

Service Proposal For
Williamson County

austin proposal 39043

proposal date: 5/20/2020

Thank you for your consideration of our proposal. We are eager to address any questions you may have!

Client Contact Information:	Move Solutions Contact Information:
Name: Dwayne Gossett - Facilities Manager Phone: (512) 943-1599 Cell:(254) 654-1495 Email: dgossett@wilco.org	Name: Charlee Williams Phone: (512) 326-1711 Cell:(512) 784-0693 Email: cwilliams@tospartners.com
Proposal Scope of Work (Task Description):	Proposal Quotation:
Relocation of all labeled furniture, fridge, whiteboards (de/ re), copier, computer equip, crates, etc from 321 Ed Schmidt Blvd in Hutto to 1300 Joe DiMaggio in Round Rock. Relocation of large conference table and chairs from 100 Wilco Way in Georgetown to 1300 Joe DiMaggio in Round Rock. One-time delivery/14 day rental/one-time pick up of (38) crates. All materials/equipment necessary to complete relocation successfully. Property protection to be laid per building management requirements. Client to pack/unpack all contents. Client to de/reinstall all electronics. Client to disconnect all water lines prior to our arrival. Copiers must be prepped by appropriate service vendor prior to the move.	Project Management \$356.80 Materials \$828.05 Relocation Activity \$3,741.37 Proposal Subtotal: \$4,926.22 Consumables: \$0.00 Fuel Surcharge: \$0.00 Sales Tax: \$0.00 Proposal Total: \$4,926.22 We would appreciate the opportunity to serve you.

MSL Maximum Limited Liability for damaged items is Industry Standard \$.60 per Lb. per item unless higher limits are requested.

Four hour Service Minimum.

Billable time includes all travel time from and to MSL.

Estimated Activity Start Date: 6/18/2020

Proposal Type: Firm Fixed Bid

TXMAS Contract Number: TXMAS-6-7111K020



Client Payable Contact Information:	Payment Terms Agreement:
Name: Dwayne Gossett - Facilities Manager Phone: (512) 943-1599 Cell:(254) 654-1495 Email: dgossett@wilco.org	Deposit: 0% Job Start: 0% Balance: 100% \$0.00 \$0.00 \$4,926.22 Remaining Balance is due 'Net 15' unless otherwise agreed.

Customer Proposal Acceptance

With my signature I confirm the Proposal Scope of Work and accept the Proposal Quotation detailed above. I warrant that I am authorized to commit the Company named above to payment of the MSL charges resulting from the Scope of Work described above and for any additional activities requested while performing this Scope of Work. I have read, understood, and agree to the attached Move Solutions, Ltd. (MSL) Proposal Terms and Conditions and have initialed the terms and conditions page.

Authorized Signature: _____ Phone: () _____

Printed Name & Title: _____ Date: _____

Enclosed Move Solutions, Ltd. Terms and Conditions must be initialed and returned with proposal.

