

*The Best Move
You'll Ever Make*

www.kingofficeusa.com



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13535 Larwin Circle
Santa Fe Springs, CA 90670



Member
Commercial Relocation Network

April 24, 2018

Lance Blair
Beverly Hills Unified
8701 Charleville Blvd
Beverly Hills, CA

Dear Mr. Blair:

Thank you very much for giving **King Office Services** the opportunity to serve you on your office relocation. Please be assured of our interest, capability, and flexibility to handle this very important project.

We want you to be assured of our ability to provide all of the services you have requested. This includes our working with the property people at both origin and destination facilities.

The following are the specifications, and our proposal for the relocation:

King Office Services to perform:

1. Assist with color coding and numbering plans.
2. Create color coded number signs for rooms.
3. Coordinate furniture layout drawings for rooms.
4. Establish and maintain an automated schedule.
5. Conduct preplanning meetings as necessary.
6. Establish and maintain preparation goals and activities.
7. Conduct Packing and preparation seminars.
8. Furnish all personnel, supplies, and equipment for the move.
9. Provide acceptable building protection.
10. Wrapping and padding of all business machines.
11. Transportation to the new facility.
12. Placement of furniture according to your placement charts.
13. Disassembly and setup of shelving.
14. Supply all necessary boxes and carts.
15. Full supervision of the move process.

Beverly Hills Unified will:

1. Furnish blue print chart designating the location of all areas.
2. Provide individual office placement charts, to be hung by each office, for furniture placement.
3. Tagging with **King Office Services** color-coded labels of all items to be moved.
4. Pre-packing of all loose contents and supply cabinets.
5. Servicing of all specialized equipment.
6. Disconnecting and reconnecting of the equipment.
7. Provide free and clear accesses at origin and destination buildings.

Special Notes:

- A. King Office Services will obtain the Certificate of Insurance.
- B. I will conduct a move orientation meeting at your convenience. Our philosophy is the more prepared your personnel are before the move, the smoother the move will go.
- C. The foreman and I will work closely with you and the move management team.

RELOCATION AGENDA / MOVE PLAN

WORK TO BE PERFORMED:

A schedule of training and organizational meetings will be established upon award of the job. Each move has specific requirements that dictate different levels and quantities of meetings. We will provide as much training that is needed to prepare your staff for the move.

AT LEAST TWO WEEKS BEFORE MOVE DAY

We will deliver all moving cartons, with a set of labels used in identifying employees work areas. Instructions on how to use our labeling system will be provided at this time.

A pre-move meeting with myself and all personnel involved in the move should be held on this day. About 30 minutes to one hour is needed for this meeting.

INVESTMENT INFORMATION

Payment Terms

With credit approval, terms are net 15 days. Without credit approval, payment is due upon conclusion of the move. A company check is acceptable. A deposit of up to 50% is required upon award of contract.

1 Move – Over 2 days		\$9,168.00
1 Bobtail and Driver(s) @ \$55.00/Hour/Truck for 16 Hour(s)	\$880.00	
16 Additional Men @ \$28.00/Hr./Man for 16 Hour(s)	\$7,168.00	
2 Foremen @ \$35.00/Hr./Man for 16 Hour(s)	\$1,120.00	
2 Containers & Supplies		\$425.00
Box Delivery/Pickup	\$75.00	
200 Box - Standard Autofold(s) @ \$1.75/Each	\$350.00	
3 Crates		\$5,020.00
Crate Delivery / Pickup (1 each)	385 crates x \$0.75/day = \$288.75/week	
385 Crate - (Rented for 16 Weeks)	\$288.75 x 16weeks = \$4,620	
Additional crate rental at \$0.75/Crate/Week	Crate Delivery = \$400	
	Grand total = \$5,020	
4 Standard Valuation Protection		\$0.00
Bronze – Standard Valuation Protection: \$0.00	N/C	
Declared value, \$0.00 Deductible; Max Claim Limit of \$5000 / Item.		
Total Cost		\$14,613.00

Options:

1 Insurance Protection		\$85.00
Gold-Full Cargo Protection Without Deductible:	\$85.00	
\$10,000.00 Declared value, \$0.00 Deductible; Max Claim Limit of \$5000 / Item.		
2 Move Management		\$0.00
1 Mover Project Manager @ \$55.00/Hr./Man for 16 Hour(s)	N/C	
3 Computer Technical Services		\$1,752.00
Computer Connect / Disconnect @ \$35.00/unit for 48 unit(s)	\$1,680.00	
48 Computer Part Bag(s) @ \$1.50/Each	\$72.00	

Exceptions to the above price are as follows:

- All container charges are for the actual materials used.
- Original move quantity or specifications change.
- Problems or obstacles that will limit our ability to perform.
- Organizational or communication problems that may interrupt our move in progress.
- Inability to use origin and/or destination accesses. (alley way, elevator, etc.)
- Ultimately you will be billed based on the labor performed.

