



*First Judicial District of Pennsylvania
Procurement Unit
Philadelphia City Hall, Room 368
Philadelphia, Pennsylvania 19107
(215) 683-7940
(215) 683-7942 fax
<http://courts.phila.gov>*

Marc Flood, Esquire
Deputy Court Administrator

January 2, 2019

Dear Prospective Vendor:

You are invited to submit a proposal for Moving Services in accordance with the enclosed Request for Proposal (RFP).

All proposals must be submitted in *five (5) copies to: Moving Services, First Judicial District of Pennsylvania ("FJD"), Procurement Unit, Philadelphia City Hall, Room 368, Philadelphia, Pennsylvania 19107.*

Proposals must be received in a sealed envelope at the above address no later than **3:00 P.M., Thursday, January 24, 2019.** Late proposals will not be considered regardless of the reason.

All questions should be directed, in writing, to the FJD's Procurement Unit, Philadelphia City Hall, Room 368, Philadelphia, Pennsylvania 19107, Fax: (215)683-7942 via email at Procurement_CityHall@courts.phila.gov. The deadline for vendors' questions is *3:00 p.m., Wednesday, January 16, 2019.* Answers to any questions raised will not be official until verified, in writing, by the issuing office.

Prior to submission of questions and/or proposals, a **mandatory** tour of the FJD operations at the 1401 Arch Street, Philadelphia, PA location will be held on **Monday, January 14, 2019.** Vendors will meet representatives of the FJD at lobby, **1401 Arch Street, Philadelphia at 10:00 a.m.** Notwithstanding the facility tour, all questions must be submitted in writing.

We expect that evaluation of the proposals and selection of the Vendor will be completed as soon as possible; all Vendors will be notified.

Sincerely,

A handwritten signature in black ink, appearing to read "Marc Flood".

Marc Flood, Esquire
Deputy Court Administrator

Enclosure: Request for Proposal

First Judicial District of the Commonwealth of Pennsylvania

Request for Proposal
for
Professional Services Contract
for
Moving Services

January 2, 2019

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A. Background

The FJD issues this RFP for qualified vendors to provide a bid response to supply Moving Services to the FJD for the relocation of several of its operations from their present leased tenancy at 1401 Arch Street to their new leased location at 714 Market Street, Philadelphia, PA (Criminal Trial Division's Adult Probation and Parole Department ("APPD"), Pretrial Services Division ("PTS"), and the Office of Judicial Records ("OJR"), along with Municipal Court's Treatment Court and DUI Treatment Court ("MC TC/DUITC") operations. Upon occupancy, this new facility will provide offices, facilities, and incidental storage for the above respective Department's personnel and support staff. The design of the architectural build-out, furniture, fixtures and equipment, and technology components of the building are not yet finalized however, build-out has actively begun and the projected possession of the building is on or around February 1, 2019. The contents to be relocated include, but may not be limited to, office and operational equipment, furniture, supplies, files/records, etc. **A summary list of the items intended to be moved from 1401 Arch Street to 714 Market Street is incorporated as Attachment 1, however, please be aware that the summary list may not be all inclusive and a final, detailed inventory is expected to be established by the selected vendor after a comprehensive tour of the 1401 Arch Street facility.**

