

George Washington University, Office of Procurement  
4400 University Drive, Mailstop 3C5  
Fairfax, VA 22030

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Interstate International  
DBA: Interstate Logistics  
5801 Rolling Road  
Springfield, VA 22152

TeamGMU2@invan.com  
www.MoveInterstate.com

May 31, 2022

RE: George Mason University Relocation

Dear Regina Bazile and Grace Lyman,

The Interstate Team presents our qualifications to facilitate the relocation, hauling, storage, and warehousing of George Mason University's Library, medical facility, laboratory, Offices, and server rooms. Our team is fully equipped to provide Portable Storage Containers, Record Storage, and Property Storage. We meet and exceed all qualifying factors and project requirements outlined in the RFP.

Interstate has the unique advantage of offering George Mason University a professionally trained and experienced packing and transport team. Our organization offers technical expertise and consulting assistance with decades of experience in higher education and public sector moves. Furthermore, our team has a proven process that is effective at reducing our client's downtime, while incorporating the flexibility to resolve issues as they arrive and/or adjust for changes in project scope. We understand the diverse and nuanced challenges that University relocation and warehousing bring. Likewise, our process has been designed, applied, tested, and curated over decades to exceed industry standards.

We take quality seriously, that's why Interstate has earned and currently holds the highest level of recognition for quality in an organization, the ISO 9001:2015 certification. This is a distinction very few of our competitors have achieved.

Interstate has the resources, project skills, technology, and expertise, required to ensure the successful execution of this project, meeting all standards outlined in the RFP. Our proven process and collaborative team make Interstate a low-risk option for the George Mason University Relocation, hauling, storage, and warehousing project. We appreciate your consideration and look forward to the opportunity to discuss our proposal further.

Sincerely,



Bud Morrisette  
Group President and CEO



# **Proposal for George Mason University Relocation and Moving RFP No. GMU-1794-22**



Submitted to:

**George Mason University (GMU)**

4400 University Drive, Mailstop 3C5  
Fairfax, VA 22030

Submitted by:

**Interstate International, Inc.**

**dba Interstate Logistics**

5801 Rolling Road  
Springfield, VA 22152  
703-569-2121

TeamGMU2@invan.com

[www.moveinterstate.com](http://www.moveinterstate.com)

**May 31, 2022**

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*This proposal includes data that shall not be disclosed outside of GMU and shall not be duplicated, used or disclosed—in whole or in part—for any purpose other than to evaluate this proposal. The data subject to this restriction is contained in all pages of this proposal.*

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# BUSINESS PROPOSAL

## 1. Procedural Information

Signed Cover Page

Addendum



Purchasing Department  
Mailing Address: 4400 University Drive, Mailstop 3C5  
Street Address: 4441 George Mason Boulevard, 4<sup>th</sup> Floor, Suite  
4200 Fairfax, Va. 22030  
Voice: 703.993.2580 | Fax: 703.993.2589

May 12, 2022

### RFP ADDENDUM #1

Reference - Request for Proposal:	GMU-1794-22
Title:	Relocation and Moving Services
RFP Dated:	April 27, 2022
For Delivery To:	George Mason University

The following changes are hereby incorporated into the aforementioned RFP:

Please make sure to sign and include this addendum and all other addendums issued under this RFP with your offer/proposal.

Answers to Questions submitted by the Question Submission Deadline on May 4, 2022:

Answers to these questions shall be considered part of the RFP requirements and the offeror should include any changes that result from this addendum into their offer. Failure to consider the information provided below may result in your offer being scored lower:

1. Question: If you have storage that needs to be stored off-site, do you have your own off-site places, or should we assume to quote for our storage services in and out?  
Answer: Moving company would be required to provide off-site storage at its own warehouse. George Mason University does not have available storage.

2. Question: If we provide our entire commercial services rate sheet, will that be sufficient for giving you upfront costs for all the services needed to be performed?  
Answer: We are looking for negotiated rates for the University based off requested information provided in the RFP. If your standard commercial rate sheet meets the requirements of the RFP and can be evaluated according to the RFP.
3. Question: How will GMU staff communicate relocation needs to the move vendor?  
Answer: All moves will be set up and communicated either by email or phone call through the design department contacts. When a need arises, we will have the designated contact from the moving company come to the site to perform a walkthrough and provide a quote.
4. Question: Does GMU currently have items stored at the incumbent vendor's facility and will there be a need to pick up items and store them at new move vendor's facility? Answer: This is a possibility.
5. Question: During laboratory relocations who will be responsible for relocating Hazmat materials; move vendor or GMU staff?  
Answer: Lab relocations will be coordinated by EHS staff, who will decontaminate items and will relocate all Hazmat materials.
6. Question: Will GMU staff provide furniture layout diagrams during office and classroom moves?  
Answer: Yes, GMU Design team or GMU contracted entity will provide all layouts and information needed for the moving company for relocations.
7. Question: Due to COVID-19 will GMU require move crews to be fully vaccinated?  
Answer: This is evolving, and the moving company will be notified as necessary.

