

# move solutions®

A TOS "Anywhere" Company

SCHEDULE • PURGE • TECH • MOVE • DECOMMISSION



## Embedded MAC (Moves, Adds, Changes) and Project Services, "Anywhere"



We Are 51% Woman Owned, 48% Veteran Owned , 1% Divine Intervention Owned.

### Rigidly Adherent to Proven Processes

Our commitment to established processes guarantees consistent, high-quality outcomes for every client service.

### MAC Moves, Adds, Changes at Scale

We know how to manage extensive MAC requirements, allowing us to scale to the size and complexity your enterprise demands.

### Seamless Service Delivery

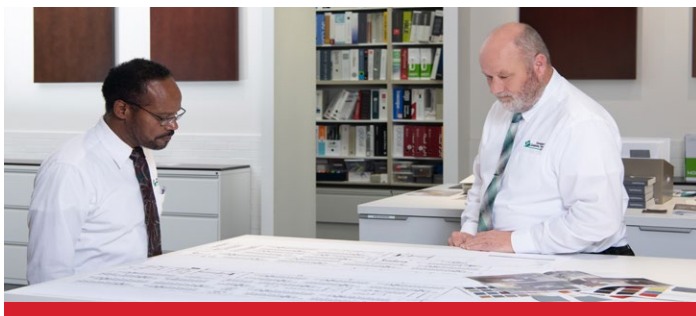
From start to finish, our project process ensures meticulous and seamless execution at every stage of the process.

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# You Work in One Place; Your Team in Many. Our Global Move Solutions MAC & Project Service Helps You Serve Them.

We understand the intricate requirements you face as a large enterprise when it comes to MAC (Moves, Adds, Changes) and projects. Our focus is on integrating our regional/national service offerings seamlessly with your business objectives. We are meticulous, proactive, and dedicated to providing a personalized experience which ensures that every move, addition, or change request is seamless and transparent for you.



## One Point of Contact

Your dedicated project manager handles all aspects of the move, ensuring a personalized experience.



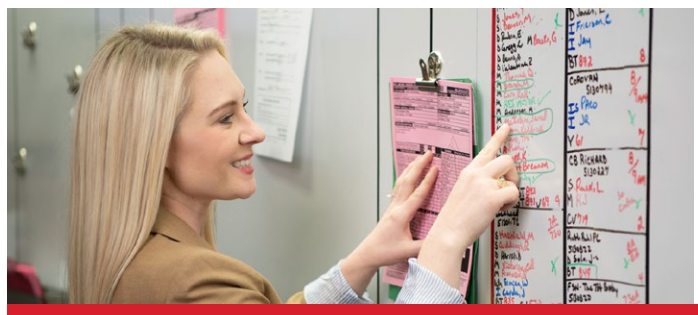
## Global Support Network

We leverage a broad network of strategic service partners to facilitate moves regionally, nationally, or internationally.



## Integrated Quality Control

A specialized team handles every aspect of services for you, ensuring a transparent and seamless experience.



## Flexible & Responsive Service Model

Our process-driven service model is designed to adapt to your business's evolving needs with agility and speed.

## Top Things We Do for Your Little Stuff

1. Change out nameplates
2. Deploy new IT equipment
3. Deploy new furniture, such as chairs, small tables, whiteboards, etc.
4. Set up and tear down rooms for meetings, indoor events, and outdoor events
5. Hang and update artwork on walls
6. Set up booths for vendor fairs on campus
7. Assist with café catering needs, i.e., tables, chairs, linens
8. Monitor Computer Aided Facility Management Work Order System (CAFM)
9. Projects, restacks, and decommissions
10. Reset hotel workstations
11. Remove unused or old equipment from workstations/offices
12. Take down and put up umbrellas
13. Help with small internal moves, which include one person to 20 people in a day
14. Deliver packing material and collect cardboard
15. Perform minor furniture repairs and installations (sit-to-stand power box replacement, keyboard tray add/remove)
16. Monitor and update SaaS software if in use for office floor plans and seating plans
17. Monitor and update customer service request software programs in use by facilities management (i.e., Corrigo, Aspire, MaintainX, UpKeep)

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# 40+ Years of MAC & Project Support

## MAC MOVES | EXPERTISE

### Precision Move Coordination

Expertly managed relocation of entire operations, including phased moves to minimize operational downtime.

### Technology & Infrastructure Moving

Tech equipment moves, connections, and cable management to ensure seamless integration of IT infrastructure.

