

White Settlement ISD

Product/Service Being Purchased: Moving Service for FAA and Tannahill

Requisition Number: Date: 4/1/2025 Submitted By: JS

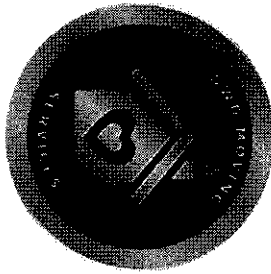
	Vendor #1	Vendor #2	Vendor #3
Company Name	DWD MOVING SERVICES	MOVE SOLUTIONS	SUDDATH
Contact Person			
Phone Number			
Date of Price Quote	March 24, 2025	March 17, 2025	March 28, 2025
Other Information			

Quote Grand Total	\$	49,600.00	\$	68,896.80	\$	124,910.00
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Comments: Recommending Vendor #1 - DWD MOVING SERVICES

Reasons for non-selection: If the lowest quote is not selected, specify the reasons for non selection. Reasons must be valid. The Purchasing Department will be the sole decider of the validity of non-selection.

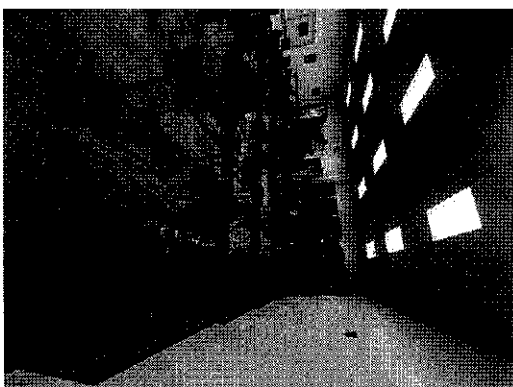
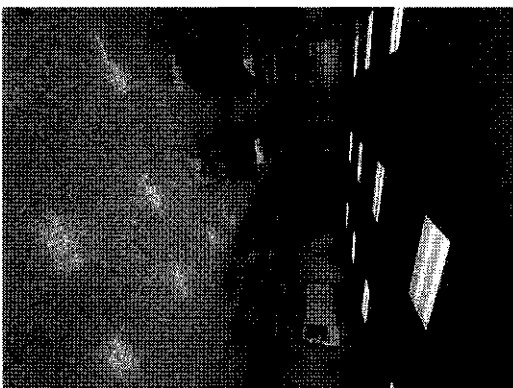
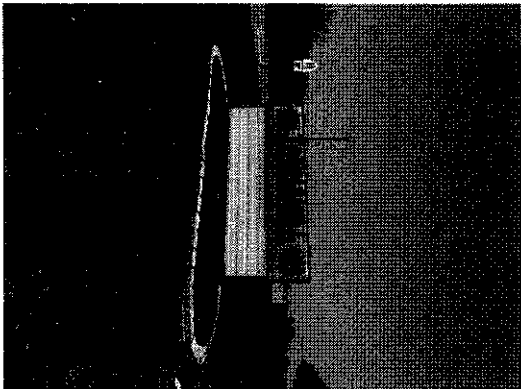
Attach this form and all 3 quotes to PO Requisition



DWD MOVING SERVICES

RFP FOR WSISD

Bid for moving services Summer 2025



US DOT 4184584
MC # 1611675
TXDMV # 009924444C

Scope of work:

This will be a two-phase moving project for three schools, Tannahill Intermediate School, Brewer Middle School, and Fine Arts Academy

PHASE 1

Description: Move the items listed below from Tannahill Intermediate School to a staging area at Brewer Middle School cafeteria or gymnasium.

Project timeline: Two weeks of work

Project schedule:

-Week 1: Clear out all classroom contents including boxes, student desks, and furniture, and deliver to BMS cafeteria or gymnasium.

Classrooms	80
Student desk	460
boxes	1400
furniture	0
Conference tables	17
tables	100
piano	1
Gun safe	1

MONDAY	16 rooms cleared	8 hours worked
TUESDAY	16 rooms cleared	8 hours worked
WEDNESDAY	16 rooms cleared	8 hours worked
THURSDAY	16 rooms cleared	8 hours worked
FRIDAY	16 rooms cleared	8 hours worked
SATURDAY	Closeout	8 hours worked
	TOTAL 80 rooms	TOTAL 48 hours

-Week 2: Deliver all boxes, student desks, and furniture to designated areas in BMS.

MONDAY	Classroom set up	8 hours worked
TUESDAY	Classroom set up	8 hours worked
WEDNESDAY	Classroom set up	8 hours worked
THURSDAY	Classroom set up	8 hours worked
FRIDAY	Classroom set up	8 hours worked
TOTAL		40 hours worked

COST PER CLASSROOM:

In Phase I week 1 of the cost breakdown, we included a cost per classroom. This was a calculation based on labor costs per hour and the amount of resources dedicated to one classroom. The cost per classroom was only calculated for phase 1. Classroom counts were not provided for phase II.

TRASH REMOVAL:

Upon request we will move old furniture, tables, and desks to a designated trash dumpster in the parking lot. Trash removal will be scheduled separately at a charge of \$50 per hour.

PHASE II

Description: Move the items listed below from the Fine Arts Academy to Tannahill Intermediate School and/or a designated storage area.

Classrooms	n/a
Student desk	80
boxes	1,000
Vertical file cabinet	10
Conference tables	n/a
tables	62
piano	1
Large benches	3

Project timeline: Three weeks of work

Project schedule:

-Week 1: two days per week, eight hours per day, clear out all classroom contents including boxes, student desks, and furniture, and deliver to TIS and/or storage.

-Week 2: two days per week, eight hours per day, clear out all classroom contents including boxes, student desks, and furniture, and deliver to TIS and/or storage.

-Week 3: two days per week, eight hours per day, clear out all classroom contents including boxes, student desks, and furniture, and deliver to TIS and/or storage.

ESTIMATED COST BREAKDOWN

• PHASE 1 – WEEK 1 TIS to BMS

LABOR – 10 crew		\$25,200
-5 drivers @ \$55 per hour X 48 hours (6 days) = \$13,200		
-5 movers @ \$50 per hour X 48 hours (6 days) = \$12,000		
TRUCKS – 26ft box trucks		\$6,000
-5 trucks @ \$200 per day X 6 days		
Equipment & Supplies		\$0
-heavy-duty furniture dolly's		
-heavy duty hand trucks		
-heavy duty 4 wheelers		
-blankets, labels, tape, straps, wrap, bubble wrap		
-wall coverings & floor coverings		
COST PER CLASSROOM \$390		\$0
-labor \$390 (8 movers per classroom)		
-supplies/equipment \$0		
-\$390 X 80 classrooms = \$31,200		
TOTAL FOR PHASE 1 WEEK 1		\$31,200

PHASE 1 - WEEK 2 TIS to BMS

LABOR	\$10,000
-5 movers @ \$50 per hour X 40 hours (5 days) = \$10,000	
TRUCKS	\$0
Equipment & Supplies	\$0
TOTAL FOR PHASE 1 WEEK 2	
\$10,000	

PHASE II - WEEK 1 FAA to TIS

LABOR	\$2,400
-3 movers @ \$50 per hour X 16 hours (2 days) = \$2,400	
TRUCKS	\$400
-1 truck @ \$200 per day X 2 days	
Equipment & Supplies	\$0

PHASE II – WEEK 2 FAA to TIS

LABOR	\$2,400
-3 movers @ \$50 per hour X 16 hours (2 days) = \$2,400	
TRUCKS	\$400
-1 truck @ \$200 per day X 2 days	
Equipment & Supplies	\$0

PHASE II – WEEK 3 FAA to TIS

LABOR	\$2,400
-3 movers @ \$50 per hour X 16 hours (2 days) = \$2,400	
TRUCKS	\$400
-1 truck @ \$200 per day X 2 days	
Equipment & Supplies	\$0
TOTAL FOR PHASE II	\$8,400

PHASE I & II	\$49,600
GRAND TOTAL	

- DWD Moving Services carries general liability, commercial auto, workman's compensation, and cargo insurance. A COI, W9, and any other documents are available upon request.
- The proposal was created based on the information provided and is only an estimate. Room counts and inventory may change which will also change the scope and overall cost.
- NOT TO EXCEED - The total aggregate payment to the Contractor for the services rendered under this Agreement shall not exceed the sum of seventy-five thousand dollars (\$75,000.00).

