

ATTACHMENT A – SCOPE OF WORK

SCOPE OF WORK

ACRONYMS

GSA US General Services Administration

SOW Scope of Work/Statement of Work

FEDERAL HOLIDAYS

Federal holidays that fall within the project timeline include (2021/2022)

<u>DATE</u>	<u>HOLIDAY</u>
Monday, July 5, 2021	Independence Day
Monday, September 6, 2021	Labor Day
Monday, October 11, 2021	Columbus Day
Thursday, November 11, 2021	Veterans Day
Thursday, November 25, 2021	Thanksgiving Day
Friday, December 24, 2021	Christmas Day
Friday, December 31, 2021	New Year's Day
Monday, January 17, 2022	Birthday of Martin Luther King, Jr.
Monday, February 21, 2022	Washington's Birthday
Monday, May 30, 2022	Memorial Day

1. INTRODUCTION

- 1.1. The Federal Court for the Southern District of Georgia of the Eleventh Circuit is currently engaged with the General Services Administration (GSA) in the design of a new Annex Building, swing space building and renovation of the Tomochichi Courthouse in Savannah, Georgia.
- 1.2. The current GSA schedule indicates that the new Annex Building will be substantially complete at the end of June 15, 2021, with estimated occupancy of August 16, 2021. The entire Tomochichi Courthouse must be vacated by 8/31/2021.
- 1.3. The new Annex Building will house the U.S. Bankruptcy Court and Clerk's Office (Savannah Division) at approximately 8,000 USF, and the U.S. Probation Office (Savannah Division) at approximately 7,800 USF. The swing space building is scheduled for occupancy in Q1/Q2 2022. Until the swing space building is ready for occupancy, the new Annex Building will temporarily also house the U.S. District Court and Clerk's Office (Savannah Division).
- 1.4. Once completed, the swing space building will house the U.S. District Court and Clerk's Office (Savannah Division) at approximately 4,600 USF, for approximately three years while the

Tomochichi Courthouse is being renovated. The Tomochichi Courthouse renovation is schedule to be complete in 2024.

- 1.5. The U.S. Courts requires a move contractor for their relocation from the Tomochichi Courthouse at 125 Bull Street, Savannah, GA 31401 to the new Annex Building at 124 Barnard Street, Savannah, GA 31401 and to the temporary swing space building at 8 Southern Oaks Court, Savannah, GA 31405. The intent of this Scope of Work is to provide specific technical and experienced expertise to relocate Government furniture, equipment, contents and property from the Tomochichi Courthouse into three different locations – the Annex Building, the swing space building and two storage locations.
- 1.6. Building addresses are as follows:
 - 1.6.1. Origin Address: Tomochichi Courthouse at 125 Bull Street, Savannah, GA 31401
 - 1.6.2. Destination Address: Annex Building at 124 Barnard Street, Savannah, GA 31401
 - 1.6.3. Destination Address: Swing space building at 8 Southern Oaks Court, Savannah, GA 31405
 - 1.6.4. Courthouse (Storage): 52 N. Main Street, Statesboro, GA 30458
 - 1.6.5. U.S. Army Corps of Engineers *aka* C Building (Storage): 101 West York Street, Savannah, GA 31401
- 1.7. The project will be completed over the course of three Move Phases.
 - 1.7.1. Phase 1: Annex Move**
 - 1.7.2. Phase 2: Storage of Furniture**
 - 1.7.3. Phase 2B: Excess of extra Furniture and Government items**
 - 1.7.4. Phase 3: Swing Space Move**
- 1.8. Phase 1: Annex Move: The new Annex Building is scheduled to be substantially complete at the end of June 2021. After substantial completion, new furniture, audiovisual equipment and telecommunications equipment will be installed. The estimated occupancy date of the Annex Building is August 16, 2021. All staff will move from the Tomochichi Courthouse to the Annex Building during the Phase 1 Annex Move.
- 1.9. The existing elevators in the Tomochichi Courthouse are unreliable. Moves may require stair carry of all Government furniture, property and equipment.

