

South Bay Cities Council of Governments

May 22, 2025

TO: SBCCOG Board of Directors Committee

FROM: SBCCOG Steering Committee

SUBJECT: Proposals for Services Related to Office Relocation

BACKGROUND

The lease for the South Bay Cities Council of Governments' (SBCCOG) current office expires June 30, 2025, and staff must vacate by that date. Staff continues to prepare for the move in advance of the current lease end date.

- *Internet* – SBCCOG has explored pricing for internet services with the two providers at the business park as a connection to the South Bay Fiber Network will not be available in the near term. AT&T can provide month-to-month 1GB shared business class internet for approximately \$180/month and Spectrum can provide the same service for approximately \$141.25. It is important to note that this shared service means that multiple customers share the same connection which could potentially impact speed and performance, particularly during peak hours. Dedicated fiber service, similar to what the SBCCOG has now with the South Bay Fiber Network is also available, but require a minimum of a three-year contract. The SBCCOG's current service speed is 1GB x 1 GB. A breakdown of the dedicated fiber options available is below:

| Dedicated Fiber Speed | AT&T | Spectrum |
|-----------------------|-------------|---------------|
| 250 M x 250 M | \$783.15/mo | \$799.20/mo |
| 500 M x 500 M | \$939.70/mo | \$999.20/mo |
| 1 GB x 1 GB | \$1,149/mo | \$1,159.20/mo |

SBCCOG staff is requesting authorization from the Board to further assess the options and select the most appropriate service. Staff believes it is prudent to further discuss potential connections of the South Bay Fiber Network by its new owner to the new office location before selecting a service, particularly a multi-year contract.

- *Janitorial Services* – Unlike the current office location, in-suite janitorial services are not included within the monthly rental rate at 357 Van Ness Way. Therefore, staff explored janitorial services to provide in-suite cleaning. Staff is recommending Vanguard Janitorial Services for services two times per week. Each visit will include vacuuming, dusting, emptying of trash, and desk/table cleaning. More in-depth services such as baseboard cleaning and dusting of blinds will be included monthly. The service will be \$1,000 per month for a one-year period, but cancellation can occur at any time with a 30-day notice. The janitorial services proposal is included as Exhibit 1 and is recommended for approval.
- *Moving Services* – SBCCOG staff is recommending the Board select Mover Services Inc. This company was used during the last office move and provided excellent and affordable service. The estimated range is between \$6,970.11 and \$9,390.51. The higher end of the estimate

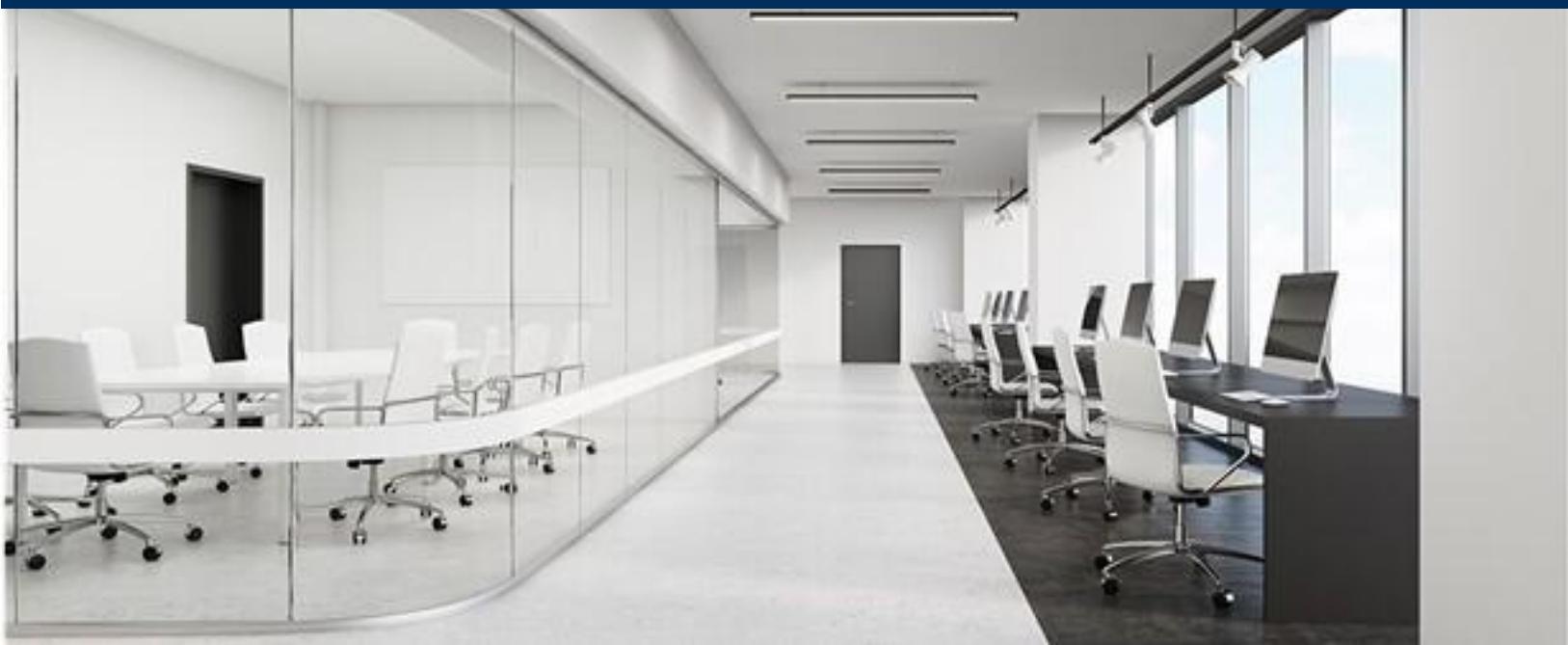
includes potential storage needs should a direct move from Crenshaw to Van Ness not be possible. The proposal is included as Exhibit 2 and is recommended for approval.

