COST SHEET FOR:  
INTERNAL MOVES

FIRM NAME: Integrity Relocations Inc

I. DAYTIME HOURS (8:00 A.M.- 5:00 P.M. Monday - Friday)

<table>
<thead>
<tr>
<th>ITEM</th>
<th>ESTIMATED QUANTITY</th>
<th>DESCRIPTION</th>
<th>QUANTITY</th>
<th>UNIT PRICE</th>
</tr>
</thead>
<tbody>
<tr>
<td>1.</td>
<td>450 Hours</td>
<td>Working Supervisor</td>
<td>(1)</td>
<td>$30.00</td>
</tr>
<tr>
<td>2.</td>
<td>450 Hours</td>
<td>Mover</td>
<td>(1)</td>
<td>$27.50</td>
</tr>
</tbody>
</table>

II. NIGHT TIME HOURS (6:01 P.M.- 7:59 A.M. plus Weekends and Holidays)

<table>
<thead>
<tr>
<th>ITEM</th>
<th>ESTIMATED QUANTITY</th>
<th>DESCRIPTION</th>
<th>QUANTITY</th>
<th>UNIT PRICE</th>
</tr>
</thead>
<tbody>
<tr>
<td>3.</td>
<td>450 Hours</td>
<td>Working Supervisor</td>
<td>(1)</td>
<td>$42.00</td>
</tr>
<tr>
<td>4.</td>
<td>450 Hours</td>
<td>Mover</td>
<td>(1)</td>
<td>$38.50</td>
</tr>
</tbody>
</table>

III. EMERGENCY MOVES  Emergency requests require that the successful vendor must be on site within 4 hours or less. Per hour rate. $80.50

ALL ESTIMATED HOURS ABOVE ARE FOR THE PURPOSE OF EVALUATION AND IS NOT A GUARANTEE OR COMMITMENT TO THE VENDOR OF ACTUAL HOUS TO BE USED. UNIT PRICES ARE TO BE CONTRACT RATE FOR DURATION OF THE RESULTING CONTRACT.
6. **F.I.U. MOVE SPECIFICATIONS**

6.1 FIU campus moves most often occur when a department moves from one building to another; from one floor to another; when a single room needs to be relocated; when a department must vacate its space temporarily due to renovation/remodeling. The following properties and items may be a part of any move, but a move is not limited to those listed.

- Office furniture
- Office equipment including electronic
- Educational and/or research equipment
- Laboratory equipment

6.2 Listed below are five basic types of moves that the University requires:

6.2.1 **Internal Room Moves:**
Rearrange within the space or remove to the corridor. Property moved to the corridor will be returned to the original area of designated space. In some instances this move cannot be completed in the same day.

6.2.2 **Internal Building Moves:**
These moves require property to be move within the confinement of any one building. This type of move may require more than one day to be completed.

6.2.3 **Inner Campus Moves:**
These moves are from one building to another and may require more than one day to be completed.

6.2.4 **Storage Moves:**
This will require property to be moved to a predestinated area on/off campus.

6.2.5 **Campus to Campus:**
These moves require the movement of property from one FIU Campus to another including (Biscayne Bay Campus, University Park Campus, Pines Center Wolfsonian and leased warehouses).

6.2.6 **Typical Move Scenario:**
Example of a typical move at FIU: relocation of seven offices from the sixth floor of one building to the fourth floor of another building. Relocation would include moving all the boxes, files and computers and belongings (personal).

6.2.7 **Definitions:**
Daytime hours - defined as 8:00 a.m. - 5:00 p.m. Monday - Friday
Night Time hours - defined as 5:01 p.m. - 7:59 a.m. Monday - Friday, Weekends and Holidays

Supervisor/lead mechanic - equivalent to Working Supervisor

6.3 Responsibilities of F.I.U:

6.3.1 Disconnect / reconnect any property being moved. (All computers, printers and electronic equipment.

6.3.2 Shall pack all department property and unpack once the property has been moved.

6.3.3 Shall label all property to be moved with its new destination.

6.3.4 Delegate a person to remain in the area being vacated and the person in the new area. The delegate in the new area must be able to direct the placement of property being moved in.

6.3.5 Departments must complete a Move Package for Facilities Work Management if the move is being handled by the Move Coordinator.

6.3.6 Department shall complete a Move Package for EH&S if the move is a location that uses Hazardous Materials and equipment that uses said materials.

6.3.7 Department shall purchase all their boxes and packing material.

6.4 Responsibilities of Vendor:

6.4.1 Shall visit the campus(s) to become familiar with the property and the new space location(s) to be occupied.

6.4.2 Provide the necessary equipment to complete each request move.

6.4.3 The vendor shall submit a quote seventy-two hours (3-days) after notification of a move. Florida International University shall retain the right to contact another vendor after a seventy-two hour notice has expired.

6.4.5 Shall have its daytime working hours conform to FIU office hours from 8:00 am to 5:00 pm to complete the requested move.

6.4.6 The vendors supervisor or lead mechanic shall check in with FIU representative at the beginning of a scheduled move requires additional time/days are needed to complete a move, the supervisor or lead mechanic must contact FIU representative for approval of additional time/days needed.

6.4.7 Have supervisor or lead mechanic submit daily time sheet at the end of each day. If re-scheduling is necessary, the move will be scheduled at an agreed date between FIU and the vendor.
6.4.8 The vendor SHALL NOT attempt to handle or transport HAZARDUS MATERIAL without written clearance from Environmental Health and Safety Department. The FIU department of Environmental Health and Safety will provide basic Hazardous awareness training for Vendors employees, as required to facilitate best practice operations and service to FIU. Only those workers assigned to special moves for FIU will be afforded training.

6.4.9 Move personnel at any Florida International University Campus shall be properly attired (uniform or t-shirt) with identifying logo or a company issued identification badge. Persons who do not meet the requirements set in this paragraph will not be permitted to work. All personnel shall be neat in appearance and handle themselves in a professional manner at all times.

6.4.10 All equipment (hand trucks, flat bed, dollies, etc) are to be provided by the vendor at no cost to FIU.

6.4.11 Vendor must have a local office in area.

6.4.12 Trucks – If truck is required for a specific job: Travel time to jobsite from vendor location is the responsibility of the vendor and at no cost to FIU. However, vendor will take into account when providing hourly rates requested that a truck might be required in the relocation and include in hourly rates quoted.

6.5 Intentionally left off.