- 1.10. Phase 1 moves will take place over five days as follows: The U.S. Bankruptcy Court, U.S. District Court, and U.S. Probation Office and all associated staff will move to the Annex Building including staff, contents, furniture, equipment, offices and support spaces such as courtrooms, conference rooms, break rooms, storage rooms, a training room, etc.
- 1.11. Phase 2: Storage of furniture, artwork and exercise machines/weight equipment: Upon completion of Phase 1 all tenants in the Tomochichi Courthouse will have vacated the facility. Remaining identified and labeled furniture, fixtures, equipment and exercise machines/weight equipment will be relocated to the Statesboro Courthouse and C Building for storage so that the renovation of the Tomochichi Courthouse may commence. Some of the Government property in storage will remain there until the renovations of the Tomochichi Courthouse are complete. The rest of the Government property in storage will move to the swing space building and Annex Building in conjunction with Phase 3. Phase 2 moves will take place over two days.
- 1.12. Phase 2B will include the disposal of all remaining furniture and items. The Contractor will receive a list of items in a handout at the Site Visit. The list of items for disposal on the handout are approximate and may be +/- 10% more or less.
- 1.13. Government furniture and property will be stored in the 2nd Floor offices of the Statesboro Courthouse or three offices on the 1st Floor of C Building. Due to the size of the elevator at the Statesboro Courthouse, moves may require stair carry of all Government furniture, property and equipment.
- 1.14. Phase 3: Swing Space Move: Construction at the swing space building is scheduled to be complete in March 2022. The estimated occupancy date of the swing space building is Q1/Q2 2022. Phase 3 moves will take place over three days from the Annex Building, Statesboro Courthouse, and C Building and include the relocation of the U.S. District Court and Clerk's Office (Savannah Division), as well as a few offices for the U.S. Probation Office (Savannah Division) and includes all of these agencies' offices, contents, furniture, equipment, and IT / server rooms. These items will be relocated from storage and the Annex building. There will also be some items relocated from storage back to the Annex Building at this time.
- 1.15. The Contractor will not be required to deinstall or reinstall any exercise machines/weight equipment, it will be completed by a 3rd party vendor.
- 1.16. The Contractor shall be required to disassemble all systems/modular furniture workstations at the Tomochichi Courthouse. This systems/modular furniture is currently disconnected from building power.
- 1.17. The Contractor shall move all parts and pieces from the disassembled systems workstations to storage until the Swing Space Move (Phase 3).

- 1.18. The Contractor shall move all stored swing space building furniture including systems/modular furniture parts and pieces from storage to the swing space building where the Contractor shall reinstall based upon the furniture plan for Phase 3. **The Contractor shall provide a certified electrician to reinstall the power in the systems/modular furniture as needed.**

2. DEFINITIONS

- 2.1. Contractor: Refers to the Awarded Move Contractor and any subcontractors. The Awarded Move Contractor shall be responsible for ensuring that its subcontractors comply with the provisions of this Scope of Work.
- 2.2. Shall: This word is used in connection with the Contractor requirements and specifies that compliance with the provision is mandatory and binding. Shall, when used, has the same meaning as the word must. The Contractor has a duty to perform these tasks.
- 2.3. Project Team: Team of Government staff and Government Appointed Representative(s) who make decisions regarding the project scope, schedule and deliverables.

3. SITE VISIT

- 3.1. The Government will conduct an in-person Site Visit for all prospective bidders.
- 3.2. The Site Visit will occur on the following date and time:
 - 3.2.1. 7:00 AM ET on July 7, 2021
- 3.3. Prospective bidders shall be limited to two staff (including subcontractors) and shall wear appropriate clothing and personal protective equipment (PPE) as described within this SOW.
- 3.4. Prospective bidders shall provide a Government issued photo identification.
- 3.5. Prospective bidders shall be subject to Government security screening prior to entering Government premises.
- 3.6. Prospective bidders shall estimate push distances and stair carry level of effort.
- 3.7. Specific furniture to be moved will be identified during the Site Visit.
- 3.8. Prospective bidders should inspect the docks at the buildings where available for the height and turn radius for trucks. One dock bay will be utilized for the move at each building dock.
- 3.9. Elevator and stairwells can be measured during the Site Visit for dimensions and weight restrictions.