move solutions, ltd. (msl) - austin proposal 39043			terms and conditions
Agreement Between Parties			
This agreement, its attached Proposal, and any change orders that may result, constitute the entire agreement between Move Solutions, Ltd. (MSL hereafter) and the Customer and no other representations or statements will be binding upon those parties. If any part of this agreement is found to be invalid or unenforceable for any reason, the remaining terms and conditions of this agreement shall remain in full force and effect.			
Plans / Drawings			
If applicable Customer is to provide accurate, dimensioned floor plans, installation plans, etc. of the destination space to MSL in a timely manner prior to the provision of MSL Scope Of Work (SOW hereafter) services.			
Customer Coordination Personnel			
Customer is to assign Coordination Personnel to be present during SOW activities. MSL is not responsible for any cost of Customer's employees, representatives, loss of market, loss of use, or the employees, vehicles, and/or equipment of any other vendor that Customer may hire in any event.			
Worksite, Dock, and Elevator Access			
Customer is to ensure reasonable, unrestricted access to all facilities required to complete the SOW activities and/or to make needed post SOW repairs. MSL is not responsible for dock, elevator use, elevator operator, elevator mechanic, or elevator top/bottom car fees in any event.			
Additionally Billable Events			
Billable events outside of the SOW may include, but are not limited to, Customer's failure to perform certain agreed or assumed tasks by the times and dates agreed, incomplete destination finishout, inadequate space planning, missing parts, delay from elevator or power failure, weather delay, significant traffic delay, worksite obstruction from Customer assets or personnel, services or materials requested by Customer representatives outside of the SOW or signed change orders, debris, the presence of other Contractors, or requests to store or dispose of excess furniture or goods.			
Schedule Cancellation, Rescheduling			
In the event Customer cancels or reschedules either the entire "SOW" schedule, or a planned work activity phase of six or more MSL employees, within six business days of the scheduled start time of such activity, Customer agrees to pay MSL a "Loss of Revenue" rescheduling fee equal to twenty-five percent of the estimated MSL service charge for that planned work activity.			
MSL Option to Repair			
Customer grants MSL the option to repair any damage that in MSL's opinion is repairable. Successful repair is defined as returning the damaged item or area to its pre-move condition. At MSL's option, or in the event Customer unreasonably disapproves MSL's repair of the item or area, MSL reserves the right to "cash out" claimed damages within the limit of liability chosen by Customer, or to submit a claim to MSL's insurance provider.			
Damage Reporting / Withholding			
Damages which Customer may claim related to MSL services must be reported to MSL via written correspondence within six business days of the MSL service claimed to have caused the damage(s). Customer agrees not to hold MSL liable for any type of damage based on a "pro-rata" distribution of fault among multiple Vendors. In the event of damage, Customer agrees not to withhold all or any part of Move Solutions, Ltd.'s invoice(s) for services beyond the agreed payment term. Withholding payment beyond the agreement terms shall void all MSL warranties or repair liability.			
Customer Packed Containers / Keys			
MSL is not liable for damage or loss to contents of Customer packed containers, employee personally owned items, damage to file cabinets moved loaded, or for keys in locks which become lost or broken.			
Marble, Granite, etc.			
All stone items, such as marble granite, etc. are fragile and not meant to be moved frequently. Even with extreme caution there is risk of damage. Due to this circumstance MSL has no liability to damage to these items during the moving process.			
Water Hookups / Plants			
MSL is never responsible for water hookups, plant damage or plant health.			
Electronic or Mechanical Equipment			
Customer is responsible for correct copier and/or equipment move preparation. Copiers must be prepared for moving by Customer's service provider. Should there be clear evidence of external or internal physical damage resulting from MSL's negligence, MSL shall be liable for resulting physical and functional repair in limits per the damage reimbursement selected by the Customer. Should the equipment exhibit only a functional failure, such failure shall constitute "coincidental failure" for which Customer agrees MSL shall have no liability.			
Contractor Billings			
MSL will not be liable, including by offset or deduction, for other contractor repair expense without MSL's prior written consent.			
Security, Missing Items			
Customer is to provide all security it desires at all times. Absent proof of an MSL employee's involvement in a theft during a scheduled work activity, Customer releases MSL from all liability for missing items, including but not limited to, pens, PID's, purses and/or their contents including cash or checks, mobile phones, or laptop computers.			
move solutions, ltd. (msl) - austin proposal 39043			Client Initials: _____ Date: _____
1-800-MovePlan	A Total Office Solutions, LLP Company	www.tospartners.com	Page 2 of 4

Move Solutions, LTD.

Client Security and Packing Requirements

WORKPLACE SECURITY: Many trades, employees, workers are on site during a move. Take theft prone items such as money, cell phones, laptops, pens, purses, business checks, home or keep them in your direct physical possession at all times. Secure business check stock. Be vigilant!

WORKPLACE SAFETY: If you see anybody unusual, or workers in areas they are not to be in, report them to aTOS Supervisor or Security immediately. TOS Masonite floor protection can be a tripping hazard! Be vigilant where you walk and do not wear sandals. Do NOT help the movers. For everyone's safety, NO alcohol or children are allowed on site during the move. MSL Supervision will ask you to remove them from the site once. If you refuse, MSL will leave the worksite.

CONTENTS AND ITEM PURGING: Dispose of all unwanted / unneeded office contents or objects BEFORE THE MOVE!

FRAGILE OR HIGH VALUE ITEMS: Use correct packing materials when packing fragile/high value items, marking the Crate or Box 'FRAGILE' on all sides. Notify the TOS Supervisor of all Fragile/High Value items.

PERSONAL ITEMS: Employees should take ALL personal items home prior to the move. TOS is not responsible for claimed damage or loss of personal items.

MOVING LABEL USE / DAMAGE: Securely place correctly colored and marked move labels on every item moving. Unlabeled items will not be moved.

WORKPLACE SECURITY: Use a magic marker/sharpie to mark them. DO NOT place labels on gilded/fragile surfaces, oil paintings, canvas, paper, or leather surfaces. CAREFULLY REMOVE move labels after the relocation. REMOVE ALL CRATE LABELS prior to taking them to the pickup point.

PACKING CRATES: Pack all crates fully, allowing the top to be closed flat. Place desk drawer items in sealed envelopes in Crates. Pack carefully. TOS is not responsible for customer packed containers of any kind.

PLANTS: TOS will relocate client owned plants and their containers without liability for either. If moving, do not water plants for three days prior to moving them.

