insurance shall be continuously maintained until at least three (3) years beyond the expiration or termination of this contract.

The required coverage as described above shall include an endorsement stating the following: "It is understood and agreed that thirty (30) days advance Notice of Cancellation, Non-Renewal, Reduction and/or Material change shall be sent to: Chippewa Valley Schools, Purchasing Department, 19120 Cass Avenue, Clinton Township, MI 48038. If such insurance is not in force, District may, at its option, terminate and cancel the contract.

16. SEVERABILITY

If one or more clauses of the contract are declared invalid, void, unenforceable or illegal, that shall not affect the validity of the remaining portions of the contract.

17. OSHA/MIOSHA

The Contractor shall adhere by all OSHA/MIOSHA Local, State, Federal and District's Safety Requirements.

18. ELECTRICAL POWER TOOL AND EQUIPMENT

All electrical power tools and equipment used shall meet or exceed the requirements of Underwriters Laboratory (U.L.). Each piece shall have the U.L. label affixed in a conspicuous place.

19. RIGHT TO COMPLETE

In the event the Contractor shall fail, neglect, or refuse to perform any and all services under this contract, District may perform or hire another contractor for such duties under the contract and charge the Contractor, or deduct the difference in cost from subsequent payments. In addition, District reserves the right to contract out for failed services and charge the Contractor for the services rendered.

20. ASSIGNMENT OF CONTRACT

The Contractor shall not assign, transfer, or dispose of the contract or any part thereof without the prior written consent of District.

21. GENERAL INDEMNIFICATION AND HOLD HARMLESS:

Contractor agrees to indemnify, defend and hold harmless District, its Board of Education, in their official and individual capacities, employees, agents, contractors, successors and assignees, from and against any and all costs, expenses, damages, and liabilities, including reasonable attorney's fees, arising out of the: (i) negligent act or willful misconduct of the Contractor, its officers, directors, employees, successors, assignees, contractors and agents; (ii) any breach of the terms of this contract by Contractor; or (iii) any breach of any representation or warranty by Contractor under this contract. District agrees to notify Contractor by certified mail, return receipt requested, immediately upon actual knowledge of any claim, suit, action, or proceeding for which it may be entitled to indemnification under this contract.

22. CLEAN WORKAREA

Contractor shall clean up all debris and rubbish resulting from his work each day. The premises shall be left in a neat, safe, unobstructed condition every day, regardless if the work has been fully completed.

23. GOVERNING LAW

This contract has been executed in the state of Michigan and shall be governed by and construed under the laws of the state of Michigan. In the event of any legal action to enforce or interpret this contract, the sole and exclusive venue shall be a court of the competent jurisdiction in Macomb County, Michigan.

24. CONFLICT OF INTEREST

District will not enter into a contract to provide services to District where a board member, administrator, building administrator, or employee involved in the contracting process has a substantial interest in the proposed contract except as provided in s380.634(5) of the Revised School Code. A "substantial conflict of interest" means a conflict of interest on the part of an intermediate school board member or intermediate school district administrator in respect to a contract with the intermediate school district that is of such substance as to induce action on his or her part to promote the contract for his or her own benefit. Disclosure of all such interests shall be made.

Every contract entered into by District shall contain a provision to the effect that if subsequent to entering into the contract an District Board member, administrator, building administrator or employee involved in the contracting process shall develop a substantial interest in the contract, District shall have the right to terminate the contract without further liability if the disqualification has not been removed within thirty (30) days after District provides notice of the disqualifying interest.

25. ENTIRE AGREEMENT

This contract constitutes the entire agreement between the District and the Contractor, and it supersedes any prior communications, representations, or agreements of any kind. This contract may not be modified except in writing signed by both parties.

26. MODIFICATIONS

The contract may be modified in accordance with the following procedures. In the event that all parties to the contract agree that such changes would be of a minor and nonmaterial nature, such changes may be instituted with a written statement which describes the situation and signed, prior to the effectiveness, by all parties. If the changes are determined by either or all parties to the contract to be of a major or complex nature, then the change shall be by formal amendment of the contract signed by the parties and made a permanent part of the contract.

SECTION IV: SPECIAL TERMS & CONDITIONS

1. CONTRACT TERM

The anticipated term of the contract is from November 19, 2019 through June 30, 2020. Pricing proposed as part of the solicitation process would remain fixed and in effect for the duration of the agreement.

2. WARRANTY

Company shall provide written warranty that includes a minimum of 6 months for labor. Upon notice from the District, the Contractor must, without charge, promptly and properly repair or replace any and all improper/non-functioning damaged furniture, equipment or materials that may become apparent within a six month period from the move date by the Chippewa Valley Schools.

Both parties understand the importance of maintaining uninterrupted educational operations. The Contractor shall complete the services in the timeline required by the District.