B. Scope of Task

- B.1** Mover will be responsible for moving all authorized items, including but not limited to, court equipment, furniture and records. Unless specifically directed by the FJD for certain large personal items such as plants and/or accessories, Mover will not be responsible for moving any employees' personal belongings.
- B.2** Mover shall be responsible for providing all necessary packing materials and equipment including, but not limited to, cartons, containers, labels, tape, bubble/shrink wrap, bins, library carts, dollies, hand trucks, etc.
- B.3** Mover shall be responsible for the proper placement of all contents in accordance with floor plans and specific instructions by the FJD.
- B.4** Mover shall be responsible for placarding destination location prior to the move to ensure proper placement of contents, as well as for easy access by personnel. (Placarding is to be completed in accordance with instructions by the FJD.)
- B.5** Mover shall be responsible for inspecting origin and destination locations to establish loading and unloading site conditions.
- B.6** Mover shall be required to meet with the FJD on a regular basis to review plans, schedules and move-related issues.
- B.7** Mover shall be responsible for participating in a pre-move walk-through of origin and destination locations prior to the move for the purpose of inspecting the spaces for damage incurred prior to the physical move, and to review (at destination) content placement.
- B.8** Mover shall be responsible for protecting flooring and walls on all floors and in elevator lobbies at all origin locations (as required by building management), and at destination.
- B.9** Mover's supervising staff shall be present at origin and destination locations at all times to ensure proper moving flow.
- B.10** In conjunction with the respective FJD Administration, the Mover shall be responsible for preparing a physical move schedule to include packing, moving and unpacking activities.

- B.11** Mover will have access to one (1) freight elevator. If needed, the Mover may have access to a second freight elevator.
- B.12** **Contents coming from 1401 Arch Street to 714 Market Street are included within Attachment 1 of this RFP. Please be advised that this list is a sampling that is subject to change. Numbers have intentionally not been provided at this time as they will be assessed upon the Vendor's walk-through.**

The Vendor shall provide all personnel and equipment necessary to provide these services.

C. Issuing Office

The FJD's Procurement Office is the sole point of contact with regard to all procurement and contractual matters relating to the services described herein. Accordingly, the FJD's Procurement Office is the only office authorized to change, modify, amend, alter or clarify the specifications, terms and conditions of this RFP. The FJD reserves the right to cancel this RFP at any time. All communications regarding this procurement must be in writing and addressed (via U.S. Mail, fax, or email) to:

First Judicial District of the Commonwealth of Pennsylvania
 Procurement Office
 Philadelphia City Hall, Room 368
 Philadelphia, PA 19107
 Attention: Marc Flood, Esquire, Deputy Court Administrator
 Fax Number: (215) 683-7942
 Procurement_CityHall@courts.phila.gov

D. Information Required from Vendor

Vendors' responses must be submitted in the format outlined below. To be considered, the proposal must respond to all the requirements of the RFP. *Any other information thought to be relevant, but not applicable to the enumerated categories, should be provided as an appendix to the proposal.*

1. Statement of the Problem

State in succinct terms your understanding of the problem presented or the services required by this RFP.

2. Work Plan

Describe in narrative form your technical plan for accomplishing the tasks required. Your response should include a suggested schedule to accomplish the requirements for the move and should indicate the number of man-hours required to complete the move, and over what period of time.

3. Personnel

Include the names, resumes and qualifications of executive, managerial and technical personnel who will be engaged in the project. Include their experience in the services to be provided, how long they have been with your business, and the responsibilities that they will have for the project. List references and similar projects requiring like experience and expertise in which specific personnel have been involved.

4. Cost and Related Information

Mover shall provide their itemized costs based on the following services. Cost must be stated as a fixed price. Please include any/all additional itemization as applicable.

- ◆ Placarding \$
- ◆ Packing and protective materials \$
- ◆ Packing services \$

◆ Unpacking services.....	\$
◆ Placement of protective materials.....	\$
◆ Removal of protective materials.....	\$
◆ Move preparation.....	\$
◆ Transportation	\$
◆ Post-moving.....	\$
◆ On-site supervision.....	\$
◆ Project management	\$
Total Cost:	\$

E. Criteria for Selection

All responses from Vendors will be reviewed and evaluated by a Committee of personnel selected by the FJD. This Committee will recommend for selection the proposal that most closely satisfies the requirements of the RFP and the needs of the FJD.

