

AGENDA ITEM 27

Consider awarding/rejecting bids received for the Criminal Justice Center moving services.

Ginny Atkinson from the Auditor's Office addressed the Court.

Moved: **Judge Doerfler**

Seconded: **Commissioner Limmer**

Motion: To award bid received from Electronic Data Carriers of Austin in the amount of \$82,827.38 for the Criminal Justice Center moving services.

Vote: **4 – 0**

< Attachment >



**A Relocation
Proposal For
Williamson County
Annex Project**

EDC Moving Systems
Your Partner For Success

**Electronic Data Carriers
of Austin, Inc.**

TABLE OF CONTENTS**JUNE 2, 2004****WILLIAMSON COUNTY
ANNEX PROJECT**

ELECTRONIC DATA CARRIERS
11604 STONEHOLLOW
Austin, TX
Phone(512) 832-1995
FAX (512) 832-4370

**SECTION 1: BID BOND, CERTIFICATE
OF INSURANCE, HUB CERTIFICATES****SECTION 2: BIDDERS
QUALIFICATION RESPONSES, MOVE
TOOLS, CRT CARTS****SECTION 3: BID FORMS, SIGNED
ADDENDUMS, GENERAL INFORMATION****SECTION 4: REFERENCES****SECTION 5: RESUMES OF
PERSONNEL**

BID BONDBOND No. N/AKNOW ALL PERSONS BY THESE PRESENTS, That we Electronic Data Carriers of Austin, Inc.of Austin, Texas

, hereinafter referred to as the Principal, and

American Casualty Company of Reading, Pennsylvaniaas Surety, are held and firmly bound unto Williamson Countyof Georgetown, Texas

, hereinafter referred to as the Obligor, in the sum of

FIVE PERCENT (5%) OF THE AMOUNT BID

Dollars (\$ _____), for the payment of which we bind ourselves, our legal representatives, successors and assigns, jointly and severally, firmly by these presents.

WHEREAS, Principal has submitted or is about to submit a proposal to Obligor on a contract for _____

Moving ServicesRelocation of Various DepartmentsWilliamson County Criminal Justice CenterBid Number: 04WC213

NOW, THEREFORE, if the said contract be awarded to Principal and Principal shall, within such time as may be specified, enter into the contract in writing and give such bond or bonds as may be specified in the bidding or contract documents with surety acceptable to Obligor; or if Principal shall fail to do so, pay to Obligor the damages which Obligor may suffer by reason of such failure not exceeding the penalty of this bond, then this obligation shall be void; otherwise to remain in full force and effect.

SIGNED, SEALED AND DATED this 2nd day of June, 2004.Electronic Data Carriers of Austin, Inc.

(Principal)

By  (Seal)American Casualty Company

(Surety)

By  (Seal)

Arnim I. Gerstenmeier,

Attorney-in-Fact

ACORD™ CERTIFICATE OF LIABILITY INSURANCE		DATE (MM/DD/YYYY) 06/01/2004	
PRODUCER (214)739-4800 FAX (214)987-1955 Mondics Insurance Group, Inc. 8235 Douglas Ave., Ste 828 Dallas, TX 75225		THIS CERTIFICATE IS ISSUED AS A MATTER OF INFORMATION ONLY AND CONFERS NO RIGHTS UPON THE CERTIFICATE HOLDER. THIS CERTIFICATE DOES NOT AMEND, EXTEND OR ALTER THE COVERAGE AFFORDED BY THE POLICIES BELOW.	
INSURED Electronic Data Carriers of Austin, Inc. 11604 Stonehollow Drive Austin, Texas 78758		INSURERS AFFORDING COVERAGE	NAIC #
		INSURER A: Transguard Insurance Company	
		INSURER B: Transguard Insurance Company	28886
		INSURER C: Interstate Fire & Casualty	
		INSURER D: Texas Mutual Insurance Company	22945
		INSURER E:	

COVERAGES

THE POLICIES OF INSURANCE LISTED BELOW HAVE BEEN ISSUED TO THE INSURED NAMED ABOVE FOR THE POLICY PERIOD INDICATED. NOTWITHSTANDING ANY REQUIREMENT, TERM OR CONDITION OF ANY CONTRACT OR OTHER DOCUMENT WITH RESPECT TO WHICH THIS CERTIFICATE MAY BE ISSUED OR MAY PERTAIN, THE INSURANCE AFFORDED BY THE POLICIES DESCRIBED HEREIN IS SUBJECT TO ALL THE TERMS, EXCLUSIONS AND CONDITIONS OF SUCH POLICIES. AGGREGATE LIMITS SHOWN MAY HAVE BEEN REDUCED BY PAID CLAIMS.

INSR	ADD'L TR	INSRD	TYPE OF INSURANCE	POLICY NUMBER	POLICY EFFECTIVE DATE (MM/DD/YY)	POLICY EXPIRATION DATE (MM/DD/YY)	LIMITS	
A			GENERAL LIABILITY <input checked="" type="checkbox"/> COMMERCIAL GENERAL LIABILITY <input type="checkbox"/> CLAIMS MADE <input checked="" type="checkbox"/> OCCUR GEN'L AGGREGATE LIMIT APPLIES PER: <input checked="" type="checkbox"/> POLICY <input type="checkbox"/> PRO-JECT <input type="checkbox"/> LOC	TGL 100690	10/19/2003	10/19/2004	EACH OCCURRENCE \$ 1,000,000 DAMAGE TO RENTED PREMISES (Ea occurrence) \$ 50,000 MED EXP (Any one person) \$ 5,000 PERSONAL & ADV INJURY \$ 1,000,000 GENERAL AGGREGATE \$ 2,000,000 PRODUCTS - COMP/OP AGG \$ 2,000,000	
	B		AUTOMOBILE LIABILITY <input checked="" type="checkbox"/> ANY AUTO <input checked="" type="checkbox"/> ALL OWNED AUTOS <input checked="" type="checkbox"/> SCHEDULED AUTOS <input checked="" type="checkbox"/> HIRED AUTOS <input checked="" type="checkbox"/> NON-OWNED AUTOS	TIM 100689	10/19/2003	10/19/2004	COMBINED SINGLE LIMIT (Ea accident) \$ 1,000,000 BODILY INJURY (Per person) \$ BODILY INJURY (Per accident) \$ PROPERTY DAMAGE (Per accident) \$	
			GARAGE LIABILITY <input type="checkbox"/> ANY AUTO				AUTO ONLY - EA ACCIDENT \$ OTHER THAN EA ACC \$ AUTO ONLY - AGG \$	
		C		EXCESS/UMBRELLA LIABILITY <input checked="" type="checkbox"/> OCCUR <input type="checkbox"/> CLAIMS MADE DEDUCTIBLE RETENTION \$	UMO-1605809	10/19/2003	10/19/2004	EACH OCCURRENCE \$ 4,000,000 AGGREGATE \$ 4,000,000 \$ \$ \$
D				WORKERS COMPENSATION AND EMPLOYERS' LIABILITY ANY PROPRIETOR/PARTNER/EXECUTIVE OFFICER/MEMBER EXCLUDED? If yes, describe under SPECIAL PROVISIONS below	TSF0001095180	03/01/2004	03/01/2005	<input checked="" type="checkbox"/> WC STATU-TORY LIMITS <input type="checkbox"/> OTH-ER E.L. EACH ACCIDENT \$ 1000000 E.L. DISEASE - EA EMPLOYEE \$ 1000000 E.L. DISEASE - POLICY LIMIT \$ 1000000
	A			OTHER Cargo Coverage	TIM100688	10/19/2003	10/19/2004	Any One Vehicle \$300,000 Any one Loss \$500,000

DESCRIPTION OF OPERATIONS / LOCATIONS / VEHICLES / EXCLUSIONS ADDED BY ENDORSEMENT / SPECIAL PROVISIONS

CERTIFICATE HOLDER

Williamson County
Purchasing Department
Ginny Atkinson
710 Main Street
Suite 303
Georgetown, TX 78626

CANCELLATION

SHOULD ANY OF THE ABOVE DESCRIBED POLICIES BE CANCELLED BEFORE THE EXPIRATION DATE THEREOF, THE ISSUING INSURER WILL ENDEAVOR TO MAIL _____ DAYS WRITTEN NOTICE TO THE CERTIFICATE HOLDER NAMED TO THE LEFT, BUT FAILURE TO MAIL SUCH NOTICE SHALL IMPOSE NO OBLIGATION OR LIABILITY OF ANY KIND UPON THE INSURER, ITS AGENTS OR REPRESENTATIVES.

AUTHORIZED REPRESENTATIVE

John Mondics/EDG

POWER OF ATTORNEY APPOINTING INDIVIDUAL ATTORNEY-IN-FACT

Know All Men By These Presents, That Continental Casualty Company, an Illinois corporation, National Fire Insurance Company of Hartford, a Connecticut corporation, and American Casualty Company of Reading, Pennsylvania, a Pennsylvania corporation (herein called "the CNA Companies"), are duly organized and existing corporations having their principal offices in the City of Chicago, and State of Illinois, and that they do by virtue of the signatures and seals herein affixed hereby make, constitute and appoint

Arnim I Gerstenmeier, Larry D Greenhaw, John L Mondics, Individually

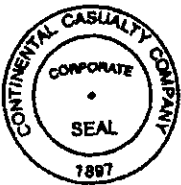
of Dallas, TX, their true and lawful Attorney(s)-in-Fact with full power and authority hereby conferred to sign, seal and execute for and on their behalf bonds, undertakings and other obligatory instruments of similar nature

- In Unlimited Amounts -

and to bind them thereby as fully and to the same extent as if such instruments were signed by a duly authorized officer of their corporations and all the acts of said Attorney, pursuant to the authority hereby given is hereby ratified and confirmed.

This Power of Attorney is made and executed pursuant to and by authority of the By-Law and Resolutions, printed on the reverse hereof, duly adopted, as indicated, by the Boards of Directors of the corporations.

In Witness Whereof, the CNA Companies have caused these presents to be signed by their Senior Vice President and their corporate seals to be hereto affixed on this 26th day of September, 2003.



Continental Casualty Company
National Fire Insurance Company of Hartford
American Casualty Company of Reading, Pennsylvania

Michael Gengler
Michael Gengler Senior Vice President

State of Illinois, County of Cook, ss:

On this 26th day of September, 2003, before me personally came Michael Gengler to me known, who, being by me duly sworn, did depose and say: that he resides in the City of Chicago, State of Illinois; that he is a Senior Vice President of Continental Casualty Company, an Illinois corporation, National Fire Insurance Company of Hartford, a Connecticut corporation, and American Casualty Company of Reading, Pennsylvania, a Pennsylvania corporation described in and which executed the above instrument; that he knows the seals of said corporations; that the seals affixed to the said instrument are such corporate seals; that they were so affixed pursuant to authority given by the Boards of Directors of said corporations and that he signed his name thereto pursuant to like authority, and acknowledges same to be the act and deed of said corporations.



