

Dover Headquarters Relocation Project

In early 2009, Dover announced its decision to consolidate its New York headquarters and its four business segment headquarters located across the U.S. to the Chicago area. In July 2009, Dover opened a temporary office in Oak Brook, Illinois. In May 2010, the company opened its new corporate headquarters in Downers Grove, Illinois.

VZ Communications was hired to manage the relocation project from beginning to end. The \$10 million project was completed under budget (~\$500,000) and on time.

As project manager, VZ Communications responsibilities included:

- Developing a communication plan for announcing the move to employees, the community and government officials; worked with the governor's office on a joint news release
- Writing all CEO communications, talking points, key messages and FAQs used to share the relocation with affected employees as well as all company employees
- Developing and maintaining a website to communicate relocation and construction updates
- Working with client and consulting firm to develop and implement a relocation program
- Supporting the search and decision for a temporary office and permanent office location; reviewing leases
- Hiring administrative support for temporary office
- Furnishing, decorating and preparing temporary office for occupancy
- Reviewing RFPs, interviewing candidates and recommending the general contractor, architect and other suppliers including AV, engineering and sign contractors
- Managing a \$10 million budget for construction and furnishings
- Leading weekly construction meetings with all suppliers and building management
- Working with an employee team to develop the overall look and feel of interior furnishings and making that recommendation reality by working with interior designer to choose all fabrics, furniture, flooring, wall coverings, paint and more
- Overseeing the creation and installation of all interior and exterior signage
- Negotiating contracts for discounts with local hotels for rooms and conference space
- Selecting refreshment supplier
- Selecting a supplier and ordering new business cards for all relocated employees
- Assigning offices and working with executives on office configurations and furnishings
- Interviewed and helped to hire a facility manager
- Managing a grand opening that included community guests

