



Bart's Office, Inc.

Est. 1978

YOUR STRATEGIC PARTNER WITH RELOCATION CONCIERGE SERVICES



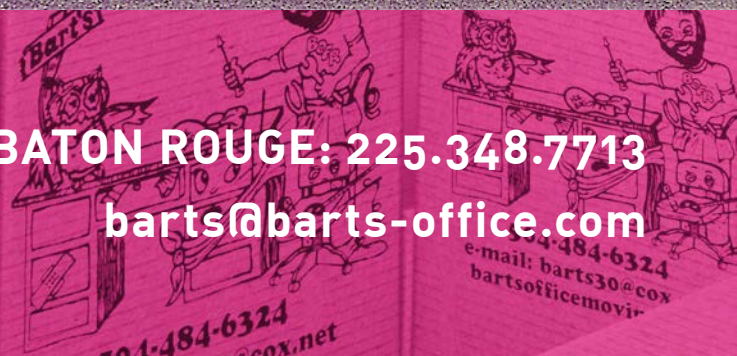
NEW ORLEANS: 504.484.6324

www.bartsofficemoving.com

BATON ROUGE: 225.348.7713

barts@barts-office.com

**Bart's Office Furniture
& Repairs Inc.**





DID YOU KNOW:

- Businesses who use our services, reduce cost on an average of 22% instead of using in-house resources.
- Mitigates interruption of production value by 29%.
- Increases post relocation production by 13%.



ALL-INCLUSIVE PROJECT MANAGEMENT

- Bart's team of trained professionals will elevate your project to a level exceeding all expectations.
- We have resources to align you with other professionals like architects, construction companies, and realtors.
- We manage the bid and approval process of buying services and products from our vetted vendor data base.
- Bart's will deliver the most efficient cost-effective options available.



WHY DO YOU NEED A RELOCATION SPECIALIST?

- **Relocation** – Location, location, location. Moving a business from one place to another can have a profound effect on business, we can help find the perfect location at the right price.
- **Reorganization** – Recent research shows that moving people within the office space fosters more collaboration and increased productivity by up to 15%, not to mention it helps provide a happier work place.
- **Renovation** – Maybe it's time for the old office to get a facelift, we are ready to “swing” into action. Managing swing space and re-stacks to improve office efficiencies.



DEFINING THE “SCOPE” OF YOUR PROJECT IS THE FIRST STEP TO SUCCESS

Understanding client needs and limitations while defining the age old questions of who, what, why, where, and when.

- Space (origin vs. destination)
- Floorplans (space allocation)
- Construction
- Furniture and contents
- People
- IT
- Timelines



MEETING MANAGEMENT

Effective meeting management can save a project hard dollars along the way. Here are some meeting management techniques used by our team:

- Clear agendas for all invited attendees prior to meeting.
- Ensuring all pertinent employees are included in the meetings.
- Manage meetings to ensure agenda is kept on track.
- Take meeting notes, send to attendees asap with action items.
- Use of PowerPoint and teleconference when available.



PLANNING

THERE IS NO SUBSTITUTE

Here are a few ways that Bart's will help keep more money in your company for future growth or investment:

- Develop a Chronological Project Schedule.
- Manage contractors and subcontractors to maintain all timelines.
- Meeting management.
- Transparency in reporting.
- Centralized communications.



COMMUNICATIONS

- Bart's Relocation Concierge Service involves the participation of many people working toward one goal. (Basically, the definition of team work)
- Our transparency and accuracy are achieved through communications.
- Through emails, newsletters, and various reports Bart's will keep the client informed of important project milestones and developments, along with other relevant information.



DECOMMISSIONING

CONGRATULATIONS!!!

You are getting new furnishings for your office space. This means getting rid of the existing furniture, and you will need a plan.

Bart's is a certified "Green Initiatives" company and will ensure that the "unused product" doesn't end up in a landfill.

Our initiatives include:

- Resale
- Donate to a non-profit
- Recycling

These are just a few ways Bart's works to help our planet be a healthier and reduce our carbon footprint.



RELOCATION CONCIERGE SERVICE BENEFITS

- **Relieving the stress and anxiety of relocation:** Your employees can concentrate on what they do best.
- **Project Management:** With emphasis on efficiency, timeliness, accuracy.
- **Expert planning:** It's what we are best at!
- **Project communications:** Dissemination of information to the appropriate associates.
- **Did we mention:** Relieving the stress and anxiety of relocation – so your employees can concentrate on operating your business.
- **Invoice Management:** Invoice QA /QC for faster processing.
- **All needs covered during your relocation with one professional.**



ENERGY CLIENTS



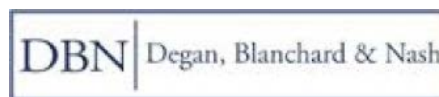
**US Army Corps
of Engineers.**



**BAKER
DONELSON**
BEARMAN, CALDWELL
& BERKOWITZ, PC



woodward
design+build



CLIENTS

EnhancedCapital



MAPP
CONSTRUCTION, LLC



LOUISIANA



L&A
LEAKE & ANDERSSON LLP



LARZELERE PICOU
WELLS SIMPSON LONERO, LLC

3850 N. Causeway Blvd., Suite 1100
Two Lakeside Center
Metairie, LA 70002
(504) 834-6900

Department of
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HOSPITALS

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KP Kuchler Polk
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ME THE
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and Customs
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GUARISCO
CORDES &
LALA, LLC

IRWIN FRITCHIE
URQUHART & MOORE LLC
— COUNSELORS AT LAW —

CLIENTS



CLIENTS



THE UNIVERSITY of
NEW ORLEANS





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CAPABILITIES STATEMENT

Setting the standard by which all other commercial relocation companies are judged!