PROPOSAL

move solutions

PROPOSAL

PLAN | FURNISH | TECH | MOVE | DECOMMISSION


Service Proposal For

White Settlement ISD

dallas proposal 69526

proposal date: 3/17/2025

Thank you for your consideration of our proposal.

Client Contact Information:		Acct Mgr Contact Information:	
Name: Chris Muench		Name: Mark Schrader	
Phone: (917) 399-0644		Phone: (214) 630-3607	
Cell: (917) 399-0644		Cell: (469) 446-1536	
Email: cmuench@wsisd.net		Email: mschrader@tospartners.com	
Project Description: TIS Move Proposal			
Scope of Work (Task Description: Be Detailed):		Proposal Quotation:	
Move Solutions to provide labor, equipment and materials to relocate furniture and contents from Tannahill Intermediate School to Brewer Middle School in White Settlement the end of May.		Materials \$7,572.00	
Client will pack all contents into self provided boxes.		Relocation Activity \$41,115.60	
No electronics will be moved by MSL.			
MSL will deliver moving labels for teachers to pack their own classrooms, offices etc.			
MSL will deliver 33 bookcarts for the library and Rolling files room.			
27 bobtail loads to complete the relocation			
Maximum Limited Liability for damaged items is Industry Standard \$.60 per Lb. per item at no cost. Additional Limit of Liability options are available to the client (you) upon request to your Move Solutions Account Manager.		Proposal Subtotal: \$48,687.60 Consumables: \$0.00 Fuel Surcharge: \$1,599.60 Sales Tax: \$0.00 Proposal Total: \$50,287.20	
Client Payable Contact Information: Name: Chris Muench Phone: (917) 399-0644 Cell: (917) 399-0644 Email: cmuench@wsisd.net		Estimated Activity Start Date: 5/29/2025 Proposal Type: Time and Material Buy Board Contract Number: 738-24 	
Customer Proposal Acceptance		Payment Terms Agreement:	
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 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 Proposal Terms and Conditions and have initiated the terms and conditions page.		Deposit: 0% Job Start: 0% Remaining Bal: 100% \$0.00 \$0.00 \$50,287.20 Remaining Balance is due Net 30 Days	
Authorized Signature: Printed Name & Title:		Client Provided PO#:	
Enclosed Exhibit A must be initiated and returned with proposal.			
1-800-MovePlan A Total Office Solutions, LLP Company		www.tospartners.com Page 1 of 6	

MSL Moveplan Service – Proposed (flexible) Schedule

Printed Time: 4:45 PM

Client:Chris Muench O:(917) 399-0644 C:(917) 399-0644 E:cmuench@wsisd.net

Page 2 of 6

White Settlement ISD Project

MSL MovePlan Service – Proposed (flexible) Schedule

Printed Date: 3/17/2025

move solutions, ltd. (msl) - dallas proposal 69526

Printed Time: 4:45 PM

AM:Mark Schrader O:(469) 446-1536 C:(469) 446-1536 E:mschrader@tospartners.com

Proposal Date: 3/17/2025

Client:Chris Muench O:(917) 399-0644 C:(917) 399-0644 E:cmuench@wsisd.net

Thursday, June 5, 2025, 2:22 PM arrival, Work Order

Work Order Task: Materials

Planned Hours: 4

Pick up 33 bookcarts and 60 gondolas and 60 four wheel dollies

<u>PM</u>	<u>Move Sup</u>	<u>Mover</u>	<u>Packer</u>	<u>Install Sup</u>	<u>Installer</u>	<u>Warehouseman</u>	<u>Furniture Tech</u>	<u>Driver</u>	<u>Bobtail</u>	<u>Tractor</u>	<u>Trailer</u>	<u>Van</u>
	1		4					2	2			

TOTAL OFFICE SOLUTIONS (TOS)

Client Office Moving Security and Packing Requirements

DANGER – MASONITE – DANGER: TOS Masonite floor protection can be a tripping hazard! Be vigilant where you walk and do not wear sandals.

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 a TOS Supervisor or Security immediately. Do NOT help the movers. For everyone's safety, NO alcohol or children are allowed on site during the move. Supervision will ask you to remove them from the site once. If you refuse, we 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: Unless specifically detailed in this schedule, Client is responsible for ALL client content labeling. All items must be labeled with TOS provided move labels and numbered per the agreed numbered Move Plan. Use the Suggested Move Solutions, Ltd. label placement graphic contained in your proposal. 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. MSL is not responsible for excessive adhesion of Move Labels left on post move assets longer than sixty (60) days.

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/COPERS/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.

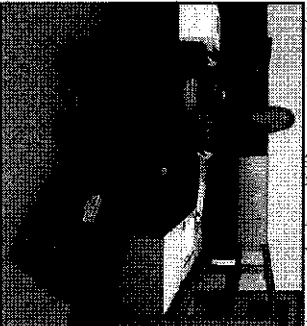
FURNITURE PACKING TIPS: Remove and pack or dispose of all contents from all drawers, overhead bins, pedestals, etc. Remove all shelves from bookcases, taping them together in a labeled bundle, with all clips in an envelope taped to the drawers, and place them in the bottom of the bookcase.

PARTIAL BOARD, CAM/LOCK FURNITURE DISCLAIMER: Some furniture, particle board, is not designed to be moved. It is inexpensive, its value found in its single use. If damaged, 'Move Solutions' will provide a best effort repair of particle board or cam/lock furniture but disclaims further liability if the repair is impossible or insufficient.

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.

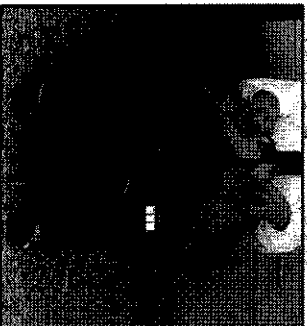
AGREEMENT / DISTRIBUTION OF FORM: I agree that this Security & Packing Agreement is part of the Agreement between the parties and will ensure that every employee moving will be provided a copy of it and will adhere to its instructions. Your Account Manager can provide a separate file for this form at your request.

total office 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 ½ 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 TOS 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.
- Total Office Solutions employees will move your crates per schedule.