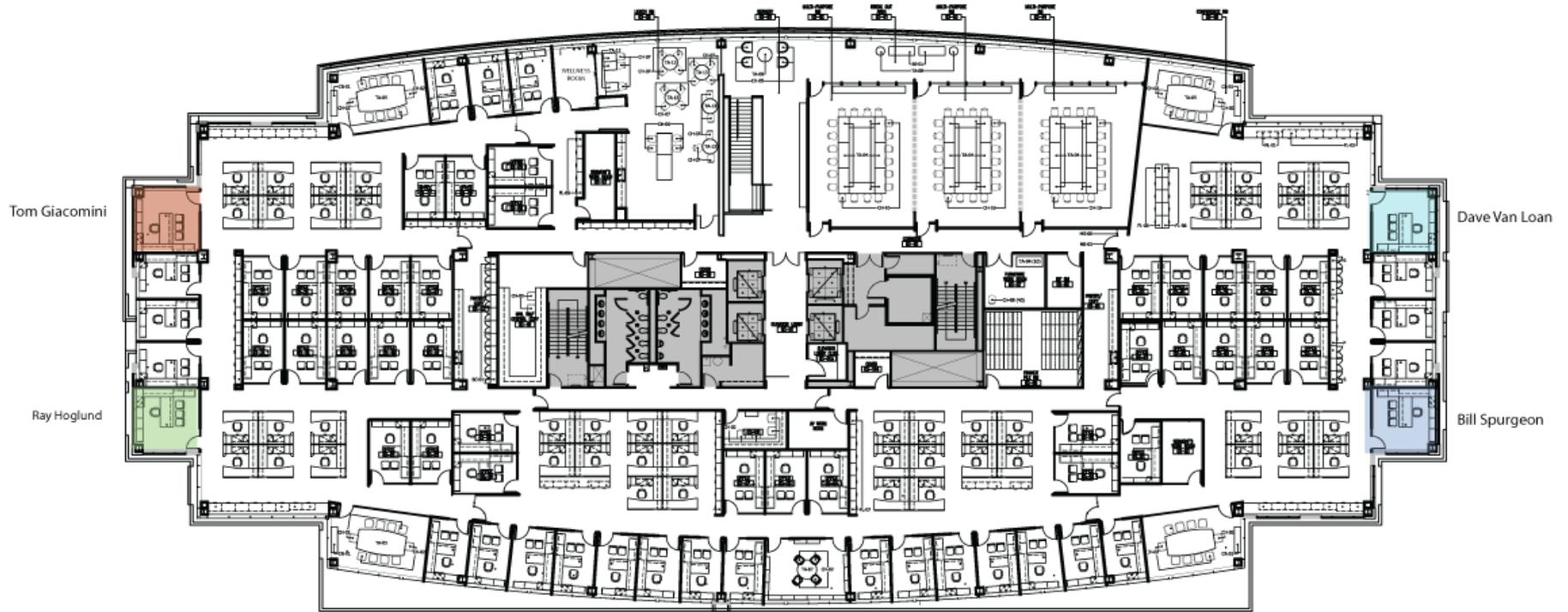


Highland Landmark

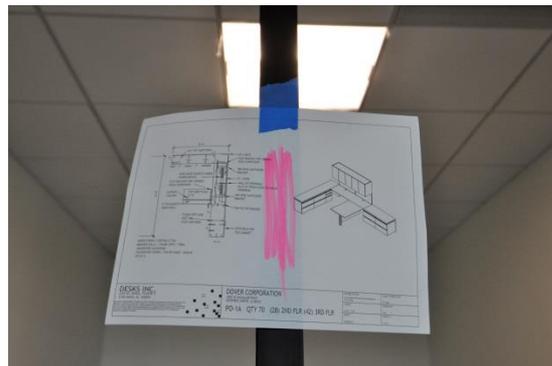
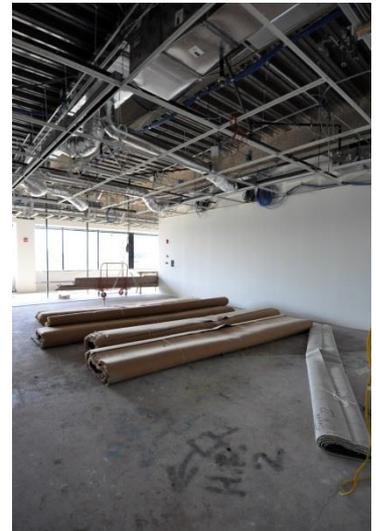
Dover selected two floors at the new Highland Landmark building in Downers Grove, Illinois for its new corporate headquarters. These floors had never been occupied and had not yet been built out. In addition, the company leased office space and storage space on another floor for a total build out of more than 70,000 square feet.



Segment Floor Layout



Construction Photos



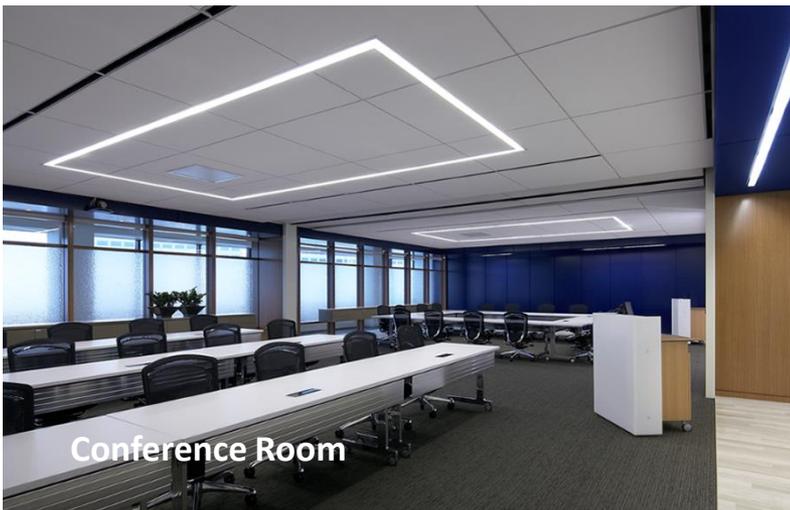
Completed Project



Lobby



Conference room
corridor

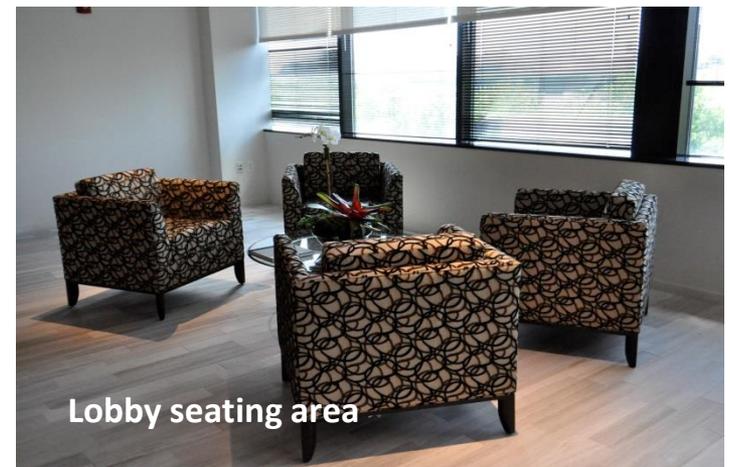
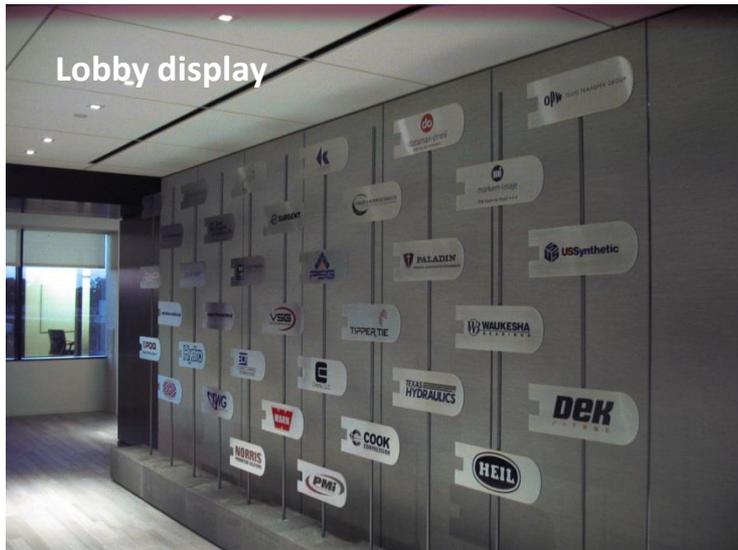