- *De-cabling* – As part of the move-out process, the SBCCOG must remove the network cabling within the current space. SBCCOG staff solicited proposals from two of Sharp's vendors: Southern Cal Telecom (\$3,040) and PCC Network Solutions (\$1,482.08). The de-cabling proposal from PCC Network Solutions is included as Exhibit 3 and is recommended for approval.
- *Xerox Equipment* – SBCCOG coordinated with our vendor (QDox) to schedule the relocation and setup of the equipment. Due to the fragile nature of this equipment, QDox will move the equipment and work with Sharp to reconnect it to the IT system. The relocation cost is estimated to be \$275. The proposal is included as Exhibit 4 and is recommended for approval.

RECOMMENDATION

Steering Committee recommends Board approval of the proposals for janitorial services, moving services, de-cabling of 2355 Crenshaw, and the relocation of Xerox equipment; and authorize staff to select the most appropriate internet service for the new office.

Attachments: Exhibit 1 – janitorial services proposal
Exhibit 2 – moving services proposal
Exhibit 3 – de-cabling 2355 Crenshaw proposal
Exhibit 4 – Xerox relocation proposal



Janitorial Services Proposal

PREPARED FOR:

Andreya Mulligan

South Bay Cities Council of Governments
357 Van Ness Way Suite 1st floor
Torrance, CA 90501
310-371-7222
andreya@southbaycities.org

PREPARED BY:

Rob Dusthimer

RR Franchising, Inc.
Vanguard Cleaning Systems of Southern CA
6281 Beach Blvd. Suite 225
Buena Park, CA 90621
714-228-1943 | rob@vcscalifornia.com
www.vanguardcleaningcalifornia.com



4/22/2025

Andreya,

Thank you for taking my call.

Based upon our discussion and my professional experience in the industry, I have created a customized proposal tailored to the specific requirements of your facility to help satisfy your above concerns.

While this proposal has been personalized, I am open to discuss any adjustments you'd like to see in order to earn your business. So please, share any feedback that would help achieve an alliance between South Bay Cities Council of Governments and a professional Vanguard® janitorial services provider.

Once again, thank you for your time and the opportunity to present the enclosed proposal.

Best regards,

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

Vanguard Cleaning Systems of Southern CA

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VALUE-ADDED SOLUTIONS



RESTROOM SUPPLIES



FLOOR & CARPET CARE



WINDOW WASHING



HIGH TOUCH POINT CLEANING



DAY PORTER SERVICES



PRESSURE WASHING

FOR PRICING ON ANY OF THESE VALUE-ADDED OFFERINGS
CONTACT

Rob Dusthimer

714-228-1943



PRICING AND PROGRAM DETAILS

SERVICES QUOTED FOR: South Bay Cities Council of Governments

SERVICE PLAN DETAILS AND PRICING

Monthly Rate \$ 1000.00

Service Frequency 2X Week

| Days of Service | MON | TUES | WED | THUR | FRI | SAT | SUN |
|-----------------|-----|------|-----|------|-----|-----|-----|
| | | | X | | X | | |

