

REQUEST FOR PROPOSAL FOR MOVE SERVICES FOR



MOVE TO STORAGE AND/OR TEMP SPACE

**FROM 93-99 BISHOP ALLEN DRIVE
CAMBRIDGE, MA**

October 7, 2020



Bidder,

Cambridge Redevelopment Authority is requesting a **NOT TO EXCEED** quote from qualified union movers for the December 2020 move of their ten tenants out of 93-99 Bishop Allen Drive, Cambridge, Massachusetts. Attached please find the anticipated scope of work, a bid submission document and other additional project information.

The mover response in a narrative format with itemized per phase costs, and with supporting data using the Attachment A form and **in email form only to eva.hamori@stvinc.com**, will be due on Friday, October 16, 2020 at 5 p.m. Mover award will take place on or before Friday, October 30, 2020. After the award, a conference call with the selected mover will be held in order to refine the move plan, to discuss final move requirements, and to review furniture and equipment in motion so the proper mover equipment and supplies, building protection, etc. will be brought for each move.

Should you have any questions please contact me via email at eva.hamori@stvinc.com. Thank you.

Eva E. Hamori

Senior Project Planner

STV | DPM

On behalf of Cambridge Redevelopment Authority

Project Description:

Cambridge Redevelopment Authority (CRA) is renovating their building located at 93-99 Bishop Allen Drive, Cambridge, MA in 2021. This renovation project requires that the existing ten (10) tenants on the building's four levels be completely moved out during the renovation period. The CRA is coordinating and covering the cost of the move for those tenants who will be returning to Bishop Allen Drive at the completion of the renovation in the Fall of 2021. In most cases, only a portion of the furniture and belongings from each of the ten tenants will be moved to one of several temporary spaces. The remaining furniture and belongings will be delivered to a mover-provided storage space where it will be held until it is moved back to the renovated building in late 2021. (Storage costs are a required part of the proposal response.)

Scope of Work:

Overview

The selected mover will be moving furniture, equipment and belongings for the companies noted in the table below. Files, small equipment, and desk items will be packed into mover-provided move boxes. Destination locations for the items are also noted on the table.

The moves are scheduled to take place on Monday, December 28 through Wednesday, December 30, 2020. It is anticipated that the move and the removal and liquidation of any remaining furniture will take two days, with the third day reserved as a "snow day" in case of inclement weather. It is expected that the selected mover will advise on the appropriate amount of time necessary to accomplish this work.

Timeline for Mover Selection Process:

Cambridge Redevelopment Authority will use the following timeline to select a mover:

October 2, 2020	Mover RFP Issued
October 8, 2020 at 2:30 p.m.	Mandatory Mover Walk Through <i>(only one representative per mover and masks are required)</i>
October 13, 2020 at 5 p.m.	Mover Questions Due
October 14, 2020 at 5 p.m.	Mover Question Answers
October 16, 2020 at 5 p.m.	Mover Responses Due
October 23, 2020	Response Evaluation Period
October 30, 2020	Award of contract

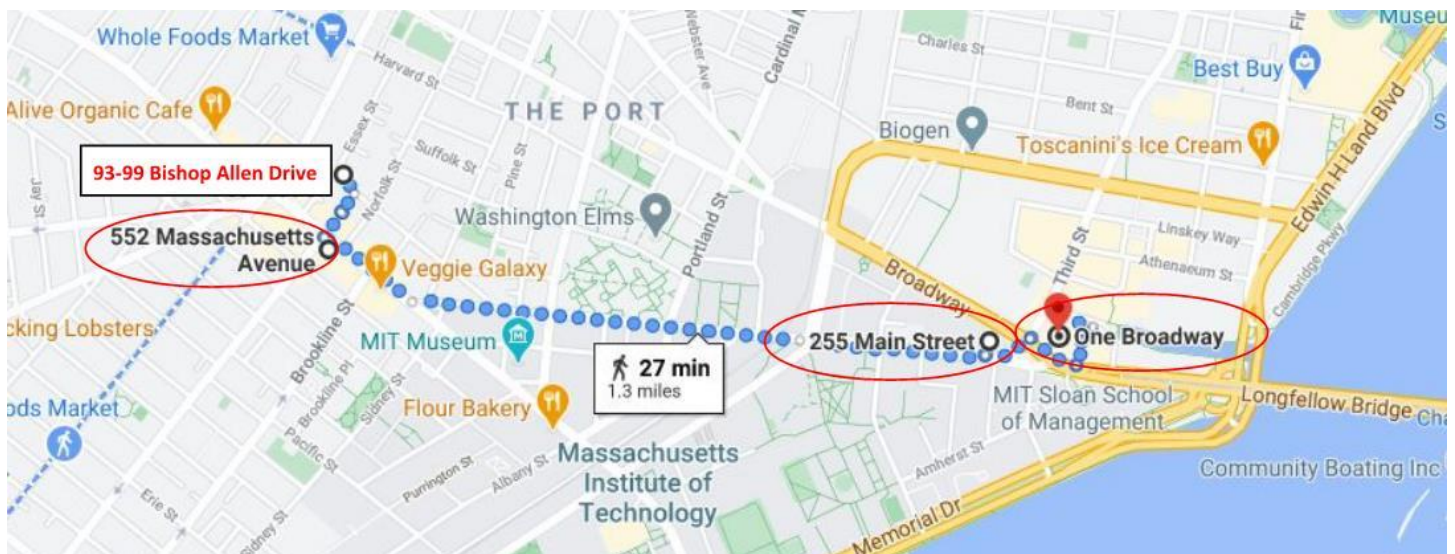
Origin Statistics

- There are four floors – lower level, first, second, and third floors.
- There is an elevator available.
- There is no loading dock at Bishop Allen Drive. The load in area is at ground level with four steps up from the building back door, as shown in the photos below, therefore lift gates are required for each truck.



Destination Statistics

- There are three destination locations.
 - Green Cambridge is moving to the 8th floor at **255 Main Street**, Cambridge. One person is in motion.
 - The Algebra Project is moving to the 8th floor at **255 Main Street**, Cambridge. Two people are in motion.
 - BARCC (Boston Area Rape Crisis Center) is moving to **552 Massachusetts Avenue**, Suite 204, Cambridge. seven people/spaces are in motion.
 - CCF (Cambridge Community Foundation) is moving to **One Broadway** in Cambridge. Four people/spaces are in motion.



Origin and Destination Locations

COVID-19 Procedures

The selected mover will be required to comply with the Cambridge Redevelopment Authority and Commonwealth of Massachusetts COVID-19 procedures in place at the time of the move. Compliance will be mandatory.

Elevator Use

It is anticipated that there will be no tenant staff other than essential move-related personnel in the origin building during the move period. Floor and wall protection should always be used in elevators. The destination locations are multi-tenanted and coordination will be made with the landlords at each site.