My Commission Expires September 17, 2006

Eliza Price
Eliza Price Notary Public

CERTIFICATE

I, Mary A. Ribikawskis, Assistant Secretary of Continental Casualty Company, an Illinois corporation, National Fire Insurance Company of Hartford, a Connecticut corporation, and American Casualty Company of Reading, Pennsylvania, a Pennsylvania corporation do hereby certify that the Power of Attorney herein above set forth is still in force, and further certify that the By-Law and Resolution of the Board of Directors of the corporations printed on the reverse hereof is still in force. In testimony whereof I have hereunto subscribed my name and affixed the seal of the said corporations this

2nd day of June, 2004.



Continental Casualty Company
National Fire Insurance Company of Hartford
American Casualty Company of Reading, Pennsylvania

Mary A. Ribikawskis
Mary A. Ribikawskis Assistant Secretary

Authorizing By-Laws and Resolutions

ADOPTED BY THE BOARD OF DIRECTORS OF CONTINENTAL CASUALTY COMPANY:

This Power of Attorney is made and executed pursuant to and by authority of the following By-Law duly adopted by the Board of Directors of the Company.

"Article IX—Execution of Documents

Section 3. Appointment of Attorney-in-fact. The Chairman of the Board of Directors, the President or any Executive, Senior or Group Vice President may, from time to time, appoint by written certificates attorneys-in-fact to act in behalf of the Company in the execution of policies of insurance, bonds, undertakings and other obligatory instruments of like nature. Such attorneys-in-fact, subject to the limitations set forth in their respective certificates of authority, shall have full power to bind the Company by their signature and execution of any such instruments and to attach the seal of the Company thereto. The Chairman of the Board of Directors, the President or any Executive, Senior or Group Vice President or the Board of Directors, may, at any time, revoke all power and authority previously given to any attorney-in-fact."

This Power of Attorney is signed and sealed by facsimile under and by the authority of the following Resolution adopted by the Board of Directors of the Company at a meeting duly called and held on the 17th day of February, 1993.

"Resolved, that the signature of the President or any Executive, Senior or Group Vice President and the seal of the Company may be affixed by facsimile on any power of attorney granted pursuant to Section 3 of Article IX of the By-Laws, and the signature of the Secretary or an Assistant Secretary and the seal of the Company may be affixed by facsimile to any certificate of any such power and any power or certificate bearing such facsimile signature and seal shall be valid and binding on the Company. Any such power so executed and sealed and certified by certificate so executed and sealed shall, with respect to any bond or undertaking to which it is attached, continue to be valid and binding on the Company."

ADOPTED BY THE BOARD OF DIRECTORS OF AMERICAN CASUALTY COMPANY OF READING, PENNSYLVANIA:

This Power of Attorney is made and executed pursuant to and by authority of the following By-Law duly adopted by the Board of Directors of the Company.

"Article VI—Execution of Obligations and Appointment of Attorney-In-Fact

Section 2. Appointment of Attorney-in-fact. The Chairman of the Board of Directors, the President or any Executive, Senior or Group Vice President may, from time to time, appoint by written certificates attorneys-in-fact to act in behalf of the Company in the execution of policies of insurance, bonds, undertakings and other obligatory instruments of like nature. Such attorneys-in-fact, subject to the limitations set forth in their respective certificates of authority, shall have full power to bind the Company by their signature and execution of any such instruments and to attach the seal of the Company thereto. The President or any Executive, Senior or Group Vice President may at any time revoke all power and authority previously given to any attorney-in-fact."

This Power of Attorney is signed and sealed by facsimile under and by the authority of the following Resolution adopted by the Board of Directors of the Company at a meeting duly called and held on the 17th day of February, 1993.

"Resolved, that the signature of the President or any Executive, Senior or Group Vice President and the seal of the Company may be affixed by facsimile on any power of attorney granted pursuant to Section 2 of Article VI of the By-Laws, and the signature of the Secretary or an Assistant Secretary and the seal of the Company may be affixed by facsimile to any certificate of any such power and any power or certificate bearing such facsimile signature and seal shall be valid and binding on the Company. Any such power so executed and sealed and certified by certificate so executed and sealed shall, with respect to any bond or undertaking to which it is attached, continue to be valid and binding on the Company."

ADOPTED BY THE BOARD OF DIRECTORS OF NATIONAL FIRE INSURANCE COMPANY OF HARTFORD:

This Power of Attorney is made and executed pursuant to and by authority of the following Resolution duly adopted on February 17, 1993 by the Board of Directors of the Company.

"RESOLVED: That the President, an Executive Vice President, or any Senior or Group Vice President of the Corporation may, from time to time, appoint, by written certificates, Attorneys-in-Fact to act in behalf of the Corporation in the execution of policies of insurance, bonds, undertakings and other obligatory instruments of like nature. Such Attorney-in-Fact, subject to the limitations set forth in their respective certificates of authority, shall have full power to bind the Corporation by their signature and execution of any such instrument and to attach the seal of the Corporation thereto. The President, an Executive Vice President, any Senior or Group Vice President or the Board of Directors may at any time revoke all power and authority previously given to any Attorney-in-Fact."

This Power of Attorney is signed and sealed by facsimile under and by the authority of the following Resolution adopted by the Board of Directors of the Company at a meeting duly called and held on the 17th day of February, 1993.

"RESOLVED: That the signature of the President, an Executive Vice President or any Senior or Group Vice President and the seal of the Corporation may be affixed by facsimile on any power of attorney granted pursuant to the Resolution adopted by this Board of Directors on February 17, 1993 and the signature of a Secretary or an Assistant Secretary and the seal of the Corporation may be affixed by facsimile to any certificate of any such power, and any power or certificate bearing such facsimile signature and seal shall be valid and binding on the Corporation. Any such power so executed and sealed and certified by certificate so executed and sealed, shall with respect to any bond or undertaking to which it is attached, continue to be valid and binding on the Corporation."

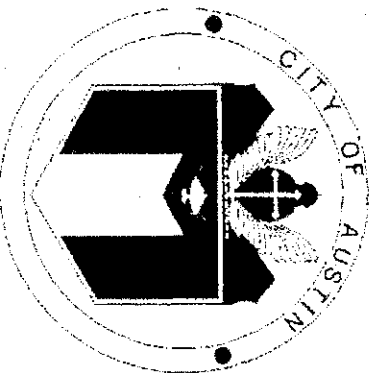
City of Austin
Department of Small and Minority Business Resources
certifies that

ELECTRONIC DATA CARRIERS OF AUSTIN INC

meets all the criteria established by the City of Austin Minority-Owned and Women-Owned
Business Procurement Program Ordinance, and so is duly registered as a

Woman-Owned Business Enterprise

with the City of Austin.



December 15, 2006

Expiration Date

Failure to submit an annual update will invalidate certification

Bhasker Reddi

Bhasker C. Reddi, P.E., Assistant Director

Department of Small and Minority Business Resources

RCSW2315

Certification Number

May 11, 2004

Expiration Date



NATIONAL WOMEN BUSINESS OWNERS CORPORATION

CERTIFIES THAT:

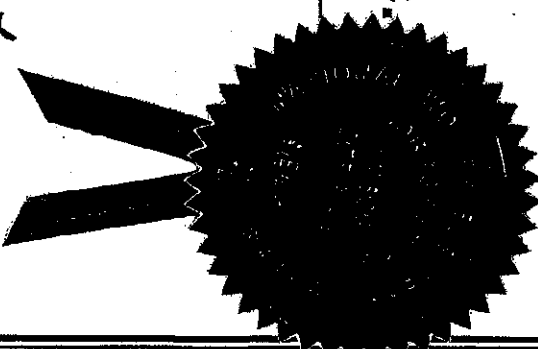
Electronic Data Carriers of Austin, Inc.

HAS SUCCESSFULLY MET THE REQUIREMENTS OF THE
NWBOC NATIONAL CERTIFICATION PROGRAM
FOR CERTIFICATION AS A
WOMAN-OWNED AND WOMAN-CONTROLLED BUSINESS.

May 12, 2003

DATE

NWBOC, 1001 W. Jasmine Drive, #G, Lake Park, FL 33403 800/675-5066 www.nwboc.org


PRESIDENT

State of Texas

Historically Underutilized Business Certification and Compliance Program



The Texas Building & Procurement Commission (TBPC),
hereby certifies that

ELECTRONIC DATA CARRIERS OF AUSTIN, INC.

has successfully met the established requirements of the
State of Texas Historically Underutilized Business (HUB)
Certification and Compliance Program to be recognized as a HUB.

This certificate, printed 09-AUG-2003, supersedes any registration and certificate previously issued by the TBPC's HUB Certification and Compliance Program. If there are any changes regarding the information (i.e., business structure, ownership, day-to-day management, operational control, addresses, phone and fax numbers or authorized signatures) provided in the submission of the business' application for registration/certification as a HUB, you must immediately (within 30 days of such changes) notify the TBPC's HUB program in writing. The Commission reserves the right to conduct a compliance review at any time to confirm HUB eligibility. HUB certification may be suspended or revoked upon findings of ineligibility.

Certificate/VID Number: 1760205276700
File/Vendor Number: 31008
Approval Date: 05-AUG-2003
Expiration Date: 05-AUG-2007

Paul A. Gibson
HUB Certification & Compliance Supervisor
Texas Building & Procurement Commission
(512) 305-9071

Note: In order for State agencies and institutions of higher education (universities) to be credited for utilizing this business as a HUB, they must award payment under the Certificate/VID Number identified above. Agencies and universities are encouraged to validate HUB certification prior to issuing a notice of award by accessing the Internet (<http://www.tbpc.state.tx.us>) or by contacting the TBPC's HUB Certification and Compliance Program at (888) 863-5881 or (512) 463-5872.

Bid Qualification Responses

The bid price herein is a firm price for the scope of work outlined and not subject to change within the specified time. It is understood that Williamson County will provide cartons for preparing their employee packed items. Additional site surveys, and meetings with contractors such as Acratod, have been performed. We fully understand and are aware of the scope of work.

Electronic Data Carriers (EDC) has been in the performance of professional moving since 1976. We have completed hundreds of relocations of this size and nature. We are a Woman Owned Minority Company (Texas HUB#1760205276700 and certified by NWBOC). The following are a few examples of moves performed in the specified time range. References are found in the "references" section of this response.