Service Start Time After Business Hours TBD

SERVICE PLAN DETAILS AND PRICING

Monthly Rate \$ 1335.00

Service Frequency 2X Week full clean 3x Week empty trash only

| Days of Service | MON | TUES | WED | THUR | FRI | SAT | SUN |
|-----------------|-----|------|-----|------|-----|-----|-----|
| | X | X | X | X | X | | |

Service Start Time After Business Hours TBD

SERVICE PLAN DETAILS AND PRICING

Monthly Rate \$ 1695.00

Service Frequency 5X Week-5 Full Cleans per week

| Days of Service | MON | TUES | WED | THUR | FRI | SAT | SUN |
|-----------------|-----|------|-----|------|-----|-----|-----|
| | X | X | X | X | X | | |

Service Start Time After Business Hours TBD

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AREAS TO BE SERVICED

Entrance Areas

Main office areas

Private offices

Conference room

Board room

Breakroom

Service Schedule - Page 1

Prepared for: South Bay Cities Council of Governments

| Office Areas | Per Visit | Weekly | Monthly | Quarterly | Other |
|---|-----------|--------|---------|-----------|-------|
| Vacuum high traffic carpeted areas. | X | | | | |
| Dust furniture, chairs, desks, tables, and cabinets <i>Papers, personal items, and folders will not be moved</i> | X | | | | |
| Empty trash and replace can liners as needed * | X | | | | |
| Clean entrance glass and spot clean internal office glass | X | | | | |
| Vacuum carpeted areas edge to edge. | | X | | | |
| Dust sweep hard floor surfaces and spot clean to remove spills and stains | X | | | | |
| Damp mop hard floor surfaces | | X | | | |
| Dust and remove debris from metal entrance thresholds. | | X | | | |
| Clean baseboards, edges and corners. | | | X | | |
| Dust windowsills, tops of partitions, and picture frames. | | X | | | |
| Dust high reach areas including vents, and grills. | | | X | | |
| Remove cobwebs from upper and lower corners. | | | X | | |
| Dust blinds. | | | X | | |
| Return chairs, furniture, and waste containers to proper positions. | X | | | | |
| Lock designated office doors upon completion of cleaning. | X | | | | |
| Breakrooms/Kitchen | Per Visit | Weekly | Monthly | Quarterly | Other |
| Empty trash and recycling; replace can liners as needed | X | | | | |
| Sweep and damp mop hard floor or vacuum carpeted floor surfaces | X | | | | |
| Wipe exterior of refrigerator | X | | | | |
| Damp wipe exterior and interior of microwave oven(s) | X | | | | |
| Damp wipe table tops and countertops | X | | | | |
| Clean sinks and polish brightwork (client responsible for dishes in sinks) | X | | | | |
| Damp wipe exteriors of cabinets | X | | | | |
| Clean front, tops, and sides of trash receptacles | X | | | | |
| Dust blinds | | | X | | |
| Dust all ceiling vents and air returns | | | X | | |

*Client is responsible for supplies (trash liners, soap, toilet paper, hand towels, etc.). Purchase of these products can be arranged through a Vanguard® representative



Account Agreement

The undersigned Client hereby requests and accepts the performance of selected janitorial services consistent with the Services specified in the Proposal dated 4/22/2025 (the "Proposal") at the following location:

357 Van Ness Way Suites 110-150
Torrance, CA 90501

1. Client selects the following Option(s) as outlined in the Proposal, with the selected services to begin on the start dates provided below:

| | Start Date | Frequency | Monthly Cost |
|----------------|------------|---|--------------|
| | | 2X Week | \$1000.00 |
| Standard Clean | | 2X Week Full Clean and 3X Week empty trash only | \$1335.00 |
| | | 5X Week Full Clean | \$1695.00 |

Other Special Services –

Strip and wax VCT Flooring upon request at an additional charge

Carpet Cleaning upon request at an additional charge

Window Cleaning upon request at an additional charge

Pre-Clean/Deep Clean or Construction Clean upon request at an additional charge

The terms of the Proposal pertaining to each Option selected by Client are incorporated by reference in this Agreement and comprise the "Account Requirements."