1. Vendor's Qualifications

- ◆ This refers to the ability of the Vendor to meet all the terms of the RFP.
- ◆ The qualifications of an acceptable moving company shall be approved by the FJD.
- ◆ The moving company shall be a "Class A" mover having a sufficient number of trained, permanent full-time workers and supervisors.
- ◆ The mover shall attest that (s)he is a "Class A" mover and submit a list of permanent and part-time workers and supervisors.
- ◆ The mover shall attest that (s)he is a "Class A" mover and submit a list of previous major commercial moves that were accomplished in the past three years and include the names, addresses and telephone numbers of persons to be contacted for references.
- ◆ The mover shall attest that (s)he is a "Class A" mover and submit a list of company-owned vehicles including, but not limited to, trucks and trailers.
- ◆ All moving personnel shall be appropriately dressed with a shirt and/or uniform identifying the moving company they represent.

2. Personnel Qualifications

This refers to the competence of professional and technical personnel who would be assigned to the job by the Vendor. Qualifications of professional personnel will be measured by experience, with particular reference to experience on similar projects described in the RFP.

3. Understanding the Problem and Needs

This refers to the Vendor's understanding of the needs and/or problems generated by the project specified in the RFP, the objectives in asking for the services and the nature and scope of the work involved.

4. Cost

This factor will be weighted heavily but will not necessarily be the deciding factor in the selection process.

F. Additional Conditions Governing the Procurement Process

Vendors must be aware of the following additional conditions governing this procurement:

1. Rights Reserved

Upon determination that its best interests would be served, the FJD shall have the right to:

- ◆ Cancel the procurement at any time prior to the Contract award.
- ◆ Amend this solicitation at any time prior to bid closing time and date.

- ◆ Refuse to consider proposals which do not conform to solicitation requirements. One copy of any proposal which is returned as nonconforming will be retained by the FJD for documentation purposes.
- ◆ Require Vendors, at their expense, to submit written clarification of proposals in any manner or format that the FJD may require.
- ◆ Require that all proposals submitted in response to this solicitation, upon receipt by the FJD, become the property of the FJD.
- ◆ Invite Vendors, but not necessarily all, to make an oral presentation. The FJD further reserves the right to limit the number of Vendors invited to make such a presentation or demonstration.
- ◆ Allow no additions or changes to the original proposal after the due date specified herein, except as may affect all Vendors.
- ◆ Award in part or reject any and all proposals in whole or in part.
- ◆ Reject the proposal of any Vendor in default of any prior contract or for misrepresentation of experience presented.
- ◆ Request information in response to a "Best and Final" proposal from one or more Vendors.
- ◆ Allow a Vendor to remedy, in writing, any deficiency which is not material.

2. Conditions of Bidding and Instructions

The foregoing proposal is subject to the following conditions and instructions, all interpretations of which shall be at the sole discretion of the FJD.

a. Preparation of Proposals

- i. Proposals must be written in ink or typewritten, shall be signed and placed in a sealed envelope or carton. The proposal must be signed by the owner if a sole proprietor or by a general partner if the Vendor is a partnership. If the Vendor is a corporation, the proposal must be signed by the president or vice-president and attested to by the secretary, treasurer or assistant secretary or treasurer and must bear the corporate seal. A corporate Vendor, in the alternative, may execute a proposal other than by the formality set forth above, by signing such proposal by an officer, employee or agent having express authority by reason of a power of attorney identifying such officer or agent by name and title, which power of attorney shall bear the corporate seal and be attached to the proposal. A Vendor must indicate whether it is authorized to do business in Pennsylvania and document, if applicable, the place of incorporation.
- ii. Alterations or changes to any part of this proposal will be sufficient reason for rejection.
- iii. No proposal will be considered if not actually received at the designated office at the time specified in the proposal. Timely delivery shall be judged by the date of actual receipt.
- iv. To be considered, Vendor must submit a complete response. A proposal which is incomplete, obscure, conditional, unbalanced, containing additions not called for or irregularities of any kind including alterations or erasures, may be rejected as informal and void the response entirely.
- v. No proposal shall be withdrawn for 60 days from the date of the deadline specified for submission of proposals, except as otherwise provided herein. Vendors may be given permission to withdraw a proposal before opening upon

receipt of written notification or by personal request of the Vendor, of which request must be submitted no later than forty-eight (48) hours before the time fixed for the opening and consideration of proposals.