### “Customized for YOU” Solutions

Solutions that support everything from individual departmental shifts to large-scale, whole-building relocations.

### Vendor and Stakeholder Coordination

Expert management of furniture, vendors, and suppliers for all internal moves, including stakeholder communication.



## MAC ADDS | INFRASTRUCTURE

### Infrastructure Enhancement Services

Incorporation of additional tech equipment to existing setups, including complete IT and workstation installations.

### Resource and Asset Management

Efficient management of additional furniture and equipment procurement, assembly, and installation, in line with current office aesthetics.

### Seamless Integration of Additions

Strategic integration support that aligns new additions with existing office environments, maintaining continuity and blend needs.

### Dynamic Workplace Configuration

Agile accommodation for organizational growth with modular workspace setups and flexible design elements that can rapidly adjust to team.



## OFFICE MOVE & INSTALLATION PROJECTS

### Adaptive Space Reconfiguration

Expert reconfiguration services to adapt workspaces for new business requirements, including redesigns, restructurings, or downsizings.

### Furniture and Layout Optimization

Redesign and realignment of office furniture layouts to meet evolving business needs, improving space utilization.

### Continuous Improvement Support

Ongoing evaluation and modification support to ensure workplaces remain aligned with evolving company goals.

### Sustainability and Asset Repurposing

Environmentally responsible management of changes, focusing on the repurposing and recycling of assets.



# Move Solutions "Anywhere"

## Our Project Case Studies (Further Detail by Request)

### Global Automaker

#### Project Overview

One of the world's largest automakers needed to move four of its North American facilities from California and Kentucky to Texas.

#### Scale and Scope

- 6,000 people relocated over 31 weekly phases
- New campus is 2 million square feet on 100 acres
- Included moving 2,000+ pieces of heavy lab equipment
- Managed scheduling & escorting of riggers, lab equipment specialists, etc. (total of 40 vendors)

#### Ongoing MAC Services

Move Solutions is now contracted to perform weekly Moves/Add/Changes activity at their new headquarters.

### Leading National Healthcare Provider

#### Project Overview

A leading healthcare provider relocated their facilities over 15 years ago. They needed to establish ongoing MAC services to support their growing workforce.

#### Scale and Scope

- 3,000 people are supported through MAC services
- Facilities take up 1M+ square feet within two buildings
- Team helps with employee reorganization, furniture adjustments, equipment removal, conference room configuration, training room setup, and management of packing materials

#### Ongoing MAC Services

Move Solutions continues to have a team of four embedded at the client's location.

### Multinational Financial Services Company

#### Project Overview

A globally recognized brand needed to relocate multiple leased facilities into two, four-building campuses in Austin and Dallas/Fort Worth. In addition, they had us place Move Solutions MAC teams in facilities across the U.S.

#### Scale and Scope

- Total number of employees relocated was approximately 2,000 people
- Relocation was completed over 6 phases
- Each campus facility was 2M+ square feet

#### Ongoing MAC Services

Move Solutions is now contracted to perform weekly moves/adds/changes across the country, including Austin, El Paso, Westlake/Southlake (DFW), Omaha, NE, and Denver, CO. Move Solutions teams are embedded within the company Monday – Friday, from 8:00 AM – 5:00 PM.

### Leading Defense Contractor

#### Project Overview

A major designer and manufacturer of defense and space systems was in need of a reliable partner to provide ongoing MAC services.

#### Scale and Scope

- Facility occupies a combined manufacturing and support function floor space
- Space is 1.9M+ square feet and is spread out over more than 2,000 acres of land
- More than 2,800 employees work in the manufacturing and support buildings on the site

#### Ongoing MAC Services

Move Solutions is providing daily MAC services. A dedicated team of 6 employees performs moves, reconfigurations, decommissions, and installations. This provides continuous operational support and adjusts to evolving requirements.

**total office solutions**<sup>®</sup>

And Its Family of "Anywhere" Companies

FURNISH • TECH • MOVE • LIQUIDATE • DECOM

**corporate source**

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CREATE • SPECIFY • FURNISH • CONTRACT MARKET

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Move Solutions is part of the Total Office Solutions (TOS) family of "Anywhere" companies. Together they provide the services and products needed by a commercial tenant planning a relocation project. From workplace planning, furnishing, technology, or moving to facility decommissioning, Total Office Solutions is a perfect partner resource. Our local and national clients use our complete flexibility to their advantage!

**office furniture plus**

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