2. Client accepts that the responsibility for meeting Account Requirements will be transferred by RR Franchising, Inc. d/b/a Vanguard Cleaning Systems of Southern CA ("Company") to an independently owned and operated Vanguard Cleaning Systems® franchised commercial cleaning business, which agrees to assume such responsibility and to provide the necessary equipment, crew and cleaning supplies at its expense. Company has the right to assign this agreement to a Vanguard Cleaning Systems® independent franchised business, or other third party. No such franchised business or other third party can make an agreement on Company's behalf.
3. The pricing provided in the Proposal is subject to adjustment based upon substantial changes in occupancy or service requirements but is otherwise applicable for one year from the date of this Agreement for the performance of the Account Requirements services. Special Services are available for an additional charge. Either Client or Company can cancel this Agreement by giving 30 days advance written notice of cancellation to the other party. Any modification to this Agreement must be in writing and signed by Client and Company. This agreement automatically extends for additional 1 year periods, unless Client or Company gives 30 days advance notice of cancellation.

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Account Agreement continued

4. Company is authorized by the applicable franchise business to perform billing and collection services on its behalf in connection with this Agreement. Client will be invoiced each month for that month's service on behalf of the franchised business or other third party provider, as applicable, with payment due by the 5th of the following month. Company will remit amounts due the service provider according to the applicable agreement. Payments not received by the 10th of the month in which they are due are delinquent and subject to a service charge. Services may be suspended pending receipt of late payments without liability. If the service provider reasonably believes that the health or safety of janitorial workers is put at risk by servicing Client's facility, then it may decline to do so without liability. The contract pricing excludes any use tax; tax on sales, services or supplies; or any other such tax, which is payable by Client. Client will reimburse Company or the franchised business, as applicable, for any taxes paid by either or both of them on Client's behalf.
5. Client agrees that RR Franchising, Inc. and/or its independently owned and operated franchisees which provide work at Client's site, may provide Client's name and address to state agencies pursuant to registration and other permitting and licensure requirements.
6. Client agrees not to actively solicit for potential employment, any existing employee of any independently owned and operated franchisee of Company which performs work at Client's site pursuant to this Agreement while it remains effective.
7. Services are not provided on New Year's Day, President's Day, Memorial Day, Independence Day, Labor Day, Thanksgiving Day, and Christmas Day, unless separate arrangements are made for an additional charge. The Contract Price is not pro-rated or reduced for non-performance of scheduled services on the noted holidays.

Agreed and Accepted on _____ (the Effective Date)

“Client”

South Bay Cities Council of
Governments

Signature: _____

Print Name/Title: _____

“COMPANY”

RR Franchising, Inc.

d/b/a Vanguard Cleaning Systems of
Southern CA

A handwritten signature in black ink, appearing to read "Rob Dusheimer".

Signature: _____

Rob Dusheimer
Print Name/Title: _____

Relocation Cost Proposal

So. Bay Cities Council of Government OFFICE & INDUSTRIAL MOVING DIVISION

Date: 4/15/2025

Presented By:

Steve Whitton



*Specialist in Office and Industrial Relocations
Agent for Wheaton Van Lines*



We eliminate the common frustrations associated with a physical move.

AGENT FOR Wheaton Van Lines

721 E. 721 E. Compton Blvd. Rancho Dominguez, CA 90220
Office (310) 868-5143 Fax. (310) 868-5157

April 15, 2025

So. Bay Cities Council of Government

2355 Crenshaw Blvd., Suite 125
Torrance, Ca 90501

Re: Move Plan and Proposal
Public Storage vs Office Move

Greetings Andreya and Christina:

Thank you inviting me over to provide you with a move plan and proposal for the upcoming relocation project. Along with pricing your move direct to an office building, I have also included alternative pricing to come into our storage facility.

Site Visit: 4-11-25

Scope of Work Summary

- Furniture & Contents Move

Note #1: The start times and the arrival times on your move date must be approved and established by you and the building managers

What is a **“time & materials”** proposal. I have provided you with an estimated cost and move plan. Over the years, I have developed a method to safely generate moving costs and proposals. Providing a conservative snapshot of your potential moving costs is important.

Although I cannot guarantee that your actual costs will not exceed the estimated cost contained in this move plan, the vast majority of my invoices bill out lower than quoted.