Conference Room



Employee lunchroom

Completed Project



Communications

800 Livingston memo to Dover employees
Establishment of Oak Brook Office

April 23, 2009

To Dover Corporation Employees,

With our Corporate and Segment headquarters offices scattered from coast to coast, the opportunities for leaders to collaborate on common issues, share ideas, and make collective decisions are often few and far between. Traveling is time-consuming and expensive. Emails and telephone calls are no substitute for regular, face-to-face contact. In the end, our current situation simply does not allow us to be the quick, flexible and efficient company we need to be to stay competitive.

The need for improved decision making, communication and efficiency has led us to create a new office—our Business Management Center—which will be located in Oak Brook, Illinois, just minutes from downtown Chicago. We will consolidate our four segment offices there, and our executive offices—including me—will relocate to Oak Brook. This new Business Management Center will open on a temporary basis in July, and we expect to be in permanent office space in early 2010.

Our New York office will remain open indefinitely as our Finance, Legal and Risk Management Center. Headquarters there will be our Accounting, Tax, Risk Management and Information Systems groups. The current Segment offices will be closed and consolidated in Oak Brook before the end of First Quarter 2010.

Most employees directly affected by the relocation will be offered the opportunity to move to the Chicago area. Our relocation plan will be completed soon and details shared with affected employees. In some cases, severance packages will be offered. Overall, our objective is a smooth transition for everyone with little, if any, disruption to the business.

Oak Brook is a great location for us for several reasons. Not only do we already have several offices in the surrounding area—including a segment office in neighboring Downers Grove—but it also gives us a central U.S. hub and close proximity to O'Hare Airport, where we'll have easy access to both domestic and international flights. So we expect to improve our ability to connect not only with each other but with our customers, as well.

Our executive team and our Segment leaders all have been involved in deciding to consolidate these offices and in choosing our new location near Chicago. Please join me in wishing them and their teams well as we take this step forward toward improving our ability to do business.

Bob

In Transition ... Making the move to Downers Grove

Whether you're relocating to the new Dover Corporate Headquarters or planning a visit to our temporary office in Oak Brook, you can find resources here to help answer your questions.

- **For Relocating Employees**

Congratulations on your relocation to our new Corporate Headquarters in Downers Grove, Illinois! We want you and your family to have a great relocation experience, so be sure to contact your [Relocation Consultant](#) or our [Relocation Project Manager](#) if you have any questions or concerns.



Dover Corporation Future Headquarters
Highland Landmark V
3005 Highland Landmark, Suite 200
Downers Grove, Illinois 60515



Dover Corporation Temporary Offices
Oak Brook Branch, Tower
1415 West 22nd Street, Suite 600E
Oak Brook, Illinois 60523

LOCATION RESOURCES

- [ReleAccess.com](#)
 - You will need your sign-on credentials from your Relocation Consultant to access the site
- [Group Move relocation policy](#)
- [Your relocation contacts](#)

LOCATION NEWS & UPDATES

- [Letter from Bob Livingston \(April 2009\)](#)
- [Letter from Bob Livingston \(November 2009\)](#)
- [Announcement from Illinois Gov. Pat Quinn](#)

VISITING OUR TEMPORARY OFFICE

- [Location on map](#)
- [Directions to office from O'Hare Airport](#)
- [Directions to office from Midway Airport](#)
- [Taxi services](#)
- [Limo services](#)

TEMPORARY OFFICE INFORMATION

- [After-hours access/security](#)
- [Reserved parking](#)
- [Emergency contacts](#)
- [Office directory \(for internal use only\)](#)
- [Floor map \(for internal use only\)](#)