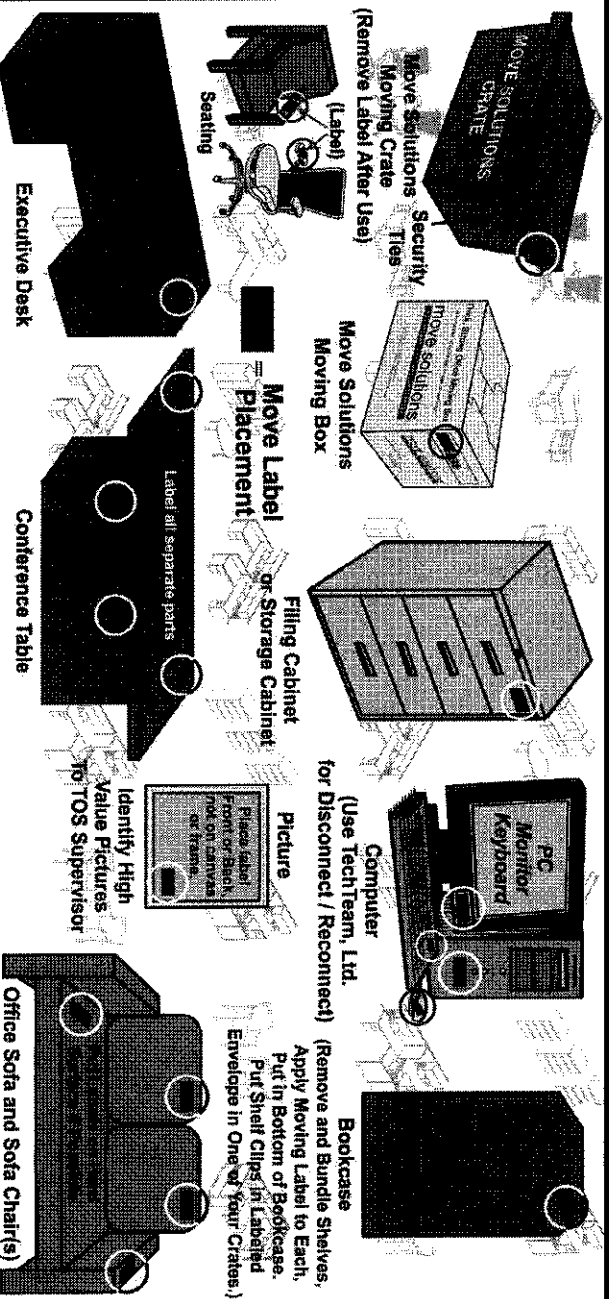


5 Unpacking:

- 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.

TOS
Crate Proofs
Crush Proof!
Water Proof!
Theft Proof!
Topple proof!
Packrat Proof!

Suggested total office solutions, ltd. Label Placement



This agreement, its attached Proposal, any change orders that may result and related client agreement, constitute the entire agreement between The Total Office Solutions, LLP Companies (TOS hereafter) and the Client 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 Client is to provide accurate, dimensioned floor plans, installation plans, etc. of the destination space to TOS in a timely manner prior to the provision of TOS Scope Of Work (TOS SOW hereafter) services.

Customer Coordination Personnel

Client is to assign Coordination Personnel to be present during SOW activities. TOS is not responsible for any cost of Client's employees, representatives, loss of market, loss of use, or the employees, vehicles, and/or equipment of any other vendor that Client may hire in any event.

Worksite, Dock, and Elevator Access

Client is to ensure reasonable, unrestricted access to all facilities required to complete the TOS SOW activities and/or to make needed post TOS SOW repairs. TOS 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 TOS SOW may include, but are not limited to, Client's failure to perform certain agreed or assumed tasks by the times and dates agreed, incomplete destination finish out, inadequate space planning, missing parts, delay from elevator or power failure, weather delay, significant traffic delay, worksite obstruction from Client assets or personnel, services or materials requested by Client representatives outside of the TOS 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 Client cancels or reschedules either the entire "SOW" schedule, or a planned work activity phase of six or more TOS employees, within six business days of the scheduled start time of such activity, Client agrees to pay TOS a "Loss of Revenue" rescheduling fee equal to twenty-five percent of the estimated TOS service charge for that planned work activity.

TOS Option to Repair

Client grants TOS the option to repair any damage that in TOS's opinion is repairable. Successful repair is defined as returning the damaged item or area to its pre-move condition. At TOS's option, or in the event Client unreasonably disapproves TOS's repair of the item or area, TOS reserves the right to "cash out" claimed damages within the limit of liability chosen by Client, or to submit a claim to TOS's insurance provider.

Damage Reporting / Withholding

Damages which Client may claim related to TOS services must be reported to TOS via written correspondence within six business days of the TOS service claimed to have caused the damage(s). Repair efforts to be completed within ten business days. Client agrees not to hold TOS liable for any type of damage based on a "pro-rata" distribution of fault among multiple Vendors. In the event of damage, Client agrees not to withhold all or any part of TOS's invoice(s) for services beyond the agreed payment term. Withholding payment beyond the agreement terms shall void all TOS warranties or repair liability.

Customer Packed Containers / Keys

TOS is not liable for damage or loss to contents of Client 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 TOS has no liability to damage to these items during the moving process.

Water Hookups / Plants

TOS is never responsible for water hookups, plant damage or plant health.

Electronic or Mechanical Equipment

Client is responsible for correct copier and/or equipment move preparation. Copiers must be prepared for moving by Client's service provider. Should there be clear evidence of external or internal physical damage resulting from TOS's negligence, TOS shall be liable for resulting physical and functional repair in limits per the damage reimbursement selected by the Client. Should the equipment exhibit only a functional failure, such failure shall constitute "incidental failure" for which Client agrees TOS shall have no liability.

Contractor Billings

TOS will not be liable, including by offset or deduction, for other contractor repair expense without TOS's prior written consent.

Security, Missing Items

Client is to provide all security it desires at all times. Absent proof of an TOS employee's involvement in a theft during a scheduled work activity, Client releases TOS from all liability for missing items, including but not limited to, pens, PIDs, purses and/or their contents including cash or checks, mobile phones, or laptop computers.

move solutions, ltd. (msl) - dallas proposal 69526 Proposal # 69526

Client Initials:

Date:

PROPOSAL

move solutions

PROPOSAL

PLAN | FURNISH | TECH | MOVE | DECOMMISSION


Service Proposal For

White Settlement ISD

dallas proposal 69532

proposal date: 3/18/2025

Thank you for your consideration of our proposal.

