

## ATTACHMENT C: MOVING SCOPE OF SERVICES

### Boxes and Packing

Who will provide boxes?	<input type="checkbox"/> Mover <input checked="" type="checkbox"/> USPTO OSA
Who will distribute boxes to Move Coordinators?	<input checked="" type="checkbox"/> Mover <input type="checkbox"/> USPTO
Who will move boxes?	<input checked="" type="checkbox"/> Mover <input type="checkbox"/> USPTO
Who will pick-up boxes at Carlyle for reuse?	<input checked="" type="checkbox"/> Mover <input type="checkbox"/> USPTO
Who will remove used boxes to dumpster?	<input checked="" type="checkbox"/> Mover <input type="checkbox"/> Janitorial
Who will pack office items?	<input type="checkbox"/> Mover <input checked="" type="checkbox"/> USPTO personnel
Who will pack common area items?	<input type="checkbox"/> Mover <input checked="" type="checkbox"/> USPTO personnel

### Information Technology

Who will disconnect computers and peripherals?	<input type="checkbox"/> Mover <input checked="" type="checkbox"/> OCIO contractor
Who will disconnect security cable at computer and peripherals?	<input type="checkbox"/> Mover <input checked="" type="checkbox"/> OCIO contractor
Who will move computers and peripherals?	<input type="checkbox"/> Mover <input checked="" type="checkbox"/> OCIO contractor
Who will set-up and configure computers and peripherals?	<input type="checkbox"/> Mover <input checked="" type="checkbox"/> OCIO contractor
Who will prepare, move, and set-up computer switches and servers?	<input type="checkbox"/> Mover <input checked="" type="checkbox"/> OCIO contractor
Who will install new security cable at Carlyle?	<input type="checkbox"/> Mover <input checked="" type="checkbox"/> OCIO contractor
Who will prepare network copiers for moving?	<input type="checkbox"/> Mover <input checked="" type="checkbox"/> OCIO contractor
Who will move network copiers?	<input type="checkbox"/> Mover <input checked="" type="checkbox"/> OCIO contractor
Who will set-up network copiers?	<input type="checkbox"/> Mover <input checked="" type="checkbox"/> OCIO contractor
Who will prepare other network equipment (plotters, common printers, etc.) for moving?	<input type="checkbox"/> Mover <input checked="" type="checkbox"/> OCIO contractor
Who will move other network equipment (plotters, common printers, etc.)?	<input type="checkbox"/> Mover <input checked="" type="checkbox"/> OCIO contractor
Who will set-up other network equipment (plotters, common printers, etc.)?	<input type="checkbox"/> Mover <input checked="" type="checkbox"/> OCIO contractor
Who will disconnect and pack telephones?	<input type="checkbox"/> Mover <input checked="" type="checkbox"/> Not applicable – new phones
Who will prepare facsimiles for moving?	<input checked="" type="checkbox"/> Mover <input type="checkbox"/> OCIO contractor
Who will move facsimiles?	<input checked="" type="checkbox"/> Mover <input type="checkbox"/> OCIO contractor
Who will prepare non-network copiers for moving?	<input type="checkbox"/> Mover <input checked="" type="checkbox"/> Copier contractor
Who will move non-network copiers?	<input checked="" type="checkbox"/> Mover <input type="checkbox"/> OCIO contractor
Who will set-up non-network copiers?	<input type="checkbox"/> Mover <input checked="" type="checkbox"/> Copier contractor

Audio/ Visual Systems

	Who will disconnect installed A/V systems?	<input type="checkbox"/> Mover	<input checked="" type="checkbox"/> A/V contractor
	Who will move A/V System components?	<input type="checkbox"/> Mover	<input checked="" type="checkbox"/> A/V contractor
	Who will set-up A/V System components?	<input type="checkbox"/> Mover	<input checked="" type="checkbox"/> A/V contractor
	Who will move portable A/V equipment?	<input checked="" type="checkbox"/> Mover	<input type="checkbox"/> A/V contractor