IBM Corporation – 1995-2003 (supported 4000 IBM employees and many large clients)
Trammel Crow Companies – 1995-2003 (many large client relocations, ongoing)
Lotus Corporation - 2001
New York Life Insurance – Austin – 2002
Texas Workers Compensation Insurance – 2003
Tivoli Systems – 300+ Employees, 200,000+ square feet – 2002
Seton Health Care Systems – 2002-2004 (Ongoing)
Texas Family and Protective Services – 2003-2004 (Ongoing)
Texas Guaranteed Student Loan Corporation – 200,000+ square feet – 2003
Wilshire Homes Corporate Headquarters – 2003
American Cancer Society – 2003

Your Project Manager will be Leslie Dill. Leslie has 24 years experience in professional/commercial relocations with specific expertise in high value equipment relocation, rigging and distribution. Leslie was the lead Project Manager on every move listed above and many others. None in the area equals her high level and broad range of experience. Other Project Leads and supervisors can be found in the "Move Team" section of this proposal. The individuals assigned to your specific move will be determined after award and submitted for your approval in advance of move commencement.

Electronic Data Carriers of Austin utilizes only 24' air ride bobtails with logistical tie offs and 4000# capacity, 8' lift gates. This equipment is specifically designed for the transportation of delicate equipment, furniture and instrumentation. There will be up to 5 of these units assigned to your relocation. Further, we utilize specialized, carpeted crates on casters (see photo example in this section) for the transportation of all desktop systems, printers, fax, etc. We designed this equipment to provide ultimate safety in transport of your assets. It is unique to our organization and we have had huge success since its' implementation. We will have not less than 25 of these onsite for your phases. Each crate can accommodate up to 9 full desktop systems at a time.

We have successfully completed the relocation of many libraries with our Rolling Book Carts. First, we identify the present sequencing of the items contained in the library. Then, the carts are loaded in sequence and each cart is identified by the number correlating to its' sequenced contents. They are unloaded in the same manner, in the same order. We have never had a complaint of ANYTHING being out of order.

Electronic Data Carriers is prepared to adhere to the schedule outlined by Williamson County to facilitate this relocation. We understand that it may fluctuate as various business needs may drive changes to the schedule. We are prepared to be as flexible as possible to accommodate those changing needs.

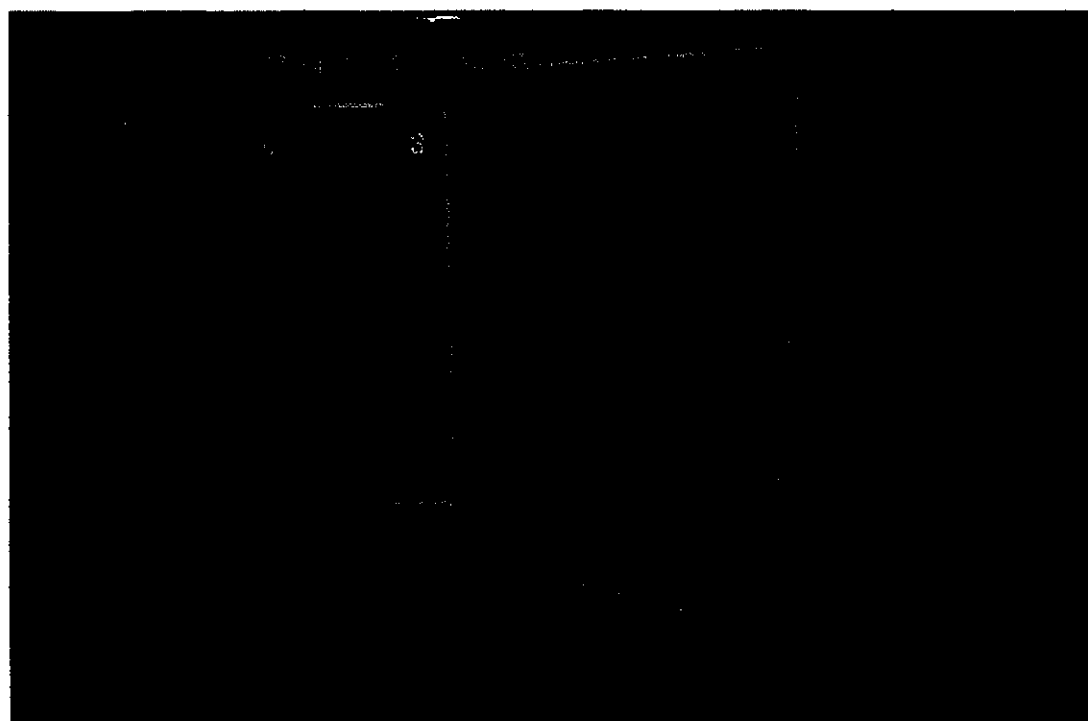
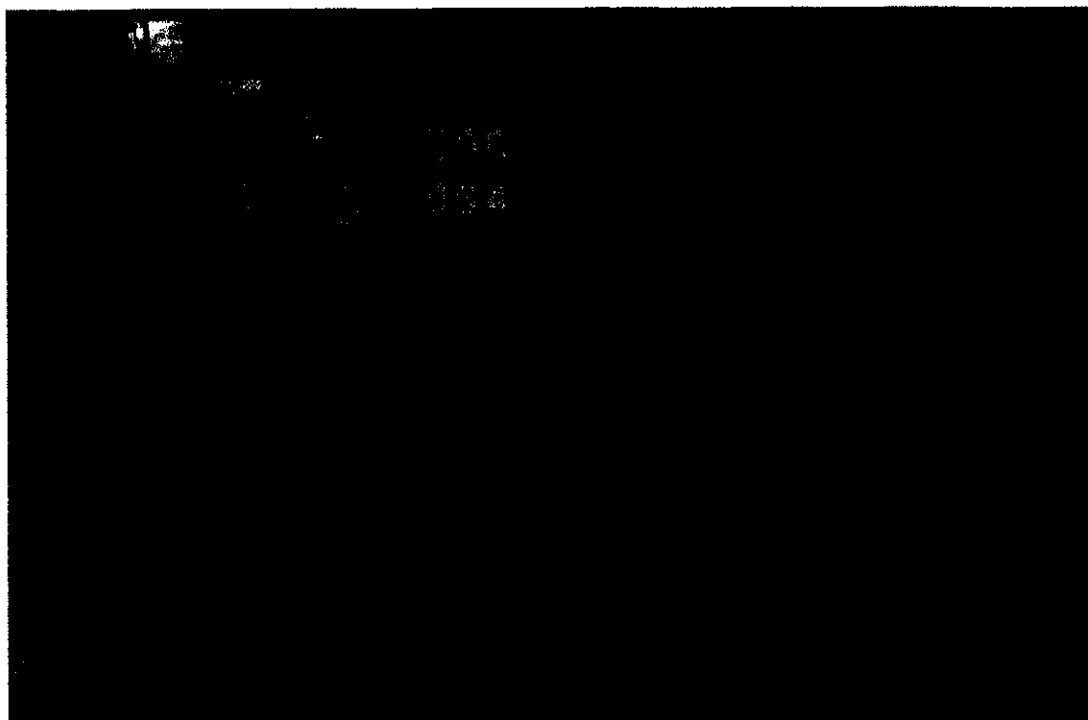
The tagging and marking methodology is outlined in this section, directly behind the equipment illustration of our Computer Carts, for your reference and understanding. Copies of labels are also included, as requested.

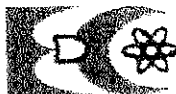
We propose security for all items being transported to be obtained via the numbered seal method. Seals will be placed on the secured doors of the truck prior to transport and witnessed by a Williamson County Representative. Those numbers will be documented and prior to breaking the seal at the new Annex, the seal will again be documented as the same numbered seal by a Williamson County Representative and immediately be moved to the interior space designated by the County and hence, considered delivered in good order, unless otherwise noted. We cannot be responsible for items or articles not in the sole custody, care and presence of Electronic Data Carriers. We are not responsible for the actions of employees or other contractors who may have access to items. EDC relies on Williamson County to provide a secure environment for all proprietary or valuable articles. EDC is not responsible for articles not owned by the County. This policy is reasonable and customary for all commercial relocations. Personal property must be removed by employees prior to relocation or they are moved at the counties own risk. Items are considered owned by the County if they are specifically outlined herein and/or have a county issued and recorded asset tag and the County is paying for its relocation. Acceptance of this bid is an acceptance of this policy and not subject to change in future addendums or negotiations.

The methodology of equipment movement has been previously outlined (see fourth paragraph, this section). Electronic Data Carriers are considered "expert" by many in the electronics distribution fields. EDC uses rolling book carts to transport many library items, shelving contents, tapes and files.

We have some 52 hours of training per year for our employees to insure they are at the top of their skill levels and have knowledge of the tasks at hand. Their core competency is relocation of high value articles, including but not limited to, distribution and installation of copiers and assorted peripheral equipment, high value furniture articles for manufacturers and online sales for distributors, asset management, lab and computer equipment and all articles generally associated with commercial movement, tracking, warehousing and installation. Some of our customers are Pitney Bowes/Imagistics Copiers & Fax equipment, IKON Copiers, Lucent Technologies, Tyco Power, Marconie

Communications, XO Communications, Neiman Marcus, Acratod and Tab Products, Four Hands, Bush Industries, Liebert, Restoration Hardware, Ballard Industries, Howard Miller Clocks, Southern Millworks, IBM Corporation, Dell Computer Corporation and General Electric. We have the skill, expertise and experience to relocate any organization, their libraries, files, electronics, cabinets and any other commercially owned assets. This is what we do and have done since 1976.





EDC MOVING SYSTEMS

Office Moving Instructions

Employee Name _____

Label Color _____

Room Number _____

**YOUR MOVE WILL BE HANDLED EFFICIENTLY IF YOU
CAREFULLY FOLLOW THESE INSTRUCTIONS**

Placement of your office furniture at new location is done by number – NOT by your name. Your moving number and label color are listed above. Items with out a label WILL NOT be moved. EDC supplies labels and tags.

MARKING

Label each item. If an item must be dismantled to be moved, be sure to tag all parts. Example: secretary desk with return, computer monitor, CPU and Keyboard. Everything that moves, must have a label. It is best to turn the corner of the label onto itself so that it is easier to remove by creating a "tab" of sorts. Please write legibly and neatly so the delivery of that piece goes to the proper room number. The placement of the label is also very important. Please place labels on the side of the piece/carton with the following exception:

DESKS

Label the desk on the top surface.

- Your desk will probably be turned on end – pack accordingly.
- Place small items such as pens, clips, rubber bands, etc. in an envelope in center drawer, or place in container.
- Breakable items and liquids such as ink, glue etc. should be removed and packed in the container provided for this purpose.
- All articles from the surface of the desk should be placed in the container, as should contents of desk not being moved.
- If desk is to be carried up or down stairs, empty it completely.

GLASS TOPS ON DESKS - Place label on lower right-hand corner and remove all papers form under the glass.