- 3.10. Push pathways for building protection requirements can be measured during the Site Visit.
- 3.11. Documents being handed out to Vendors at the Site Visit include:
 - 3.11.1. Furniture list to be Moved (Provided at Site Visit)
 - 3.11.2. IT Equipment to be moved (Provided at Site Visit)
 - 3.11.3. Furniture list to be Stored (Provided at Site Visit)
 - 3.11.4. Excess Furniture list for Disposal (Provided at Site Visit)
 - 3.11.5. Origin (Tomochichi Courthouse) Drawings (Provided at Site Visit)
 - 3.11.6. Destination (Annex Building) Drawings (Provided at Site Visit)
 - 3.11.7. Destination (Statesboro Courthouse) Drawings (Provided at Site Visit)
 - 3.11.8. Destination (Swing Space building) Drawings (Provided at Site Visit)
 - 3.11.9. Destination (C Building) Drawings (Provided at Site Visit)

4. CONTRACTOR REQUIREMENTS

- 4.1. The Contractor shall provide all labor, transportation, equipment, materials, supplies, services and other items required to fulfill all requirements contained within this Scope of Work.
- 4.2. Contractor/subcontractor staff shall not possess, use or try to transport any firearms or weapons into any Government building or Government space and shall not be under the influence or possession of alcoholic beverages, illegal drugs or any other prohibited items on Government premises.
- 4.3. Contractor shall not bring backpacks, containers, or other personal items into Government space. Only materials, supplies and other items which are needed for the moves are allowed within Government space.
- 4.4. Contractor shall be responsible for Contractor's and subcontractor's property and equipment and shall secure as needed to protect against damage, loss or theft.
- 4.5. Any on-street parking utilized by the Contractor for straight trucks and/or semi-trucks shall be at the sole expense and responsibility of the Contractor.

- 4.6. The Contractor shall supply a dedicated/onsite Project Manager/Supervisor to interact and communicate with the Government Project Team for pre-move tasks for all move phases (as described in Section 5).
- 4.7. Contractor shall assign back-up Supervisors, crews and equipment in the event the Contractor's primary crew is unable to start or perform the moves in a timely manner and/or for unforeseen Contractor issues.
- 4.8. Contractor shall submit to the Government an approved Notice of Visit list of Contractor and subcontractor staff that will enter, access Government property or who may move or relocate Government property.
- 4.9. Contractor's Notice of Visit shall be submitted electronically to the Government's Project Team at least one week prior to any move activity and as changes in staffing occur and shall include the following: first name, last name, social security number or Government photo ID number, title and any other information as requested by the Project Team.
- 4.10. Contractor/subcontractor staff who are not listed on the Notice of Visit and/or who do not have the required identification, shall not be permitted to work and will be sent away without costs being charged against the contract.
- 4.11. Contractor's staff and Subcontractor's staff shall be dressed appropriately for the move industry. Shoes shall be closed toe. No open toe shoes or sandals are permitted. All move staff shall have similar attire including shirts with the company logo to quickly identify them as staff of the Mover. Project Managers and Supervisors can have collared shirts with logo which may be different from general staff. Subcontractors can have their own logo shirts, if available. Shorts are not allowed inside Government building while working.
- 4.12. Contractor's staff shall not be permitted to bring backpacks into the facility and shall not wear backpacks while working. Contractor's staff shall not talk on cell phones while working except for Project Managers and Supervisors who are using for coordination. Emergency calls may be taken; however, staff must not work while talking on the phone.
- 4.13. Contractor shall promptly (within one to two hours) replace any staff that is removed from the job site for any reason other than lack of work.
- 4.14. Contractor shall attend one Kickoff Team meeting, for each phase, to schedule the logistics of the moves.
- 4.15. Contractor shall attend approximately four coordinator pre-move meetings for planning to discuss strategies and contingencies for moves and shall attend one post-move "lessons learned" meeting to offer input during discussions.