Client Contact Information:		Acct Mgr Contact Information:	
Name: Chris Muench		Name: Mark Schrader	
Phone: (917) 399-0644		Phone: (214) 630-3607	
Cell: (917) 399-0644		Cell: (469) 446-1536	
Email: cmuench@wsisd.net		Email: mschrader@tospartners.com	
Project Description: FAA Move Proposal			
Scope of Work (Task Description: Be Detailed):		Proposal Quotation:	
Move Solutions to provide labor, equipment and materials to relocate furniture and contents from FAA campus to the TIS Campus in June.		Materials \$3,186.00	
Client is packing all contents into cardboard boxes.		Relocation Activity \$14,802.00	
No electronics will be moved by MSL.			
MSL will deliver moving labels, 13 bookcarts for the library, and gondolas for teacher to pack their classroom contents.			
12 bobtail loads to complete the relocation.			
Maximum Limited Liability for damaged items is Industry Standard \$.60 per Lb. per item at no cost. Additional Limit of liability options are available to the client (you) upon request to your Move Solutions Account Manager.		Proposal Subtotal: \$17,988.00 Consumables: \$0.00 Fuel Surcharge: \$621.60 Sales Tax: \$0.00 Proposal Total: \$18,609.60	
Client Payable Contact Information: Name: Chris Muench Phone: (917) 399-0644 Cell: (917) 399-0644 Email: cmuench@wsisd.net		Estimated Activity Start Date: 6/2/2025 Proposal Type: Time and Material Buy Board Contract Number: 738-24 	
Customer Proposal Acceptance		Payment Terms Agreement:	
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 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 Proposal Terms and Conditions and have initialed the terms and conditions page.		Deposit: 0% Job Start: 0% Remaining Bal: 100% \$0.00 \$0.00 \$18,609.60 Remaining Balance is due Net 30 Days	
Authorized Signature: _____ Printed Name & Title: _____		Client Provided PO#: _____ Client Provided PO Required? YES / NO	
Enclosed Exhibit A must be initialed and returned with proposal 1-800-MovePlan A Total Office Solutions, LLP Company		www.tospartners.com Page 1 of 5	

White Settlement ISD Project

MSL MovePlan Service – Proposed (flexible) Schedule

Printed Date: 3/19/2025

move solutions, ltd. (msl) - dallas proposal 69532

Printed Time: 2:07 PM

AM:Mark Schrader O:(469) 446-1536 C:(469) 446-1536 E:mschrader@tospartners.com

Proposal Date: 3/18/2025

Client:Chris Muench O:(917) 399-0644 C:(917) 399-0644 E:cmuench@wsisd.net

Tuesday, May 27, 2025, 9:00 AM arrival, Work Order

Work Order Task: Materials

Planned Hours: 4

Deliver 11 book carts, 5 rolls of moving labels, 25 gondolas and 25 four wheel dollies

PM	Move Sup	Mover	Packer	Install Sup	Installer	Warehouseman	Furniture Tech	Driver	Bobtail	Tractor	Trailer	Van
	1	2						1	1			
Carts		Safe Jack		Pallet Jack		Crates		Dollies		Gondola Purchase/Rent		Pallet
	13							25			25	
Boxes		Labels		Shrink Wrap		Bubble Wrap		Paper		Tape	Picture Hanger	Toggle
		5										

Monday, June 2, 2025, 7:45 AM arrival, Work Order

Work Order Task: Relocation Activity

Planned Hours: 12

Move Solutions to provide labor, equipment and materials to relocate furniture and contents from FAA campus to the TIS Campus in June. Schools are 2 miles away from each other

Client is packing all conents into cardboard boxes.

No electronics will be moved by MSL.

MSL will deliver moving labels, 13 bookcarts for the Library, and gondolas for teachers to pack their classroom contents.

12 bobtail loads to complete the relocation.

PM	Move Sup	Mover	Packer	Install Sup	Installer	Warehouseman	Furniture Tech	Driver	Bobtail	Tractor	Trailer	Van
	1	2	20		2			3	3			2
Carts		Safe Jack		Pallet Jack		Crates		Dollies		Gondola Purchase/Rent		Pallet
	9							120		15		

Tuesday, June 10, 2025, 2:22 PM arrival, Work Order

Work Order Task: Materials

Planned Hours: 4

Pick up 13 bookcarts, 30 gondolas and any additional items left from the move

PM	Move Sup	Mover	Packer	Install Sup	Installer	Warehouseman	Furniture Tech	Driver	Bobtail	Tractor	Trailer	Van
	1	2						1	1			

TOTAL OFFICE SOLUTIONS (TOS)

Client Office Moving Security and Packing Requirements

DANGER – MASONITE – DANGER: TOS Masonite floor protection can be a tripping hazard! Be vigilant where you walk and do not wear sandals.

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 a TOS Supervisor or Security immediately. Do NOT help the movers. For everyone's safety, NO alcohol or children are allowed on site during the move. Supervision will ask you to remove them from the site once. If you refuse, we 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: Unless specifically detailed in this schedule, Client is responsible for ALL client content labeling. All items must be labeled with TOS provided move labels and numbered per the agreed numbered Move Plan. Use the Suggested Move Solutions, Ltd. label placement graphic contained in your proposal. 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. MSL is not responsible for excessive adhesion of Move Labels left on post move assets longer than sixty (60) days.

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/PCS/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.

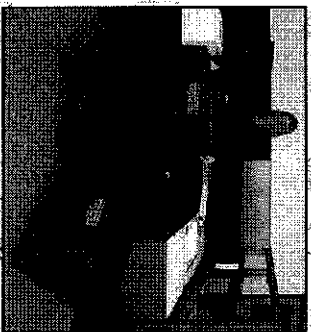
FURNITURE PACKING TIPS: Remove and pack or dispose of all contents from all drawers, overhead bins, pedestals, etc. Remove all shelves from bookcases, taping them together in a labeled bundle, with all clips in an envelope taped to the drawers, and place them in the bottom of the bookcase.

PARTIAL BOARD, CAM/LOCK FURNITURE DISCLAIMER: Some furniture, particle board, is not designed to be moved. It is inexpensive, its value found in its single use. If damaged, 'Move Solutions' will provide a best effort repair of particle board or cam/lock furniture but disclaims further liability if the repair is impossible or insufficient.

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.

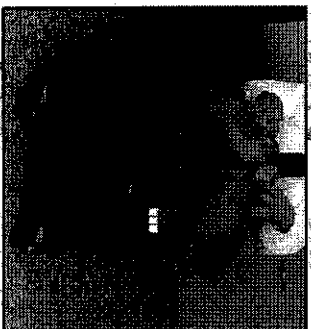
AGREEMENT / DISTRIBUTION OF FORM: I agree that this Security & Packing Agreement is part of the Agreement between the parties and will ensure that every employee moving will be provided a copy of it and will adhere to its instructions. Your Account Manager can provide a separate file for this form at your request.

total office solutions™ "Stack & Pack™" Crate Process



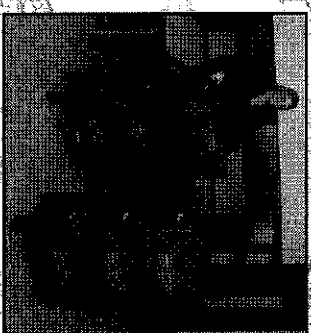
1 Placing:

- 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 ½ 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 TOS 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.
- Total Office Solutions employees will move your crates per schedule.