3. DOCUMENTATION FOLLOWING AWARD

Within ten (10) days after receiving formal notification, the successful Company will be required to furnish Insurance Certificates as required by the General Terms and Conditions of this RFQ.

If the Awarded Company refuses or fails to submit the required document within the ten (10) business day period, District will consider the Company to have abandoned all rights and interest in the contract award. Consequently, the work may be awarded to another Company.

4. PROTECTION OF PROPERTY

All buildings and equipment are owned and occupied by District. All equipment that will be moved to a different site must be bubble wrapped or likewise protected by the Contractor from damage and theft. Contractor is solely responsible for ensuring property is moved to the correct location.

Contractor is responsible for protecting all flooring surfaces, door jambs, doors and building surfaces. The weight on the carts should be evenly distributed to avoid damaging the floors or scarring the doors. The wheels on the carts should be Commercial Grade Hard Rubber Swivel Wheel to be a minimum of 3" (no steel wheels). Contractor's employees will be provided access to designated work areas and will not be allowed in non-work areas.

5. ACCESS TO CONFIDENTIAL RECORDS

Contractor acknowledges that some material and information which may come into its possession or knowledge in connection with work performance may consist of confidential and District's private information, its students or employees, the disclosure of which to or use by third parties may be damaging or in violation of applicable law.

Contractor therefore agrees to hold such material and information in strictest confidence, not to make use thereof, and not to release or disclose any information to any other party except as may be required by law. Contractor hereby expressly agrees to immediately remove any subcontractor or any of Contractor's employees from performing any work in connection with this contract upon District notice to Vendor that the District reasonably believes such person has failed to meet the confidentiality obligations or standards of this contract. Any employee or subcontractor so removed shall be replaced as provided under the staffing requirements of this contract.

Confidential information is defined as educational records, proprietary information, a trade secret, copyrighted material, or documents otherwise not subject to disclosure or use. Contractor acknowledges that confidential information includes, but is not limited to, employee data, educational records, vendor information, health and medical records, physician and provider notes, claims and other written information of a personal nature, which is to be safeguarded to ensure that it is not improperly disclosed. Notwithstanding the foregoing, this agreement is subject to the Freedom of Information Act (FOIA) requests.

SECTION V: QUOTE FORM

QUOTE DESCRIPTION: Professional Moving Services

DUE DATE: November 5, 2019, 4:00 p.m. local time.

DELIVERY TO: Chippewa Valley Schools
19120 Cass Avenue
Clinton Township, MI 48038
Attn: Ms. Laura Harrington
Purchasing & Risk Management Supervisor
Fax (586) 723-2128
Email: purchasing@cvs.k12.mi.us

Company Name: _____

Address: _____

Company Representative: _____

Title: _____

Telephone: _____

Fax: _____

E-Mail Address: _____

Website Address: _____

LEGAL STATUS OF COMPANY

A Corporation organized and existing under the laws of the State of _____

ADDENDA

The undersigned acknowledges receipt of the following addenda, if issued by the District:

Addendum # __dated_____

Addendum # __dated_____

Addendum # __dated_____

Addendum # __dated_____

AGREEMENTS

The undersigned understands that the District reserves the right to reject any and all quotes in whole or in part and to waive informalities and irregularities. If in the District’s opinion it is in their best interest, the contract may be awarded to other than the lowest company. District also reserves the right to hold quotes for a period of 90 days.

If award is made to us under this proposal, we agree to enter into an Agreement with Chippewa Valley Schools to provide Moving Services, in strict accordance with this quote and all pertinent portions of plans and specifications.

My signature certifies that the proposal as submitted complies with all terms and conditions as set forth in this RFQ. My signature also certifies that the accompanying proposal is not the result of, or affected by, any unlawful act of collusion with another person or company engaged in the same line of business or commerce, or any act of fraud. Furthermore, I understand that fraud and unlawful collusion are crimes under Federal Law, and can result in fines, prison sentences, and civil damage awards.

My signature also certifies that this firm has no business or personal relationships with any other companies or persons that could be considered as a conflict of interest or potential conflict of interest to Chippewa Valley Schools, and that there are no principals, officers, agents, employees, or representatives of this firm that have any business or personal relationships with any other companies or persons that could be considered as a conflict of interest or a potential conflict of interest to Chippewa Valley Schools, pertaining to any and all work or services to be performed as a result of this request and any resulting contract with Chippewa Valley Schools.

I have read and understand the Quote proposal, and any issued addendums, including Quote requirements, terms and conditions, and Contractor requirements and specifications, which are integral parts of the terms of this contract.

The undersigned agrees to execute a Contract for work covered by this proposal provided he/she is notified of its acceptance within ninety (90) days after date of proposal. I hereby certify that I am authorized to sign as a Representative for the Firm.