- 4.16. Contractor shall have an email address that will be checked daily for communications from the Project Team.
- 4.17. Meetings may be held by conference call, in person or via Zoom and Teams meeting as directed by the Project Team.
- 4.18. Contractor shall have the ability to communicate within the Microsoft suite of applications including, but not limited to; Word, Excel, PowerPoint, Project, and Adobe Acrobat (PDF). This includes the ability to create, open, view, print and send documents via email. Contractor communication shall be with the Project Team. Contractor shall not have direct communication with the Government customers and/or personnel (staff who are moving) unless approved by the Project Team. Any communication from Government customers and/or personnel shall be directed to the Project Team.
- 4.19. Contractor shall develop and provide a written Move Plan for each move phase which shall be submitted to the Project Team for review and adjustments prior to each move phase (approximately three weeks prior to the first move day). Contractor will receive the specific information for the move sequence in the pre-move meetings for each move phase. The Project Team will evaluate the Move Plan and may require revisions to meet the objectives of the project. Contractor shall rework their move plan to meet the requirements of the Project Team and the project objectives. Contractor's Move Plan will be reviewed and approved by the Government prior to proceeding with the move tasks.
- 4.20. The Move Plan shall include:
 - 4.20.1. A labor schedule, giving consideration to conditions inherent to the facilities including the probable need for stair carry of furniture, equipment and other Government property.
 - 4.20.2. The quantity of movers for each day of the move phase, equipment, and supplies that shall be necessary to ensure timely and orderly movement.
 - 4.20.3. Estimated time and schedule to relocate each group, pre-move and post-move activities including building protection install and removal, supply delivery and pickup and any other on-site activity.
- 4.21. Contractor shall manage relocation moves in a timely, cost effective and non-disruptive manner including but not limited to; project management of moves; pre-move preparations; Contractor equipment staging; movement and redistribution of boxes/crates; PC equipment, and peripheral equipment; post-move walkthrough; post-move clean up as well as other duties that may be required by the project and SOW.

- 4.22. Contractor shall perform walk through inspections with the Government Project Team of the building prior to each move in order to assess the conditions at the facility. Contractor shall document any and all unsafe conditions, preexisting damages (scratches, holes, stains, marks and any other identifiable damage that could occur as part of a move) and any other specific items that must be addressed prior to the commencement of the move. Contractor shall deliver the documentation to the Government Project Team prior to the start of the move. Walkthroughs shall be in person and not conducted via Zoom or other video application, unless given prior authorization by the Project Team.
- 4.23. Contractor shall coordinate with the Government Project Team for use of the dock space/time, staging and other unique property issues during regularly scheduled meetings.
- 4.24. Contractor shall provide post-move services to guarantee satisfaction of performance (Post-Move Welcome Desk). Post-move services shall be provided for two days (eight hours per day), following each move phase. The Government Project Team will specify the time and location to the Contractor. Contractor shall assign sufficient staff (minimum of two staff) to support the Post-Move Welcome Desk function. This function is for collection of empty move supplies, missing and lost item recovery, damage notification and other move related help desk ticket functions. The Contractor shall have staff available to locate missing items and return to origin locations to pick up missed items and deliver to destination locations. Empty boxes, fit for reuse, will be returned to the Tomochichi Courthouse for reuse.
- 4.25. Contractor shall secure and pay for any and all parking needed for their staff and trucks used for moves and deliveries. Parking will not be provided or paid for by the Government.
- 4.26. Contractor shall provide a professional picture/artwork hanger to remove Government artwork, pictures, clocks and other items that are hung.
- 4.27. Contractor's professional artwork hanger shall oversee the packing, crating and securing of each piece of artwork and other hung items removed in preparation of the movement of the item.
- 4.28. Contractor's professional artwork hanger shall perform and/or oversee the installation of each piece of artwork and other hung items to be installed in the Annex Building. Items shall be hung in locations to be determined by the Government.
- 4.29. Project planning is on-going and specific items may shift between floors and rooms. Contractor should presume a +/- 5% change in quantities for moves and excessing within pricing.