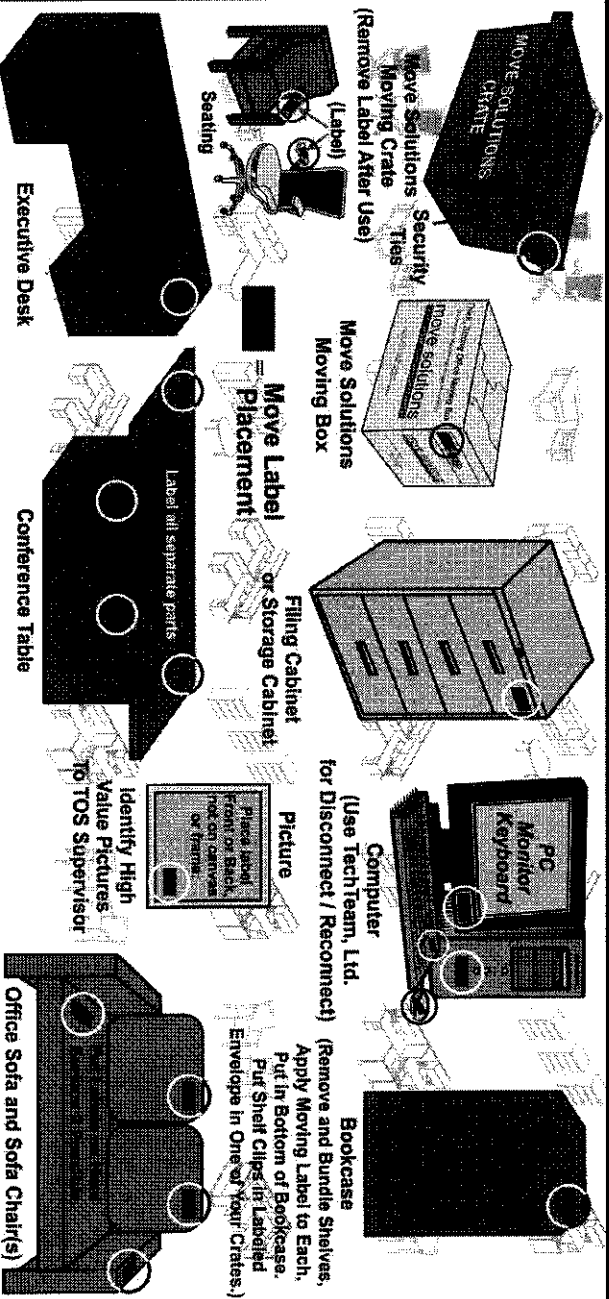


5 Unpacking:

- 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.

TOS
Crate Proofs
Crush Proof!
Water Proof!
Theft Proof!
Topple proof!
Packrat Proof!

Suggested total office solutions, llc Label Placement



1.800.668.3752

www.tospartners.com

T145420200330

Agreement Between Parties

This agreement, its attached Proposal, any change orders that may result and related client agreement, constitute the entire agreement between The Total Office Solutions, LLP Companies (TOS hereafter) and the Client 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 Client is to provide accurate, dimensioned floor plans, installation plans, etc. of the destination space to TOS in a timely manner prior to the provision of TOS Scope Of Work (TOS SOW hereafter) services.

Customer Coordination Personnel

Client is to assign Coordination Personnel to be present during SOW activities. TOS is not responsible for any cost of Client's employees, representatives, loss of market, loss of use, or the employees, vehicles, and/or equipment of any other vendor that Client may hire in any event.

Worksite, Dock, and Elevator Access

Client is to ensure reasonable, unrestricted access to all facilities required to complete the TOS SOW activities and/or to make needed post TOS SOW repairs. TOS 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 TOS SOW may include, but are not limited to, Client's failure to perform certain agreed or assumed tasks by the times and dates agreed, incomplete destination finish out, inadequate space planning, missing parts, delay from elevator or power failure, weather delay, significant traffic delay, worksite obstruction from Client assets or personnel, services or materials requested by Client representatives outside of the TOS 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 Client cancels or reschedules either the entire "SOW" schedule, or a planned work activity phase of six or more TOS employees, within six business days of the scheduled start time of such activity, Client agrees to pay TOS a "Loss of Revenue" rescheduling fee equal to twenty-five percent of the estimated TOS service charge for that planned work activity.

TOS Option to Repair

Client grants TOS the option to repair any damage that in TOS's opinion is repairable. Successful repair is defined as returning the damaged item or area to its pre-move condition. At TOS's option, or in the event Client unreasonably disapproves TOS's repair of the item or area, TOS reserves the right to "cash out" claimed damages within the limit of liability chosen by Client, or to submit a claim to TOS's insurance provider.

Damage Reporting / Withholding

Damages which Client may claim related to TOS services must be reported to TOS via written correspondence within six business days of the TOS service claimed to have caused the damage(s). Repair efforts to be completed within ten business days. Client agrees not to hold TOS liable for any type of damage based on a "pro-rata" distribution of fault among multiple Vendors. In the event of damage, Client agrees not to withhold all or any part of TOS's invoice(s) for services beyond the agreed payment term. Withholding payment beyond the agreement terms shall void all TOS warranties or repair liability.

Customer Packed Containers / Keys

TOS is not liable for damage or loss to contents of Client 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 TOS has no liability to damage to these items during the moving process.

Water Hookups / Plants

TOS is never responsible for water hookups, plant damage or plant health.

Electronic or Mechanical Equipment

Client is responsible for correct copier and/or equipment move preparation. Copiers must be prepared for moving by Client's service provider. Should there be clear evidence of external or internal physical damage resulting from TOS's negligence, TOS shall be liable for resulting physical and functional repair in limits per the damage reimbursement selected by the Client. Should the equipment exhibit only a functional failure, such failure shall constitute "coincidental failure" for which Client agrees TOS shall have no liability.

Contractor Billings

TOS will not be liable, including by offset or deduction, for other contractor repair expense without TOS's prior written consent.

Security, Missing Items

Client is to provide all security it desires at all times. Absent proof of an TOS employee's involvement in a theft during a scheduled work activity, Client releases TOS from all liability for missing items, including but not limited to, pens, PIDs, purses and/or their contents including cash or checks, mobile phones, or laptop computers.

move solutions, ltd. (msl) - dallas proposal 69532 Proposal # 69532

Client Initials:

Date:



Complete commercial moving partner

Your Suddath representative:

Steven Ward

Proposal prepared for:

WSISD

Proposal issued date:

03.28.25

Proposal valid through:

04.27.25

Statement of Work and Proposal

Friday, March 28, 2025

Dear Mr/s. Chris Muench ,

Thank you for the opportunity to submit our proposal for WSISD's WSISD - Summer 2025 Moves.

The most important priority for any relocating organization must be reducing business disruption. Suddath became America's largest commercial mover by pioneering solutions that reduce downtime through expanded service offerings, industry first technology and a focus on creating an exceptional experience for your employees.

Our expanded service offerings go well beyond traditional moving services. When you move with Suddath you have access to professional move planners, desktop support technicians, experienced installers, surplus asset planners and more to consolidate all your relocation needs with one service provider. By consolidating services, you reduce the number of vendors you must manage, stretching your dollars further and saving on the cost of internal resources involved in managing the move.

Our technology is modernizing and disrupting the commercial move industry. Our advanced systems provide visibility and control over your move experience. This includes digitally generated move plans, modern inventory tracking and a digital dashboard to view real-time information on progress and completion.

Our focus on the employee experience means we bring to life a better way to move your business while dramatically minimizing the impact on your people. We provide proactive communication to ensure your employees are prepared for all aspects of the move. And because we understand the importance of the first day in the new space, our award-winning technology digitally validates that everything has arrived and is functioning long before the employees arrive back to work.

We are grateful for every opportunity and we love supporting our customers through growth and transition. Please award us your move and let's get started moving your organization forward.

Please contact me anytime and thank you again for this opportunity.