OFFICE OF GOVERNOR PAT QUINN

NEWS

FOR IMMEDIATE RELEASE:
Thursday, November 12, 2009

CONTACTS: Robert Reed (o. 312-814-3158; c. 312-203-5722)
Ashley Cross (o. 312-814-3158; c. 312-590-7811)
Marcelyn Love (o. 217-550-1542; c. 217-299-6333)

Governor Quinn Announces Dover Corporate Headquarters Moving to Illinois

Move will Bring 100 Jobs, Foster Growth in Northeast Illinois

DOWNERS GROVE – November 12, 2009 Governor Pat Quinn today announced that the Dover Corporation will be locating its corporate headquarters in Downers Grove. The move will result in the creation and retention of at least 100 jobs, and will help foster economic growth in Northeast Illinois.

"I want to welcome the Dover Corporation to Illinois," said Governor Quinn. "This investment will bring at least 100 jobs to Illinois now, with more opportunities for the company to grow here in the future."

Dover Corporation is a worldwide, diversified manufacturer of industrial products. The company will consolidate its four segment headquarters, currently operating in cities throughout the United States, and its New York City corporate headquarters to a single corporate facility in Downers Grove. The move to the Highland Landmark V office complex is expected to be completed by the summer of 2010.

President and Chief Executive Officer Bob Livingston said Dover Corporation considered several other major cities throughout the U.S. before selecting the Chicago area for its new home.

"Superior air service to domestic and international locations, its central location, the availability of a wide variety of housing options, and the quality of life were all factors in our decision to move our headquarters here," Livingston said.

"Dover's decision to relocate their headquarters to Illinois reinforces what we already know – Illinois is a great place to do business," said Illinois Department of Commerce and Economic Opportunity (DCEO) Director Warren Ribley. "While the state is still recovering from the national recession, our investments on the local level will help aid our economic recovery and help us emerge stronger than before."

DCEO will be administering the state's business investment package consisting of Economic Development for a Growing Economy (EDGE) corporate income tax credits, which are based on job creation.

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Website

Reviews of VZ Communications

These key players in the project have posted recommendations on LinkedIn.

MITCHELL COHEN, Managing Principal Nelson (architects)

Kaye worked with her client and our organization on a complex relocation and consolidation of multiple business divisions nationally to a newly designed centralized Midwest headquarters facility. Working with Kaye was highly collaborative and she served as the representative of the HQ client and overall project manager of this sophisticated program. Her demeanor and focus resulted in a highly successful project. Her involvement was full-spectrum from pre-lease evaluation of multiple sites to the implementation; working with the Real Estate Consultants, us as the Architectural Design Consultants and the 'many-headed' customers with Change-Management initiatives., This included many Business Divisions and regional headquarters and their cultural and business agendas. One the unique attributes Kaye brought was her visual and written communication talent and skill to better establish the foundation for success with managing expectations. She has a can-do attitude and responsiveness balanced with the ability to listen to all parties - and help guide the business direction with schedule, budget aesthetics - branding and image. I confidently recommend and would look forward to the next time we can work together.

ROBERT SEVIM, Executive Managing Director, Studley

I had the opportunity to work with Kaye on an important HQ relocation project. The project required the highest possible level of attention and hands-on coordination throughout various ranks within the organization, and importantly, with regards to a wide variety of vendors that needed to be vetted and brought on, and thereafter managed through the process of project completion. Kaye did a terrific job striking the perfect balance of being the client's advocate, but also knowing just when to allow the subject matter experts take the lead in order to arrive at the optimum outcome. It was a pleasure to work with Kaye.

CHAD CROSLEY, Senior Property Manager at Cushman & Wakefield / Northmarq

I worked with Kaye during a tenant improvement project. Her client was at the time relocating and consolidating their corporate headquarters from locations across the country. Kaye worked as project manager and liaison between the tenant, architect, building and general contractor. Kaye's involvement was instrumental in the success of this project as she lead construction meetings, maintained schedules and managed items for her client that were outside of the general contractors scope, such as furnishings for the space.

GRADY HAMILTON, Principal at Trammell Crow Company

Kaye has an incredible ability for managing a series of complex details. I witnessed this capability firsthand as Kaye managed all aspects of the relocation of the headquarters for a Fortune 500 company. She successfully oversaw the real estate and communications component of this exciting project on a very tight schedule. More importantly, she was a great communicator with all stakeholders of the project.

JARROD SINGER, Workplace Consultant at OEC Business Interiors

Kaye is a detail-oriented project manager who watches the balance sheet very closely without ever losing sight of the strategic objective. She is a pleasure to work with and makes the customer experience go very smoothly.