Labor charges are calculated from the time of arrival to the time of departure plus 1 total hour of travel time. Service requiring 3 hours or less is charged at a 4 hour minimum.

Rental Equipment Return Policy: (If Applicable) When equipment is delivered you are

required to sign for it's receipt and, when pickedup, again required to sign for the removal.

You are responsible for any quantities of rental equipment NOT returned. All rental equipment is provided at the quantities and period of time as noted in the terms and conditions of your proposal.

Additional equipment and rental time can be purchased and will be charged at current market rates for the new time and quantities rented.

At your scheduled pick-up you are agreeing to have all equipment emptied and readied for removal. Equipment not returned at this time will be charged at the following rates: Crates-\$40.00, Crate Dolly\$60.00, 4-wheeled Dolly- \$60.00, Wood Cart - \$250.00, Metal Cart, \$300.00.


Any rental item not listed will be charged at an appropriate replacement cost obtained from our office. If additional pick-ups are necessary to retrieve remaining rental equipment, additional pick-up charges will be assessed.

Thank you for entrusting this very important move with us. I guarantee you of my personal attention to all aspects of your relocation.

Sincerely,
King Office Services

Jeff Dent
Commercial Project Manager

ACCEPTED:


DR. MICHAEL BREGY
SUPERINTENDENT

KING OFFICE SERVICES
MAJOR RELOCATION PROJECTS
800-854-3679

FLUOR CORPORATION

(949) 349-6796
Mr. John Sorich
12372 Laguna Canyon Blvd.
Aliso Viejo, CA. 90064

OLIVE CREST

(714) 543-5437
Mr. David Enright
2130 E. 4th Street
Santa Ana, Ca. 92705

**University of California
Riverside**

(951) 527-3522
Mr Jeff Obrecht
900 University Avenue
Riverside, CA 92521

Pediatric & Adult Medicine, Inc.

(714) 565-7960
Ms Kendy Maxwell
13132 Newport Ave., Ste. 100
Tustin, CA 92780

O'Melvany Myers

(213) 430-6366
Ms Lisa D'Onofrio
400 S. Hope St.
Los Angeles, CA. 90071

Moffatt & Nichol

(562)426-9551
Ms Tonia McMahon
Kilroy Center
Long Beach, CA. 90807

Occidental College

(323) 259-2656
Ms Rose Charmaine
1600 Campus drive
Los Angeles, CA. 90041

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Ushio America

(714) 229-3131
Mr. Carl Abramson
10550 Camden Drive
Cyporess, Ca. 90630

Piper Rudnik

(310) 595-3052
Ms Carol Bostik
1999 Ave. Of the Stars
Los Angeles, CA. 90071

Scope of Work

Prepared For: **Beverly Hills Unified**

Prepared By: **Jeff Dent**

Consolidated

Item	Count	Cubes	Total
Bookcase - Large	6	20	120
Box - Customer	180	4	720
Box - Speed Pack	5	30	150
Box - Standard Autofold	200	4	800
Cart - Mail	2	15	30
Cello	15	35	525
Chair/Desk-Student	41	10	410
Chairs-Student	134	5	670
Computer Part Bag	48		
Computer PC	48	8	384
Crate - Standard	385	6	2,310
Desk - Large	14	45	630
File - Lateral	7	30	210
File - Vertical	2	25	50
Lecturn	3	15	45
Misc. Office Machine	10	5	50
Mucical Instruments	15	10	150
Music Stands	4	35	140
OT Frame	1	45	45
OT Pads	3	35	105
Piano-Upright	1	35	35
Refrigerator - Small	3	10	30
Shelving - Misc.	4	25	100
Table - Conference	4	35	140
Table - Medium	36	20	720
Table - Small	3	10	30
Tipani	4	25	100
Vibes/Xphone	2	25	50