FILING CABINETS - Place label on top drawer. Be sure all pressure plates are moved forward so contents will be secured. It's not necessary to lock drawers. But, be sure to have all keys accessible if cabinet becomes locked. Do not leave keys in lock as they can be broken. We do not provide locksmiths. Vertical files can be moved full. However, it is possible that, due to excessive weight of the cabinet and contents, there can be some damage to those which have "hollow bases". Measure the risk and decide whether some of that weight should be removed and packed. Lateral files over 2 drawers will always require some packing. Only the bottom 2 drawers can be moved loaded.

BOOKCASES - Place label on either side or on top. Contents should be removed and packed in containers.

LARGE METAL SUPPLY CABINETS - Place label on front near upper right-hand corner. Remove contents and pack in containers. Tag contents same as cabinet.

PERSONAL COMPUTERS, TYPEWRITERS AND OTHER MACHINES

- Secure typewriter carriage by placing both marginal stops in the center – place numbered label on the rubber roller. Place typewriter cover in container.
- For all other machines, place a label on the front of each piece. **NOT ON MONITOR SCREEN.**
- Unplug all cords – pack if removable – if not wrap around machine.
- Copiers require servicing before relocation. Consult your service provider.
- There will be a carton for each desktop PC System. That carton is for the placement of cables, speakers, keyboard, etc. If you have an IT group that is disconnecting/reconnecting, please label one carton (notating on the label IT) and leave it flattened on your work surface for IT to pack as the

system is disconnected. If you are responsible for this task, please pack this carton as you perform your disconnect. This carton will be placed on the work surface to speed reconnect of your system.

PACKING CONTAINERS – Place label on END, NOT ON TOP. Containers are stacked when moved, therefore please DO NOT over-pack. Flat tops on cartons are required.

MISCELLANEOUS –

- Don't forget to tag chair seat and pad, carpet protector, wastebaskets, etc.
- Labels are easily removed when move is completed; because of this they will not adhere to some surfaces – if necessary place piece of scotch-tape over label.
- Remember to label items on walls. Place label on back of all pictures.
- If you have any questions contact your supervisor.
- **DO NOT PACK ITEMS YOU NO LONGER NEED. It's time to purge.**
- If trash cans are to be moved, they must be emptied and tagged.
- If you have trouble with a label sticking (does not adhere to textured surfaces or fabric), please place a piece of scotch tape over the label and on the piece where there is no fabric, leather, texture, etc. (i.e. base of chair).

YOU MUST REMOVE ALL LABELS ON CARTONS OR TOTES, FLATTEN / STACK THEM IN A CONSOLIDATED AREA AND WE WILL SCHEDULE A PICK UP TO REMOVE THOSE FROM YOUR SITE.

CARTONS WHICH ARE TORN, HAVE WRITING DIRECTLY ON THEM, HAVE BEEN WET, ETC. DO NOT QUALIFY FOR RETURN. TOTES WHICH HAVE LABELS STILL ON THEM MAY CAUSE YOU TO BE CHARGED FOR THEIR REMOVAL AND CLEANING.

LABELS

EDC MOVING SYSTEMS OFFICE & INDUSTRIAL RELOCATION SPECIALISTS		
FLOOR	ROOM	PIECE

EDC MOVING SYSTEMS OFFICE & INDUSTRIAL RELOCATION SPECIALISTS		
FLOOR	ROOM	PIECE

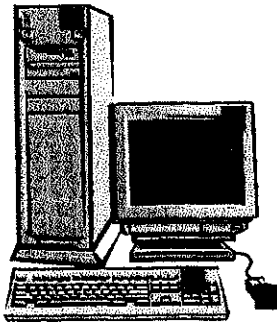
FLOOR	ROOM	PIECE

EDC MOVING SYSTEMS OFFICE & INDUSTRIAL RELOCATION SPECIALISTS		
FLOOR	ROOM	PIECE

THESE ARE FEW COLORS AVAILABLE TO SHOW FLOOR & ROOM LOCATION

**DO NOT
MOVE**

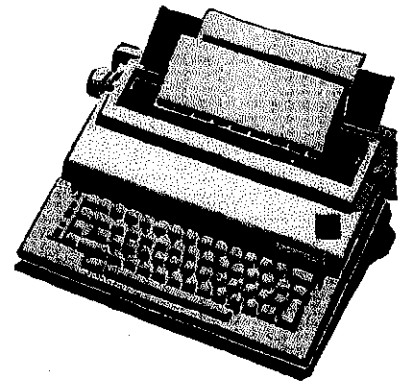
This Article Was DAMAGED Before PACKING or HANDLING	
CHIPPED	<input type="checkbox"/>
CRACKED	<input type="checkbox"/>
BROKEN	<input type="checkbox"/>
MARKED	<input type="checkbox"/>



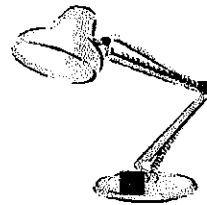
Place Tag on Each Piece
"Computer Bags"
Recommended



Tag On the Upper Back of Chair Recommended,
Or on Arm, or Legs



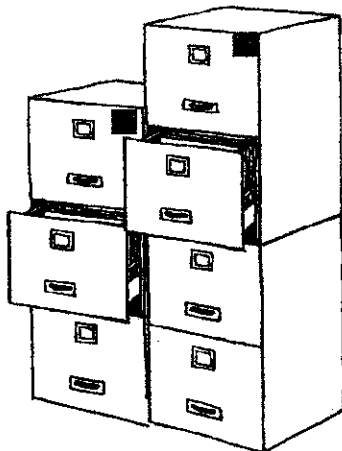
Place on Upper Right on Office



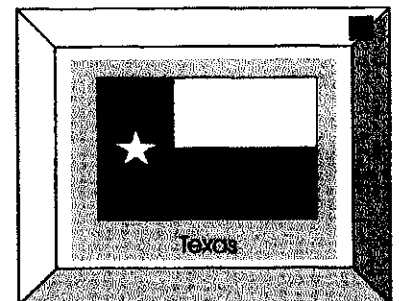
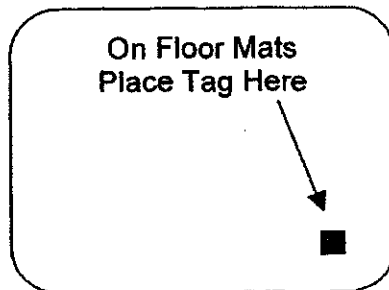
Tag Lamps on the Base



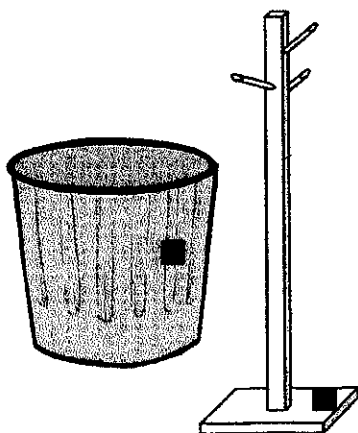
On a Desk
Place Tag On Lower Right Top



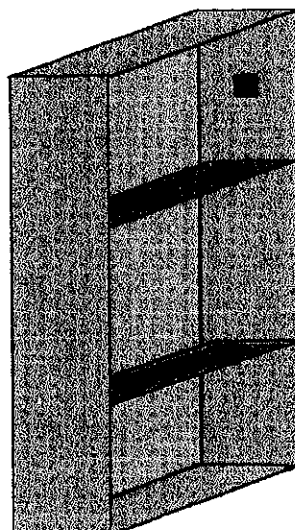
Tag File Cabinets on Top Drawer



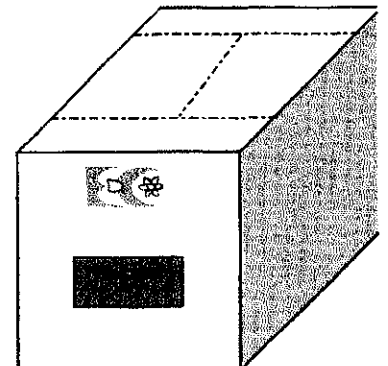
On Artwork, Place Tag on Upper Right Fram



Place Tag on Base



Place Tag on Upper Right Side
(Tag Each Removable Shelf)



Always Tag Boxes
on "Small End"

Where to Place Labels

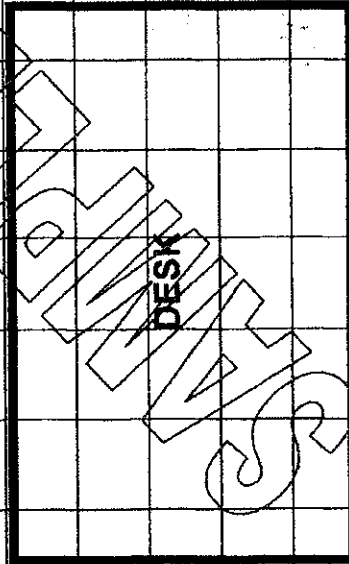
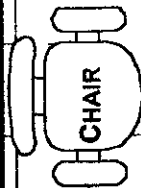
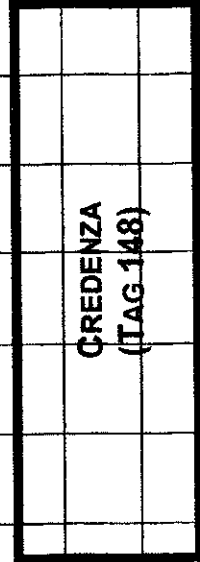
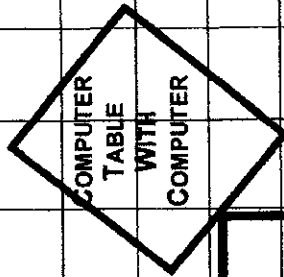


EDC MOVING SYSTEMS

AGENT

FURNITURE PLACEMENT SHEET

TABLE HERE TO SHOW FAMILIARITY
AT EYE LEVEL



DOOR SHOULD APPEAR AT THE BOTTOM OF DRAWING BOXES
(TAG 148)

ROOM STATION #

EDC MOVING SYSTEMS
OFFICE & INDUSTRIAL
RELOCATION SPECIALISTS

148

NOTES


Line Files from left to right
"A" being on the far left,
and "C" being on the far
right.

Put boxes against the wall
with room to walk between the
desk and the file cabinet.