Furniture

	Who will identify free-standing furniture to move?	<input type="checkbox"/> Mover	<input checked="" type="checkbox"/> USPTO personnel
	Who will identify free-standing furniture to go to surplus?	<input type="checkbox"/> Mover	<input checked="" type="checkbox"/> USPTO personnel
	Who will label free-standing furniture?	<input type="checkbox"/> Mover	<input checked="" type="checkbox"/> USPTO personnel
	Who will pack items from free-standing furniture?	<input type="checkbox"/> Mover	<input checked="" type="checkbox"/> USPTO personnel
	Who will disassemble free-standing furniture as necessary?	<input checked="" type="checkbox"/> Mover	<input type="checkbox"/> USPTO personnel
	Who will move free-standing furniture?	<input checked="" type="checkbox"/> Mover	<input type="checkbox"/> USPTO personnel
	Who will reassemble free-standing furniture as necessary?	<input checked="" type="checkbox"/> Mover	<input type="checkbox"/> USPTO personnel
	Who will inventory system furniture?	<input type="checkbox"/> Mover	<input checked="" type="checkbox"/> System furniture vendor
	Who will design Carlyle layout of system furniture?	<input type="checkbox"/> Mover	<input checked="" type="checkbox"/> System furniture vendor
	Who will disassemble system furniture?	<input type="checkbox"/> Mover	<input checked="" type="checkbox"/> System furniture vendor
	Who will disconnect system furniture power?	<input type="checkbox"/> Mover	<input checked="" type="checkbox"/> System furniture vendor
	Who will install relocated system furniture?	<input type="checkbox"/> Mover	<input checked="" type="checkbox"/> System furniture vendor
	Who will obtain power permit (verify requirement) for relocated system furniture?	<input type="checkbox"/> Mover	<input checked="" type="checkbox"/> System furniture vendor
	Who will install relocated system furniture?	<input type="checkbox"/> Mover	<input checked="" type="checkbox"/> System furniture vendor
	Who will install IT wiring for relocated system furniture?	<input type="checkbox"/> Mover	<input checked="" type="checkbox"/> System furniture vendor
	Who will remove surplus system furniture components?	<input type="checkbox"/> Mover	<input checked="" type="checkbox"/> System furniture vendor

High Density Files (HDF)

	Who will design new HDF shelving layout?	<input type="checkbox"/> Mover	<input checked="" type="checkbox"/> High Density File vendor
	Who will determine material layout on HDF system?	<input type="checkbox"/> Mover	<input checked="" type="checkbox"/> USPTO personnel
	Who will pack material from existing HDF?	<input checked="" type="checkbox"/> Mover	<input type="checkbox"/> High Density File vendor
	Who will move and reconfigure HDF?	<input type="checkbox"/> Mover	<input checked="" type="checkbox"/> High Density File vendor
	Who will unpack HDF materials?	<input checked="" type="checkbox"/> Mover	<input type="checkbox"/> High Density File vendor

Library

	Who will design relocated library shelving layout?	<input type="checkbox"/> Mover	<input checked="" type="checkbox"/> USPTO OSA
	Who will determine library material layout?	<input type="checkbox"/> Mover	<input checked="" type="checkbox"/> Library vendor
	Who will pack library materials?	<input checked="" type="checkbox"/> Mover	<input type="checkbox"/> Library vendor
	Who will move library materials?	<input checked="" type="checkbox"/> Mover	<input type="checkbox"/> Library vendor
	Who will move and reconfigure shelving?	<input checked="" type="checkbox"/> Mover	<input type="checkbox"/> Library vendor
	Who will unpack library materials?	<input checked="" type="checkbox"/> Mover	<input type="checkbox"/> Library vendor