Tenant Disposition – Moving and Storage

TENANT NAME	ORIGIN BUILDING	ORIGIN FLOOR	MOVE DESTINATION			
			TEMP SPACE ADDRESS	TEMP SPACE FL	STORAGE	BOTH
SBN	93-99 Bishop Allen Drive	Basement			X	
Brattle	93-99 Bishop Allen Drive	Basement			X	
Green Cambridge	93-99 Bishop Allen Drive	Basement	255 Main Street	8th		X
Next Step Fund	93-99 Bishop Allen Drive	Basement			X	
Cambridge Camping	93-99 Bishop Allen Drive	Basement			X	
CCF	93-99 Bishop Allen Drive	First Floor	One Broadway	11 th ?	X	X
Enroot	93-99 Bishop Allen Drive	First Floor			X	
YPP	93-99 Bishop Allen Drive	First Floor			X	
BARCC	93-99 Bishop Allen Drive	Second Floor	552 Mass Ave, Suite 204	2nd		X
BARCC	93-99 Bishop Allen Drive	Third Floor	552 Mass Ave, Suite 204	2nd		X
YPP	93-99 Bishop Allen Drive	Third Floor			X	
Algebra Project	93-99 Bishop Allen Drive	Third Floor	255 Main Street	8th		X

Content and Furniture in Motion

CRA & STV|DPM are in the process of inventorying the tenant furniture and belongings, the current partially complete draft is included as Attachment E. A full inventory of the furniture and equipment to be sent to storage is underway and will be provided to the selected mover when it is completed.

In the interim, movers will need to take a rough inventory of the items for the move and for storage during the walk through.

Content and Furniture to be Stored at Mover Storage Warehouse

Office content for the Tenants noted above will need to be stored at the selected mover's storage warehouse from the December move date until approximately September 2021. Please provide an estimated monthly cost for storage services and move costs associated with the return of the items to 93-99 Bishop Allen Drive in late 2021.

A hand-off of the storage items to a non-union mover storage facility would be acceptable to the CRA, since they are looking for the most cost-effective move plan. In this case, the CRA would be billed directly for that storage cost.

Computer and Telephone Equipment in Motion

The selected mover will be responsible for transporting or storing computer and telephone equipment for all tenants as

inventoried during the walk through. Bag and tag services will not be required. BARCC may be the only tenant with a floor model multifunction device in motion.

Outside Vendors

We do not anticipate the involvement of any outside vendors. Any modular furniture in tenant spaces must be deinstalled (and reinstalled in the temporary space, if required) by the mover's installation staff.

Boxes and Equipment Handling

Since this is a city neighborhood, movers should note that no boxes or equipment may be left unattended while it is in motion from origin to destination. Therefore, while items are in motion, there must be a member of the move staff in attendance. Boxes and equipment must not be left unattended during mover breaks.

Special Handling

Any equipment requiring special handling by the movers will be tagged with brightly colored Special Handling Sheets with the move instructions clearly noted. None are anticipated at this time.

Building Protection

Depending upon the move routes taken, elevator cab protection, wall and floor protection, corner protection and door protection may be required at destination locations. Areas to be protected will be discussed during the Selected Mover Meeting, which is currently planned for a date in early December 2020. Terms are as follows:

1. The mover shall provide protection against damage to stairways, elevators, walls, floors, door, frames, etc., during the work unless there is agreement that such protection is not needed.
2. The mover shall be responsible for any damage created as a result of their work. Such damage will be identified during a post-move inspection with STV | DPM. The mover's contract sum will be reduced as appropriate and equitable. Such adjustment shall be affected whether or not final payment has been made.
3. Describe the methods for ensuring protection of the inventory when disassembling, removing, moving, placing and reassembling. Provide estimates of the type, amount and cost of protective materials needed as requested in the Cost Proposal.

Permits and Police Details

Selected mover must coordinate and secure any required permits and/or police details for all locations on move days.

Move Supplies and Equipment

The Cambridge Redevelopment Authority will be providing mover boxes to their tenants. STV|DPM will be providing move labels.

Cardboard move boxes/totes – quantities to be determined during mover walk through.
Supplies – bubble, packing paper, etc. to be estimated during mover walk through

We anticipate that we would like the selected mover to deliver boxes and supplies in early November.

The selected mover will provide all the necessary tools and materials to ensure that all the inventory can be moved and installed on a timely basis. Please note that the use of computer carts is preferred for the movement of computers and electronic equipment (rather than C bins), if applicable. Each component of data or other equipment will be blanket-wrapped and placed in a computer cart or bin. The carts will then be wrapped with plastic. Selected mover should provide new or clean moving blankets for the move of this equipment.

All mover trucks will need to be straight trucks with operational lift gates, to allow for the different conditions from building to building.

Mover Rates

This project requires Prevailing Wage for all phases of the moves. Please see Attachment D for Prevailing Wage Sheets. In addition, Cambridge Redevelopment Authority is requesting that this project be bid with daytime rates. We anticipate that moves into the destination locations will be able to be daytime moves.

Please note that this must be a Not to Exceed Bid, which should be bid by quantifying each phase separately.

Move Start Times

Weekday start time: 8 a.m. Weekday Preferred finish time: 4 p.m.

Mover Compartment

Movers must wear uniform shirts or uniform tee shirts while on site. The selected mover's site supervisor must have a cell phone for communicating with the moving company, STV | DPM personnel, and any designated Cambridge Redevelopment Authority representatives. However, we ask that other move company staff limit their use of personal cell phones while at the client site, especially as it pertains to personal calls.

The move crew must be advised that no smoking is allowed in any area of the buildings or loading docks.

Again, compliance with all COVID-19 regulations in place at the time of the moves is mandatory and non-negotiable.

Mover Sign In and Move Day Communication

All movers must check in with the STV|DPM Move Supervisor upon arrival in order to review the day's scope of work. The onsite mover project supervisor will be required to leave a cellphone contact number for notification in case of emergency.

Move staff will be notified where they will be authorized to park their move trucks and personal vehicles.

Settle In

No settle in crew will be required for this move.

Certificate of Insurance

The selected mover will be required to provide Certificate of Insurances as per the Certificate of Insurance requirements to be provided after the move award. Certificates should be submitted to eva.hamori@stvinc.com and should include STV Construction, Inc. d/b/a STV|DPM as an Additional Insured.

Proposal Requirements

1. All proposals **must be submitted through email** to eva.hamori@stvinc.com and should be addressed to:

*Erica Schwarz
Cambridge Redevelopment Authority
255 Main Street, 8th Floor
Cambridge, MA 02142*

2. Cambridge Redevelopment Authority reserves the right to reject any and all proposals received whenever such action, rejection, or waiver is in its best interests.
3. Cambridge Redevelopment Authority intends to accept the proposal that is of the greatest benefit to it and its tenants.
4. Cambridge Redevelopment Authority will accept no claims of ignorance regarding any item in this RFP or the Agreement as a basis for any claim by the vendor for extra charges or fees.
5. Any edits made to this RFP or to the Agreement must be highlighted.
6. Selected Mover must sign and return via email to eva.hamori@stvinc.com the attached Exhibit 1 document.

