

To assist in preparing specifications, the following essential items should be included in the final plan:

1. Order of the move (which items or areas are moved first/last).
2. Timing of the move (date, days, hours, phases).
3. Special handling required (equipment, packing, additional labor, protection).
4. Detach and reinstallation instructions (specific to each piece of machinery, equipment, or item).
5. Inventory list and schematic showing location.
6. Unique circumstances of the move.

The specifications should be complete, specific, and precise to prevent differences in interpretations and disagreement as to how the move is to take place or be reimbursed. Even when the amount to be claimed is a fixed amount as on a negotiated self-move, it should be understood that the negotiated amount presumes a move will be executed in the manner specified, and adjustments to be claimed will be made for deviations. All movers should have the same set of specifications when preparing their bid to move the personal property. The business owner and the RAP Agent should also be present during the walk-through by the movers.

The move specifications are the detailed plan describing the methods and means to be used to execute the move, and can be supplemented with schematics, drawings, layout plans, photos, and a copy of the inventory. The specifications should be developed in consultation with the displaced business operator and the bidders. In specialized or complex business moves, it may be necessary to obtain the assistance of a consultant employed by the displacee who has the expertise in the type of business being moved. The business operator should not be relied on as the sole source of expertise in developing specifications on a complex move. The specifications should be developed and have the concurrence of all parties before bids or estimates are secured. All bids and estimates for the move should be based on the specifications.

The business owner and mover should be aware that deviations from the move specifications may cause delay in reimbursement in order to negotiate cost adjustments. It is best to discuss and resolve any disagreements or reservations about the specifications before the move begins. The RAP Agent must monitor any move that involves a professional consultant or requires detailed specifications. Preparation of accurate moving specifications will help assure that multiple bids or estimates are based on identical instructions. Specifications are also an essential tool for formalizing agreement with the displaced business owner.

---

**GUIDELINES FOR DEVELOPING MOVING  
SPECIFICATIONS (Cont.)**

Example: A small office equipment sales and repair enterprise will be displaced by the highway project. The company sells typewriters, calculators, etc., but produces most of its revenue from repair services. During the First RAP Call, the RAP Agent obtained the following information:

Employees - 4

Business Hours - 9 a.m. to 5 p.m.

Annual Gross Revenue/Profit: \$470,000/\$50,000

Concerns:

- a. Must move in one day.
- b. Needed repair scheduled; move immediately.
- c. All electrical service must be grounded.
- d. Drinking fountain must be reinstalled by a licensed plumber.
- e. Owner will not pay employees overtime.
- f. Must avoid mix-up of work tools between various workstations.

The specifications mailed to the moving companies preparing estimates must address the above concerns, and should be documented in writing. (See attached letter as an example.)

---

“Dear Mover:

The State of California, Department of Transportation (Department), is assisting the “name of company” to obtain firm, lump-sum bids for its forthcoming move from “displacement site” to “replacement site.” The owner has selected your firm and two others to provide these bids. The ultimate award of the moving service is solely at the election of the owner, but reimbursement by the Department will be based on the lowest qualified bid.

The move is anticipated for sixty days (60 days) from today's date and must be completed in one day. A complete inventory of all items to be moved is attached. The mover will be responsible for reinstallation of the drinking fountain in accordance with local codes and licensing requirements. The new location of the fountain is shown in the attached drawing. The business desires to move the desk and equipment prior to the opening of business on moving day. Accordingly, a separate move must be scheduled for those items prior to 9 a.m. There are five workstations with separate hand tools. Each workstation must be separately packed. The boxed contents should be numbered to correspond to the appropriate station. For all aspects of the move, you will be expected to perform services in a careful workmanlike manner so as to avoid damage. Full replacement value insurance is requested with a personal property valuation of four hundred thirty-five thousand dollars (\$435,000), and a deductible not to exceed one thousand dollars (\$1,000). All racks, worktables, desk and fixtures moved should be placed as shown in the attached new layout plan. The business owner and I will be present during the move to address unforeseen issues.”

---