FILE A
(TAG 148 A)

FILE B
(TAG 148 B)

FILE C
(TAG 148 C)




AGENT

EDC MOVING SYSTEMS

FURNITURE PLACEMENT SHEET

ROOM STATION #



NOTES

NOTES[illegible]

DOOR SHOULD APPEAR AT THE BOTTOM OF DRAWING



EDC Moving Systems

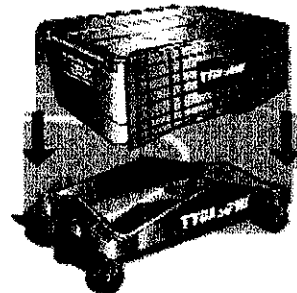
Provides The Revolutionary Tyga-Box System

Increase Safety



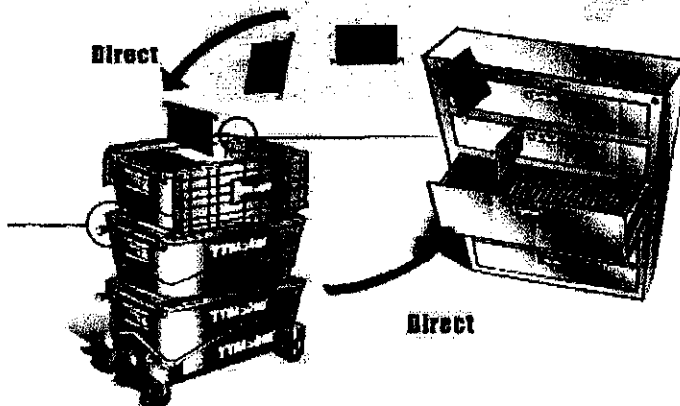
- Avoid Back Injury
- Never Lift A Box Unless It's Empty

Empty



Reduce Down Time

- Unpack In 2 Days Rather Than 2 Weeks




**Boxes Arrive In
Right Order
For Unpacking**

TYGA BOX
"Making Moving Easier"

copyright, 2000 Tyga-Box Systems, Inc.

Call

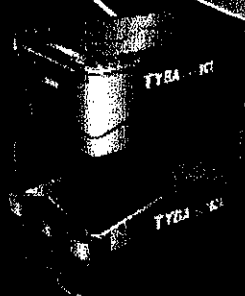
1-800-878-4332




"Tyga-Boxes Reduced Packing... And Unpacking Time Considerably... No Lifting!"
*Robert C. Burton
Business Operations Mgr
AT&T*

"Saved Hundreds Of Hours Of Employee Time"
*Charles S. Winfrey
Controller
AT&T Worldnet*

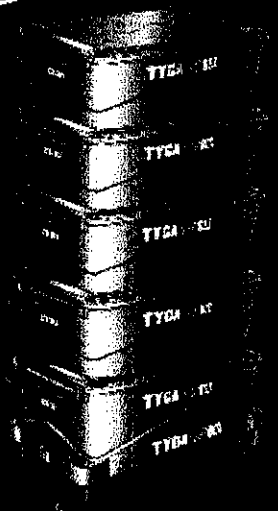
"Not A Single Sore Back"
*Ray M. Collier
Tyga President
The Nature Conservancy*




Place Empty Box On Dolly
(Never Lift A Box Unless It's Empty)




Build Stack As You Pack



Maximum : High



The Only Moving Box With Built-In File Rails
Letter Or Legal Hanging File Folders



File Rails Stay Ready To Use

Tyga-Box Systems, Inc. New York, NY
Copyright. 2000 Tyga-Box Systems, Inc.

WILLIAMSON COUNTY BID FORM
MOVING SERVICES
RELOCATION OF VARIOUS DEPARTMENTS
WILLIAMSON COUNTY CRIMINAL JUSTICE CENTER

BID NUMBER: 04WC213

NAME OF BIDDER: Electronic Data Carriers of Austin, Inc.

Mailing Address: 11604 Stonehollow Drive, Ste. 200

City: Austin State: TX Zip: 78758

Email Address: Ldill@edc-mover.com

Telephone: (512) 832-4361 Fax: (512) 832-4370

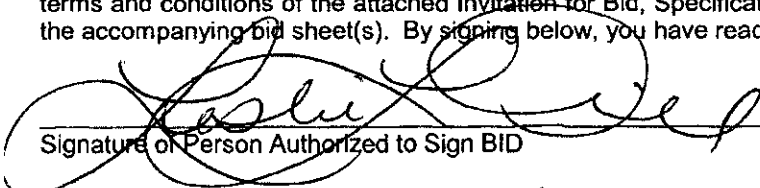
BID FOR PHASE ONE: Not to Exceed \$39,818.33

BID FOR PHASE TWO: Not to Exceed \$43,009.05

TOTAL BID FOR RELOCATION: Not to Exceed \$82,827.38
NUMERICAL AMOUNT

Not to Exceed Eighty Two Thousand, Eight Hundred Twenty Seven and Thirty Eight
Cents
WRITTEN AMOUNT

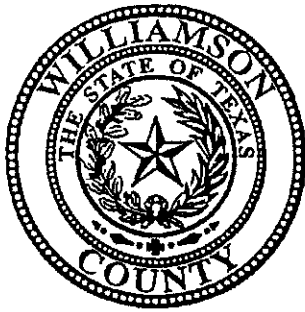
The undersigned, by his/her signature, represents that he/she is authorized to bind the bidder to fully comply with the terms and conditions of the attached Invitation for Bid, Specifications, and Special Provisions for the amount(s) shown on the accompanying bid sheet(s). By signing below, you have read the entire document and agreed to the terms therein.


Signature of Person Authorized to Sign BID

Date of BID: June 2, 2004

Printed Name and Title of Signer: Leslie L Dill, President

DO NOT SIGN OR SUBMIT WITHOUT READING ENTIRE DOCUMENT



**WILLIAMSON COUNTY AUDITOR'S OFFICE
PURCHASING DEPARTMENT
710 MAIN STREET - SUITE 303
GEORGETOWN, TEXAS 78626**

<http://www.williamson-county.org/Procurement>

**MOVING SERVICES
RELOCATION OF VARIOUS DEPARTMENTS
WILLIAMSON COUNTY CRIMINAL JUSTICE CENTER**

BID NUMBER: 04WC213

BIDS MUST BE RECEIVED ON OR BEFORE: JUNE 2, 2004 – 1:30 PM

BIDS WILL BE PUBLICLY OPENED: JUNE 2, 2004 – 2:00 PM

ADDENDUM # 1

May 25, 2004

Additional Inventory to be added to the Relocation Main Inventory List:

Judge Wright's Office:

ITEM
One Sofa
Two Task Chairs
One Bookcase 36" x 60"
One Executive Desk with Return
One – 4 Drawer Legal File Cabinet
One Credenza
One manager chair
One Computer Stand
One CPU
One Monitor

All bidders must acknowledge receipt of Addendum # 1

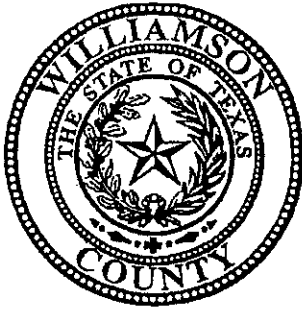
Name *[Signature]* Title *President* Date *6/1/04*

COMPLETED FORM MUST BE SUBMITTED WITH BID

Sincerely,

Ginny Atkinson

Ginny Atkinson
Assistant Purchasing Director
Williamson County



**WILLIAMSON COUNTY AUDITOR'S OFFICE
PURCHASING DEPARTMENT
710 MAIN STREET - SUITE 303
GEORGETOWN, TEXAS 78626**

<http://www.williamson-county.org/Procurement>

**MOVING SERVICES
RELOCATION OF VARIOUS DEPARTMENTS
WILLIAMSON COUNTY CRIMINAL JUSTICE CENTER**

BID NUMBER: 04WC213

BIDS MUST BE RECEIVED ON OR BEFORE: JUNE 2, 2004 – 1:30 PM

BIDS WILL BE PUBLICLY OPENED: JUNE 2, 2004 – 2:00 PM

ADDENDUM # 2

May 26, 2004

Additional Inventory to be added to the Relocation Main Inventory List:

District Clerk's Office (Phase One Move):

ITEM	EXISTING LOCATION	NEW LOCATION
DELL COMPUTER TOWER 4100	DESK 1-SUZANNE	DESK 1A
COMPUTER MONITOR	DESK 1-SUZANNE	DESK 1A
COMPUTER KEYBOARD	DESK 1-SUZANNE	DESK 1A
COMPUTER MOUSE	DESK 1-SUZANNE	DESK 1A
COMPUTER SPEAKERS-2	DESK 1-SUZANNE	DESK 1A
POWER STRIPS-2	DESK 1-SUZANNE	DESK 1A
HP PRINTER #PTR122	DESK 1-SUZANNE	DESK 1A
ERGO FOOT REST	DESK 1-SUZANNE	DESK 1A
1 BLACK TELEPHONE	DESK 1-SUZANNE	DESK 1A
1 TI-5033SV CALCULATOR	DESK 1-SUZANNE	DESK 1A
1 BLACK TRASH CAN	DESK 1-SUZANNE	DESK 1A
16 MOVING BOXES	DESK 1-SUZANNE	DESK 1A
DELL COMPUTER TOWER	DESK 10-OLGA	DESK 1B
COMPUTER MONITOR	DESK 10-OLGA	DESK 1B
COMPUTER KEYBOARD	DESK 10-OLGA	DESK 1B
COMPUTER MOUSE	DESK 10-OLGA	DESK 1B
COMPUTER SPEAKERS-2	DESK 10-OLGA	DESK 1B
POWER STRIP	DESK 10-OLGA	DESK 1B
HP PRINTER #PTR20	DESK 10-OLGA	DESK 1B
1 BLACK TELEPHONE	DESK 10-OLGA	DESK 1B
MONITOR STAND	DESK 10-OLGA	DESK 1B