Bid Documents

Please provide a narrative of how you will handle the move, in addition to completing the Mover Unit Cost pricing tables attached as Attachment A to aid in our bid evaluation process. This document is available as an Excel spreadsheet upon request.

Add Alternate Services

Several of the Tenants may have need for mover assist in packing their spaces. Please provide your hourly rate for mover packer services.

Attachments

Exhibit 1	
Attachment A	<i>Mover Unit Cost Worksheets (available in electronic copy upon request)</i>
Attachment B	<i>93-99 Bishop Allen Drive Origin - Floor Plans</i>
Attachment C	<i>552 Mass Ave & 255 Main Street – Destination Floor Plans</i>
Attachment D	<i>Prevailing Wage Information Sheets</i>
Attachment E	<i>Partial Tenant Inventory with Disposition</i>

EXHIBIT 1

The Cambridge Redevelopment Authority "CRA" (the Owner) has appointed STV|DPM to observe the work and to have such other responsibilities as the Owner and STV|DPM agree in writing. Selected Mover will:

- a) Cooperate with STV|DPM in every way.
- b) Provide full access to all parts of the Project and the Work to STV|DPM at all times during normal working hours.
- c) Provide advance notice and invite STV|DPM to all project meetings and subcontractor meetings concerning the project.

Selected Mover will indemnify, defend and save STV|DPM harmless from any claims, losses, costs or expenses, including attorney's fees and court costs, arising from any occurrence or matter including, but not limited to, the exercise of any agency on behalf of the CRA, undertakings and approvals authorized on behalf of the Cambridge Redevelopment Authority personal injury, death and property damage, related to the conduct of the work including third party claims.

Until the Selected Mover has been given written notice to the contrary, STV|DPM shall act as the Owner's representative in connection with the project. STV|DPM shall attend regularly scheduled project meetings as well as all special project meetings of which it has been given adequate notice. Any action by STV|DPM shall be binding upon the CRA. The Cambridge Redevelopment Authority may, by written notice pursuant to the provisions of this Agreement, designate another representative to act on its behalf.

Accepted by:

Name

Date

Selected Mover

ATTACHMENT A – MOVERS UNIT COST

DAY 1: _____

	Unit Cost	Unit	Man Hours	Extension
Crew	Regular Time			
Mover / Helper	\$ / hour			
Supervisor	\$ / hour			
Driver	\$ / hour			
Installer	\$ / hour			
Other	\$ / hour			
Truck (ONLY)*	\$ / hour			
Travel Time	amt of time			

Crew	Overtime	begins @		ends @
Mover / Helper	\$ / hour			
Supervisor	\$ / hour			
Driver	\$ / hour			
Installer	\$ / hour			
Other	\$ / hour			
Truck (ONLY)*	\$ / hour			
Travel Time	amt of time			

TOTAL MOVE COST \$ _____

DAY 2: _____

	Unit Cost	Unit	Man Hours	Extension
Crew	Regular Time			
Mover / Helper	\$ / hour			
Supervisor	\$ / hour			
Driver	\$ / hour			
Installer	\$ / hour			
Other	\$ / hour			
Truck (ONLY)*	\$ / hour			
Travel Time	amt of time			

Crew	Overtime	begins @		ends @
Mover / Helper	\$ / hour			
Supervisor	\$ / hour			
Driver	\$ / hour			
Installer	\$ / hour			
Other	\$ / hour			
Truck (ONLY)*	\$ / hour			
Travel Time	amt of time			

TOTAL MOVE COST \$ _____

ATTACHMENT A – MOVERS UNIT COST (continued)

DAY 3: (if applicable)

	Unit Cost	Unit	Man Hours	Extension
Crew	Regular Time			
Mover / Helper	\$ / hour			
Supervisor	\$ / hour			
Driver	\$ / hour			
Installer	\$ / hour			
Other	\$ / hour			
Truck (ONLY)*	\$ / hour			
Travel Time	amt of time			

Crew	Overtime	begins @		ends @
Mover / Helper	\$ / hour			
Supervisor	\$ / hour			
Driver	\$ / hour			
Installer	\$ / hour			
Other	\$ / hour			
Truck (ONLY)*	\$ / hour			
Travel Time	amt of time			

TOTAL MOVE COST \$ _____

MATERIALS

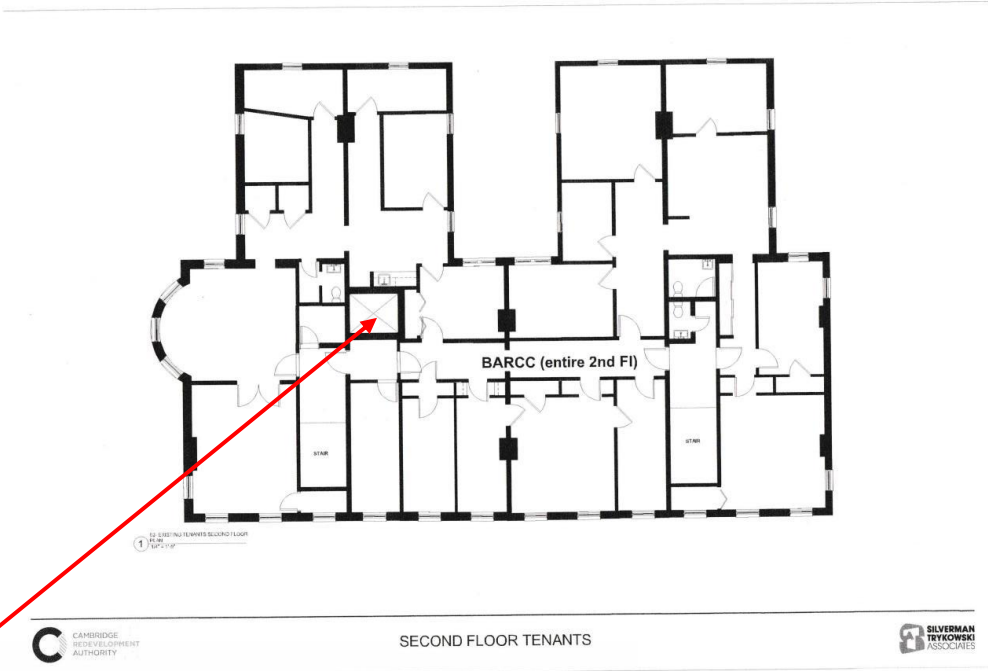
	Unit	Unit Cost	QTY	EXTENDED COST
Supplies				
Boxes	each			
Crates	each, 2-week			
Crate Dollies	each, 2-week			
Crates	each, overdue			
Crate Dollies	each, overdue			
Box Delivery	each			
Labels	package of 500			
Keyboard Bags	each			
Monitor Bags	each			
Commercial Bins	each			
Computer Carts	each / day			
Library Carts	each / day			
Shrink Wrap	per roll (ft/roll)			
Bubble Wrap	per roll (ft/roll)			
Bldg Protection-wall	per roll (ft/roll)			
Bldg Protection-floor	per roll (ft/roll)			
Fuel Charges				
Tax				
Other **				