5. PROJECT MANAGER/SUPERVISOR

- 5.1. Contractor shall assign a Project Manager/Supervisor for each move phase of the project. This person shall be responsible for the management of the move, attending meetings, project deliverables, attending site visits and walkthroughs, Contractor personnel, post-move welcome

desk coverage, and coordination with the Government Project Team. Contractor's Project Manager/Supervisor shall be responsible for miscellaneous move activities including walkthrough of buildings, strategy meetings, relocation meetings and other ad hoc requests that involve the Contractor.

- 5.2. Contractor's Project Manager/Supervisor shall be trained and have sufficient knowledge and experience specific to the requirements within this Scope of Work.
- 5.3. Contractor's Project Manager/Supervisor shall carry a portable cellular device to communicate with the Government Project Team before, during and after all move phases.
- 5.4. Contractor's Project Manager/Supervisor shall attend meetings, approximately two to four or more; conduct walkthroughs of Tomochichi Courthouse, Annex Building, Statesboro Courthouse, Swing Space building, and C Building; and communicate with the Government Project Team.
- 5.5. Contractor's Project Manager/Supervisor shall be available to provide the Project Team with scheduling, staffing information, recommendations, and any other communication to ensure the project is successful.
- 5.6. Contractor's Project Manager/Supervisor shall coordinate with their staff/subcontractors regarding the boxes, packing materials, supplies, equipment and any other specific items needed for the relocation of Government furniture, equipment and property.
- 5.7. Contractor's Project Manager/Supervisor and onsite Move Supervisors shall be fluent in English, both written and spoken.

6. EQUIPMENT

- 6.1. Contractor shall furnish all trucks, boxes, dollies, moving blankets/pads, speed packs, file carts, equipment carts, bubble wrap, mirror/artwork boxes and/or crates and all other move/protection supplies and equipment as needed to complete all moves identified by this SOW.
- 6.2. Contractor's hand trucks, dollies and book carts shall have soft neoprene or equivalent type wheels. **NO metal or hard rubber wheels shall be used in the performance of this contract within any of Government facilities.** Use of hand or electric pallet dollies or any type of motor-operated dollies within the facility is prohibited. Pallets shall not be used within the building.
- 6.3. Contractor shall furnish all packing containers and related supplies including, but not limited to, boxes and cartons, gondolas/speed packs, dollies, carts, padding material, sealing tape, contractor/stretch wrap and color-coded marking tags/labels to the moving activity approximately three weeks prior to the move date or per the direction of the Project Team.

- 6.4. Contractor shall deliver supplies as necessary to support the project requirements. Each delivery date and quantity of supplies will be communicated to the Awarded Contractor.
- 6.5. Contractor shall supply tamper evident tape to seal all boxes that contain sensitive or confidential Government documents.
- 6.6. Contractor shall supply metal tamper proof seals to seal all trucks that contain sensitive or confidential Government documents. Metal tamper proof seals shall have a unique number and they shall be sufficient to prevent tampering and opening of truck doors without visible notice. Metal tamper proof seals shall be of sufficient strength as to not break during the normal move process. Contractor shall provide several metal tamper proof seal options for selection by the Government Project Team. The Government Project Team will select one type of metal tamper proof seal for use.
- 6.7. Contractor shall furnish equipment bags for peripherals. Bags shall be clear zip lock type and sized to support a standard keyboard tray, mouse, wires and other peripherals to be contained within. Contractor shall deliver sufficient quantities to support moves to identified Government Project Team approximately three weeks prior to move dates.
- 6.8. Contractor shall furnish flat screen/monitor non-static bags. The monitor bags shall be made of bubble wrap with three sides closed and one open to slip over the tops of the monitors. The bags shall be large enough to be used over 19" to 24" flat panel screens/monitors. Contractor shall deliver sufficient quantities to support moves to identified Government Project Team approximately three weeks prior to move dates.
- 6.9. Contractor shall move IT equipment during the course of project and specific quantities identified within the site visit handout are approximate and may be slightly higher or lower.
- 6.10. Contractor equipment shall be in safe and good working condition for the full term of the project. Any equipment that is not in a safe and good working condition shall be replaced at the Contractor's expense and removed from use during the project as directed by the Government Project Team.
- 6.11. Contractor shall document quantities of materials and equipment delivered and subsequently picked up after each move. Quantity documentation shall be signed off by the Contractor and the Government Project Team at the time of delivery, move and subsequent pick up. The detailed records shall be sent via email to the Government Project Team.
- 6.12. Contractor's lack of equipment or staffing shall not be a valid reason for work stoppage. If more equipment or staffing is needed to complete moves within the timeframe allotted, Contractor shall deliver more equipment and/or staffing to the project at the request of the Government Project Team.