Previously provided information for vaccination. See below:

Per the guidance document provided previously, contractors of state agencies are required to do the following:

1. Contract workers performing work on-site must disclose their vaccination status to their employers (the contracting vendor that employs them.) Individual employee statuses should not be disclosed to George Mason University.
2. Contracting vendors performing work on-site must certify to George Mason University that covered contract workers who work on site or perform public-facing services are:
  - a. Fully vaccinated or
  - b. If not fully vaccinated, are required to wear a mask, maintain social distancing, and adhere to all other agency safety protocols while working on-site or engaged in-person with the public.

3. Contracting vendors must provide that written certification to their contracted state agency.
  - a. George Mason University has provided a certification form for contractors to complete.
4. The certification form must be signed by a person with authority to bind the contracting organization.
8. Question: Will George Mason University supply the packing material for the moves? If not, should the moving services vendor include prices for the cost of the required moving materials?  
Answer: No. GMU does not supply any packing materials. That is the responsibility of the movers. Yes, provide cost for crates, boxes, computer bags, tags, bubble wrap, and packing paper, etc.
9. Question: Should the moving services vendor assume that all moves will be done with straight trucks only or should the moving services vendor include prices for the use of tractor trailers?  
Answer: Straight trucks with ramp or lift are generally used but for large relocations tractor trailers will be needed. Please provide a quote for both.
10. Question: Is George Mason University able to outline the SWaM goals for the university and for this agreement?  
Answer: The Commonwealth of Virginia and Mason do not have agreement/project specific goals. SWaM goals are established through the governor's office and apply to all state agencies.
11. Question: Are there liability insurance requirements for this project (e.g., limited liability up to \$0.60/pound for furniture, \$1.00 for records and \$5/pound for electronics)? If so, please clarify.  
Answer: The liability insurance requirements are listed in Section X. AA of the RFP.
12. Question: What percentage (%) of the scope of this request is related to storage requirements?  
Answer: This RFP is project specific.
13. Question: What percentage (%) of the scope of the request takes place at the Front Royal, VA location?  
Answer: That would be project specific, but the majority of our work is on the Fairfax, Sci Tech, and Arlington campuses. However, any company would need to be able to provide service at all campus locations.
14. Question: What percentage (%) of the scope of the request takes place after-hours (After 5PM/Before 7AM)?  
Answer: Majority of our work is completed during regular business hours (Monday through Friday, 8:30am-5:00pm EST). There are occasions when a move may require longer hours and/or after business hours.
15. Question: How many providers were awarded in the previous RFP? Answer: 3

16. Question: What providers were awarded in the previous RFP?

Answer: Interstate, Victory Van, Paxton

17. Question: Will there be any materials required in the scope of this request? Answer: See question No. 8

18. Question: Will GMU accept a proposal that excludes laboratory specimens from the insurance requirement?

Answer: Not Applicable.

19. Question: Can providers include additional line items for services related to this RFP (that were not mentioned in the example pricing template) in their proposal? Answer: Yes

Please sign and include this addendum as part of your offer.

In Compliance With this RFP And To All The Conditions Imposed Therein And Hereby Incorporated By Reference, The Undersigned Offers And Agrees To Furnish The Goods/Services required by this RFP at the prices indicated in the pricing schedule, and the undersigned hereby certifies that all information provided below and, in any schedule, hereto is true, correct, and complete.