TOTAL SUPPLY COST \$ _____

Description of Other**

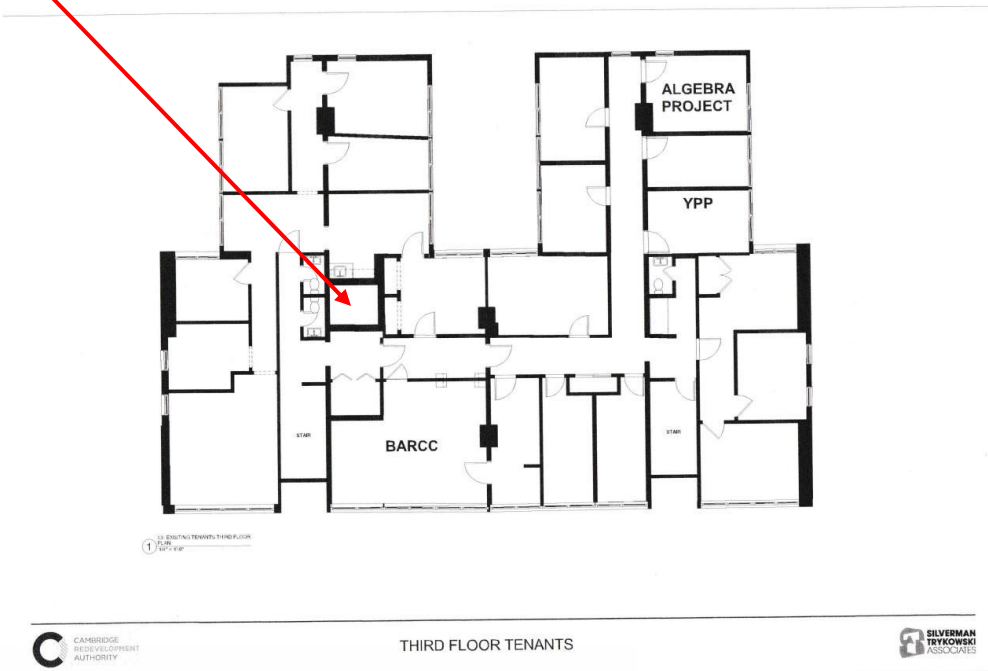
Include any other items that you would charge for that may not be listed. Any items not listed above and billed during or after the move (and not pre-approved by the client) will be deleted from the invoice.

SECOND FLOOR



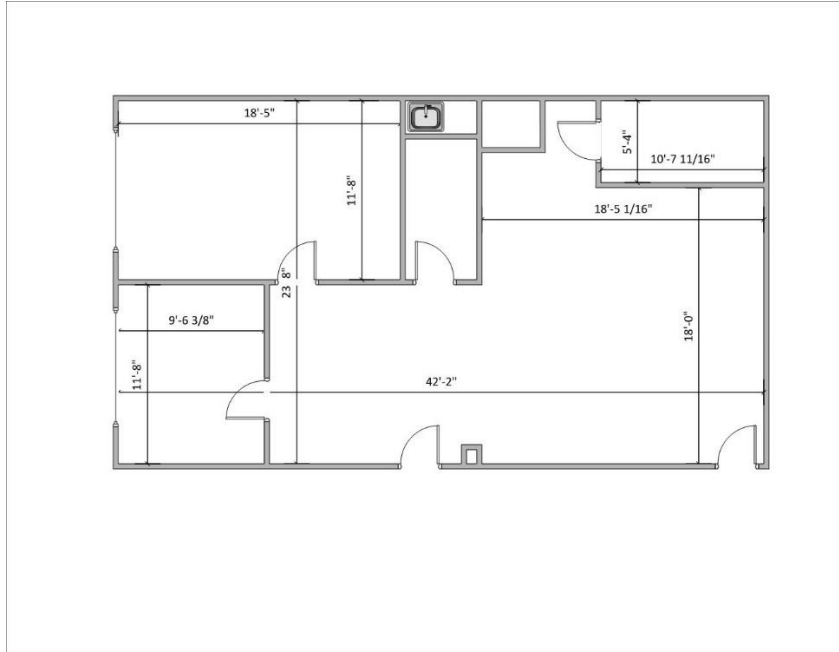
Elevator

THIRD FLOOR

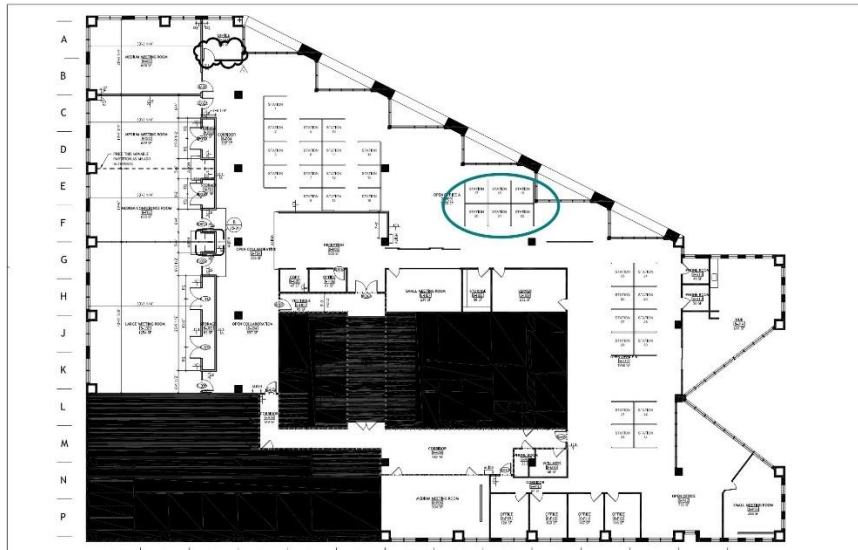


ATTACHMENT C

552 MASS AVENUE, CAMBRIDGE, SUITE 204 -- BARCC'S TEMP SPACE



LINK SPACE at 255 MAIN STREET, CAMBRIDGE, 8TH FLOOR - GREEN CAMBRIDGE & ALGEBRA PROJECT'S TEMP SPACE



ATTACHMENT D

**PREVAILING WAGE SHEETS
ON THE FOLLOWING TWO PAGES**



CHARLES D. BAKER
Governor

KARYN E. POLITO
Lt. Governor

THE COMMONWEALTH OF MASSACHUSETTS
EXECUTIVE OFFICE OF LABOR AND WORKFORCE DEVELOPMENT
DEPARTMENT OF LABOR STANDARDS

Prevailing Wage Rates

As determined by the Director under the provisions of the
Massachusetts General Laws, Chapter 149, Sections 26 to 27H