MSI, Inc. will invoice your company for the actual lower amount as shown by the following examples below:

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| NAME OF COMPANY | ESTIMATED AMT | ACTUAL AMT | DATE OF MOVE |
|---------------------------------|---------------|-------------|--------------|
| Appleton Law Group, APC | \$ 2,656.52 | \$2,623.80 | 3/28/25 |
| EQ Office | \$ 1 2,965.09 | \$12,556.25 | 2/13/25 |
| Ropers, Majeski, Kohn & Bentley | \$10,983.70 | \$8,926.16 | 01/18/25 |

If you would like to proceed with this move plan, please complete the following:

- Sign the **acceptance** page.
- Select a **valuation option**. Review the 3 options presented in this proposal. You may want to talk to your insurance broker/risk manager to inquire whether or not you have existing "in-transit" or "off premises" coverage.

Our team looks forward to being of service to you, and we are certain we can exceed your expectations. After a review of the **Services Proposed** section, please feel free to contact me if you have any questions.

Sincerely,

Steve Whittan
Relocation Project Manager
Mover Services, Inc.





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Services Proposed

I will provide:

1. Labeling and packing instructions
2. Review floor plan for a numbering system
3. Assist in assigning numbers for offices and workstations
4. Review current floor plans to determine timeline sequencing
5. Make logistical arrangements with both building locations
6. Identify Vendors conflicts and develop overall time schedules
7. Provide destination signage review and instructions

Transportation of Computer Systems - Mover Services, Inc provides exceptional care and expertise necessary to safely transport your servers, monitors, desk top towers and printers.

Note #2: If you choose to go into our storage location, the computers, printers and monitors (if going) will need to be boxed up prior to our arrival. Additional materials were added in the storage cost matrix. .

Note #3: If you moved directly into an office building, you would not need to box the electronic items.

Copy Machines – No large machines were inventoried at the time of the site-visit.

Material Cost: Labels, cardboard boxes, keyboard bags, monitor sleeves, phone bags and other materials are an important feature of your move.

| | |
|---|-----|
| • # of new office packing boxes estimated | 130 |
| • Monitor Sleeves..... | 14 |
| • Keyboard & Phone Bags..... | 14 |
| • # of dish packs for fragile items | |
| • # of feet of Bubble Pack..... | 100 |
| • Packing paper rolls..... | 1 |

Packing Cost and Unpacking Cost: General packing of your office contents is not included.



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Flat Panel TV (wall hung or stand mounted): If you are moving directly into a new office our installers will dismount and remount the flat-screen from the rolling carriage and box it up for storage. *This cost is included in my pricing matrix.*

Note #4: During the move, we supply a custom box to safely transport your large screen TV. Included in my material price is a \$110.00/flat panel TV screen charge for a box that we use to properly transport and store a large flat screen plasma/LCD screen.

Storage at MSI, Inc. - Our moving company provides professional storage. Moving companies utilizes vaults. I am estimating that you might take 8 to 9 vaults. Our monthly storage fee per vault is \$65.00.

The following costs are associated with storage:

- Pick up and delivery into storage
- The inventory
- Warehouse handling into storage (vaulting up)
- Monthly Storage Fee
- Warehouse handling out of storage (loading onto trucks) Not Included
- Storage out to a destination site Not Included



Note #5: During our storage term, if you need access to your storage, we charge a \$45.00/hr fee (warehouse access) per man.



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Transit Valuation Explanation & Example - We provide three options. In order to execute an agreement, a selection must be chosen. When computer equipment and/or other high-value items are being moved, option 1 is not recommended. Most of my clients will choose option 2 or option 3.

Storage Valuation at MSI's Warehouse – We will extend valuation to your property while at our warehouse. We will offer the 3 options listed on a separate page in this proposal.

Insurance Certificates - We will notify the building management of our certificate of insurance.

Floor Protection: Masonite and other materials are used to protect the floors and carpeting. Wall protection and corner-boards are used to protect corridors and intersections.





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Move Plan and Labor Cost

(**Move direct to an Office Bldg.**)

Move Plan - Public Storage

Your "Move Plan" is based on a tentative plan and will require your input.

- Box & Material Delivery Date: TBD
- Move to Public Storage Date: TBD

Manpower and Equipment Your plan is as follows:

| | |
|--|-------------------|
| • Number of Trucks & Drivers | 3 |
| • Number of Supervisors | 2 |
| • Number of Installers | 2 |
| • Number of Movers | 5 |
| • Estimated # of hours to complete the job | 8 including drive |

Estimated Move Costs

| | |
|--|-------------|
| • Labor, manpower & Equipment (incl drive) | \$ 5,428.00 |
| • Disposal Fees | \$ n/a |
| • Materials | \$ 1,367.11 |
| • Material delivery fee | \$ 175.00 |
| • Transit Valuation Charge | \$ TBD |

| | |
|-------------------------------|--------------------|
| Total Estimated Price: | \$ 6,970.11 |
|-------------------------------|--------------------|

The pricing contain in this proposal is an "**Estimated**" price; therefore, you will only pay for the actual time required to complete your move plus a one-hour portal charge. It is commonly referred to as a "Time and Materials" proposal.