vi. No change in prices, terms and conditions will be considered after the deadline for submission of proposals.

b. Acceptance and Rejection of Proposals

i. The FJD reserves the right to reject any and all proposals, to waive technical defects, and to accept or reject any part of any proposal if, in its judgment, the best interests of the FJD are not thereby served.

ii. No award will be made to any Vendor who is in default of any bid, purchase order, or contract with the FJD or its components, prior to the date of the RFP under consideration.

iii. All responses accepted by the FJD shall become binding contracts upon approval of contract as to form by the Legal Department of the FJD.

c. Surety for Proposals

If required by the RFP, no proposal will be considered unless accompanied by a bond in favor of and payable to the FJD in a sum and form (such as bank cashier's, treasurer's or depositor's certified check) determined to be appropriate by the FJD. If a surety requirement is imposed, the security of the three (3) most qualified Vendors will be retained until the execution of the contract.

d. Penalty for Failure to Execute Contract

Any Vendor not lawfully released from his or her proposal, who refuses to execute a contract or who refuses to furnish any required bonds and insurance, shall be liable to the FJD in the amount of the check deposited as security for his or her proposal as liquidated damages; or where the damages are readily ascertainable, such Vendor shall be liable for the actual loss or damage sustained because of the failure of the Vendor to enter into such contract.

e. Office of Economic Opportunity (OEO)

Minority, Women and Disabled-Owned Business Enterprises (M/W/DSBE) as defined by the City of Philadelphia's Office of Economic Opportunity formerly "MBEC" now known as OEO are encouraged to participate as prime proposers. Prime proposers who are not M/W/DSBEs are encouraged to identify and utilize M/W/DSBEs as subvendors. Vendors are requested to identify the amount of M/W/DSBE participation in this project by listing both dollar amount and percentage of total proposal.

f. Nondiscrimination

During the term of any subsequent contract resulting from this procurement, vendor agrees to the following:

i. Vendor shall not discriminate nor permit discrimination against any employee, applicant for employment, independent Vendor, or any other person because of race, color, religious creed, ancestry, national origin, age, sex, sexual preference, or disability in the performance of this contract. Vendor shall comply with all federal and state laws prohibiting discrimination.

- ii. Furthermore, pursuant to federal regulations promulgated under the authority of *The Americans with Disabilities Act, 28 C.F.R. and 35.101 et seq.*, the Vendor understands and agrees that no individual with a disability shall, on the basis of such disability, be excluded from participation, in or from activities provided for, as a result of this procurement. As a condition of accepting and executing any contract, the Vendor agrees to comply with the *"General Prohibitions Against Discrimination", 28 C.F.R. and 35.130*, and all other regulations promulgated under *Title II of the Americans with Disabilities Act*, which are applicable to the benefits, services, programs and activities provided by the Commonwealth of Pennsylvania through contracts with outside Vendors.
- iii. Vendor shall take steps to insure that applicants are employed, and that employees or agents are treated during employment without regard to their race, color, religious creed, ancestry, national origin, age, sex, sexual preference, or disability in the performance of any contract as a result of this procurement. Such nondiscrimination shall include, but is not limited to employment, upgrading, demotion or transfer, recruitment or recruitment advertising, layoff or termination, rates of pay or other forms of compensation, and selection for training.
- iv. Vendor shall, in advertisements or requests for employment placed by it or on its behalf, state that all qualified applicants will receive consideration for employment without regard to race, color, religious creed, ancestry, national origin, age, sex, sexual preference, or disability.
- v. Vendor shall include the provisions of this nondiscrimination clause in every subcontract pertaining to the performance of any contract as a result of this procurement, so that such provisions will be binding upon each subcontractor. In the event of a violation of subcontractors, Vendor shall promptly notify Marc Flood, Esquire, Deputy Court Administrator, First Judicial District of Pennsylvania, Procurement Unit, Philadelphia City Hall, Room 368, Philadelphia, Pennsylvania 19107, in writing.
- vi. In the event of Vendor's noncompliance with the nondiscrimination clause of this RFP or with any such laws governing nondiscrimination, vendor shall take all steps necessary to come in compliance with this nondiscrimination clause. Further, in the event of Vendor's noncompliance with the nondiscrimination clause of any subsequent contract or with any such laws governing nondiscrimination, the contract may be terminated or suspended, in whole or in part, whereupon all obligations on the contract shall cease, save only the obligation to pay to Vendor the sums due for goods and services already provided prior to the date of termination. In the event of continued refusal by Vendor to comply with this nondiscrimination clause, Vendor may be declared temporarily ineligible for further FJD contracts, and other sanctions may be imposed and remedies invoked.
- vii. It shall be no defense to a finding of noncompliance with this nondiscrimination clause that Vendor has delegated some of its employment practices.