ROSALIN ACOSTA
Secretary
MICHAEL FLANAGAN
Director

Awarding Authority: Cambridge Redevelopment Authority
Contract Number: **City/Town:** CAMBRIDGE
Description of Work: (This schedule is limited to Moving Office Furniture & Fixtures) Move & temporary move relocation.
Job Location: 93-99 Bishop Allen Drive Cambridge, MA

Information about Prevailing Wage Schedules for Awarding Authorities and Contractors

- This wage schedule applies only to the specific project referenced at the top of this page and uniquely identified by the "Wage Request Number" on all pages of this schedule.
 - An Awarding Authority must request an updated wage schedule from the Department of Labor Standards ("DLS") if it has not opened bids or selected a contractor within 90 days of the date of issuance of the wage schedule. For CM AT RISK projects (bid pursuant to G.L. c.149A), the earlier of: (a) the execution date of the GMP Amendment, or (b) the bid for the first construction scope of work must be within 90-days of the wage schedule issuance date.
 - The wage schedule shall be incorporated in any advertisement or call for bids for the project as required by M.G.L. c. 149, § 27. The wage schedule shall be made a part of the contract awarded for the project. The wage schedule must be posted in a conspicuous place at the work site for the life of the project in accordance with M.G.L. c. 149 § 27. The wages listed on the wage schedule must be paid to employees performing construction work on the project whether they are employed by the prime contractor, a filed sub-bidder, or any sub-contractor.
 - All apprentices working on the project are required to be registered with the Massachusetts Department of Labor Standards, Division of Apprentice Standards (DLS/DAS). Apprentice must keep his/her apprentice identification card on his/her person during all work hours on the project. An apprentice registered with DAS may be paid the lower apprentice wage rate at the applicable step as provided on the prevailing wage schedule. **Any apprentice not registered with DLS/DAS regardless of whether or not they are registered with any other federal, state, local, or private agency must be paid the journeyworker's rate for the trade.**
 - The wage rates will remain in effect for the duration of the project, except in the case of multi-year public construction projects. For construction projects lasting longer than one year, awarding authorities must request an updated wage schedule. Awarding authorities are required to request these updates no later than two weeks before the anniversary of the date the contract was executed by the awarding authority and the general contractor. For multi-year CM AT RISK projects, awarding authority must request an annual update no later than two weeks before the anniversary date, determined as the earlier of: (a) the execution date of the GMP Amendment, or (b) the execution date of the first amendment to permit procurement of construction services. Contractors are required to obtain the wage schedules from awarding authorities, and to pay no less than these rates to covered workers. The annual update requirement is not applicable to 27F "rental of equipment" contracts.
 - Every contractor or subcontractor which performs construction work on the project is required to submit weekly payroll reports and a Statement of Compliance directly to the awarding authority by mail or email and keep them on file for three years. Each weekly payroll report must contain: the employee's name, address, occupational classification, hours worked, and wages paid. Do not submit weekly payroll reports to DLS. A sample of a payroll reporting form may be obtained at <http://www.mass.gov/dols/pw>.
 - Contractors with questions about the wage rates or classifications included on the wage schedule have an affirmative obligation to inquire with DLS at (617) 626-6953.
 - Employees not receiving the prevailing wage rate set forth on the wage schedule may report the violation to the Fair Labor Division of the office of the Attorney General at (617) 727-3465.
 - Failure of a contractor or subcontractor to pay the prevailing wage rates listed on the wage schedule to all employees who perform construction work on the project is a violation of the law and subjects the contractor or subcontractor to civil and criminal penalties.
-

Classification	Effective Date	Base Wage	Health	Pension	Supplemental Unemployment	Total Rate
Move Office Furniture						
MOVING HELPER <i>MOVE OFFICE FURNITURE -TEAMSTERS 25</i>	04/01/2020	\$32.60	\$17.29	\$0.00	\$0.00	\$49.89
MOVING INSTALLERS <i>MOVE OFFICE FURNITURE -TEAMSTERS 25</i>	04/01/2020	\$32.75	\$17.29	\$0.00	\$0.00	\$50.04
MOVING PACKER/CRATER <i>MOVE OFFICE FURNITURE -TEAMSTERS 25</i>	04/01/2020	\$32.65	\$17.29	\$0.00	\$0.00	\$49.94
STRAIGHT TRUCK DRIVER (MOVING) <i>MOVE OFFICE FURNITURE -TEAMSTERS 25</i>	04/01/2020	\$33.10	\$17.29	\$0.00	\$0.00	\$50.39
TRAILER DRIVER (MOVING) <i>MOVE OFFICE FURNITURE -TEAMSTERS 25</i>	04/01/2020	\$33.40	\$17.29	\$0.00	\$0.00	\$50.69

Additional Apprentice Information:

Minimum wage rates for apprentices employed on public works projects are listed above as a percentage of the pre-determined hourly wage rate established by the Commissioner under the provisions of the M.G.L. c. 149, ss. 26-27D. Apprentice ratios are established by the Division of Apprenticeship Training pursuant to M.G.L. c. 23, ss. 11E-11L.

All apprentices must be registered with the Division of Apprenticeship Training in accordance with M.G.L. c. 23, ss. 11E-11L.

All steps are six months (1000 hours.)

Ratios are expressed in allowable number of apprentices to journeymen or fraction thereof, unless otherwise specified.

** Multiple ratios are listed in the comment field.

*** APP to JM: 1:1, 2:2, 2:3, 3:4, 4:4, 4:5, 4:6, 5:7, 6:7, 6:8, 6:9, 7:10, 8:10, 8:11, 8:12, 9:13, 10:13, 10:14, etc.

**** APP to JM: 1:1, 1:2, 2:3, 2:4, 3:5, 4:6, 4:7, 5:8, 6:9, 6:10, 7:11, 8:12, 8:13, 9:14, 10:15, 10:16, etc.

ATTACHMENT E

**PARTIAL TENANT INVENTORY WITH DISPOSITION
ON THE FOLLOWING TWO PAGES**

CAMBRIDGE REDEVELOPMENT AUTHORITY MOVE FROM 93-99 BISHOP ALLEN DRIVE - DEC 2020

INVENTORY KEY: S= Storage T= Temp Space Tr = Trash

Green Cambridge				BOTH STORAGE & TEMP AT 255 MAIN STREET			
Status	Qty	Item	Description 1	Description 2	Width	Depth	Height
	1	Desk	Desk	Wood	40"	60"	
	1	Desk	Single Ped Desk	Wood	66"	25.5"	
	1	File Vertical	File	White	15"	18"	28.25"
	1	File Vertical	File	Black	14.25"	18"	26.75"
	1	File Vertical	File	Grey	15"	26.75"	52"
	1	Bookcase	4 Shelf Bookcase		31.25"	10"	42.25"
	1	White Board	White Board		6'		4'
	2	Desk Chair	Desk Chair	Green			
	2	Task Chair	Task Chair	Green			

