



GEORGIA DEPARTMENT
of REVENUE

SPACE SOLICITATION AND MOVE

Chester Cook

Deputy State Revenue Commissioner

January 23, 2024



WELCOME & INTRODUCTION

Frank O'Connell
State Revenue Commissioner

LEASE AT CURRENT LOCATION ENDS DECEMBER 31, 2024

1. Decision to reduce space needs based on current Telework schedules whether renewing the lease or moving.
2. Two members from the Commissioner's Office were assigned to the Solicitation Team.
3. Worked with Division Directors to determine actual space needs based on hybrid schedules.
4. Worked with SPC/Consultants to develop Solicitation.
5. Developed proposal for reducing space by more than half (current building was evaluated prior RFP for potential reconfiguration).
5. Solicitation released April 18th.
6. Received eight bids and evaluations/building tours began May 31st.
7. Landlord chose not to bid on our current location.
8. Worked with Apparent Successful Bidder to finalize floorplans based on the available space to receive best and final offer.
9. SPC Board Decision – October 25th.
10. Decision was made to eliminate paper and store documents electronically.

SPACE LAYOUT AND STAFF ASSIGNMENTS



1. Developed Space Layouts with Divisions and Planners/Landlord after meeting with Division Directors to determine needs.
2. Determine furniture needs and surplus unneeded furniture (in progress).
3. Work with planners on any needed changes throughout process.

PAPER ELIMINATION

1. While working on the solicitation, started process to eliminate paper and surplus unneeded file cabinets.
2. Developing E-Signature and E-Document/ Retention Policies.
3. Developed teams within each division to :
 1. Work with IT to get set-up for scanning all documents.
 2. Work with Business Support to surplus file cabinets not needed.
 3. Send scanned documents to security destruct.
4. Plan to have all scanning and surplus complete by January 31, 2024.



PLAN, CLEAN-UP, SURPLUS

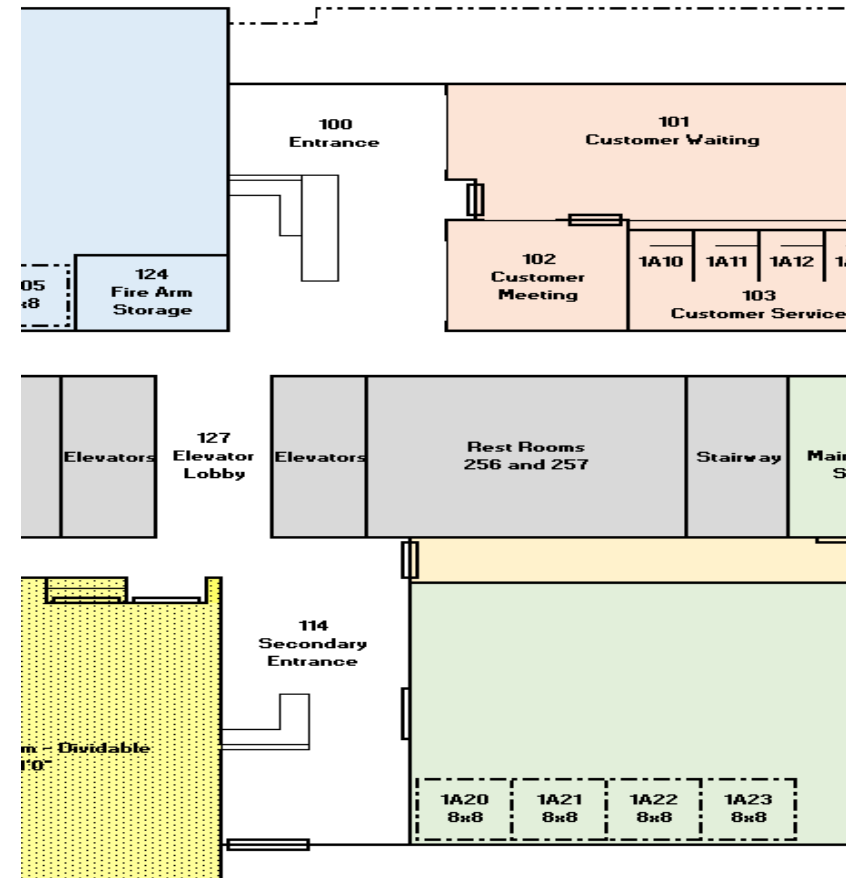


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1. Inventory current cubicles and determined cubicles needed for new building.
2. Planning a clean-up day (or two) to remove items that are not needed and don't qualify for surplus (including records based upon our comprehensive records retention policies).
3. Determining needed furniture for offices, huddle rooms, mother's rooms, and conference rooms.
4. Identify whether we have the needed furniture for the new spaces. Includes measuring current furniture to be sure it will fit into new spaces since offices are smaller than current offices.
5. Order furniture needed.
6. Surplus file cabinets and unneeded furniture.