Name and Address of Firm:

Interstate International

Date: May 31, 2022

5801 Rolling Road

By: Arthur E. (Bud) Morrisette, IV

Springfield, VA 22152

Title: CEO & Group President

FED ID No: 54-0922841

Signature: 

Email: TeamGMU2@invan.com

Phone: 703.226.3290

SWaM Certified: Yes: No: X

Regina Bazile  
Sr. Buyer  
[rbazile@gmu.edu](mailto:rbazile@gmu.edu)  
703.993.2580  
Purchasing Department  
George Mason University

## Executive Summary

George Mason University (GMU) has presented their need for qualified contractors to assist in the University's relocation and storage efforts. The RFP has outlined an eclectic project scope including but not limited to specialized knowledge and experience in the transportation, storage, warehousing, breakdown, and set up of unique items. Contractors must be able to accommodate the sensitive nature, proper packing, and storage of a laboratory and medical facility relocation while incorporating easy access to equipment and quick retrieval during storage. Contractors must understand the unique challenges associated with data center moves to limit system interruption and downtime, and how to organize the safe storage of varying technological items of differing size and use. Likewise, this relocation project also incorporates procedures of a conventional university move that includes library, office, and industrial relocation, portable storage containers, the storage of records, and general property storage.

Interstate Logistics is a comprehensive solution that is fully compliant with all requirements of the RFP and is based on Interstate's ISO-certified Quality Assurance System, where the goal is to provide the best value in terms of a rigorous and strategic approach to a secure and efficient move of the highest quality. There are six areas that differentiate the Interstate Logistics (Interstate) solution from those of others you may be considering:

- Our strategic approach to move management
- Our professionally trained and experienced staff
- Our experience with the secure movement of classified materials
- Our technical capabilities in IT infrastructure relocation
- Our quality management results
- Our past performance with similar office and enterprise IT relocations

Our experienced team will provide comprehensive move and move management services required to safely, securely, and efficiently accomplish GMU's relocation to its new building with minimal disruption. Our experience with the Institute for Defense Analyses (IDA), Maryland State Board of Elections, and George Washington University (GWU) is evidence of our capability and experience with the relocation of Educational Institutions, secure facilities, and the movement of classified documents and sensitive equipment in a controlled manner. Our recent ranking as the #1 mover by the U.S. General Services Administration (GSA), as measured by our Customer Satisfaction Index (CSI) scores of 115.20 and 111.74, along with our Better Business Bureau accreditation and ISO certification, speak to our past performance and the high standards we maintain.

## Company Overview

Interstate is a family of businesses built around a commitment to earning the trust of the people we serve – from homeowners and military families, as well as corporate clients, Higher Education Organizations, and government agencies, with advanced information technology and sensitive medical equipment relocation needs. Our company is built on the values of integrity, a strong work ethic, and

innovation. We value opportunities to serve as a trusted partner with organizations like IDA, which hold themselves to higher standards of conduct and quality.

### Corporate Responsibility

The Interstate Team values diversity and community. We find ways to incorporate inclusion company-wide. We assess hiring and promotion based on factors of experience and willingness to learn about the role within the moving industry. Candidates are not disqualified based on education or previous titles. We understand the need to provide opportunities so that those interested in professional advancement can pursue it.

Additionally, we take pride in our community involvement. We have partnered with NOVA RAFT to hire persons resettling in the Northern VA area fleeing geopolitical turmoil in Afghanistan. We continue to stand by our commitment to be a valued part of our community.



## 2. Qualifications & Capabilities

### a. Describe your experiences in providing similar services described in the statement of needs

The Interstate is a family of businesses encompasses a group of companies delivering comprehensive moving and storage solutions on a local and global scale. Interstate provides, transportation, Warehousing, supply chain logistics, and employee relocation management solutions to universities, corporations, government agencies and individuals safely, securely, and efficiently. Our commitment to innovation, process management, and training has resulted in our ability to meet the unique needs of each client and has earned the company a reputation of trust, experience, and value.

The Institute for Defense Analyses (IDA), Maryland State Board of Elections, and George Washington University (GWU) outline professional experiences that exemplify our capability in Higher Education and Public Sector relocation projects, secure facilities, and the movement of classified documents and sensitive equipment in a controlled manner

#### **The Institute for Defense Analyses (IDA)**

More specifically, our service to the IDA where we securely and reliably relocated multiple, classified servers and is one example of both our experience with the secure movement of classified materials and our technical capabilities in the relocation of IT infrastructure.

#### **George Washington University**

Additionally, Interstate has worked with the George Washington University Campus to facilitate as-needed moves with varying scopes to support students transitioning into and out of college. From May 2022 to present, Interstate coordinates the release of goods to GWU students. Interstate supplies all necessary equipment, materials, and skilled labor to store and warehouse students' personal belongings, pick-up on campus, packing, labeling, and preparing items for pick-up, and following up with Interstate to confirm pick-up needs. Interstate ensures that items are properly wrapped/protected, into boxes and stored in appropriate storage containers. Interstate then places items into secured storage.