Cambridge Camping				ALL TO STORAGE			
Status	Qty	Item	Description 1	Description 2	Width	Depth	Height
?	1	Bookcase	4 Shelf Bookcase	Wood Laminate	36"	11.75"	61.75"
?	1	Bookcase	4 Shelf Bookcase	Wood	27"	10"	
Tr	1	Desk	Desk with FL-2dr-(R)	Cherry Desk with Grey Top	72"	36"	
Tr	1	Desk	Desk with FL-2dr-(L)	Cherry Desk with Grey Top	72"	36"	
Tr	1	Desk	Maple Desk	Maple	55"	25.5"	
Tr	1	Desk	Student Desk	Oak	36"	24"	52"
Tr	1	Desk	Desk	Dark Brown	60"	23"	
Tr	1	Desk	Desk with double hanging Ped	Wood Laminate top	60"	30"	
S	6	Desk Chair	Desk Chair				
S	1	File Lateral	FL-2dr	Beige with loack	36"	15"	
S	1	File Vertical	File Vertical-2dr	Grey with lock	15"	25"	29"
S	4	File Vertical	File Vertical-4dr	3 Grey 1 Black	15"	25"	52"
?	1	Fridge	Refrigerator Base	Wood	24"	24"	
Tr	2	Guest Chair	Guest Chair				
S	6	Side Chair	Side Chair				
Tr	1	Table	Occasional Table	wood	30"	20"	
S	1	Table	Table	Cherry Top	84"	44"	

ENROOT				ALL TO STORAGE			
Status	Qty	Item	Description 1	Description 2	Width	Depth	Height
S	1	Bookcase	4 Shelf Bookcase	Wood Laminate	14.5"	11.5"	55.75"
S	1	Bookcase	6 Shelf Bookcase	Wood	20.75"	11"	75.25"
S	1	Cabinets	Cabinets	White with maple top	17.75"	27.5"	
S	1	Cart	Projection Cart on caster	Caster	24"	31"	39"
S	2	Chairs	Stackable Chairs	Grey			
S	51	Chairs	Stackable Chairs	Black			
S	1	Cubby	Cubby	White Laminate	36"	12"	
S	1	Cubby	Wooden Cubby	Wooden	61.25"	7.5"	
S	2	Desk	Desk with Ped on caster	Black with Cherry Top	48"	24"	
S	1	Desk	Arc Desk	Black with Cherry Top	32.5"	55.5"	
S	6	Desk	Desk on Caster - HAT	Black	59"	29.5"	
S	3	Desk	Desk on Caster - HAT	Black	47.25"	29.5"	
S	1	Desk	Desk on Caster - HAT	Wood Laminate top/Black Base	59"	29.5"	
S	16	Desk Chair	Desk Chair				
S	1	File Lateral	FL-2dr	Grey	15"	23.5"	
S	1	File Lateral	FL-2dr	Black	15"	26.5"	
S	1	File Vertical	2dr Vertical File	Black	15"	24"	
S	1	Metro Rack	5 Shelf Metro Rack		48"	18"	72"
S	2	Ped	Ped on Casters	Black	19.75"	15.5"	
S	1	Ped	Box-File Ped on Casters	Black	16.75"	20"	
S	1	Ped	Ped on Casters	Black	20"	20"	
S	1	Ped	Box-File Ped on Casters	Black	15.25"	19.75"	
S	1	Ped	Box Box File Ped	Grey	14.75"	21"	

S	1	Ped	Ped with lock	wooden	16"	19.5"	
S	1	Ped	Box Box File	Grey	15"	30"	
S	1	Table	Table on Caster	Grey Laminate top	53.25"	27"	
S	1	Table	Table with bottom Shelf	Wood Laminate top	48.25"	18"	
S	3	Table	Table on Caster	Grey Laminate top	48"	24"	
S	2	Table	Table	Black Wrtiable Surface top	71"	27.5"	
S	1	Table	Round Table	Maple	36 dia		
S	1	Table	Table	Black top with Wood base	45"	21"	
S	1	Table -Foldable	Plastic Table- Foldable	Plastic Grey	48"	24"	
S	1	White Board	White Board		4'		3'

CCF				BOTH STORAGE & TEMP AT ONE BROADWAY			
Status	Qty	Item	Description 1	Description 2	Width	Depth	Height
S	1	File Lateral	FL-4dr with Lock	Grey	36"	17.5"	
S	1	Table	Table on Casters	Black	72"	24"	
S	2	Desk	Desk with Fix Box Box File Ped on Left	Black Top	66"	24"	
S	3	Desk	Desk with Fix Box Box File Ped on Right	Black Top	66"	24"	
S	1	File Lateral	FL-2 dr	Black Top	42"	18"	
S	3	File Lateral	FL-2 dr	Grey	30"	18"	
S	1	Partition	Wokstation Partition	Grey	35.5"	2.25"	50"
S	2	Table	Half Round Table	Black	48" Dia		
S	1	File Vertical	4 dr Vertical File with Lock	Grey	15"	25"	
S	1	Bookcase	Bookcase1		42"	12"	
S	1	Bookcase	Bookcase2		36"	12"	
S	1	Bookcase	Bookcase3		30"	12"	
S	1	File Lateral	FL-5 dr	Grey	42"	18"	
S	1	Table	Round Table	Black Top	42" Dia		
S	1	Desk	Desk	Black Top	72"	36"	
S	1	Ped	Box File Ped with Cushion		15"	23"	
S	5	Table	Table	Black Top	72"	24"	
S	1	Table	Round Table	Mahagony Top	48" dia		
S	26	Desk Chair	Desk Chair				
S	4	Side Chair	Side/Guest Chair				
T	1	File Lateral	FL-4dr with Lock	Grey	36"	17.5"	
T	1	Desk	Desk with Fix Box Box File Ped on Right	Black Top	66"	24"	
T	1	File Lateral	FL-2 dr	Black Top	42"	18"	
T	1	File Lateral	FL-2 dr	Grey	36"	18"	
T	2	Ped	File File Ped	Black	15.5"	23"	