To be transparent, drive time is calculated the following way:

- ½ hours drive time to your origin building
- ½ hours drive time back to our warehouse at the end of the job

All labor charges are subject to a 4-hour minimum. Our drive time costs are included in the proposal. Our drive time policy is the following: ½ hour drive time to your building and ½ hour drive time from your building at the end of the job.

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Move Plan and Labor Cost (Mover Services' Storage)

Move Plan - Mover Services' Storage

Your "Move Plan" is based on a tentative plan and will require your input.

- Box & Material Delivery Date: TBD
- Move to MSI Storage Date: TBD

Manpower and Equipment Your plan is as follows:

| | |
|--|-------------------|
| • Number of Trucks & Drivers | 3 |
| • Number of Supervisors | 2 |
| • Number of Installers | 2 |
| • Number of Movers | 5 |
| • Estimated # of hours to complete the job | 9 including drive |

Estimated Move Costs

| | |
|--|-------------|
| • Inventory | \$ 350.00 |
| • Labor, manpower & Equipment (incl drive) | \$ 5,405.50 |
| • Monthly Storage Costs | \$ 810.88 |
| • Warehouse Handling (In) | \$ 1,216.32 |
| • Warehouse Handling (Out) | \$ n/a |
| • Delivery to a destination location | \$ n/a |
| • Disposal Fees | \$ n/a |
| • Materials | \$ 1,432.81 |
| • Material delivery fee | \$ 175.00 |
| • Transit Valuation Charge | \$ TBD |
| • Storage Valuation Charge (if applicable) | \$ TBD |

| | |
|-------------------------------|--------------------|
| Total Estimated Price: | \$ 9,390.51 |
|-------------------------------|--------------------|

The pricing contain in this proposal is an "Estimated" price; therefore, you will only pay for the actual time required to complete your move plus a one-hour portal charge. It is commonly referred to as a "Time and Materials" proposal.

To be transparent, drive time is calculated the following way:

½ hours drive time to your origin building

½ hours drive time back to our warehouse at the end of the job

All labor charges are subject to a 4-hour minimum. Our drive time costs are included in the proposal. Our drive time policy is the following: ½ hour drive time to your building and ½ hour drive time from your building at the end of the job

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Assumptions & Responsibilities

- The customer is required to contact the building managers and make the necessary arrangements pertaining to your move schedule. Reservations of the elevators and loading docks are the client's responsibility.
- If your MSI consultant needs to assist or complete the **building access forms**, please notify MSI, Inc 72 hours in advance of your move date
- Unless otherwise agreed upon in writing, the customer is required to be on premises during the complete relocation process.
- Your cost estimate is based on the expectation that MSI's service crews will be afforded unimpeded access to all affected office areas, hallways and building common areas including lobbies, loading docks, and alley, as applicable. [L]
[SEP]
- The simultaneous presence of construction tradesmen such as painters, electricians, etc. and their equipment can create a significant impediment to the free flow of moving crews and equipment in and out of the premises, and may result in additional time and charges. Similarly, client employees other than those needed for immediate move oversight should remain off the premises until completion of the move. [L]
[SEP]
- Any elevators to be used must be reserved in advance through the building management and keyed so as to afford exclusive use for the moving crews. [L]
[SEP]
- Parking areas and/or docks must be free from other vehicles and/or other obstructions. MSI needs clear access for our moving trucks and equipment.
- All items to be moved must be clearly labeled. Items not labeled will not be moved. [L]
[SEP]
- Unless agreed upon in advance, all computer equipment must be boxed up prior to the mover's arrival
- no Copy machines were inventoried during the site-visit.
- Additional fees may result if the movers need to move furniture at the destination suite in order for incoming furniture to be placed or positioned.
- Packing Labor is included for the artwork.
- Waiting time at the public storage location is hard to estimate and forecast. I am estimating and additional .5 hour of total waiting time through the day
- If Public Storage is your chosen option, we are assuming that you will supply enough space to minimize stacking of furniture and contents.
- Costs have been calculated based on the tentative schedule outlined in the Scope of Work section. Any significant change in the planned timing or scheduling of move services may result in additional costs. [L]
[SEP]
- The Cost for disposal of unwanted furniture is **not included** in this proposal



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What happens if items get damaged during the move?