- viii. Vendor shall furnish all necessary employment documents and records to, and permit access to its books, records and accounts by, the contracting agency for purposes of investigation to ascertain compliance with the provisions of this nondiscrimination clause.
- ix. Vendor's obligations under this clause are limited to the Vendor's facilities within Pennsylvania or, where the contract is for purchase of goods manufactured outside of Pennsylvania, the facilities at which such goods are actually manufactured, produced, assembled or delivered.
- x. The Vendor shall be responsible for and agrees to indemnify and hold harmless the Commonwealth of Pennsylvania, the City of Philadelphia, the FJD, and the AOPC, their officers, agents and employees, from all losses, damages, expenses, claims, demands, suits and actions brought by any party against the Commonwealth, the City, the FJD, and the AOPC, their officers, agents and employees, as a result of the Vendor's failure to comply with the provisions of this nondiscrimination clause.

g. Qualifications to Do Business

The Vendor shall, within 5 days after receiving a letter of intent to award a Contract, provide an opinion letter from its legal counsel that the Vendor is qualified to do business in Pennsylvania and is not prohibited by articles of incorporation, bylaws, or the law under which it is incorporated from performing the services required under this Contract. This opinion letter will acknowledge that the FJD is relying on said opinion in awarding and executing the Contract.

h. Prohibition on Foreign Corporations

No contract will be awarded to a Vendor who is a foreign nation corporation or is operating under a fictitious or assumed name, unless the Vendor has compiled or has agreed to comply with the regulations governing proper registration under the laws of the State of Pennsylvania and the FJD.

If the Vendor is incorporated in some state other than the State of Pennsylvania, the Vendor shall provide documentation to establish that the corporation is registered to conduct business in Pennsylvania.

i. Rejection of Collusive Bids

Proposals received from any Vendors who engage in collusive bidding shall be summarily rejected. The terms and conditions of the Bid Anti-Rigging Act, the Act of 1983, October 28, P.L. 176, No 45; 73 P.S. 1611 et. seq. apply.

j. Rejection of Proposals

The FJD reserves the right to withdraw or cancel this RFP at its discretion at any time prior to execution of a contract to reject any or all proposals or to waive any minor or technical deviations as it may deem fit and proper. The successful Vendor's proposal will become part of the formal contract. All proposals will become the property of the FJD.

k. Incurring Costs

The FJD is not liable for any cost incurred by Vendor in the preparation and presentation of proposals. Total FJD liability is limited to the terms and conditions of the contract.

l. RFP Amendments

The FJD reserves the right to amend the RFP prior to the date for proposal submission.

m. Proposal Amendments and Rules for Withdrawal

Unless requested by the FJD, no amendments, revisions or alterations to proposals will be accepted after the proposal due date.

After proposal due date, a submitted proposal may be withdrawn upon written request of the Vendor. In such instances, the bid bond, if required, may be forfeited upon the granting of such request.