- 6.13. Contractor shall furnish licensed, insured, clean and mechanically sound, closed-type trucks of sufficient size and quantity to accommodate the moves. Contractor trucks shall be in good repair and in compliance with all federal, state, and local laws and regulations for operation.
- 6.14. Contractor shall furnish properly licensed and trained personnel to operate trucks.

7. BUILDING PROTECTION

- 7.1. Contractor shall provide sufficient Masonite and/or Ram Board, corner guards and other building protection for each building and each move phase.
- 7.2. Contractor shall install wall protection for the walls along Government designated push pathways. Wall protection shall consist of 4'-0" high Masonite/Ram Board. Contractor shall install Masonite/Ram Board against all sides of columns which are near floor and wall protection. The areas requiring protection are within the origin and destination buildings based upon the project move schedule and move pathways. Contractor shall provide and install necessary Masonite/Ram Board in the building for the protection of floors (2'-0" wide at a minimum), walls, carpeting and any other building fixtures that may be damaged during the moves.
- 7.3. Contractor shall install protection as directed by the Government Project Team. The Project Team will approve the protection and may require additional protection if initial installation is deemed insufficient.
- 7.4. Contractor shall install tape at the seam between each piece of Masonite/Ram Board to secure one piece to the other and to ensure the Masonite/Ram Board does not move and separate from each other creating a gap between pieces. Contractor shall make sure that tape adhesive does not damage floors or walls.
- 7.5. If Masonite is used for wall protection, the Contractor shall use padding, bubble wrap or other type of protection between the edge of the Masonite and where it touches the wall when leaning the Masonite against walls for protection. Contractor shall provide sufficient protection to the surfaces of walls to prevent scuffs, stains, rubs or any other damage.
- 7.6. Contractor shall ensure all protection materials (Masonite/Ram Board, corner guards, elevator pads and any other protection materials used) are clean and of a sufficient quality to ensure protection of Government property. Masonite shall be installed over any part of the interior building where carts, hand trucks, or other heavy equipment may roll or be pushed over for all moves. Contractor may be requested to leave protection for multiple move days.
- 7.7. Contractor shall provide and install Masonite/Ram Board over all expansion joints that will be traversed in the course of the moves. Contractor shall provide and install Masonite/Ram Board over all floor finish transitions that will be traversed in the course of the moves (for example: carpet to tile transition).

- 7.8. Contractor shall provide and install corner guards to protect corners of walls, door facings, columns, and any other areas that could be damaged along the push pathways. Protection shall be provided to protect all vertical surfaces of the buildings and other surfaces from damage during moves. Corner guards shall be a minimum of 4'-0" high and be of sufficient thickness and width to protect the underlying building finishes.
- 7.9. Contractor shall not use any tape, adhesive, glues or any other types of materials that may damage, scratch, or deface furniture, equipment, Government property or building facilities.
- 7.10. Contractor shall inspect the buildings prior to commencement of each move phase to assess the protection of walls, floors and other building finishes to ensure adequate levels have been met for the move. Any deficiencies must be remedied prior to the start of the move and all deficiencies must be communicated to the Project Team immediately.
- 7.11. Contractor shall remove all protection from origin and destination buildings after the completion of each move phase, unless otherwise directed by the Government Project Team.