Sincerely,

Steven Ward
Steve.Ward@suddath.com
[suddath.com](mailto:Steve.Ward@suddath.com)

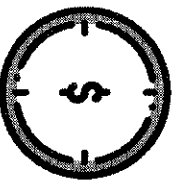
What to expect:

To accept this proposal, you can simply select to e-sign on the final page of this package. Once submitted your Move Planner will be in touch within one business day and will be your dedicated project handler through your entire project.

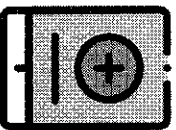
AMERICA'S LARGEST COMMERCIAL MOVER

Whether you're planning an office move, reconfiguring your office or transitioning to a hybrid workplace, balancing these changes with the ongoing needs of an active business can be complicated, stressful and expensive. Suddath® is the only commercial moving company that offers award-winning technology to provide exceptional employee experiences with minimal disruption to your business during commercial moves and related projects. We do this by giving you unprecedented visibility and control through our industry-first technology.

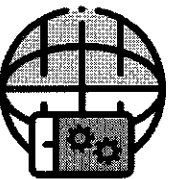
Our broad menu of traditional office moving services, combined with an expanded suite of specialized commercial moving and storage services, simplifies the move process, enabling you to bundle solutions for cost savings and work with a single commercial mover to save time. Our customers range from Fortune 500 companies to local and small businesses, all benefitting from our 100 years of experience and industry-specific knowledge. From office relocation services to solutions for hybrid workplaces, we support our clients wherever they need us by combining local presence with global reach for national consistency.



**Broad menu of services
to save time and money**



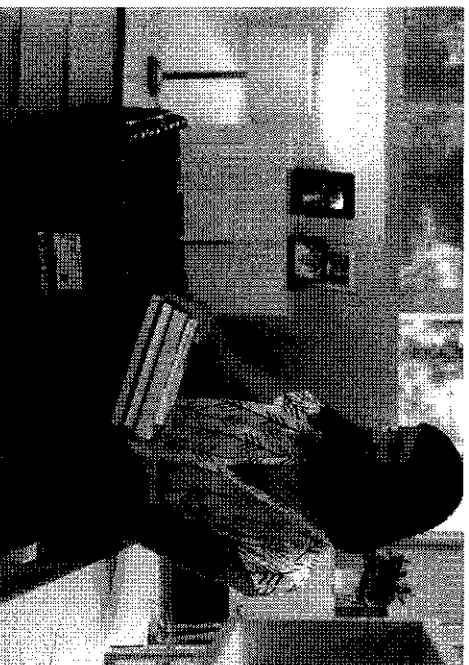
**Award-Winning Office
Move Technology**



**Local solutions with national
reach for consistency**

suddath.com/office-moving

3/28/2025 @ 1:47 PM CDT



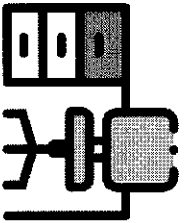
EACH YEAR SUDDATH®

- Moves 135 million square-feet of commercial real estate annually
- Is trusted with \$2.7 billion worth of customer assets
- Relocates 674,000 employee workstations
- Serves 2,700 customers

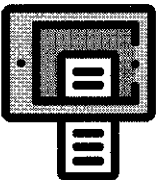


BROAD MENU OF SERVICES TO SAVE TIME AND MONEY

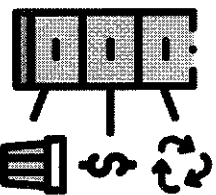
Working with multiple vendors on an office move can cost your company time and money. When you partner with a full service commercial moving company like Suddath, you have access to an extensive range of specialized solutions all in one place, enabling you to bundle services to save money and work with a single trusted business mover. We pair a full range of customized solutions with advanced technology to fully support your commercial needs ranging from office moves, workplace reconfigurations or ongoing moves, adds and change needs.



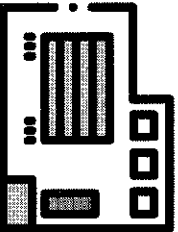
 Office moving services



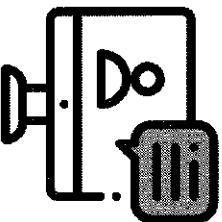
 Workplace technology services




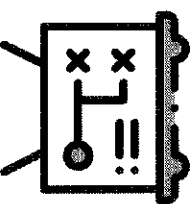
 Office decommissioning and liquidation



 Commercial storage and office furniture warehouse



 Ongoing facility support



 Office move planning



Click above to find out how our experts take care of your unique environment

AWARD-WINNING OFFICE MOVE TECHNOLOGY

At Suddath®, we've modernized the industry and continue to set the bar with our proprietary office move technology. Our award-winning applications dramatically improve the customer experience through easy-to-use self-service features, access to real-time information and strict controls over inventory and compliance.



**Tracker
Moves**



Suddath's proprietary move monitoring software gives real-time visibility into office moves. CIO 100 award winner for ground-breaking innovation, Tracker Moves enables customers to monitor progress, inventory flow and compliance. This improves productivity and reduces move time, resulting in cost savings of up to 30 percent.



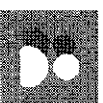
**Tracker
Task**

Tracker Task is designed for customers who need ongoing facility support, move, add and change (MAC) services. From decommissioning obsolete equipment to reconfiguring space, Tracker Task allows end users to monitor their assets, manage escalations and automate service requests, adjusting quickly and easily as their needs evolve.



**Tracker
In Flight**

Tracker In Flight is designed for larger projects or multi-phase relocations, it features an in-application help desk that makes it easier to manage escalations and resolve issues while knowing exactly where pain points are during and after a move.



**Tracker
Occupancy**

Tracker Occupancy supports facility teams within medium to large employers fully digitize their tenancy and space needs, giving fast and easy access to office planning tools, progress updates and status reporting.