1 BLACK TRASH CAN	DESK 10-OLGA	DESK 1B
12 MOVING BOXES	DESK 10-OLGA	DESK 1B
1 BLACK TELEPHONE	DESK 6-CAROL	DESK 2A
DELL COMPUTER TOWER	DESK 2-MISSY	DESK 2B
COMPUTER MONITOR	DESK 2-MISSY	DESK 2B
COMPUTER KEYBOARD	DESK 2-MISSY	DESK 2B
COMPUTER MOUSE	DESK 2-MISSY	DESK 2B
COMPUTER SPEAKERS-2	DESK 2-MISSY	DESK 2B
POWER STRIPS-2	DESK 2-MISSY	DESK 2B
HP PRINTER #PTR127	DESK 2-MISSY	DESK 2B
1 BLACK TELEPHONE	DESK 2-MISSY	DESK 2B
MONITOR STAND	DESK 2-MISSY	DESK 2B
1 BLACK TRASH CAN	DESK 2-MISSY	DESK 2B
PANASONIC TYPEWRITER	DESK 2-MISSY	DESK 2B
1 FOOT REST	DESK 2-MISSY	DESK 2B
1 FAN	DESK 2-MISSY	DESK 2B
1 FILE CART	DESK 2-MISSY	DESK 2B
30 MOVING BOXES	DESK 2-MISSY	DESK 2B
DELL COMPUTER TOWER	DESK 13-MONICA	DESK 3A
COMPUTER MONITOR	DESK 13-MONICA	DESK 3A
COMPUTER KEYBOARD & WRIST REST	DESK 13-MONICA	DESK 3A
COMPUTER MOUSE	DESK 13-MONICA	DESK 3A
COMPUTER SPEAKERS-2	DESK 13-MONICA	DESK 3A
POWER STRIP	DESK 13-MONICA	DESK 3A
HP PRINTER #PTR123	DESK 13-MONICA	DESK 3A
1 BLACK TELEPHONE	DESK 13-MONICA	DESK 3A
MONITOR STAND	DESK 13-MONICA	DESK 3A
1 BROWN TRASH CAN	DESK 13-MONICA	DESK 3A
3 STACKING STANDS	DESK 13-MONICA	DESK 3A
1 RED BUCKET	DESK 13-MONICA	DESK 3A
1 RED COLLAPSIBLE FILE	DESK 13-MONICA	DESK 3A
2 BASKETS	DESK 13-MONICA	DESK 3A
1 RED PLASTIC BOND BOX	DESK 13-MONICA	DESK 3A
1 PAPER BOX DEAD BONDS	DESK 13-MONICA	DESK 3A
5 MOVING BOXES	DESK 13-MONICA	DESK 3A
1 BLACK TELEPHONE	DESK 6-CAROL	DESK 3B
DELL COMPUTER TOWER	DESK 12-SHANE	DESK 3C
COMPUTER MONITOR	DESK 12-SHANE	DESK 3C
COMPUTER KEYBOARD	DESK 12-SHANE	DESK 3C
COMPUTER MOUSE	DESK 12-SHANE	DESK 3C
COMPUTER SPEAKERS-2	DESK 12-SHANE	DESK 3C
POWER STRIP	DESK 12-SHANE	DESK 3C
PRINTER LASER JET 4	DESK 12-SHANE	DESK 3C
1 BLACK TELEPHONE	DESK 12-SHANE	DESK 3C
MONITOR STAND	DESK 12-SHANE	DESK 3C
1 BROWN TRASH CAN	DESK 12-SHANE	DESK 3C
10 MOVING BOXES	DESK 12-SHANE	DESK 3C
DELL COMPUTER TOWER	DESK 11-TERRI	DESK 3D

COMPUTER MONITOR	DESK 11-TERRI	DESK 3D
COMPUTER KEYBOARD & WRIST REST	DESK 11-TERRI	DESK 3D
COMPUTER MOUSE	DESK 11-TERRI	DESK 3D
COMPUTER SPEAKERS-2	DESK 11-TERRI	DESK 3D
POWER STRIPS-2	DESK 11-TERRI	DESK 3D
HP PRINTER #PTR126	DESK 11-TERRI	DESK 3D
1 BLACK TELEPHONE	DESK 11-TERRI	DESK 3D
1 TELEPHONE STAND	DESK 11-TERRI	DESK 3D
1 MONITOR STAND	DESK 11-TERRI	DESK 3D
1 BLACK TRASH CAN	DESK 11-TERRI	DESK 3D
2 FILE SHELVES	DESK 11-TERRI	DESK 3D
1 FELLOWS FOOTREST	DESK 11-TERRI	DESK 3D
2 COLLAPSIBLE FILE CONTAINERS	DESK 11-TERRI	DESK 3D
5 MOVING BOXES	DESK 11-TERRI	DESK 3D
DELL COMPUTER TOWER	DESK 4-DEBBIE	DESK 4A
COMPUTER MONITOR	DESK 4-DEBBIE	DESK 4A
COMPUTER KEYBOARD	DESK 4-DEBBIE	DESK 4A
COMPUTER MOUSE	DESK 4-DEBBIE	DESK 4A
COMPUTER SPEAKERS-2	DESK 4-DEBBIE	DESK 4A
POWER STRIPS-2	DESK 4-DEBBIE	DESK 4A
1 LARGE TELEPHONE-BLACK	DESK 4-DEBBIE	DESK 4A
1 MONITOR STAND	DESK 4-DEBBIE	DESK 4A
1 BLACK TRASH CAN	DESK 4-DEBBIE	DESK 4A
6 MOVING BOXES	DESK 4-DEBBIE	DESK 4A
DELL COMPUTER TOWER	DESK 5-KELLY	DESK 4B
COMPUTER MONITOR	DESK 5-KELLY	DESK 4B
COMPUTER KEYBOARD	DESK 5-KELLY	DESK 4B
COMPUTER MOUSE	DESK 5-KELLY	DESK 4B
COMPUTER SPEAKERS-2	DESK 5-KELLY	DESK 4B
POWER STRIPS-2	DESK 5-KELLY	DESK 4B
1 LARGE TELEPHONE-BLACK	DESK 5-KELLY	DESK 4B
1 MONITOR STAND	DESK 5-KELLY	DESK 4B
1 BLACK TRASH CAN	DESK 5-KELLY	DESK 4B
1 PRINTER OFFICE JET 590	DESK 5-KELLY	DESK 4B
1 FOOTREST	DESK 5-KELLY	DESK 4B
1 CALCULATOR TI-5033 SV	DESK 5-KELLY	DESK 4B
10 MOVING BOXES	DESK 5-KELLY	DESK 4B
1 BLACK TELEPHONE	DESK 6-CAROL	DESK 4C
1 BLACK TELEPHONE	DESK 6-CAROL	DESK 4D
DELL COMPUTER TOWER	DESK 18-DEBRA	DESK 5A
COMPUTER MONITOR	DESK 18-DEBRA	DESK 5A
COMPUTER KEYBOARD	DESK 18-DEBRA	DESK 5A
COMPUTER MOUSE	DESK 18-DEBRA	DESK 5A
COMPUTER SPEAKERS-2	DESK 18-DEBRA	DESK 5A
POWER STRIP	DESK 18-DEBRA	DESK 5A
1 WHITE TELEPHONE	DESK 18-DEBRA	DESK 5A
1 MONITOR STAND	DESK 18-DEBRA	DESK 5A
1 BLACK TRASH CAN	DESK 18-DEBRA	DESK 5A
1 HP PRINTER #PTR119	DESK 18-DEBRA	DESK 5A

1 METAL FOOTREST	DESK 18-DEBRA	DESK 5A
8 MOVING BOXES	DESK 18-DEBRA	DESK 5A
DELL COMPUTER TOWER	18A-GEORGIA	DESK 5B
COMPUTER MONITOR	18A-GEORGIA	DESK 5B
COMPUTER KEYBOARD	18A-GEORGIA	DESK 5B
COMPUTER MOUSE	18A-GEORGIA	DESK 5B
HP PRINTER DESK JET 840C	18A-GEORGIA	DESK 5B
POWER STRIP	18A-GEORGIA	DESK 5B
1 BLACK TELEPHONE	18A-GEORGIA	DESK 5B
1 MOVING BOX	18A-GEORGIA	DESK 5B
DELL COMPUTER TOWER	PUBLIC 1	DESK 6A
COMPUTER MONITOR	PUBLIC 1	DESK 6A
COMPUTER KEYBOARD	PUBLIC 1	DESK 6A
COMPUTER MOUSE	PUBLIC 1	DESK 6A
DELL COMPUTER TOWER	PUBLIC 2	DESK 6B
COMPUTER MONITOR	PUBLIC 2	DESK 6B
COMPUTER KEYBOARD	PUBLIC 2	DESK 6B
COMPUTER MOUSE	PUBLIC 2	DESK 6B
GATEWAY COMPUTER TOWER	PUBLIC 3	DESK 6C
COMPUTER MONITOR	PUBLIC 3	DESK 6C
COMPUTER KEYBOARD	PUBLIC 3	DESK 6C
COMPUTER MOUSE	PUBLIC 3	DESK 6C
DELL COMPUTER TOWER	DESK 16-NANCY	DESK 7A
COMPUTER MONITOR	DESK 16-NANCY	DESK 7A
COMPUTER KEYBOARD	DESK 16-NANCY	DESK 7A
COMPUTER MOUSE	DESK 16-NANCY	DESK 7A
COMPUTER SPEAKERS-2	DESK 16-NANCY	DESK 7A
POWER STRIPS-2	DESK 16-NANCY	DESK 7A
1 BLACK TELEPHONE	DESK 16-NANCY	DESK 7A
1 HP PRINTER #PTR121	DESK 16-NANCY	DESK 7A
1 EPSON PRINTER #PTR2	DESK 16-NANCY	DESK 7A
1 CALCULATOR TI-5033 SV	DESK 16-NANCY	DESK 7A
1 BLACK TRASH CAN	DESK 16-NANCY	DESK 7A
1 WRIST REST	DESK 16-NANCY	DESK 7A
1 MOUSE PAD	DESK 16-NANCY	DESK 7A
1 COMPUTER STAND	DESK 16-NANCY	DESK 7A
1 METAL FOOTREST	DESK 16-NANCY	DESK 7A
1 FAN	DESK 16-NANCY	DESK 7A
5 MOVING BOXES	DESK 16-NANCY	DESK 7A
DELL COMPUTER TOWER	DESK 17-SUE	DESK 7B
COMPUTER MONITOR	DESK 17-SUE	DESK 7B
COMPUTER KEYBOARD	DESK 17-SUE	DESK 7B
COMPUTER MOUSE	DESK 17-SUE	DESK 7B
COMPUTER SPEAKERS-2	DESK 17-SUE	DESK 7B
POWER STRIP	DESK 17-SUE	DESK 7B
1 BLACK TELEPHONE	DESK 17-SUE	DESK 7B
1 MONITOR STAND	DESK 17-SUE	DESK 7B
1 WRIST REST	DESK 17-SUE	DESK 7B