8. MOVE REQUIREMENTS

- 8.1. Contractor shall notify Government Project Team immediately upon observation of any hazardous/dangerous conditions or any other issue that may result in injury to a person or the equipment prior to commencing specific move task.
- 8.2. Contractor shall inspect all furniture, equipment, and Government property when removing protection to ensure all are in their original condition.
- 8.3. Contractor shall manage PC, computer equipment and peripherals as a priority item and may require specific team(s) to guarantee Government time restraints are met. Contractor shall coordinate with the Government Project Team prior to each move to ensure time constraints and deliverables are met for computer equipment.
- 8.4. Contractor shall supply non-static contractor/stretch wrap as needed for sensitive computer equipment as directed by the Government Project Team.
- 8.5. Contractor shall not combine non-equipment items with equipment on carts. All computer equipment shall be relocated in a manner that provides protection from damage, dust and shock related movement.
- 8.6. Contractor shall wrap all copiers, CPUs, monitors, printers, faxes, scanners and all other computer/equipment types with blankets or other type of protection when placing on carts, dollies or other types of equipment.

- 8.7. Contractor shall use contractor/stretch wrap to secure equipment on carts, dollies or other types of relocation equipment during moves.
- 8.8. Contractor shall place the monitors, CPUs, docking stations, printers, faxes and any other electronic equipment and all accessories at the destination locations identified by the move labels for each move. These items shall be placed on the sit-to-stand table, desk or other location designated by the Government in the designated office, conference room, table, or workstation. The bags containing cables, wire, mouse, keyboard, etc. should be placed immediately adjacent to the CPU or docking station.
- 8.9. Contractor shall remove and dispose of unused and empty packing containers from the building as directed by the Government Project Team.
- 8.10. Contractor shall remove rubbish (Contractor supplied materials and debris from move including packing materials, tape, contractor/stretch wrap, and any other Contractor supplied items that need to be disposed of) from the building premises after move is completed. Remove all padding, packing, and crating materials from the Government premises as directed by the Government Project Team.
- 8.11. Contractor shall return to destination building approximately four to seven days after each move or as project timelines require to collect used boxes and other materials supplied by Contractor at designated locations that will be provided for each move within the schedules. Contractor shall return at a later date (approximately two or three weeks after each move date) to collect remaining Contractor supplies as directed by the Government Project Team.
- 8.12. Contractor shall provide detailed records documenting quantities of materials delivered to building and picked up after moves to the Government Project Team.
- 8.13. Prior to any movement of furniture, equipment, or Government property, the Contractor shall check for any noticeable damage and report to the Government Project Team.
- 8.14. Contractor shall remove all unused Contractor owned equipment from the job sites after each move phase.
- 8.15. Contractor shall complete a walkthrough of all locations following completion of each move phase with the Government Project Team to identify damage to property or premises resulting from the relocation (if any). The Contractor shall document these damages.
- 8.16. Contractor shall be responsible for the day-to-day inspection and monitoring of all work performed to ensure compliance with the contract requirements.
- 8.17. Contractor shall provide and install mover pads and blankets for all furniture and oversize equipment being moved to protect the furniture and equipment from scratches and damages.

Contractor shall confirm all items are tagged with the destination location on the outside of the pads/blankets to indicate the destination location.

- 8.18. Contractor shall provide and install black or other non-see-through contractor/stretch wrap to wrap all furniture, carts, metros and equipment which contain Government documents, evidence or exhibits, Government personnel records or any other high security documents to ensure items are secure for moving.
- 8.19. Contractor shall blanket/pad wrap all furniture items and shrink wrap prior to moving. Contractor shall provide and install clear contractor/stretch wrap to wrap all furniture, carts, dollies, metros and equipment to ensure items are secure for moving.
- 8.20. Contractor shall ensure that all items to be moved are properly labeled prior to removal from the origin location. The moves shall be based on color coded labels. All color-coded labels shall need a space to identify room number/workstation number, furniture location within room. Contractor shall provide additional color-coded labels to allow for sufficient quantities for all staff moving.
- 8.21. All boxes/crates and other items shall be neatly stacked in one corner of the room/space and neatly positioned at final location with labels turned out providing for a quick inspection and allowing occupants access to the space. Boxes/crates shall not be stacked in front of technology connections or casework in a way that prohibits access or use.
- 8.22. Contractor shall place/install furniture items in offices, at the approximate location, as directed by drawing layouts which will be posted in each room.
- 8.23. Following each move, Contractor shall conduct final walkthrough of building, with the Government Project Team, to ensure all of Contractor's equipment, supplies and debris have been removed. Contractor shall conduct and document a post-move inspection to ensure all items have been properly moved and no damages were found. Contractor shall submit documentation to the Government Project Team.
- 8.24. Contractor shall supply move day logistics to locate any lost items on the move "from" inspection sheet that were confirmed, but not delivered to the "to" location.

