East Jefferson Parish Child Welfare Office Moving Services

The purpose of this solicitation is to purchase moving services to relocate the East Jefferson Child Welfare office. This office is moving from 2150 West Bank Expressway, Harvey, LA, Suite 201 (2nd floor), and is being relocated to 2400 Veterans Blvd, Kenner, LA, Suite 400 (4th floor). A mandatory job site visit is required to be considered for award. The move must be completed by September 30, 2024. The awarded vendor will be required to pack the entire office, except for staff’s personal items. Additional furniture is located on the 3rd and 4th floors. The furniture will be tagged to designate which office it belongs to. DCFS staff will be available to clarify which furniture will be moved.

Three file rooms also need to be packed and moved. Each file room consists of between 200-400 files. There are an additional 400 cases located on the 2nd floor in different areas. Some case files will be marked confidential and need to be secured in the vehicle and not left outside the truck unattended. The movers will load everything onto the moving truck, and transport the items to the new location where they will then unload all of the items into the new office space.

There is no freight elevator at 2150 West Bank Expressway, Harvey, LA, but security will block off the elevators to allow for the move. There is no loading dock, but there is a back entrance to load the trucks. There is a freight elevator at the 2400 Veterans Blvd, Kenner, LA location; however, there is no loading dock. Below is an approximate amount of furniture that will also need to be moved. In addition to the items listed below, movers will be responsible for moving a mail machine, a fingerprint machine, printer, fax machine, and a refrigerator.

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| **Item** | **Quantity** |
| Bookshelves | 16 |
| Chairs | 121 |
| Desks | 19 |
| File Cabinets | 72 |
| Tables | 18 |