#### **Maryland State Board of Elections**

Between January 2018 and January 2022, Interstate provided services for the Maryland State Board of Elections. Alongside individual counties in Maryland, Interstate led a team with project management, distribution, and delivering voting machines throughout the entire state of Maryland for the general, mid-term and special elections. After the elections ended, Interstate retrieved the equipment and returned it to the appropriate county warehousing facility.

Interstate is the U.S. Department of Defense's second-largest mover domestically and we are ranked in the nation's top twenty for relocation and transportation management companies. Interstate is the only 11-time recipient of the NDTA Excellence in Quality Award awarded by the Department of Defense. All of our entities are ISO-9001-2015 certified, an accomplishment achieved by less than 1 percent of moving companies. Additionally, Interstate is among the three percent of moving companies certified by the International Office Moving Institute (IOMI). Additional examples of our work include:

- American University
- University of Maryland
- University of Indiana

We have proven capabilities as an experienced warehouse and logistics service leader through serving the Mid-Atlantic market, the United States, and the world. We maintain membership in both national and international industry associations and members of our management serve on the board of the American Moving and Storage Association as well as maintain membership in FIDI's international association. We have created many innovations and improvements in technology and methodology affecting the moving and storage industry. Interstate uses a proven process developed over 75 years, focusing on quality and efficiency. We understand that executing an efficient move reduces the number of equipment used, time spent moving, single-use items, and our overall carbon footprint. We chose to raise the bar in our collaboration with Wreaths Across America. The empty WAA boxes were being sent to a landfill after single-use, at a very high cost to WAA and the environment. By working together, WAA managed to convert a large expense into a source of additional funding to help further their mission in an eco-friendly way.



#### **Interstate Storage & Warehousing**

Interstate owns 1.5 million square footage of shared warehouse and distribution space throughout the Washington, D.C. Metropolitan area. Interstate currently owns and operates over 408,000 square feet of warehouse space in Springfield and Sterling, Virginia, as well as in Landover, Maryland.

All warehouses are organized to maximize efficiency and avoid errors. Each warehouse facility has a defined area for container storage, rack storage, carpet storage,

and carpentry. Interstate has a full-length certified truck weight-scale in our Landover and Springfield facilities.

Our warehouses use state-of-the-art warehousing technology such as computerization, automatic identification media, bar code systems and paperless communications systems to ensure effective and efficient processing and tracking of customer goods. All facilities undergo regular maintenance of heating, electrical, plumbing, and other systems to ensure the facility is functioning properly at all times. Each facility receives yearly inspections to verify the facility is operating in adherence to federal, state and local zoning and safety ordinances.

Interstate works towards reducing our carbon footprint by utilizing reusable blankets. This practice reduces the use of bubble wrap and other single-use packing items whenever possible. Additionally, our

warehouses are equipped with motion sensor lighting, automating our efforts to reduce energy consumption.

### **Interstate Hauling & Fleet**

Interstate owns and maintains a fleet of more than 300 vehicles of which 160 are dedicated to servicing the local Washington, DC market allowing us to provide our clients time-sensitive services. We incorporate eight different vehicle types, varying from sprinter vans to custom designed straight truck bodies. Our semi-trailers allow for the loading and unloading of numerous types of commercial office furnishings via life-gates. Many units are custom built to ensure the most efficient vehicle use for any given requirement. Each truck arrives on-site well-maintained with all appropriate packaging material, logistic straps and loading/unloading equipment necessary prior to leaving the facility.



The entire fleet, including custom manufactured equipment, is updated on a regular basis to provide your project with the latest technological and mechanical equipment available. Our client's assets are our greatest concern. For inclement weather, Interstate provides protective covering ensuring that all assets depart and arrive in the same condition. Interstate is available for an on-site equipment and facilities inspection if requested by GMU.

As an industry leader in innovation and technology, Interstate has implemented the GPS fleet tracking solution to closely monitor the location and operation of each of our vehicles. This incentive has vastly improved our automated dispatch processes and departmental efficiencies while contributing to our corporate environmental protection goals. At any time, upon request from the customer, we can quickly identify the location of our vehicles to present an estimated time of arrival on site.

### **Training and Continued Education**

Interstate recognizes that our continued success depends on the quality and growth of our team. We have a full curriculum of training in place for our entire organization. Our Operations team undergoes rigorous hands-on training sessions which incorporate 80 hours of classroom participation for movers, and 40 hours for packers. Our training facility is comprised of simulated environments that movers and packers encounter daily. The facility is fully equipped with, complete office space, IT equipment, furniture, a training truck, and full-scale model house. We developed the first model "training house" located at the Springfield headquarters to complete household goods packing, moving, and transport trainings.