SECURITY / ACCESS

1. Plan for Security at new location
2. Security desk set-up
3. Door access set-up
4. Employee access set-up
5. Deactivation plan for current 1800 building access



PROCUREMENT AND FUNDING

- Hire temporary staff needed.
- Rent dumpster for trashing items that aren't eligible for surplus.
- Reservation system unique to each division for reserving offices, cubicles, and huddle rooms
- Movers: Server Room, Tear down and reinstall cubicles, move furniture.
- Move and reinstall – Mail equipment, copiers, electrical and projectors in conference rooms, cameras, door access, locking rooms, WIFI, Coolers and Server Room
- Changes to PO locations in TeamWorks.



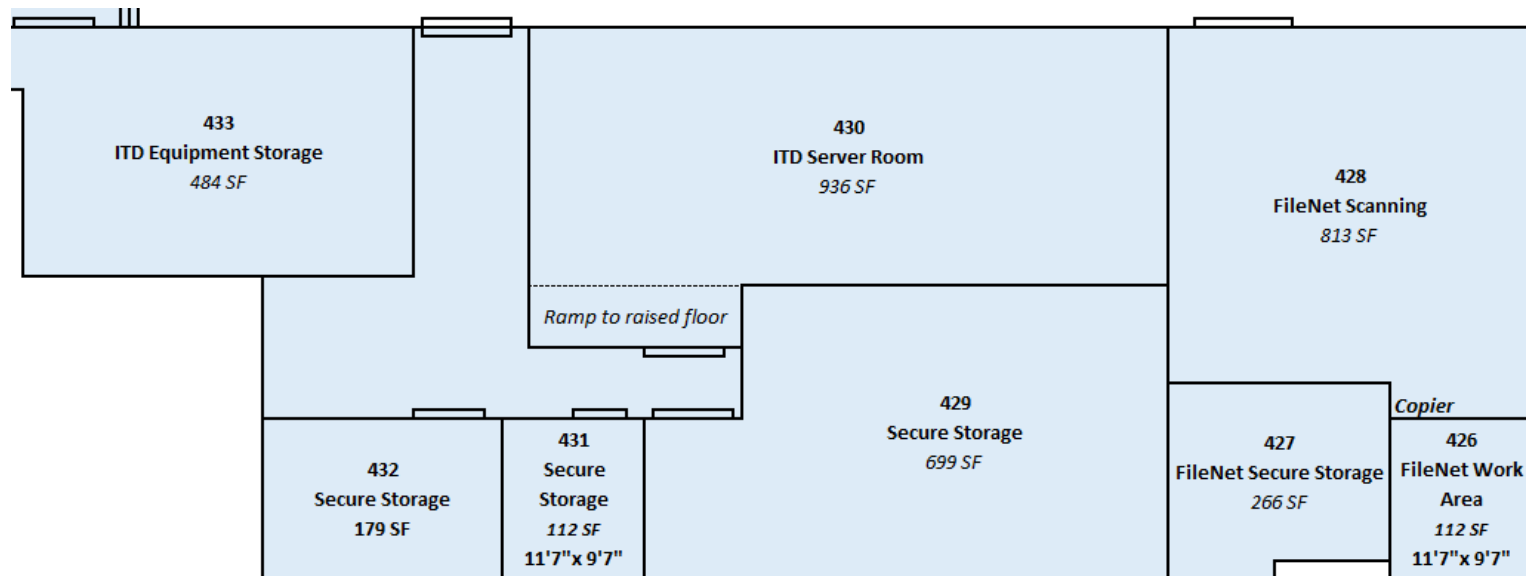
DIVISION MOVE



- Each Division identified two people to be on this team
- This team will:
 - Develop move plan and communicate to employees
 - Order labels and signage
 - Coordinate the pack up and labeling boxes with destination room/ office/ cubicle
 - Provide signage for all rooms and move instructions
 - Coordinate movers

INFORMATION TECHNOLOGY

- Determine equipment needs/purchases.
- Move and install equipment and cables.
- Set up WIFI and data ports on each floor.
- Request needed support from GETS and AT&T (lead time).
- Determine configuration equipment for each office, cubicle, and room.
- Work with contractor to break down and set up Conference room equipment.
- Set up Outlook 365 (or 3rd part software from marketplace) to reserve:
 - Common Conference Rooms when holding an in-person meeting with multiple people
 - Common Huddle Rooms when meeting with an employee





QUESTIONS?