Any submitted proposal shall remain valid for sixty (60) days after the proposal due date or until a contract is formally executed, whichever comes first.

n. Negotiation of Contract

Negotiations may be undertaken with the vendor(s) whose proposals satisfactorily identifies the requisite criteria for this project as stated in this RFP. All contracts shall be subject to standard governmental clauses as prescribed by the FJD. The FJD reserves the right to assign the contract to any person, office or entity as it deems appropriate or as ordered by the Supreme Court of Pennsylvania.

o. Anti-Bribery

The Vendors' response to this RFP certifies that the Vendor has not been convicted of bribing or attempting to bribe an officer or employee of the FJD.

p. Offer of Gratuities

By submission of a proposal, the Vendor certifies that no gratuities of any type were either offered to or received by an elected or appointed official or employee of the FJD or its political subdivisions in connection with this procurement from the Vendor, the Vendor's agents or employees or subcontractors. Any contract arising from this RFP may be terminated by the FJD.

q. Restrictions on Contact with FJD Personnel

From the date of release of this RFP until such time as a contract is awarded, all contact with personnel employed by or contracted to the FJD is prohibited except as required by this RFP. Violation of these conditions is cause for the FJD to reject a Vendor's proposal or rescind any contract awarded pursuant to this RFP.

r. Restrictions on the Use of Former Judiciary Personnel

By submission of a proposal, the Vendor certifies that no person formerly employed by the Pennsylvania Judicial Branch on a full time basis within twelve (12) months immediately preceding the date of the release of this RFP had any involvement whatsoever in the preparation of the Vendor's proposal. For purposes of this subsection, a "full time basis" means providing services for a minimum of thirty-five (35) hours per week for a period of twelve (12) consecutive months, at least one (1) month of which fell within the twelve (12) months immediately prior to the date of the release of this RFP.

Furthermore, the Vendor certifies by the submission of the proposal that if the Vendor is awarded the Contract, after Contract execution, if any person described above should come into the employ of the Vendor, such person shall not be assigned to this project at any time during the contract period without prior written consent of the FJD.

Any violations of these certifications may, in the discretion of the FJD, be grounds to reject the proposal or terminate the contract.

s. Conflict of Interest

No member of the FJD or any elected or appointed official serving as a member of any committee formed to review or select a Vendor shall have more than a nominal financial interest in any Vendor or Vendors submitting proposals in response to this RFP.

All persons serving in the capacity of selection or review and evaluation staff shall sign a disclosure statement indicating any financial relationships, contractual or other professional agreements with Vendors who submit a proposal in response to this RFP.

t. News Releases

News releases pertaining to this RFP shall not be made without prior approval of the FJD and then only in coordination with the FJD.

u. Public Disclosure

As a general rule, the Court does not disclose any personally or professionally identifiable information collected or obtained through normal Court business practices and/or procedures except where permission has been obtained or where the information is classified as public information under the State of Pennsylvania's Right to Know Act (65 P.S. § 67.101 *et seq.*), Pennsylvania's General Assembly's Act 3 of 2008, or any other applicable laws. Any/all participating Parties should be aware that information collected or obtained by the Court through a solicitation and/or business relationship may be subject to examination and inspection if such information is a public record and not otherwise protected from disclosure. Furthermore, no public agency, official, employee, and/or custodian shall be liable, nor shall a cause of action exist, for any loss or damage based upon the release of a public record if the public agency, official, employee, and/or custodian acted in good faith in attempting to comply with the provisions of said Acts and/or applicable laws.

