

HERITAGE 21ST CENTURY MOVERS

AGENT FOR

MAYFLOWER TRANSIT

M0602

CAL P.U.C. T - 13-4138

I.C.C. NO. MC 2934 DOT NO. 125563

**PROPOSAL FOR RELOCATION OF
OFFICE FURNITURE**

FOR

**SOUTH BAY
ENVIRONMENTAL SERVICES CENTER**

PREPARED FOR: SUZANNE CHARLES

SUBMITTED BY:

HERITAGE 21ST CENTURY MOVERS

AGENT FOR



DATE: January 7, 2009

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January 7, 2009

Suzanne Charles
South Bay Environmental Services Center
3868 Carson St., Suite 110
Torrance, CA 90503

Dear Suzanne Charles:

We are pleased to present our proposal for the relocation of your offices from Torrance, CA to Lawndale, CA. I appreciate the time spent with you in providing the site inspection of the offices as well as an overview of the specific requirements and concerns that you have with regard to the relocation. While I am confident that the pricing quoted in this proposal is competitive, the true value of using Heritage/Mayflower for your relocation is in our quality service and our commercial moving experience.

Our goal with every commercial relocation is to assist our customer in accomplishing a trouble free move while at the same time maintaining maximum customer service and staying within a budget. We are able to achieve these goals by working with you to establish a plan of action and then implementing the plan through clear communication and expert management. Heritage/Mayflower should be considered your relocation resource and we stand ready to assist you and your staff from the planning stages of the move through final setup.

I am available at any time prior to the move date to assist with planning decisions or answer questions.

Thank you again for the opportunity to present our proposal and I look forward to working with you on this project.

Sincerely,



David M. Kearney
Relocation Consultant

SCOPE OF SERVICES

- 1.) Heritage/Mayflower will be responsible for moving all work areas to include desks, chairs, file cabinets, and all other pieces specified during the site inspection.
- 2.) Heritage/Mayflower will use proper moving equipment to include rubber-wheeled dollies, rolling carts for selected items and rubber-wheeled handcarts for the remaining items.
- 3.) Heritage/Mayflower will disassemble and assemble desks as needed.
- 4.) Heritage/Mayflower will provide a certificate of insurance upon request. Please check with property management at the destination work site. All requests must be made at least 72 hours prior to the relocation.
- 5.) Heritage/Mayflower will have exclusive use of elevator(s) at the destination work site and available parking at both sites. Please check with property management for availability.
- 6.) SBESC will provide all packing materials and packing labor. All boxes should have a firm lid and be packed prior to the relocation.
- 7.) SBESC employees or outside vendor will prepare (disassemble) all computers and electronic equipment. All parts must be labeled.
- 8.) SBESC employees or outside vendor to disassemble (unbolt from) any items attached to walls or floors. The movers will have tools to help with removing the whiteboard at origin.
- 9.) SBESC will provide at least one employee to help guide movers throughout the relocation.
- 10.) Please check the status of copiers and other equipment. Some service agreements require that these items be serviced and/or transported by the leasing company.

PRICING

The following is a breakdown of the estimate costs:

Packing

Packing labor and materials (Self Pack)	\$	0.00
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Transportation

Truck(s) and five men at \$225.00 per hour, 6.5 hr	\$	1462.50
Fuel charge 5%	\$	<u>73.13</u>

TOTAL ESTIMATED PRICE	\$	1,535.63
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*****Target move date: January 24, 2009**

Notes

All moves include Carriers Legal Liability (\$0.60 cents per pound per article). This coverage typically covers most superficial damages – scratches, rubs, dents... This free coverage may be waived for additional coverage. Replacement valuation protection (\$30,000 coverage / no deductible) is available for an additional \$315.00. Again, this additional coverage is optional.

Final pricing is calculated on actual materials used, total hours and/or additional services requested. Total hours are calculated from the load time, drive time and unload time. Drive time from origin to the destination location is doubled. Hours are rounded up and calculated on 15-minute increments. All moves are subject to a four-hour minimum.

Payment

Payment is due at the conclusion of the move with cash, credit card or company check.

Remarks

The estimated charges are based on unobstructed access to your facility, i.e. interference from employees or outside vendors moving items, delays waiting for the elevator, construction, phone installations, painting, or carpet laying, etc... taking place at the time of the move. Should any of these situations exist on the day of the move, we will still be able to complete the relocation with no problems but the price may be greater than estimated. Also, the charges have been figured based on the items that were shown to me during the physical survey and additional information you provided. We will move everything that we are asked to move on the day of the relocation, but any additional items moved may increase the price.

Summary

You can be assured that our men are trained, courteous, reliable, and professional. They will do everything possible on the day of your relocation to make the move uncomplicated and to insure that all pieces are moved safely. We will work with you every step of the way as we know that moving is not an everyday occurrence at South Bay Environmental Services Center.

Please do not hesitate to contact me if you should have any questions about the proposal or if I can provide any additional information. Thank you for the opportunity to submit this proposal and I look forward to hearing from you.

SATISFIED CLIENTS

Since 1980, **Heritage/Mayflower** has helped hundreds of corporations relocate. The professional relationship that maintained these clients continues to establish and build an ongoing referral network that **Heritage/Mayflower** is proud of for over 28 years.

We invite you to contact these satisfied clients and find out for yourself what makes **Heritage/Mayflower** stand apart - our service, our professionalism and our reliability.

El Segundo Unified School District

El Segundo, CA
Doreen Shukdiner
310-615-2850

Schenker, Inc.

Carson, CA
Matt Clark
310-221-3200

George P. Johnson

Torrance, CA
Tim O' Conner
310-793-1174
310-965-4480

St. Francis Hospital

Lynwood, CA
Thomas Martinez
310-900-8900

Avion

Gardena, CA
Inez Kojdecki
310-515-5808

HR Textron

Santa Clarita, CA
Richard Russell
661-702-5353