



**Department of General Services  
Procurement Division**

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**Bulletin #: K-38-13**

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**TO: Purchasing Authority Contacts (PACs)**

**RE: Non-Mandatory Master Service Agreements (MSA) for Office Moving Services**

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The Office Moving Services MSA has been moved to the Procurement Division's Transportation Management Unit (TMU). The current Office Moving Services MSA expired on July 31, 2013 (MSA's 5-09-99-14 through 5-09-99-27 and 5-08-99-15 through 5-08-99-27). A new Office Moving Services MSA should be in place by October 2013. Departments should use their delegated purchasing authority to obtain a carrier. DGS recommends using the expedited SB/DVBE option that allows you to get two quotes from a small business or DVBE for contracts under \$249,999.

<http://www.documents.dgs.ca.gov/pd/smallbus/SBDVBEoption.pdf>

For questions regarding this notification, please contact:

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