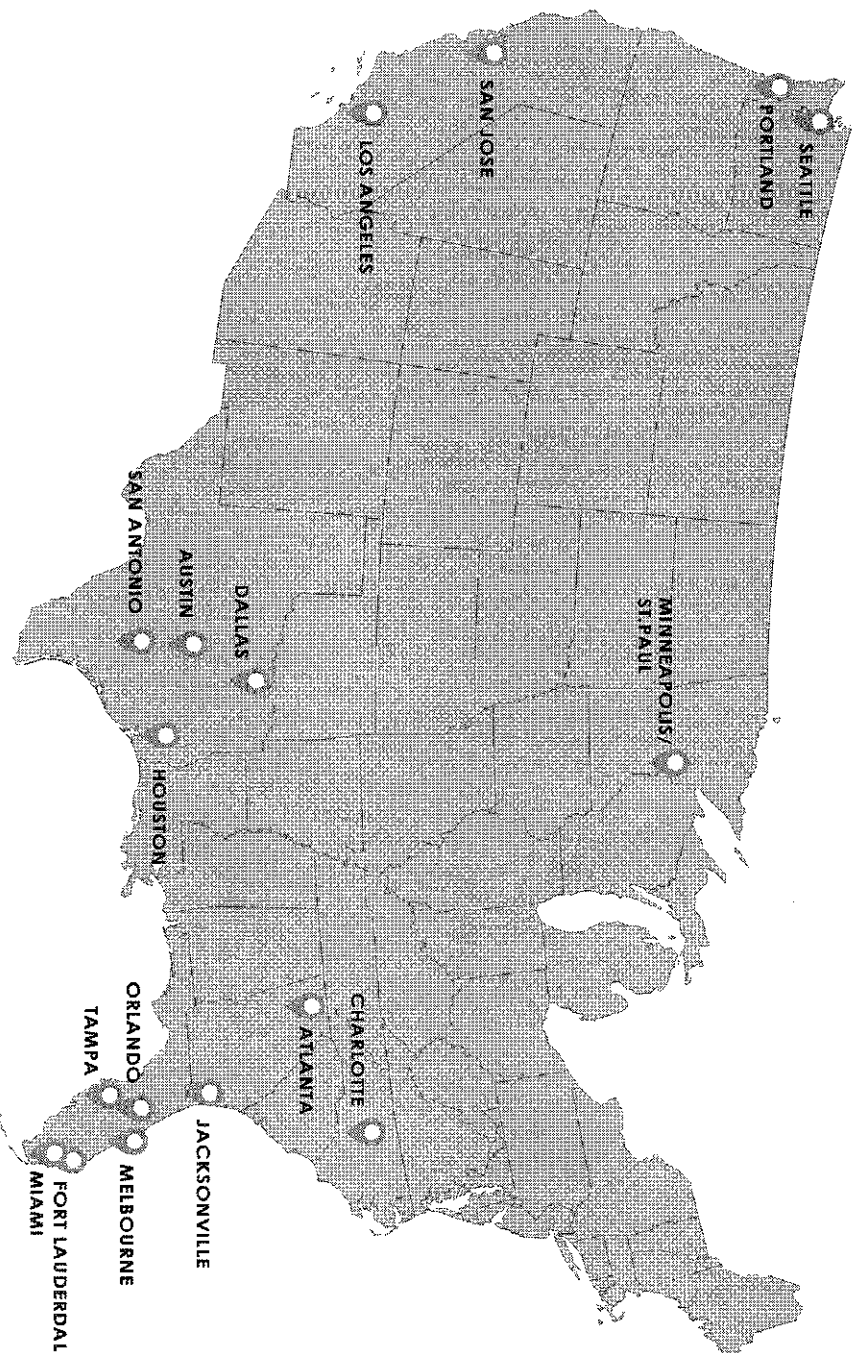
Estimator
powered by Telesio

**DIGITAL
EDGE50
AWARDS
< 2019 >**

Estimator documents all the details of your office move, ranging from location to services needed. The technology creates a comprehensive move plan and pricing proposal with guaranteed estimates, all in a fraction of the time it takes our competitors. Winner of the Digital Edge 50 award for innovative technology, Estimator provides you with an inventory of dates, times and resources needed well before a move, making it simple to understand and plan for your part of the process.

LOCAL SOLUTIONS WITH NATIONAL REACH FOR CONSISTENCY

We support our clients wherever they need us by combining local presence with global reach. We recently expanded our national footprint to nearly 20 markets by acquiring Daryl Flood Moving and Logistics and have a vetted network of trusted partners around the globe. That means we deliver consistent solutions and standardized processes that can be applied wherever you need us. Whether you're managing a project in a single location, several projects happening simultaneously in multiple locations or ongoing MAC support across different facilities, Suddath has the resources and reach to meet your needs.



SUDDATH LOCATIONS

- Broad menu of services available everywhere you need us
- Single point of contact and dedicated program delivery teams
- 20+ owned domestic locations with a national network of trusted agent partners
- Global reach through partners in 150 countries
- Wholly-owned global logistics division for competitive transportation services

TRUSTED FOR 100 YEARS

While Suddath is always on the forefront of technology, we've been providing outstanding customer service since 1919. We are proud to maintain a customer satisfaction score based on ratings from customers like you. Our commitment is to always go above and beyond to provide service, value and the latest innovations to make your commercial moves and ongoing projects simpler, faster and better.

We promise to...

Always ask questions, listen and develop a customized plan for how your business works
Every company is different, and no two move plans should be the same. There is no "one size fits all" plan.

Help you get ready and make it as easy as possible

Our role is to help you prepare in a well thought out and positive way. We make proven tools, techniques and additional services available to streamline the process as you plan, furnish, relocate and support your business.

Be honest, upfront, polite and courteous

We do not over promise and if we make a mistake, we will let you know immediately, and we will fix it. We also recognize that your people are your greatest asset and we will make sure they are treated the right way.

Be responsive and accountable

Your project manager will be your single point of contact and is assigned to stay with the project until the end. We will be available to you 24/7/365 – there is no such thing as an unreturned phone call. Additionally, we use the same crews throughout your project, so you know your team from day one and can count on them through completion.

Educate our teams upfront and only send professionals

We educate our teams upfront to make sure they understand their responsibilities and your priorities. We always make sure to obtain access and security clearances before move day, and all crew members will be in uniform and have met our criminal background check standards.

Keep our commitments and make sure you are satisfied

We do what we say we are going to do; if your move calls for a project manager, five drivers, twenty movers, five trucks, building protection and 300 dollies at 5:00 PM, that is exactly what you will get. We also continuously follow up with you to see if you need anything and make sure you are completely satisfied.

Statement of Work and Proposal

This proposal is based on providing the following service elements as discussed in our recent walkthrough.

Move From
701 American Flyer Boulevard
Fort Worth, TX 76108

Move To
1000 South Cherry Lane
White Settlement, TX 76108

Project Narrative

● **Scope of Work - Move inventory as directed between 3 location:**

- TIS – Tannahill Intermediate School - 701 American Flyer Blvd. Fort Worth, TX 76108
- BMS – Brewer Middle School – 1000 South Cherry Lane White Settlement, TX 76108
- FAA – Fine Arts Academy – 8301 Downe Dr. White Settlement, TX 76108

- Some items will move from Campus to Campus
- Some items will move within the Campuses
- Some items will be Stored @ the FAA Gym Location
- Some items may be Disposed of.

Suddath to provide:

- Project Management
- Materials for Staff to Pack
- Labor & Transportation for Moving
- Suddath to provide and place building protection at both origin and destination, per building requirements.

Assumptions:

Exclusive access to elevators at both the origin and destination locations.
Dock access, if applicable, will be available and scheduled by client in advance.
Any leased equipment will be moved by supplier, unless discussed prior to the move and approved.
The move will take place during normal business hours. (8-5 Mon-Sat).
Changes incurred outside of the scope of work may result in additional charges.

* References Available Upon Request*

** For a full list of Suddath and client responsibilities, please refer to the client responsibilities page for more information.**

Enhanced cargo coverage can be added upon client request.

REF#WSISD032825

Statement of Work and Proposal

8/26/2025 3:28 PM CDT

Proposed Move Plan

1. Project Management

Suddath to Provide a Project Manager to Coordinate all moving activities			
Description	Qty	Rate	Total
Project Management	1.00	\$7,500.00	\$7,500.00
Total			\$7,500.00

2. Move Materials

Provide Materials for Staff to Pack - Deliver & Distribute as Requested				
Description		Qty	Rate	Total
Material Delivery		4.00	\$250.00	\$1,000.00
				\$1,000.00
Move Materials	Days	Qty	Rate	Total
Auto Bottom Box	-	2,400.00	\$3.75	\$9,000.00
Labels - Blank	-	10.00	\$25.00	\$250.00
Speed Pack	-	375.00	\$29.00	\$10,875.00
Stretch Wrap	-	12.00	\$45.00	\$540.00
				\$20,665.00
Total				\$21,665.00

Statement of Work and Proposal

3. Move Services TIS to BMS

Move items from Campus to Campus - Some items within the Campus - Some items will be Stored @ the FAA Gym Location
- Some items may be Disposed of.

