

Summary

The RTA will be relocating to new premises at 101, Miller Street, North Sydney. It is anticipated that approximately 1000 RTA staff will be moving to North Sydney. The move will be carried out in several stages throughout December 2008 and January 2009. It will be project managed by the Removalists.

The Removalist will be required to provide a total co-ordination and relocation package for this project which will comprise two specialised areas being:

Office equipment, special ergonomic chairs and files

IT equipment

The RTA requires the following services from the Removalist:

Project management

Supply of packaging material including boxes, plastic bags and coloured sticker labels

Packing of IT equipment suitable for relocation

Pick up of items and / or boxes from existing location

Unpacking of IT equipment

Placing of items and/or boxes where required in new location

Project Management

The Removalist will provide a full time project manager who will report to the Miller Street Project Manager and liaise with key contacts at Centennial Plaza and Site Manager at Miller St.

The Removalist will develop and maintain a detailed project plan that covers all elements and risks associated with the Brief.

Supply of Packaging Material

The Removalist will be required to provide the packing cartons and coloured sticker labels for the Business Units listed on the schedule for duration. Packaging material should be delivered 10 working days prior to the first scheduled move date and be ready for collection from a central point 20 working days after the last scheduled move date.

A cost per item for items not returned is to be included in the quotation. Delivery and pick up of items to be counted and signed for by an RTA employee