BARCC				BOTH STORAGE & TEMP AT 552 MASS AVE			
Status	Qty	Item	Description 1	Description 2	Width	Depth	Height
S	2	Bookcase	5 Shelf Bookcase	Black	34.5"	13"	71"
S	2	Bookcase	3 Shelf Bookcase	White	24.5"	11.5"	35.5"
S	1	Bookcase	3 Shelf Bookcase	White	16"	11"	42"
S	1	Bookcase	4 Shelf Bookcase	White	31.5"	11"	41.5"
S	1	Bookcase	5 ShelvesBookcase	White	36"	12"	72"
S	3	Bookcase	2 Shelves Bookcase	White	28"	12"	29.5"
S	1	Bookcase	6 Shelf Bookcase	Cherry	36"	12"	82"
S	1	Cart	2 shelf Mesh cart on casters		24"	20"	27"
S	1	Cart	Black cart on casters	Black	20"	24"	27.5"
S	16	Chairs	Stacking Chair on 2 dollies				
S	8	Chairs	Nesting Chairs	Black			
S	1	Chairs	Nesting Chairs	Grey			
S	3	Console	Console Table drawer on top, shelf below	Grey	31"	14"	30"
S	1	Cubby	2 Shelf wood cubby	Wood	26"	14"	27.5"
S	1	Cubby	2 Shelf wood cubby	Wood	36.5"	14"	27.5"
S	1	Cubby	Metal Cubby with Door	Black	36"	18.5"	41.5"
S	2	Cubby	Cubby	Maple	58"	15.5"	30.5"
S	4	Desk	Desk with attached ped	Maple top	47"	31.5"	
S	1	Desk	L-Shaped Desk	Grey	60"	47"	
S	1	Desk	Desk with attached white Ped- Shelves on	White	41"	19.5"	
S	4	Desk	Desk with double hanging Ped	Cherry top	60"	29.5"	

S	7	Desk	Desk with storage on top	Maple	55"	29.5"	65.5"
S	1	Desk	Desk with storage on top and attached Pe	Maple	55"	26.5"	63.5"
S	1	Desk	Desk - Black	Black top, white base	47"	24"	30"
S	5	Desk	Desk white with Peds attached	White with attached Peds	15"	26.5"	55"
S	2	Desk	Arc Desk	Maple	47"	47"	65"
S	72	Desk Chair	Desk Chair				
S	25	Desks	Nesting Desks on Casters	Grey	47"	29.5"	
S	1	Desktop HAT	Height Adjustable Veridesk - Desktop	Black	31.5"	22"	
S	1	File	File	Black	15"	28.5"	28"
S	2	File Lateral	FL-2 dr	Grey Wood Lam top	36"	18"	28"
S	1	File Lateral	FL-2dr	Grey with lock	36"	18.5"	40"
S	2	File Lateral	FL 2dr Wood laminate top	Grey	36"	18"	40"
S	1	File Lateral	FL -5Dr		42"	19"	66.5"
S	1	File Lateral	FL - 2dr	Beige	36"	18"	28"
S	2	File Vertical	4 dr Vertical File		15"	25"	52"
S	5	File Vertical	4 dr Vertical File	Black	15"	26.5"	52"
S	1	File Vertical	2 dr Vertical File	Grey	15"	26.5"	29"
S	3	File Vertical	4 dr Vertical File	Black	15"	26.5"	52"
S	1	File Vertical	4 dr Vertical File	Grey	15"	22"	52"
S	1	Fridge	Undercounter Fridge	white	21"	23"	33"
S	1	Fridge	Refrigerator		30"	31"	66"
S	1	Fridge	Fridge		18"	18"	49"
S	1	Guest Chair	Guest Chair with cushion	Wood			
S	1	Guest Chair	Guest Chair				
S	2	Guest Chair	Guest Chair	Grey Fabric			
S	1	Lamp	Floor Lamp				
S	18	Lounge Chairs	Lounge Chairs	Varied Colored	29"	29"	
S	1	Mail Slots	Mail Slots		39.5"	24"	
S	1	Mail Slots	Mail Slots	Cherry	30.5"	12"	54.5"
S	1	Mesh Drawers	7 dr Mesh drawers	White	18"	21.5"	55"
S	1	Metro Rack	3 shelf - Metro rack on casters	White	23"	7"	31"
S	1	Metro Rack	4 Shelf Metro Rack	Black	35"	14"	54"
S	1	Metro Rack	5 Shelves Metro Rack	Black	36"	14"	73"
S	1	Metro Rack	4 Shelves Metro Rack	Black	36"	14"	59"
S	3	Ped	File Box RED Ped on Caster	Red	16"	20"	22.5"
S	1	Ped	Box Box File Ped on caster	Maple top	14"	20"	27"
S	1	Ped	Box Box File Ped on caster	White	13.5"	19.5"	
S	6	Ped	Ped on Caster	Maple	16"	20"	
S	1	Ped	Ped on Caster	Maple	14.5"	20"	
S	1	Ped	Ped	White			
S	3	Ped	Box File File Ped with no caster	Black	14"	18"	27.5"
S	14	Ped on Caster	Box File File Ped on caster	Black	14"	18"	29.5"
S	1	Plastic Drawers	7 dr Plastic Drawers on casters	Transparent plastic	12"	14"	42"
S	1	Plastic Drawers	4 dr Plastic Drawers	Transparent plastic	12.6"	16"	25"
S	1	Plastic Drawers	4 dr Plastic Drawers on Caster	Transparent plastic	12"	14"	26.5"
S	1	Plastic Drawers	4 dr -Plastic Drawer with Maple Top		13"	15"	24.5"
S	1	Printer	Full size Printer				
S	5	Side Chair	Side Chair/Task Chair				
S	6	Table	White Laminate Nesting Table on casters	White	59"	23.5"	
S	10	Table	Stack of folding tables 70" wide	white			
S		Table	Stack of folding tables shorter than 70"				
S		Table	Stack of folding tables		47"	24"	
S	2	Table	Folding tables white	white	23"	23"	
S	1	Table	Maple Table	Maple	55"	29"	30"
S	1	Table	Round Table		19" dia		26.5"
S	1	Table	Round Table	Gold Rim Glass Top	29.5" dia		18"
S	2	Table	End Table with 3 drawers	Turquoise	18"	15"	23.5"
S	1	Table	End Table with 3 drawers	Yellow	18"	15"	23.5"
S	2	Table	Round End Table		18" dia"		
S	1	Table	Round End Table		17.5" dia"		
S	1	Table	End Table		18"	14"	27.5"
S	6	Table	White Laminate Nesting Table on casters	White	47"	23.5"	
S	1	Table - Folding	White folding table	White	47.5"	23.5"	