Central Files, Docket Rooms

	Who will design relocated shelving layout?	<input type="checkbox"/> Mover	<input checked="" type="checkbox"/> USPTO OSA
	Who will determine material layout?	<input type="checkbox"/> Mover	<input checked="" type="checkbox"/> USPTO personnel
	Who will provide book carts and shrink wrap for packing?	<input checked="" type="checkbox"/> Mover	<input type="checkbox"/> Patent/Trademark Contractors
	Who will pack and track materials?	<input type="checkbox"/> Mover	<input checked="" type="checkbox"/> Patent/Trademark Contractors
	Who will move materials?	<input checked="" type="checkbox"/> Mover	<input type="checkbox"/> Patent/Trademark Contractors
	Who will move and reconfigure shelving?	<input checked="" type="checkbox"/> Mover	<input type="checkbox"/> Patent/Trademark Contractors
	Who will track and unpack materials?	<input type="checkbox"/> Mover	<input checked="" type="checkbox"/> Patent/Trademark Contractors

Public Search Room

	Who will design relocated shelving layout?	<input type="checkbox"/> Mover	<input checked="" type="checkbox"/> Library vendor
	Who will determine material layout?	<input type="checkbox"/> Mover	<input checked="" type="checkbox"/> Library vendor
	Who will pack materials?	<input checked="" type="checkbox"/> Mover	<input type="checkbox"/> Library vendor
	Who will move materials?	<input checked="" type="checkbox"/> Mover	<input type="checkbox"/> Library vendor
	Who will move and reconfigure shelving?	<input checked="" type="checkbox"/> Mover	<input type="checkbox"/> Library vendor
	Who will unpack materials?	<input checked="" type="checkbox"/> Mover	<input type="checkbox"/> Library vendor

Special Collections and Artwork, including Museum Displays and Director's Collections

	Who will pack special collections and artwork?	<input type="checkbox"/> Mover	<input checked="" type="checkbox"/> Collection Vendor
	Who will move special collections and artwork?	<input type="checkbox"/> Mover	<input checked="" type="checkbox"/> Collection Vendor
	Who will unpack special collections and artwork?	<input type="checkbox"/> Mover	<input checked="" type="checkbox"/> Collection Vendor

SCIF

	Who will design relocated shelving layout?	<input type="checkbox"/> Mover	<input checked="" type="checkbox"/> Library vendor
	Who will determine material layout?	<input type="checkbox"/> Mover	<input checked="" type="checkbox"/> Library vendor
	Who will pack materials?	<input type="checkbox"/> Mover	<input checked="" type="checkbox"/> USPTO personnel
	Who will move materials?	<input checked="" type="checkbox"/> Mover	<input type="checkbox"/> USPTO personnel
	Who will escort moving materials?	<input type="checkbox"/> Mover	<input checked="" type="checkbox"/> USPTO personnel
	Who will move and reconfigure shelving?	<input checked="" type="checkbox"/> Mover	<input type="checkbox"/> Library vendor
	Who will unpack materials?	<input type="checkbox"/> Mover	<input checked="" type="checkbox"/> USPTO personnel

Wall Hangings, including whiteboards, coat hooks, and pictures

	Who will remove wall hangings?	<input type="checkbox"/> Mover	<input checked="" type="checkbox"/> USPTO personnel
	Who will pack wall hangings?	<input type="checkbox"/> Mover	<input checked="" type="checkbox"/> USPTO personnel
	Who will move wall hangings?	<input checked="" type="checkbox"/> Mover	<input type="checkbox"/> USPTO personnel
	Who will hang wall hangings?	<input type="checkbox"/> Mover	<input checked="" type="checkbox"/> t.b.d.

Miscellaneous

	Fitness Center: Who will move items?	<input checked="" type="checkbox"/> Mover	<input type="checkbox"/> Fitness Center Mover
	Credit Union: Who will move items?	<input checked="" type="checkbox"/> Mover	<input type="checkbox"/> Credit Union Mover
	Concession Stand (PL3/4): Who will move items?	<input type="checkbox"/> Mover	<input checked="" type="checkbox"/> Concession Movers
	Data Center: Who will move items?	<input type="checkbox"/> Mover	<input checked="" type="checkbox"/> Data Center Mover
	Health Center: Who will move items?	<input checked="" type="checkbox"/> Mover	<input type="checkbox"/> Health Center Mover