### **Cross Training**

Interstate values the continued success of each employee. We believe that investing in the personal and professional development of each employee is essential to the growth of our company. Each member of our operations team is cross-trained between household goods and office moves. Cross-training our

employees allows for an expert level of service regardless of the type of move. At Interstate we provide the highest value in everything we do, by treating people with respect and professionalism.

### **Quality System**

Interstate has built its 79-year reputation on quality. The measure of our quality system and its effectiveness is determined by client feedback and claims performance. In order to determine if the Quality Policy and Training Programs are effective, we monitor our performance with the use of the ISO 9001:2015 system, surveys, and our claims data. This data is studied to determine the areas that need the most improvement and changes are implemented into training plans for employees.

### **ISO 9001:2015 Certified**

Interstate has been awarded the ISO 9001:2015 certification, which is the highest level of recognition for quality in an organization. This means our clients and prospects are using an industry leader in quality management. Through our ISO quality certification, we have defined procedures to ensure consistent service procedures and to monitor the quality of our service. Our technology systems and defined procedures ensure communication between all internal offices and departments, as well as service providers.

All policies, plans, and techniques are established in our ISO Quality Standards Manual. Our first priority is to address any concerns to the satisfaction of the client. Our second priority is to follow up on the occurrence and to implement corrective and preventative measures. These measures are designed to identify the nonconformance, as well as provide corrective and preventative actions to avoid similar issues in the future. The Director of Quality receives a daily report detailing each nonconformance and the personnel involved. They issue a nonconformance response form to the responsible manager or supervisor that requires them to answer the following questions:

- Who was involved?
- What immediate action was taken to satisfy the client?
- What was the root cause of the nonconformance?
- What is the meaningful corrective/preventative action that will be implemented to avoid future occurrences?
- How will the corrective/preventative action be monitored to ensure the issue does not occur again?

The responsible manager or supervisor will ensure that the parties involved receive training in the areas that led to the nonconformance. The daily nonconformance reports are also reviewed by the Director of Quality in meetings with the senior management groups from the sales, claims, client service, and operations departments. In these meetings, it is confirmed that appropriate action was taken to satisfy the client and that the nonconformance response form was issued with the explanation of corrective and preventative actions. The Project Manager has complete oversight of all operational planning onsite and is made aware of any nonconformance that needs to be addressed.

## Key Personnel

*Names Qualifications and Experience of personnel to be Assigned to Work with Mason*



## Resumes of Personnel working with Mason

### Mr. Ron Granville

Vice President and General Manager

[Ron.Granville@invan.com](mailto:Ron.Granville@invan.com)

703.226.3222 Office

301.252.3963 Mobile (24/7 access)

*48 years of experience*

*7 years with Interstate*

As Vice President & General Manager, Mr. Granville will ensure all elements of service are executed accurately and efficiently, with particular emphasis on the secure movement of classified materials and technology assets.

### Recent Project Experience:

- Maryland State Board of Elections
- U.S. Department of State
- U.S. House of U.S. Representatives

**Operations Manager**

The Operations Manager (OM) oversees all vehicles, labor and contract requirements to ensure they are being met for every segment of a relocation. The OM will handle all contractual issues and subsequently disseminate information throughout the entire team, when necessary. The OM will:

- Maintain safety and training compliance
- Manage on-time performance
- Preserve inventory accuracy
- Establish project productivity and adherence to customer schedules

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**Mr. Larry Chwirut**

Operations Manager

[Larry.Chwirut@invan.com](mailto:Larry.Chwirut@invan.com)

703.226.3307

*50 years of experience*

*8 years with Interstate*

As Operations Manager, Mr. Chwirut will oversee all vehicles, labor, and contract requirements.

Recent Project Experience:

- Library of Congress
- Historical Society of Washington
- U.S. Office of Personnel Management

**Account Manager**

Interstate's Account Manager (AM) provides strategic guidance to clients throughout the relocation process. The AM oversees the progress of operations and recognizes potential oversights that may affect the budgetary costs or the schedule of this relocation. The AM will be an additional point of contact for IDA and has full authority to commit the Interstate Project Team in all situations. In addition, the AM will:

- Provide strategies and tactics to develop efficient procedures
- Anticipate obstacles and provide structured solutions
- Communicate Job Expectations to the Interstate Team
- Schedule, counsel and review the Interstate Project Team's job contributions

**Mr. Erick Barr**

Manager, Consumer Sales

[Eric.Barr@invan.com](mailto:Eric.Barr@invan.com)

703.226.3275 Office

703.898.0095 Mobile

*16 years of experience*

*7 years with Interstate*

As Manager, Consumer Sales, Mr. Barr will maintain contact with GMU, and provide strategic guidance and direction throughout the entire relocation process.