Signature: _____

Title: _____

Company: _____

Date: _____

QUOTE PRICING FORM

| MOVING SERVICES | Guaranteed Lump Sum Cost | Number of Workers | Number / Size of Vans | Days/Hours to Complete Work |
|---|---------------------------------|--|------------------------------|------------------------------------|
| Phase One Move: | \$ | | | |
| Phase Two Move: | \$ | | | |
| Unit Costs to be used for any additional moves needed through August 30, 2020: | | | | |
| Hourly Labor Costs for additional Moving Services with One Van: | \$ | Required Minimum Number of Hours: | | |
| Delivered Unit Costs used for purchase / rent of packing materials: | | | | |
| Boxes: | | \$ | | |
| Speed Packs: | | \$ | | |
| Other: | | | | |

EXCEPTIONS: Company must detail any exceptions or deviations from quote requirements or any terms and conditions below:

VENDOR QUESTIONS

Company to complete the following questions on a separate page and return with your quote:

1. How many years has the company been in the moving business full-time?
2. Do you use outside subcontractor labor?
3. Are crew members bonded or bondable?
4. Provide an inventory of local available equipment and vehicles.
5. Describe in detail the type of management and on-site supervision that shall be provided.
6. Describe how you will ensure that the move is started and completed on Owner's listed time schedule, during the holiday season and without incurring overtime cost to the District.
7. Describe how you will handle issues such as delays, problems, property damage during the move to ensure services are completed on time and the areas are usable for employees.
8. Describe your workforce's experience with disassembly and reassembly of large workstations.
9. Detail the type of packing Chippewa Valley Schools shall need to perform prior to move.
10. Provide detailed brochure identifying the labels and corresponding cost to be used.
11. Provide detailed brochure identifying the boxes, actual dimensions with unit cost identified.
12. Detail the type of "speed pack" unit you will provide and temporarily use during the move.
13. Detail your damage / insurance valuation options (i.e. released value, depreciated value, etc) with their corresponding cost.
14. List any/all duties of which Owner is responsible.
15. Company shall list hourly unit costs per moving man cost, any equipment rental cost, and all other anticipated miscellaneous costs, if applicable, for use in requesting additional work from December 2019 – June 30, 2020.

EXHIBIT A: DETAILED MOVE SCHEDULE

All work performed at Algonquin Middle School (unless otherwise indicated)

Algonquin Middle School needs to move contents in main office and administrator offices to other spaces in the same building due to construction activity that will commence January 6, 2020. **IMPORTANT:** Furniture placed in Rooms 101 and 228 shall be configured in an organized multiple-employee workstations layout. Room 228 shall have a 3 workstation plus a conference table layout and Room 101 shall have 2 workstations and 1 workstation/sick room layout.

Exceptions: Anything permanently mounted to ceilings and walls, including build in cabinets, will be kept in place. One Asst Principal Workstation and one circular wood clerical station will be demolished by others.

Items to keep where they currently are:

Principals Office: workstation (keep where it is)

Room 101: tables, chairs and teacher desk (custodians moving to Room 130 on December 6, 2019)

In every room: Smartboard, AV cart and document camera unit (keep where it is)

In every room: Computer, printers, telephone, copiers will be moved by District (Jan 3, 2020).

Room 228: Two workstations and filing storage (keep where it is).

CURRENT ROOM

MOVE

NEW ROOM

PHASE ONE: DATE OF MOVE: DECEMBER 6, 2019

(Note: School IS in session this day)

| | | |
|----------|-----------------------------|---|
| Room 130 | Student chair/desk combo | Warehouse (zip code 48038) |
| Room 228 | Weight / Exercise Equipment | Seneca MS – adjacent to receiving area (zip code 48044) |
| Room 228 | Fit bikes | Multiple buildings TBD |

PHASE TWO: DATE OF MOVE: JANUARY 2 ALL DAY AND JANUARY 3, 2020 AM ONLY

(Note: School is NOT in session these days, but custodian and purchasing supervisor are available)

| | | |
|---------------------------|----------------------------------|----------------------------|
| 1 Wood Clerical station | Move boxes and loose furniture | Room 101 |
| 3 Metal Clerical stations | All furniture, storage and boxes | Room 101 |
| Health Aid Room | Cot and boxes | Room 101 |
| Office Reception | Chairs and table | Room 101 |
| Principal Office | Chair and boxes | Room 101 (interior office) |
| Workroom | Safe, steel cabinets and boxes | Room 228 |
| Asst Principal Office | Move chair and boxes | Room 228 |
| 2 Counselors Offices | All furniture and boxes | Room 228 |
| Conference Room | All furniture and boxes | Room 228 |