- Any damage caused by MSI crews to the physical premises, including building walls, doors, elevators, lobbies, etc., is always covered in full and will be promptly repaired at MSI's expense. [L1]
[SEP]
- ***The rates outlined on this proposal include the minimum valuation required by law: \$0.60 per pound per article.*** Although claims for items lost or damaged during a move are uncommon, it is important to establish a clear agreement regarding the extent of MSI's liability if damage does occur. For this reason, you will be asked prior to the start of MSI's services whether you will select additional valuation as outlined in the **included attachment** to cover your items during the course of the move. [L1]
[SEP]
- You should understand that valuation is not the same as insurance, but it does provide for a pre-determined level of liability in case of any loss or damage caused by acts or omissions on our part. It would not cover damage or loss caused by acts of god or any third parties, nor would it cover items packed by your own employees unless there was evidence of external damage to the container itself or some other clear indication of MSI's mishandling.
- **Certain other limitations also apply:**
 - Mechanical or electrical malfunction of any machinery or electronic equipment, for example, is not covered unless the unit shows clear signs of external damage or mishandling.
 - No liability is assumed for claimed missing items of value such as jewelry, money, or portable electronic devices, unless supported by signed, written documentation that such items were tendered to MSI but never returned. [L1]
[SEP]



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Transit Valuation Coverage

Valuation is limited and conditional when going into public storage. Please use this form to indicate your selection. **If you do not make a selection, Basic Valuation will apply during your move.**

Option 1: Basic Valuation. MSI's liability for lost and damaged items is limited to no more than \$.60 per pound per item. For example, if a computer weighing 20 pounds is damaged, compensation would be no more than \$12.00. *There is no charge for basic valuation.* _____ I select **Basic Valuation** of \$.60 per pound per item during my move.

Authorized Signature

Date

Print Name & Title

Option 2: Full Replacement - \$0.00 Deductible. MSI is liable for the replacement value of items damaged or lost during the course of the move. Full replacement valuation is available for an additional charge based on your declared value, which must represent the combined replacement value of all items to be moved. *\$250.00 deductible : Premium Charge of \$9.50 per \$1,000.00 of combined value of all property moved.* **Subject to a \$ 40,000.00 minimum combined value,** I agree to select Full Replacement Valuation with a \$0 deductible, and declare the combined value of all items to be moved to be no more than \$ _____.

Authorized Signature

Date

Print Name & Title

Option 3: Full Replacement - \$500 Deductible. MSI is liable for the replacement value of items damaged or lost during the course of the move. Full replacement valuation is available for an additional charge based on your declared value, which must represent the combined replacement value of all items to be moved. *\$500.00 Deductible: Premium Charge of \$6.50 per \$1,000.00 of combined value of all property moved.* **Subject to a \$ 40 ,000 minimum combined value,** I agree to select Full Replacement Valuation with a \$500 deductible, and declare the combined value of all items to be moved to be no more than \$ _____.

Authorized Signature

Date

Print Name & Title

Any claim for cargo damage must be brought to MSI's attention, in writing, within 30 days of move completion. You may report the claim to your account representative, move coordinator, or you may contact the office directly at 310-868-5143. All moving charges must be paid in full prior to resolution of any claim.

If Option 2 or 3 is chosen, additional charges will be assessed on the final invoice.

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Storage - Valuation Coverage

While at our warehouse, MSI offers (3) storage valuation options. Please use this form to indicate your selection. **If you do not make a selection, Basic Valuation will apply during your move.**

Option 1: Basic Valuation. MSI's liability for lost and damaged items is limited to no more than \$.60 per pound per item. For example, if a computer weighing 20 pounds is damaged, compensation would be no more than \$12.00. *There is no charge for basic valuation.* I select **Basic Valuation** of \$.60 per pound per item during my move.

Authorized Signature

Date

Print Name & Title

Option 2: Full Replacement - \$0.00 Deductible. MSI is liable for the replacement value of items damaged during the monthly storage term. Full replacement valuation is available for an additional charge based on your declared value, which must represent the combined replacement value of all items to be moved. *\$250.00 deductible: Premium Charge of \$0.30 per \$1,000.00 of combined value of all property moved.* **Subject to a \$40,000.00 minimum combined value,** I agree to select Full Replacement Valuation with a \$250 deductible, and declare the combined value of all items to be moved to be no more than \$ _____.

