West Jefferson Parish Child Welfare Office Moving Services

The purpose of this solicitation is to purchase moving services to relocate the West Jefferson Child Welfare office. This office is moving from 2150 West Bank Expressway, Harvey, LA, Suite 600 (6th floor), and is being relocated to 401 Whitney Ave., Gretna, LA, Suite 400 (4th floor). A mandatory job site visit is required to be considered for award. The move must be completed by October 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.

Five file rooms also need to be packed and moved. Each file room consists of between 300-1000 files. Some case files will be marked confidential, and need to be secured in the vehicle, 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 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; however, there is a back entrance to load the trucks. There is no freight elevator or loading dock at the 401 Whitney Ave., Gretna, LA location. However, security can block off the elevator during the move. Below is an approximate amount of furniture that will need to be moved.

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| **Item** | **Quantity** |
| Bookshelves | 80 |
| Coffee tables | 35 |
| Conference Chairs | 141 |
| Copy machines | 2 |
| Desk | 87 |
| Desk chairs | 72 |
| Double file cabinet | 37 |
| Files boxes | 146 |
| Refrigerator | 2 |
| Single file cabinet | 88 |
| Sofa chair | 1 |
| TV | 4 |
| TV stands | 3 |