ATTACHMENT 1: SUMMARY LIST OF ITEMS FOR RELOCATION

EQUIPMENT: Microfilm machine
EQUIPMENT: microfiche machine
EQUIPMENT: TVs and tv stands
EQUIPMENT: computers
*unless specifically directed by FJD for certain PCs, mover not responsible for moving computers
EQUIPMENT: copy machines
*only copy machines outside of warranty period will be responsibility of mover to move
EQUIPMENT: printer/scanners
*FJD will specifically direct which printers will be responsibility of mover to move, and which printers will be responsibility of FJD IT to move
EQUIPMENT: water coolers
*only water coolers outside of warranty period will be responsibility of mover to move
EQUIPMENT: firearms
EQUIPMENT: firearm ammunition
EQUIPMENT: defensive tactics training gear
EQUIPMENT: monitor, converter, camera
EQUIPMENT: office supplies
EQUIPMENT: field equipment
EQUIPMENT: electronic equipment
EQUIPMENT: toner
EQUIPMENT: drug testing supplies
EQUIPMENT: cardboard backers
EQUIPMENT: firearms clearing barrels
EQUIPMENT: live/FX practice ammunition
EQUIPMENT: Oleoresin Capsicum and holders and pouches
EQUIPMENT: Glock firearms
EQUIPMENT: simulation firearms
EQUIPMENT: handheld radios
EQUIPMENT: targets
EQUIPMENT: gun rags
EQUIPMENT: tactical battering ram
EQUIPMENT: sledge hammer
EQUIPMENT: halogen yard markers for firing range
EQUIPMENT: first aid kit
EQUIPMENT: punching bag
EQUIPMENT: training batons
EQUIPMENT: armed officer equipment/gear
EQUIPMENT: staff desk supplies
EQUIPMENT: recycle bins
EQUIPMENT: trash cans/receptacles
EQUIPMENT: Electronic monitoring equipment boxes (equipment inside) / 250 (empty)
EQUIPMENT: boxes of equipment in 3rd floor closet
EQUIPMENT: refrigerator
EQUIPMENT: bulletin board
EQUIPMENT: Dry erase board
EQUIPMENT: Moving carts
EQUIPMENT: metal paperwork sorter
EQUIPMENT: coffee maker
EQUIPMENT: chair mats
*unless specifically directed by FJD for certain chair mats, mover not responsible for moving chair mats
EQUIPMENT: key storage cabinets
EQUIPMENT: disaster survival kits

EQUIPMENT: shredder
EQUIPMENT: safe
EQUIPMENT: filing cabinets
EQUIPMENT: printers
EQUIPMENT: bag scanners
*only bag scanners outside of warranty period will be responsibility of mover to move
EQUIPMENT: walk through metal detectors
*only walk through metal detectors outside of warranty period will be responsibility of mover to move

FILES: bankers boxes (files, program supplies)
FILES: boxes of assigned files
FILES: boxes of closed files
FILES: wanted cards case files
FILES: library

FURNITURE: filing cabinets
FURNITURE: metal bookcases
FURNITURE: wooden bookcases
FURNITURE: shelving units / unassembled shelving unit
FURNITURE: record rm shelving 3ft X 6ft
FURNITURE: record rm shelving 4ft X 6 ½ ft
FURNITURE: plastic cabinets
FURNITURE: microfilm cabinets
FURNITURE: two-drawer cabinet
FURNITURE: tables / computer stands
FURNITURE: six-door gun lockers
FURNITURE: safes
FURNITURE: couch
FURNITURE: desk
FURNITURE: podium
FURNITURE: corkboard
FURNITURE: coat rack
FURNITURE: black metal stand
FURNITURE: floor mats
*unless specifically directed by FJD for certain floor mats, mover not responsible for moving floor mats
FURNITURE: metal 2 door cabinet
FURNITURE: wooden desk
FURNITURE: storage racks
FURNITURE: tables
FURNITURE: chairs
FURNITURE: locker sets
FURNITURE: coatrack
FURNITURE: large hutch
FURNITURE: black dresser (wheels)
FURNITURE: Stool
FURNITURE: desks (large in-office desks; small desk in cubicle)
FURNITURE: file cabinet-small (2 drawer vertical)
FURNITURE: file cabinet-medium (4 drawer vertical)
FURNITURE: file cabinet-large (4 drawer wide)
FURNITURE: bookshelves (small & large)
FURNITURE: small cabinets

1401 to storage

11 lunchroom tables

28 lunchroom chairs

4 folding chairs

31 chairs

2 wood benches

2 large wooden desks

2 large table

*FJD will specifically direct mover where items to be stored should be moved