Authorized Signature

Date

Print Name & Title

Option 3: Full Replacement - \$500 Deductible. MSI is liable for the replacement value of items damaged during the monthly storage term. Full replacement valuation is available for an additional charge based on your declared value, which must represent the combined replacement value of all items to be moved. *\$500.00 Deductible: Premium Charge of \$0.20 per \$1,000.00 of combined value of all property moved.* **Subject to a \$40,000 minimum combined value,** I agree to select Full Replacement Valuation with a \$500 deductible, and declare the combined value of all items to be moved to be no more than \$ _____.

Authorized Signature

Date

Print Name & Title

If Option 2 or 3 is chosen, additional charges will be assessed on the final invoice.



We eliminate the common frustrations associated with a physical move.

Acceptance of Proposal

To accept the terms of this proposal as outlined above please sign below. This action will initiate our engagement for your relocation project.

Terms and Conditions

- Commencement of this project indicates acceptance of terms and conditions. Payment to be submitted within 30 days from receiving properly documented invoice.
- Due to changes in the scope of this project, labor hours can be billed accordingly if a change order is properly accepted and executed.
- This quote is based on free and clear access, and of all trades & contractors. Without free and clear access, MSI reserves the right to revert to time and materials billing.
- A 50% deposit is due prior to the move date.

Accepted By:

Name of the Company

Printed Contact Name

Signature

Title

Date

If Option 2 or 3 is chosen, additional charges will be assessed on the final invoice.

YOUR SPECIALIST IN OFFICE & INDUSTRIAL RELOCATIONS

P.U.C AUTHORITY # T-189,011 * CA 138162

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**From: PCC Network Solutions
A Pacific Coast Cabling, Inc., Company
20717 Prairie Street
Chatsworth, CA 91311**

May 1, 2025
E050125RBN-0700 demo existing suite cabling
\$0.00

Contact: Roger Nance

To: South Bay Cities
Council of Governments

**Job Site: South Bay Cities
Council of Governments
2355 Crenshaw Blvd.
Torrance, CA 90501**

Attn: David Leger
Ph.# (310) 408-4965

**LABOR ONLY QUOTATION
Including SHARP-USA discount**

| Quantity | Part Number | Description | MATERIAL | |
|----------------|-------------|-------------|-----------|------------|
| | | | UNIT COST | TOTAL |
| Mobilization | | | | |
| 0 | | | | \$0.00 |
| 0 | | | | \$0.00 |
| 0 | | | | \$0.00 |
| 0 | | | | \$0.00 |
| 0 | | | | \$0.00 |
| 0 | | | | \$0.00 |
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| 0 | | | | \$0.00 |
| 0 | | | | \$0.00 |
| 0 | | | | \$0.00 |
| 0 | | | | \$0.00 |
| 16 | | | | \$0.00 |
| 0 | | | | \$0.00 |
| 0 | | | | \$0.00 |
| 0 | | | | \$0.00 |
| 0 | | | | \$0.00 |
| 0 | | | | \$0.00 |
| 0 | | | | \$0.00 |
| 0 | | | | \$0.00 |
| 0 | Labor Only | Tests | | \$0.00 |
| 0 | Labor Only | Cable Move | | \$0.00 |
| 0 | 0 | 0 | | \$0.00 |
| Total Material | | | | \$0.00 |
| Tax | | | 9.50% | \$0.00 |
| Subcontract | | | | \$0.00 |
| Gas surcharge | | | | \$34.14 |
| Labor | | | | \$1,447.94 |
| Project Total | | | | \$1,482.08 |



4/24/25

Relocation Quote: \$275.00*

South Bay Cities Council of Governments

Equipment move Xerox C8135 ELQ590745

From:
2355 Crenshaw Blvd, Suite 125, Torrance

To:
357 Van Ness Blvd, Suite 150, Torrance

Services provided by Copier Delivery Systems on behalf of QDoxs. Machine will be reinstalled and able to copy. Network connection to be provided by customer unless arrangements are made for a network analyst.

*Does not include any analyst services that may be required at delivery site,

A handwritten signature in black ink that reads "Diane Hackett".

Diane Hackett
Agent Owner



YOUR LOCAL XEROX SALES AGENCY

3030 Old Ranch Parkway, Suite 190
Seal Beach, CA 90740
(562) 435-2769
(562) 546-1215 Fax
www.QdoXs.com