



**National Business Center
Division of Facilities Management Services
Reimbursable Moving Services**



Summary of Services:

The Moving Services Team provides labor, guidance, and move support which include assisting clients in the planning of office relocations; providing boxes and packing materials; professional moving services in the Interior Complex (Main and South Interior Buildings) and the Washington, D.C., Metropolitan Area; use of a 24-foot box truck and cargo van (pending availability); and a variety of other services such as rearranging office space and conference/meeting room set-up. An on-site crew of four laborers and a supervisor are available from 7:45 a.m. until 4:15 p.m. on Government workdays. Work can also be performed on overtime outside the core working hours. Additional labor is available, if necessary, with advance notice.

Pricing:

The Moving Services Team charges a fee of \$30.00 per hour per person during core operating hours and an overtime charge of \$45.00 per hour per person. The minimum charge is one hour. The fee includes labor, supervision, Government inspection and oversight, driving services, supplies (up to 15 boxes per office for moves) and equipment, and use of the Government-owned 24 ft. box truck and cargo van when available. Additional boxes, if needed, are available at a cost of \$2.00 per box. A free estimate for moving services will be provided upon request. There will be additional rental charges if moving vans/trucks are needed.

Payment Methods:

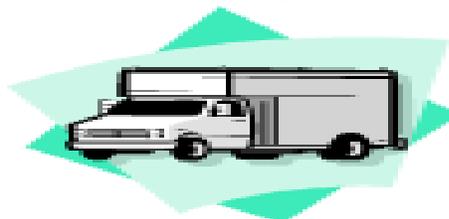
Payment will be accepted via the following methods:

- Form DI-1
- Blanket Work Order (established through Form DI-1)
- Government Purchase Card **beginning January 2004**



Helpful Tips and Information:

- Establish a blanket work order to expedite service.
- Plan and schedule your move as far in advance as possible.
- Provide a room diagram for placement of furnishings.
- Reduce moving-day stress by packing for your move in phases over a period of time. Pack infrequently used items first, gradually packing the items you use more often as the move date nears.
- Clearly label all boxes and furnishings.
- Ensure access and availability of loading dock for relocations.



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“Striving to provide quality service to fully meet your needs”

Points of Contact:

Gerard Moss, Moving and Scheduling Coordinator

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Harry Colclough, Moving Services Team Supervisor

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Gordon Patrick, Interim Contracting Officer's Technical Representative

Voice: (202) 208-7182; Fax: (202) 208-3777

E-Mail: Gordon_K_Patrick@nbc.gov

Cleveland Brown, Administrative Coordinator

(Submit DI-1/Govt. Purchase Card orders)

Voice: (202) 208-3737; Fax: (202) 208-3777

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