1 METAL FOOTREST	DESK 17-SUE	DESK 7B
1 FAN	DESK 17-SUE	DESK 7B
1 WALL CLOCK	DESK 17-SUE	DESK 7B
5 MOVING BOXES	DESK 17-SUE	DESK 7B
 1 BLACK TELEPHONE	 DESK 6-CAROL	 DESK 8A
SONY G520 MONITOR	SCANNER-6	DESK 8B
MICRON PC TOWER	SCANNER-6	DESK 8B
FUJITSU 4640S SCANNER	SCANNER-6	DESK 8B
1 KEYBOARD	SCANNER-6	DESK 8B
1 MOUSE	SCANNER-6	DESK 8B
1 BLACK TELEPHONE	DESK 6-CAROL	DESK 8B
 DELL COMPUTER TOWER	 DESK 7-LISA B.	 DESK 9A
COMPUTER MONITOR	DESK 7-LISA B.	DESK 9A
COMPUTER KEYBOARD	DESK 7-LISA B.	DESK 9A
COMPUTER MOUSE	DESK 7-LISA B.	DESK 9A
COMPUTER SPEAKERS-2	DESK 7-LISA B.	DESK 9A
1 BLACK TELEPHONE	DESK 7-LISA B.	DESK 9A
1 PANASONIC TYPERWRITER-KX-E708	DESK 7-LISA B.	DESK 9A
1 OKI PRINTER #PTR217	DESK 7-LISA B.	DESK 9A
POWER STRIPS-3	DESK 7-LISA B.	DESK 9A
1 MONITOR STAND	DESK 7-LISA B.	DESK 9A
1 TELEPHONE STAND	DESK 7-LISA B.	DESK 9A
1 FOOTREST	DESK 7-LISA B.	DESK 9A
1 BLACK TRASH CAN	DESK 7-LISA B.	DESK 9A
10 MOVING BOXES	DESK 7-LISA B.	DESK 9A
 DELL COMPUTER TOWER	 DESK 8-SELINA	 DESK 9B
COMPUTER MONITOR	DESK 8-SELINA	DESK 9B
COMPUTER KEYBOARD	DESK 8-SELINA	DESK 9B
COMPUTER MOUSE	DESK 8-SELINA	DESK 9B
COMPUTER SPEAKERS-2	DESK 8-SELINA	DESK 9B
1 BLACK TELEPHONE	DESK 8-SELINA	DESK 9B
1 OKI PRINTER #PTR216	DESK 8-SELINA	DESK 9B
1 MONITOR STAND	DESK 8-SELINA	DESK 9B
1 TELEPHONE STAND	DESK 8-SELINA	DESK 9B
1 BLACK TRASH CAN	DESK 8-SELINA	DESK 9B
1 FOOTREST	DESK 8-SELINA	DESK 9B
10 MOVING BOXES	DESK 8-SELINA	DESK 9B
 1 BLACK TELEPHONE	 DESK 6-CAROL	 DESK 9C
DELL COMPUTER TOWER	DESK 9-BETTY	DESK 9D
COMPUTER MONITOR	DESK 9-BETTY	DESK 9D
COMPUTER KEYBOARD	DESK 9-BETTY	DESK 9D
COMPUTER MOUSE	DESK 9-BETTY	DESK 9D
COMPUTER SPEAKERS-2	DESK 9-BETTY	DESK 9D
1 BLACK TELEPHONE	DESK 9-BETTY	DESK 9D
HP PRINTER #PTR118	DESK 9-BETTY	DESK 9D
1 IBM TYPEWRITER #A193234	DESK 9-BETTY	DESK 9D
1 MONITOR STAND	DESK 9-BETTY	DESK 9D
1 TELEPHONE STAND	DESK 9-BETTY	DESK 9D

1 BLACK TRASH CAN	DESK 9-BETTY	DESK 9D
POWER STRIP	DESK 9-BETTY	DESK 9D
10 MOVING BOXES	DESK 9-BETTY	DESK 9D
DELL COMPUTER TOWER	DESK 15-ESSIE	DESK 10A
COMPUTER MONITOR	DESK 15-ESSIE	DESK 10A
COMPUTER KEYBOARD	DESK 15-ESSIE	DESK 10A
COMPUTER MOUSE	DESK 15-ESSIE	DESK 10A
COMPUTER SPEAKERS-2	DESK 15-ESSIE	DESK 10A
1 BLACK TELEPHONE	DESK 15-ESSIE	DESK 10A
HP PRINTER #PTR124	DESK 15-ESSIE	DESK 10A
1 MONITOR STAND	DESK 15-ESSIE	DESK 10A
POWER STRIP	DESK 15-ESSIE	DESK 10A
1 FOOTREST	DESK 15-ESSIE	DESK 10A
1 BLACK TRASH CAN	DESK 15-ESSIE	DESK 10A
7 MOVING BOXES	DESK 15-ESSIE	DESK 10A
DELL COMPUTER TOWER	DESK 14-HELEN	DESK 10B
COMPUTER MONITOR	DESK 14-HELEN	DESK 10B
COMPUTER KEYBOARD	DESK 14-HELEN	DESK 10B
COMPUTER MOUSE	DESK 14-HELEN	DESK 10B
COMPUTER SPEAKERS-2	DESK 14-HELEN	DESK 10B
1 BLACK TELEPHONE	DESK 14-HELEN	DESK 10B
HP PRINTER #PTR125	DESK 14-HELEN	DESK 10B
1 BROWN TRASH CAN	DESK 14-HELEN	DESK 10B
1 METAL FOOTREST	DESK 14-HELEN	DESK 10B
POWER STRIP	DESK 14-HELEN	DESK 10B
7 MOVING BOXES	DESK 14-HELEN	DESK 10B
SEPARATE OFFICES		
DELL COMPUTER TOWER	DESK 6-CAROL	OFF.1012
COMPUTER MONITOR	DESK 6-CAROL	OFF.1012
COMPUTER KEYBOARD	DESK 6-CAROL	OFF.1012
COMPUTER MOUSE	DESK 6-CAROL	OFF.1012
COMPUTER SPEAKERS-2	DESK 6-CAROL	OFF.1012
HP PRINTER 895CXI	DESK 6-CAROL	OFF.1012
PANASONIC TYPEWRITER KX-E700m	DESK 6-CAROL	OFF.1012
POWER STRIPS-2	DESK 6-CAROL	OFF.1012
1 METAL FOOTREST	DESK 6-CAROL	OFF.1012
1 BROWN TRASH CAN	DESK 6-CAROL	OFF.1012
1 BLACK TELEPHONE	DESK 6-CAROL	OFF.1012
2 DESKS 30 X 66	DESK 6-CAROL	OFF.1012
1 CREDENZA 24 X 60	DESK 6-CAROL	OFF.1012
1 CREDENZA 20 X 66	DESK 6-CAROL	OFF.1012
1 (2) DRAWER FILE CABINET-SM	DESK 7- LISA B.	OFF.1012
1 (2) DRAWER FILE CABINET-SM	DESK 6-CAROL	OFF.1012
1 (2) DRAWER FILE CABINET-LG	DESK 4-DEBBIE	OFF.1012
1 (2) DRAWER FILE CABINET-LG	DESK 6-CAROL	OFF.1012
1 BOOKCASE 29"	DESK 6-CAROL	OFF.1012
1 MOBLIE FILE CART	DESK 6 -CAROL	OFF.1012
2 BLUE GUEST CHAIRS	WAITING ROOM	OFF.1012
1 BLUE DESK CHAIR	DESK 6 -CAROL	OFF.1012
15 MOVING BOXES	DESK 6 -CAROL	OFF.1012

DELL COMPUTER TOWER	DESK 19-MELBA	OFF.1009A
COMPUTER MONITOR	DESK 19-MELBA	OFF.1009A
COMPUTER KEYBOARD	DESK 19-MELBA	OFF.1009A
COMPUTER MOUSE	DESK 19-MELBA	OFF.1009A
COMPUTER SPEAKERS-2	DESK 19-MELBA	OFF.1009A
COMPUTER WOOFER	DESK 19-MELBA	OFF.1009A
HP PRINTER 870CSE	DESK 19-MELBA	OFF.1009A
IBM TYPEWRITER #A101979	DESK 19-MELBA	OFF.1009A
1 TELEPHONE 8410D	DESK 19-MELBA	OFF.1009A
1 MONITOR STAND	DESK 19-MELBA	OFF.1009A
1 DESK WITH GLASS TOP	DESK 19-MELBA	OFF.1009A
1 TWO DRAWER CABINET GLASS TOP	DESK 19-MELBA	OFF.1009A
2 CREDENZAS	DESK 19-MELBA	OFF.1009A
1 TRASH CAN	DESK 19-MELBA	OFF.1009A
1 FIVE SHELF BOOKCASE	DESK 19-MELBA	OFF.1009A
2 PINK GUEST CHAIRS	DESK 19-MELBA	OFF.1009A
1 PINK DESK CHAIR	DESK 19-MELBA	OFF.1009A
1 (2) DRAWER FILE CABINET-LG	DESK 5-KELLY	OFF.1009A
2 POWER STRIPS	DESK 19-MELBA	OFF.1009A
12 MOVING BOXES	DESK 19-MELBA	OFF.1009A

DELL COMPUTER TOWER	DESK 3-LISA D.	OFF.1009
COMPUTER MONITOR	DESK 3-LISA D.	OFF.1009
COMPUTER KEYBOARD	DESK 3-LISA D.	OFF.1009
COMPUTER MOUSE	DESK 3-LISA D.	OFF.1009
COMPUTER SPEAKERS-2	DESK 3-LISA D.	OFF.1009
PH PRINTER 6122	DESK 3-LISA D.	OFF.1009
1 BLACK TELEPHONE	DESK 3-LISA D.	OFF.1009
1 MONITOR STAND	DESK 3-LISA D.	OFF.1009
1 BLACK TRASH CAN	DESK 3-LISA D.	OFF.1009
POWER STRIP	DESK 3-LISA D.	OFF.1009
1 BLUE DESK CHAIR	DESK 3-LISA D.	OFF.1009
2 BLUE GUEST CHAIRS	WAITING ROOM	OFF.1009
1 (24 X 60) CREDENZA	DESK 13-MONICA	OFF.1009
1 (30 X 66) DESK	DESK 13-MONICA	OFF.1009
1 (20 X 66) CREDENZA	DESK 14-HELEN	OFF.1009
1 BOOKCASE	DESK 3-LISA D.	OFF.1009
1 BOOKCASE	DESK 11-TERRI	OFF.1009
1 (2) DRAWER FILE CABINET-SM	DESK 3-LISA D.	OFF.1009
1 (2) DRAWER FILE CABINET-LG	DESK 1-SUZANNE	OFF.1009
10 MOVING BOXES	DESK 3-LISA D.	OFF.1009

DELL COMPUTER TOWER	OFF.101-BONNIE	OFF.1013
COMPUTER FLAT SCREEN MONITOR	OFF.101-BONNIE	OFF.1013
COMPUTER KEYBOARD	OFF.101-BONNIE	OFF.1013
COMPUTER MOUSE	OFF.101-BONNIE	OFF.1013
COMPUTER SPEAKERS-2	OFF.101-BONNIE	OFF.1013
HP PRINTER 2200DN	OFF.101-BONNIE	OFF.1013
HP PRINTER G95	OFF.101-BONNIE	OFF.1013
1 BLACK TELEPHONE 8410D	OFF.101-BONNIE	OFF.1013
1 TRADITIONAL DESK-GLASS TOP	OFF.101-BONNIE	OFF.1013
1 TRADITIONAL FILE CABINET	OFF.101-BONNIE	OFF.1013
1 TRADITIONAL HUTCH/GLASS TOP	OFF.101-BONNIE	OFF.1013
1 COMPUTER TABLE/GLASS TOP	OFF.101-BONNIE	OFF.1013

1 72" BOOKCASE	OFF.101-BONNIE	OFF.1013
1 ROUND TABLE-GLASS TOP	OFF.101-BONNIE	OFF.1013
4 GUEST CHAIRS	OFF.101-BONNIE	OFF.1013
1 EXECUTIVE CHAIR	OFF.101-BONNIE	OFF.1013
1 (2) DRAWER FILE CABINET-LG	DESK 9-BETTY	OFF.1013
1 (2) DRAWER FILE CABINET-LG	DESK 7-LISA B.	OFF.1013
1 (20 X 66) CREDENZA	DESK 12-SHANE	OFF.1013
35 MOVING BOXES	OFF.101-BONNIE	OFF.1013

All bidders must acknowledge receipt of Addendum # 2

Name *Lashiriel* Title *President* Date *6/4/04*
COMPLETED FORM MUST BE SUBMITTED WITH BID

Sincerely,

Ginny Atkinson

Ginny Atkinson
Assistant Purchasing Director
Williamson County

GENERAL INFORMATION

Electronic Data Carriers began operation August 1, 1976. The company was started with the idea of providing professional transportation and warehousing services to electronic and delicate equipment companies. Our goal is to extend the elite atmosphere created by the sale of delicate and expensive computers; to installation of this type of equipment

Electronic Data Carriers: This group specializes in the transporting, warehousing, rigging, and installation of delicate electronic equipment. This division has warehouse facilities in the following cities:

**Austin, Texas
Carrollton, Texas
Houston, Texas
San Antonio, Texas**

Electronic Data Carriers of Texas: This group specializes in long-haul operations both intrastate and interstate. EDC of Texas also does various specialized transportation functions such as contract carriage.