FILING / SUPPLY CABINETS: Leave vertical file cabinets loaded unless they are to be stair carried. Unload and pack lateral file cabinets. TOS is not responsible for lateral file cabinet damage that are moved loaded. Move all file drawer pressure plates to their maximum forward position. Pack storage cabinets contents, tape loose shelves together in the bottom of the cabinet. Lock the cabinets and place the key in an envelope in a crate, otherwise tape the cabinets doors shut.

EQUIPMENT/PC'S/COPIERS/PRINTERS/MAIL MACHINES: Securely Label each separate piece of equipment. Have your equipment service provider prep/service each piece of equipment for the move or TOS will reluctantly move it with no liability damage. All printer and copier toner must be prepped and sealed. TOS IS NOT RESPONSIBLE FOR TONER SPILLS from moving equipment! Separate all sorters from copiers.

PICTURES/DIPLOMAS/MAPS: Securely wrap and pack all small pictures, diplomas, etc. Do not place them just under the top of the packed crate. Take wall hung diplomas, photos, personal artwork home.

HAZARDOUS MATERIALS: TOS does not move Hazardous Materials, Hazardous Waste, Volatile, Incendiary, Corrosive or Explosive Materials It is the Client's responsibility to inform TOS of such materials prior to relocation.

FURNITURE PACKING TIPS: Remove and pack or dispose of all contents from all drawers, overhead bins, pedestals, etc. Remove all shelves from bookcases, taping them together in a labeled bundle, with all clips in an envelope taped to the drawers, and place them in the bottom of the bookcase.

REFRIGERATORS: Refrigerators/freezers need to be emptied and defrosted BEFORE the move! TOS is not responsible for refrigerator/freezer damage when moved loaded. Tape ice cube trays, containers and loose shelves together in the bottom of the refrigerator/freezer. Securely tape all drawers and fixed shelves. Plumbing connections for water/ice need to be disconnected prior to relocation. TOS CANNOT perform this service. Keep appliance plugged in prior to relocation to prevent internal odor. TOS will unplug/plug as needed.

I agree that this Security & Packing Agreement is part of the Agreement between the parties and will ensure that every employee moving will be provided a copy of it and will adhere to its instructions.

Name: _____ Title: _____

Name: _____ Title: _____

Move Solutions "Stack & Pack"™ Crate Process



1 Placing:

- Set your empty crates on the dolly.
- Roll the crates to the contents to be packed.



2 Packing:

- Pack your contents up to the line 1/2 inch below the top of first crate.
- Close the lid as shown.



3 Stacking:

- Pack the second crate as you did the first.
- Continue the Stack & Pack™ process 3-4 crates high.



When MSL implemented Crates, 250,000 Pounds Of Cardboard Boxes STOPPED Going To The Landfill Annually



4 Ready To Go...

- Affix your numbered move labels and security ties to the end of the crates for easy identification.
- Move Solutions employees will move your crates per schedule.



5 Unpacking:

- Reverse the Stack & Pack™ process. Nest crates together as you empty them, then place them back on the dolly after you remove your move labels from them.

MSL Crate Proofs

Crush Proof!

Water Proof!

Theft Proof!

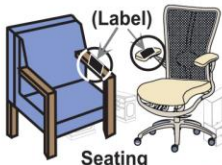
Topple Proof!

Packrat Proof!

Suggested Move Solutions, Ltd. Label Placement



Move Solutions Moving Crate (Remove Label After Use)



Seating

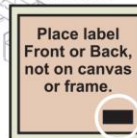


Filing Cabinet

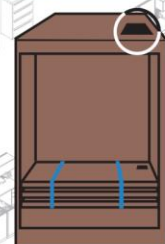


Computer (Use TechTeam, Ltd. for Disconnect / Reconnect)

Picture



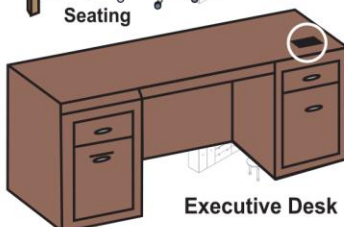
Identify High Value Pictures To TOS Supervisor



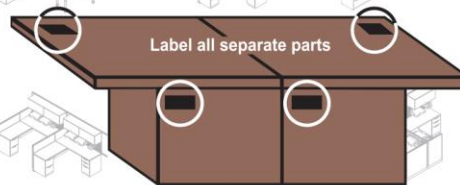
Bookcase (Remove and Bundle Shelves, Apply Moving Label to Each, Put in Bottom of Bookcase. Put Shelf Clips in Labeled Envelope in One of Your Crates.)



Storage Cabinet



Executive Desk



Conference Table



Office Sofa and Sofa Chair(s)