S	1	Water Dispenser	Water Dispenser				
S	1	White Board	White Board		36"		24"
T	1	Bookcase	2 Shelves Bookcase	White	28"	12"	29.5"
T	1	Cabinets	Cabinet with doors 1 dr/1shelf/cubby with	White with maple top	27.5"	16"	29"
T	1	Cart	Black cart on casters	Black	20"	24"	27.5"
T	8	Chairs	Stacking Chairs				
T	1	Chest	5 dr Chest	White	31.5"	19"	48.5"
T	2	Console	Console Table drawer on top, shelf below	Yellow	31"	14"	30"
T	1	Couch	Grey Couch	Grey	70"	29"	
T	1	Cubby	Blue Cubby	Blue	77"	16"	22"
T	1	Cubby	Maple Cubby	Maple	59"	15.5"	31"
T	1	Cubby	White Cubby	White	30"	14.5"	30"
T	2	Desk Chair	Desk Chair				
T	3	Dividers	Plexi Glass Dividers	Table Top	23"	31.5"	
T	4	Dividers	Space Divider/Screen Panels		17"	70"	
T	8	File Vertical	4 dr Vertical File	4 Black, 3 Grey, 1 Beige	15"	26.5"	52"
T	1	Fridge	Mini Refrigerator	Grey	19"	20.5"	33"
T	2	Guest Chair	Bucket Guest Chair	Blue			
T		Side Chair	Side Chair				
T	2	Table	End Table	Wood Top	17.5"	17.5"	19"
T	4	Table	White Laminate Nesting Table on casters	White	59"	23.5"	
T	1	Table	End Table with 3 drawers	Yellow	18"	15"	23.5"
T	1	Table	Round Side Table Marble Top	Marble Top	19" dia"		
T	1	Table	Round Side Table Marble Top	Marble Top	16" dia"		
	2	Bookcase	5 Shelf Bookcase	White			
	1	Metro Rack	4 Shelf Metro Rack		47"	18"	77"

YPP - 3rd Floor				ALL TO STORAGE			
Status	Qty	Item	Description 1	Description 2	Width	Depth	Height
S	1	Bookcase	3 Shelf Bookcase	Wood	28.5"	16"	62"
S	1	Chairs	Adjustable Chair on Caster		17"	29"	
S	1	Desk	Desk - HAT	Wood Top, White Base	47"	24"	
S	1	Desk	L shaped TDesk with attached ped on left	Grey top	60"	58"	31"
S	2	Desk Chair	Desk Chair				
S	1	File Lateral	FL 4 dr	Beige	30"	19"	53"
S	1	File Vertical	2 dr Vertical File	White	15"	26.5"	29"
S	1	File Vertical	4 dr Vertical File	Grey	15"	25"	52"
S	2	High Chair	High Chair				
S	1	Metro Rack	6 Shelf MetroRack	Steel	23.5"	14"	74"
S	1	Ped	Ped with Cushion 2 dr and casters		16"	20"	
S	1	Ped	Ped on caster - Box Box File		16"	20"	
S	1	Table	Table - White	White	49"	30"	29"

YPP Inventory for 1st Fl Space has not yet been completed				ALL TO STORAGE			
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Algebra Project - 3rd Floor				BOTH STORAGE & TEMP AT 255 MAIN STREET			
Status	Qty	Item	Description 1	Description 2	Width	Depth	Height
	1	Bookcase	7 Shelf Boocase	Wood	36"	9"	86"
	1	Cubby	Cubby with Door	Grey Metal	29"	20"	29"
	1	Cubby	Black Cubby	Black	28"	12"	29.5"
	1	Desk	Desk	Wood Top	60"	30"	29.5"
	2	Desk	Desk with Ped attached	Wood Top	60"	30"	29.5"
	1	Desk	Desk - HAT	Wood Top, White Base	47"	24"	
	1	Desk Chair	Desk Chair				
	3	File Lateral	FL - 2dr	wood top	31.5"	16.5"	
	6	File Vertical	4 dr Vertical File	Beige	15"	25"	52"
	1	File Vertical	4 dr Vertical File	Black	15"	25"	52"
	3	Guest Chair	Guest Chair				
	1	Ped	Ped	Black	15"	18"	29"
		Printer	Full Size Printer				
	1	Table	Table		30"	30"	27"
	1	Table	Folding Table	Brown Lam top	60"		

Next Step Fund - Basement				ALL TO STORAGE			
Status	Qty	Item	Description 1	Description 2	Width	Depth	Height
S	2	Bookcase	5 Shelf Bookcase	Wood	23.5"	15"	75.5"
S	1	Bookcase	Bookcase with door	White	30"	11"	80"
S	1	Bookcase	6 Shelf Bookcase	White	16"	11"	80"
S	1	Cart	Folding Metal Cart on Caster	White	22"	21.5"	28"
S	1	Case Slewing	Library Case with 3 shelf and Glass Door	White	35"	13.5"	59"
S	1	Case Slewing	3 Shelf Slewing Case	White	25.5"	10"	39"
S	1	Console	TV Stand Console	White	71"	16.5"	32"
S	1	Couch	Couch - 2 Seat	White	53"	32"	27"
S	1	Couch	Couch - 3 Seat	White	78"	32"	27"
S	1	Cubby	Cubby on Casters	Black	59"	15.5"	35.5"
S	3	Desk	Desk -Cherry Top	Metal Leg Cherry Top	55"	22"	30"
S	2	Desk	Desk -Cherry Top with attached shelving	Metal Leg Cherry Top	55"	29"	30"
S	6	Desk Chair	Desk Chair				
S	4	Dining Chair	Dining Chair				
S	1	File Lateral	FL 2 dr	Beige	30"	18"	28.5"
S	1	File Vertical	4 dr Vertical File	Black	15"	26.5"	52"
S	1	File Vertical	2 dr Vertical File	Grey	15"	26.5"	28"
S	1	File Vertical	2 dr Vertical File	Black	18"	25"	29"
S	2	Mesh Drawers	3 dr Mesh Drawers	Metal mesh with wood top	18"	21"	25"
S	3	Ottoman	Ottoman - 2 Seat /Settee	White Cushion	50"	25"	17"
S	1	Ottoman	Ottoman	White Cushion	25"	25"	17"
S	1	Ottoman	Ottoman - 3 Seat/Settee	White Cushion	74"	25"	17"
S	1	Ped	5 dr Storage Ped on Caster	Red	11"	16"	26"
S	1	Ped	Ped with Caster	White	16"	20"	23"
S	1	Ped	Ped Metal with Caster	Metal Grey	16"	20"	22"
S	1	Shelving	Wood Shelving	Wood	19.5"	9.5"	28"
S	8	Side Chair	Side Chair				
S	3	Table	Round End Table with 1 shelf below	White	18" Dia		22"
S	1	Table	Round Coffee Table with 1 shelf below	White	30" Dia		16"
S	2	Table	Table on Casters	Maple	59"	30"	29"
S	1	Table	Folding Table	White Plastic	47"	24"	
S	1	Table	Round Table	Grey Top black Base	46" Dia		28"
S	1	Table	Wood Top Metal Table with shelf on top	Grey Metal	42.5"	26"	67"
S	3	Table	Round Table	Grey Top Metal Base	36" Dia		29"
S	1	Wardrobe	Wardrobe with sliding doors	White	78.5"	29"	79.5"
S	1	Wardrobe	Wardrobe with sliding doors - 5 Shelf	White	59.5"	17"	79.5"
S	1	White Board	White Board with Stand		29"		67.5"

SBN Inventory for Basement Space has not yet been completed **ALL TO STORAGE**

Brattle Inventory for Basement Space has not yet been completed **ALL TO STORAGE**