

DATE: October 30, 2014

TO: STATE DEPARTMENTS AND LOCAL GOVERNMENTS

SUBJECT: UPDATING LIST OF APPROVED PROVIDERS FOR THE MASTER SERVICES AGREEMENT FOR OFFICE MOVING SERVICES 5-14-88-01

The Department of General Services, Procurement Division (DGS/PD) has developed a Master Services Agreement (MSA) for Office Moving Services for use by State and local government agencies.

This non-Mandatory Contract includes a full range of services to remove free-standing or affixed office and/or lab furniture (including modular furniture), equipment and related supplies from an existing location, transport items to a new location, and place the objects according to the direction of the Ordering Agency.

The Approved Provider List includes Providers that have demonstrated positive experience in the planning and preparation of a move, including coordination; scheduling; disassembling, reassembling, detaching, and affixing furniture; packing and crating; delivering; unpacking; and relocating office or lab equipment, boxes, files, furniture, shelving, and associated items utilizing best industry practices.

The included Approved Provider list will be updated continually through November 31, 2014 and quarterly thereafter. Please keep checking the List during these times to assure the greatest amount of participation in your Request for Offer.

The list of approved Office Moving Services Approved Providers for this contract is valid until September 30, 2017. Any application received and approved during the term of the contract will be valid until September 30, 2017. Should the contract be extended, the State may extend the Approved Provider List or may elect to require Office Moving Services providers to submit a renewal application to continue to be listed as an Office Moving Services Approved Provider.