9. WORKING HOURS

- 9.1. The moves dates will be scheduled by the Government Project Team. The exact start days/times and end days/times for moves will be established with the Awarded Contractor to meet the timeframes of the overall project timeline.
- 9.2. Contractor shall arrive in time to allow for staff to check in through security and start by 7:00 AM ET, unless otherwise directed by the Government.

- 9.3. Working hours will be 7:00 AM ET to 6:00 PM ET, unless otherwise requested by the Government.
- 9.4. Contractor shall be available to complete work on weekends if requested by the Government.

10. PHYSICAL SECURITY

- 10.1. **Controlled Entry:** Entrance into each facility is controlled through entry points. Contractor/subcontractor staff are required to sign in and out at the entrance. The Contractor shall also provide the Government with a roster of visitors in advance of their expected arrival. All Contractor personnel shall be identified to the Government during the start-up period. The Contractor shall comply with all security procedures for access to the grounds and facilities which may require display of ID and/or sign in/out during work hours. Refer to Section 4 for other Contractor requirements.
- 10.2. Weapons are not permitted within Government facilities. Contractor/subcontractor staff shall not bring any guns, knives, pepper spray, or other weapons onto Government premises.
- 10.3. **Protection of Federal Government Property and Buildings:** The Contractor assumes full responsibility for repair and/or replacement value for all Federal Government owned property, resulting in whole or in part from the negligent acts or omissions of Contractor, and subcontractor, or any employee, agent or representative of the Contractor or subcontractor.
- 10.4. Government space is a tobacco/smoke-free environment and within 50 feet of any entry. The tobacco/smoke-free environment includes any type of chewing tobacco or vaping. Contractor/subcontractor staff shall observe this policy.

11. CONTRACTOR PERSONAL PROTECTIVE EQUIPMENT & REQUIREMENTS

- 11.1. Contractor shall provide and wear PPE while inside of Government facilities including; face mask covering nose and mouth, closed toed shoes, full length garments covering arms and legs and any other PPE required by the Government.
- 11.2. All visitors shall be required to show a Government issued photo ID and be screened by security officers prior to signing in each day. Visitors will be issued a temporary visitors' badge, which will be turned in when signing out and departing the facility for the day.
- 11.3. Contractor/subcontractor staff shall have their temperature checked each day when entering either Government premises.
- 11.4. Contractor/subcontractor staff with a fever and/or temperature of 100.4 degrees or higher will be denied access.
- 11.5. The Government Project Team will give a safety briefing to all Contractor/subcontractor staff. They shall be required to attend this on their first day, prior to entering the Government premises.

- 11.6. Contractor shall provide the Government with a staff/equipment Safety Plan which will cover personal health, PPE, Covid 19, safety and equipment safety. Contractor's Safety Plan shall cover the communication timeline and process with the Government if/when a Contractor/subcontractor staff, who has been in contact with Government employees during the project, has either contracted Covid 19, manifests symptoms or has knowledge they have come in contact with a person known to be infected with Covid 19.
- 11.7. Contractor shall provide the Safety Plan to the Government within five business days of Contract Award.
- 11.8. The Contractor's Safety plan will be reviewed and approved by the Government Project Team prior to Contractor's on-site work.
- 11.9. Contractor shall ensure staff identified to support this U.S. Courts Project comply with and adhere with the Court's current COVID mandates when on Court property.
Website: www.gasd.uscourts.gov/covid-19
- 11.10. Contractor shall ensure staff identified to support this U.S. Courts Project comply with and adhere to the State of Georgia Department of Health, Travel and Exposure Related Isolation / Quarantine.
Website: <https://dph.georgia.gov/isolation-contact>

[END OF ATTACHMENT]