Electronic Data Carriers Specialized Division: This Division's primary responsibility is to provide asset management, local distribution, customer engineered communication and inventory systems for our larger customers such as IBM, Tivoli, Imagistics, General Electric and Lucent Technologies,

Electronic Data Carriers operates eighty five units and employs over 200 people in the performance of distribution, transportation, warehousing and related services with annual gross revenue over seventeen million dollars

Electronic Data Carriers of Austin, has a 86,000 square foot facility. We are professionals in office and industrial relocations. We have the tools, equipment, and expertise to complete any relocation in the most economical manner possible.

Pinnacle Mover Status

WHAT IS A PINNACLE MOVER?

The Pinnacle Mover Program was developed by the Southwest Movers Association specifically for the moving industry. The primary goal of the program is to promote and recognize professional competence and adherence to ethical standards on the part of movers operating within the five-state SMA coverage area of Texas, Louisiana, Oklahoma, Arkansas and New Mexico.

This certification program, which is earned by the member moving company, covers many aspects of moving industry business practices, including:

- Safety • Customer Service • Claims • Environment • Insurance
- Employee Relations • Education • Maintenance • Regulatory Compliance

To qualify and achieve certification, a mover must meet and maintain criteria established to help insure high levels of service and consumer protection. The goal of the program is to have a Pinnacle Mover recognized as the best of the best in our industry with a commitment to consistently high levels of service, safety and consumer satisfaction.

WHAT DOES IT TAKE TO BECOME A PINNACLE MOVER?

The Pinnacle Mover Program is administered by the Southwest Movers Association working in conjunction with a three-person certification panel made up of the SMA Executive Director and two public panel members.

The certification is valid for one year although it may be revoked if the mover falls out of compliance. Any mover member company in good standing of SMA is eligible for consideration. The applicant must also agree to an on-site evaluation by the Pinnacle Mover certification committee or SMA staff if needed. To achieve Pinnacle Mover status a company must meet all required standards and criteria.

WHAT DOES IT MEAN TO BE A PINNACLE MOVER?

According to the SMA, achieving the status of a Pinnacle Mover indicates a commitment to be the best in our industry. The association is working with regulatory agencies and state government to develop financial incentives for those companies who achieve certification. The goal is to recognize those companies who go the extra mile to offer consistent quality service and to offer incentives to continue to do so.



EDC Moving Systems
Your Partner For Success

EDC Moving Systems
11604 Stonehollow



Austin, TX
Phone (512) 832-1995
FAX (512) 832-4370



PINNACLE MOVER

SOUTHWEST MOVERS ASSOCIATION

***What is a Pinnacle Mover**

- Find a Pinnacle Mover
- Moving Tips
- Helpful Links
- About SW Movers Association

In order to achieve Pinnacle Mover Status, a moving company must meet and maintain the following required criteria:

- Obtain a Texas Department of Transportation (TxDOT) registration number
- Maintain membership in good standing in Southwest Movers Association
- Maintain a satisfactory U.S. Department of Transportation Safety Rating
- Have no unresolved Better Business Bureau claims on record
- Have no bankruptcy filings in past seven years
- Maintain business or commercial auto liability coverage
- Carry the following insurance minimums:
 - Auto Liability: \$1,000,000
 - Workers Compensation: Statutory limits set by state
 - General Liability: \$1,000,000
 - Cargo Insurance: \$50,000
- Must comply with all state advertising rules and regulations
- Have a formal consumer claims policy communicated to all customers
- Comply with all other state and federal regulatory requirements

Pinnacle Movers must score a minimum of 150 points out of the following optional items:

- Maintain and enforce an associate dress code
- Maintain and enforce a formal alcohol/drug testing program for all associates
- Maintain and enforce a formal associate conduct policy
- Maintain and enforce a formal safety program
- Distribute an associate/driver safety manual
- Have a certified safety director on staff
- Have a certified maintenance director on staff
- Have a written and distributed mission statement
- Administer an associate recognition program
- Maintain a tuition assistance program for associates/employees
- Conduct employee training programs (points awarded per program)
- Maintain a maintenance recycling program
- All motorized fleet vehicles less than 10 years old
- All trailers less than 15 years old
- Achieve certification from any American Moving and Storage Association program
- Measure and receive credit for claims ratio measured by total claims paid versus total revenue



Electronic Data Carriers of Austin, Inc.

11604 Stonehollow Dr., # 200

Austin, Texas 78758

512-832-1995

Trammell Crow Company

Trammell Crow Company
Anne Meiteen
401 W. 15th St. # 1500
Austin Texas, 78701
512-482-5557

Relocation of hundreds of clients employees, servers, desktop systems, libraries, files and offices for over 10 years. Over 200,000 sqft total.



Texas Protective & Regulatory Service
James Davis
P.O.Box 149030
Austin, Texas 78714
512-496-7993

Numerous relocations including, furniture, files, records, and computers. Over 50,000 sqft total. 2003-2004



Texas Guaranteed Student Loan
John Sutton
P.O.Box 83100
Austin, Texas 78683
512-219-4614

Moved 600+ employees, labs, files, records, libraries, all financial documents, warehouse, and print shops from 3 locations to 2 locations. 200,00 sqft 2003



Bexar County Records
Richard Gold
232 Iowa St.
San Antonio, Texas
210-532-9599

Relocated over 75,000 sequenced file cartons, and over 50,000 book records dating back to the formation of the Republic of Texas

Tivoli software

Tivoli Software
Thomas Gunter
11301 Burnet Road
Austin, Texas 78758
512-286-2244

Relocation of approx. 300 employees over 800 desktop systems & over 2400 servers from 5 locations into 1 location. Over 120,000 sqft 2002



Scooter Store, Inc.
Alex Lobowski
1650 Independence Dr.
New Braunfels, Texas 78130
830-608-9200

Disconnect, move, then reconnect 597 PCs & peripherals. Move 600 people from 7 locations to a central building. 2001



Buck Horn Museum
John Stein
318 E. Houston Street
San Antonio, Texas
210-747-4000

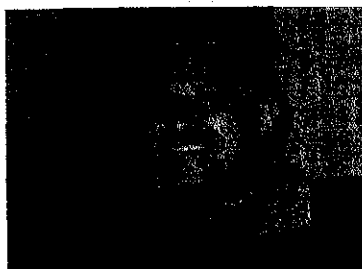
To step insid is like going back to the "Wild West". This was a unique and challenging move, from the "Two Headed Calf" to the 24 ft. Great White shark.

Leslie Dill
President



Being in the commercial relocation business for 25 years, Leslie brings extensive experience in planning, execution, total logistics and overall coordination. She has been in charge of EDC for the Austin and surrounding areas for over 20 years. EDC Moving Systems has a phenomenal reputation for quality. Leslie's entire professional career has been centered on customer satisfaction and quality service. Leslie has been serving the Austin area since 1980 and has been involved in countless relocations from the very large (400+) to the very small. She will bring her personal attention to every facet of your project to insure your total satisfaction. You are never alone when faced with unexpected changes and challenges with the EDC Team. Leslie and her entire staff will be by your side to see to it that your particular challenges are faced and championed with ease.

EDC Austin Move Team



Jesse Rodriguez

Jesse has been an Office Move Supervisor with EDC for over 21 consecutive years. Jesse is recognized as a Certified Move Professional by the American Movers Association. He has an experience level unparalleled by anyone in this area for a variety of specialties from office, industrial, warehouse, rigging, assembly and installation supervision and execution. He knows how to get the job done right, on time, and damage free. Jesse is considered an expert in his field. With Jesse on your team, you have the best. Just a few of the moves Jesse has supervised are:

- Farm Credit Bank of America (1985) Over 300 employees
- MCC (1986) Over 400 Employees
- Lotus (2001) Over 200 Employees
- Tivoli Systems (2002) Over 1200 Employees
- Texas Guaranteed Student Loan Over 600 Employees

**Raymond Perez**

Everybody loves Raymond. Raymond has a great customer satisfaction track record and many times awarded All-Star recognition. With his quiet determination and persistence; he leads his crews to successful and timely completion time after time. Raymond has been an Office Move and Installation Supervisor with EDC for well over 10 years and his dedication, loyalty, conscientious efforts and skill will shine through on your relocation project.

**Joel Jimenz**

Joel wears many hats at EDC Austin. His main duties include warehouse customer service, inventory control and installation supervisor. He also has responsibility for supervision of office moves. His versatility makes him ideal to fill in where ever he is needed. Joel has been with the company for 7 years and continues to be a vital member of our growing team.

**Beth Champlin**

Coordination, excellent customer service, quality and commitment are all the words one thinks of when thinking of Beth. When you phone EDC Moving Systems, it is Beth who is the inside driving force of success for the office. If Leslie is on a customer site, you can be sure that Beth will take care of your needs, changes, billing inquiries, or expedited requests. She is in constant communication with the crew leaders and Leslie and can generally answer your issues immediately. Beth has been with EDC Moving Systems over 19 years and has won the corporate Customer Service Award many, many times.

AGENDA ITEM 28

Consider approving a resolution regarding preservation of a bridge.

Commissioner Limmer addressed the Court regarding a bridge on **CR 456**, just north-east of Coupland.

Moved: **Commissioner Limmer**

Seconded: **Commissioner Birkman**

Motion: To approve a resolution regarding preservation of an historic bridge on **County Road 456**.

Vote: **4 – 0**

< Attachment >