SERVICES THAT WE PROVIDE:

Commercial Services:

- Full Service Commercial Relocation - Inner Office, Local, or Long Distance
- Installation/Reconfiguration of Cubicle Office Space
- Restaurant and Apartment Appliance Installation
- File and Records Relocation
- FF&E Installation
- Decommissioning

Specialty Commercial Services:

- Move Coordination
- Project Management
- Warehouse Management and Inventory Control
- Storage/Warehouse Space
- Secure Document Shredding
- Professional Picture Hanging
- Professionally Pack and Ship Artwork
- Space Planning

Areas we serve: southern parts of Mississippi, Louisiana, and Texas

If your office is relocating outside of our service area, let us pack and prepare your office for shipping to your new location.

BUSINESSES WE SERVE:

- Commercial Office Spaces
- Oil and Gas Industry
- Hospitals
- Hotels
- Design and Build
- Construction Companies

We know how important it is to take precautions and ensure that your office furniture and equipment arrives safely and on time to its new destination. Time is money and we get the job done on time every time.

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Baton Rouge 225.348.7713



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@cox.net

Owned and Operated Since 1978
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Bart's Office, Inc. employs Project Management specializing in: Commercial Relocation, Furniture Installation, Space Planning, Government Projects, Move Coordination, Construction and Medical related services.

OUR JOB HISTORY INCLUDES:

University Medical Center

Coordinated and relocated furniture in preparation for new opening to include full relocation of 562 offices after opening.

Insurance Agencies

Installed furniture and relocated 146 staff from six buildings to one location.

Entergy

In addition to our contract work we also relocated 811 employees during the largest restack for Entergy's head quarters in 2015. This included the relocation of furniture from three major offsite locations totaling 75,000 square feet.

Ochsner Medical

In addition to our regular work, we have managed their medical equipment warehouse for over three years, totaling 60,000 square feet of space, which includes accepting and process receiving for all facilities projects.

Orleans Parish School Board

We conducted numerous school and administrative relocations every year.

LSU

Relocated the entire engineering department housed at Patrick Taylor Hall for construction. This move consisted of 264 offices, to multiple locations within the campus in six days. This was LSU's largest single move in one event.

Construction Services

Installed new appliances in multiple complexes, totaling 592 units over the course of three projects.

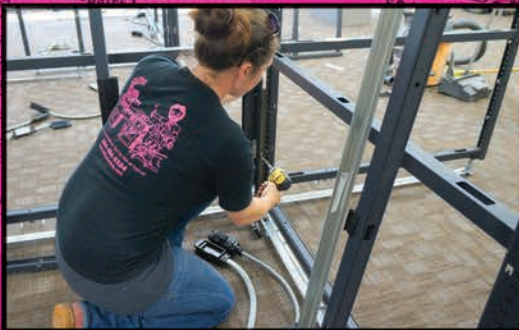
Restaurant Services

Installed over 1.2 million in restaurant equipment for Brennan's. Also installed restaurant equipment for Sucre, St. James Cheese Company and Marriott.

New Orleans East Hospital

Installed six floors of furniture for the newly reconstructed New Orleans East Hospital. It involved over 6000 pieces of furniture being delivered, in 32 semi-trucks, in a two week period.

SAFETY COMPLIANT



PERFORMANCE REFERENCES:

Stacy DesPlas

Gray & Company Inc.
 The Gray Insurance Company
 Verlander LLC
 3601 N I-10 Service Road West
 Metairie, LA 70002
 504-382-1474
 504-834-9813 Fax
 sdesplas@grayinsco.com

J.R. Jenkins

East Jefferson General Hospital
 4200 Houma Boulevard
 Metairie, LA 70006
 504-454-4223
 jjenkins@ejgh.org

Dorothy Black

Facility Manager Entergy Louisiana
 Corporate Occupier & Investor Services
 Cushman & Wakefield of Texas, Inc.
 639 Loyola Avenue
 New Orleans, LA 70113
 504-576-7610
 dblack96@entergy.com

Tommy Fonseca

Vice President of Corporate Relations
 Greater New Orleans, Inc.
 365 Canal Street, Suite 2300
 New Orleans, LA 70130
 504-527-6943 office
 504-810-8110 cell
 504-527-6970 fax
 tfonseca@gnoinc.org
 www.gnoinc.org

| SIC CODES | FSC/PSC CODES | NAICS CODES | USDOT Registered |
|-----------|---------------|-------------|------------------|
| 1799 | J071 | 484210 | 2118069 |
| 7641 | N071 | 238390 | |
| 5021 | V003 | 493110 | |
| 4226 | V301 | 811420 | |
| 4214 | X179 | 561910 | |
| 4212 | 7110 | 561990 | |
| 4225 | 7125 | 561790 | |
| 4783 | 8115 | | |
| 7359 | 8135 | | |

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