	Hrs	Qty	Rate	Total
Labor Charges				
Supervisor	36.00	2.00	\$51.00	\$3,672.00
Driver	36.00	4.00	\$51.00	\$7,344.00
Mover	36.00	16.00	\$35.00	\$20,160.00
Truck-Straight	36.00	4.00	\$38.00	\$5,472.00
				\$36,648.00
Move Materials	Days	Qty	Rate	Total
Crew Van	-	9.00	\$75.00	\$675.00
				\$675.00
Additional Items		Qty	Rate	Total
Fuel		16.00	\$75.00	\$1,200.00
				\$38,523.00
Total				\$38,523.00

4. Move Services FAA to BMS

Move items from Campus to Campus - Some items within the Campus - Some items will be Stored @ the FAA Gym Location
- Some items may be Disposed of.

	Hrs	Qty	Rate	Total
Labor Charges				
Supervisor	54.00	2.00	\$51.00	\$5,508.00
Driver	54.00	4.00	\$51.00	\$11,016.00
Mover	54.00	16.00	\$35.00	\$30,240.00
Truck-Straight	54.00	4.00	\$38.00	\$8,208.00
				\$54,972.00
Move Materials	Days	Qty	Rate	Total
Crew Van	-	6.00	\$75.00	\$450.00
				\$450.00
Additional Items		Qty	Rate	Total
Fuel		24.00	\$75.00	\$1,800.00
				\$57,222.00
Total				\$57,222.00

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10.1002/9781118466396.ch10	www.intellectbooks.com	

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Statement of Work and Proposal

Suddath Standard Responsibilities

1. Suddath customer service representative will communicate with Customer before, during and after all Services
2. Suddath will place a certificate of insurance on file at each location to document required insurance coverages in advance of project activities
3. Suddath will establish security clearances and parking permits for all sites as required in advance of project activities
4. Suddath customer service representative will provide Customer with the project supervisor or manager's name and mobile number prior to the start of all Services
5. Suddath project manager or supervisor will perform a walk-through with a Customer representative to record any pre-existing damage to Customer's origin and/or destination location(s) prior to move in or out
6. Suddath project manager or supervisor will ensure installation of sufficient door, floor and wall protection at all sites to prevent building damage
7. Suddath will provide trained, uniformed and background checked labor to perform Services

Customer Responsibilities

1. Advise Suddath of all labor union, prevailing wage or special trade requirements prior to Suddath providing any proposals or Services
2. Reserve loading dock, parking, entrances, exits and elevators and facilitate security clearances in advance of all project activities
3. Ensure a designated Customer representative is available to Suddath during all project Services
4. Ensure Customer representative performs a walk-through with Suddath supervisor or project manager to record any pre-existing damage to Customer's origin and/or destination location(s) prior to project Services
5. Secure all confidential information prior to the start of all project Services
6. Arrange all voice, data, electrical and plumbing services in advance of all Suddath Services
7. Arrange for outside vendor preparation of sensitive equipment prior to Suddath Services (copiers, office equipment, coffee makers etc.) according to lease requirements and manufacturer specifications including the removal of toner cartridges, sorters and external paper trays
8. Arrange for the relocation of vending machines and other equipment required to be moved by others according to lease and manufacturer specifications and relocate all items specified as "Customer to move"
9. Arrange for the disassembly, reassembly and installation of all items not specified in the installation services section in the Proposed Move Plan
10. Provide professionally prepared installation plans for all items detailed in the Installation section of the Proposed Move Plan unless mutually agreed otherwise
11. Ensure sufficient furnishings, parts, supplies, cables etc. on hand to complete all services in the Proposed Move Plan
12. Arrange for the disconnect, reconnect, programming and testing of all computers, phones and electronic equipment not specified in the Technology Services section of the Proposed Move Plan. This includes placing computer peripherals and toner cartridges in the separate plastic bags provided
13. Ensure all Customer move preparations including packing, placement of items on file, library and/or supply carts and clearing of all workspaces are completed prior to the start of all project activities
14. Empty the contents of all inventory, including drawers, desks, credenzas, file cabinets, bookcases, storage cabinets, water coolers, coffee makers and refrigerators in advance of services. Customer to unlock all items and tape keys inside drawers or to the back of items without drawers
15. Ensure Customer employees secure and move all employee owned items including small pictures, plaques, artwork, mobile phones, tablet devices and valuables
16. Instruct employees to stay a safe distance away from Suddath workers and instruct employees to never touch, grab, push, pull or catch anything Suddath is working on during the project
17. Keep track of all Suddath provided move materials and equipment
18. Customer has in place a business continuity plan, which plan is tested at least annually and includes contingencies for items such as risk, safety and information technology
19. Customer has in place industry-standard redundancies to allow for Customer's continued operations

Scope and Pricing

Mutually Agreed Upon Notes and Assumptions

- As applicable and as indicated in the Proposed Move Plan:
 - If Suddath's pricing is a Total Guaranteed Price, then pricing is based on the information contained in this Statement of Work and Proposal, and the Total Guaranteed Price is the price Customer will pay for the Services
 - If Suddath's pricing is a Total Estimated Price, then pricing is guided by the information contained in this Statement of Work and Proposal; however, Suddath will charge, and Customer will pay, based on actual time and materials used in the provision of services
 - Total Estimated Price includes industry standard travel time and minimum service times and will be invoiced to Customer
- If there is a material variation to the Inventory or Proposed Move Plan prior to Suddath's commencement of Services, Customer will need to sign a new Statement of Work and Proposal
- If there are variations to the Inventory or Proposed Move Plan after commencement of Services, Customer will need to sign a change order, which may include additional charges
- The Proposed Move Plan assumes that the site is paved and Suddath has unobstructed and exclusive access, use and control of and to entrances, exits, operable elevators, loading areas, docks, lobbies, hallways, offices, and rooms
- Suddath will place Inventory in a Customer designated location one time
- Costs incurred because of delays not caused by Suddath will be invoiced to Customer
- Suddath's responsibility for loss or damage to Inventory is limited to Cargo Coverage noted in the Proposed Move Plan
- Customer's rental and/or use of move materials is limited to the quantities and time period shown in the Proposed Move Plan
- Customer is responsible for any loss or damage it causes to any move materials or equipment
- If Customer wants Inventory that it owns liquidated, recycled, donated or disposed Customer will provide Suddath with a written list of the Inventory
- Standard payment terms are net 30 days if Customer meets Suddath credit worthiness standards. If necessary, Suddath will notify Customer of more stringent payment terms in writing prior to the start of project services.

The individual signing this Statement of Work and Proposal has authority to act on Customer's behalf, as an authorized agent, to bind Customer to the terms of this Statement of Work and Proposal. Customer, through its authorized agent, acknowledges and agrees that all services are provided subject to the agreement in place between the parties or, if no agreement, subject to Suddath's Terms and Conditions for Commercial Services found at www.suddath.com/legal.

Customer Signature

Title

Printed Name

Date