Recent Project Experience:

- George Mason University
- Equal Employment Opportunity Commission (EEOC)
- Food and Drug Administration

#### **Manager, Consumer Sales**

Interstate assigns a Senior Manager, Logistics (SML) resource to every project. The SML serves as the day-to-day contact, primarily to answer any questions or discrepancies that may arise. The SML is kept aware of all activities via computer-generated status reports and continual communication with the Operations Department. If information reveals an issue or potential issue, the SML will immediately advise the appropriate IDA staff member and provide a resolution. In addition, the SML will:

- Act as a Liaison between the Interstate staff and the Project Manager
- Contract, manage origin, transportation, and destination services with third-party vendors, if applicable
- Oversee cost estimates, pre-billing shipments, revenue distributions, and daily registrations

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#### **Mr. Brandon Newton**

Project Operations Manager

[Brandon.Newton@invan.com](mailto:Brandon.Newton@invan.com)

703.226.3303

*32 years of experience*

*8 years with Interstate*

Mr. Newton will be directly involved with every aspect of the project plan, and responsible for designating specific tasks to the move, delivery, packing and installation teams.

Brandon has 28 years of experience and oversees all logistics, supply chain and freight operations for Interstate. As the Operations Manager, Brandon directs all warehouse, inventory management, quality

assurance and labor outfitting to support the shipping and receiving of products. He will assist in team meetings to convey and outline expectations to the client.

Recent Project Experience:

- Walter Reed Hospital/Bethesda National Military Medical Center/Ft. Belvoir
- Fort Benning — Martin Army Community Hospital
- United States House of Representatives

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**Mr. Brian Coleman**

Project Manager at Potomac Yards

[Brian.Coleman@invan.com](mailto:Brian.Coleman@invan.com)

703.226.3225

*28 years of experience*

*5 years with Interstate*

As the Project Manager focused primarily on the Potomac Yards location, Mr. Coleman will ensure proper work plans are being instituted on-site to meet the requirements of IDA.

Recent Project Experience:

- Clifford Chance
- Library of Congress
- Federal Bureau of Investigation (FBI)

**Lead On-Site Project Manager**

The Senior Project Manager (SPM), working at the direction of the Operations Manager, will have the responsibility of designating specific tasks to the move, delivery, packing and installation teams. The SPM will be on-site and directly involved with every aspect of the project including high-level planning, supervising movers, or making manpower and equipment changes to maintain deliverables as per the schedule. The SPM will have full authority to commit Interstate Project Team members in all situations. In addition, the SPM will:

- Conduct pre-planning activities with IDA staff
- Finalize the overall move schedule activities and specialty services
- Manage and remain at project site throughout the primary move days
- Direct origin and destination move teams
- Attend post-move reviews at project completion

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**Mr. Justin Thomas**

Senior Manager, Logistics

[Justin.Thomas@invan.com](mailto:Justin.Thomas@invan.com)

703.226.3917

*7 years of experience*

As Senior Manager of Logistics, Mr. Thomas will provide high-level administrative support, primarily answering questions or addressing any discrepancies that may arise.

**Ms. Pernether Pratt**

**Library /IT Project Manager**

[Pernetha.Pratt@invan.com](mailto:Pernetha.Pratt@invan.com)

240.508.0613

*27 years of library and technology experience*

*6 years with Interstate*

As the Library/IT Project Manager, Ms. Pratt will ensure proper work plans are being instituted to meet the requirements of IDA, primarily focused on the relocation of library and IT equipment and materials.

Recent Project Experience:

- U.S. Department of Commerce
- U.S. Department of Justice
- U.S. Supreme Court
- Martin Luther King, Jr. Memorial Library

**(2) Project Managers**

The Project Manager (PM) confirms proper work plans are being instituted on-site to meet the requirements of IDA. The PM will identify and resolve any issues immediately, at the direction of the SPM. In addition, the PM will:

- Maintain constant communication and coordination between the PM and the crew members
  - Conduct Quality Assurance assessments
  - Evaluate progress and timeliness of relocation
  - Oversee and monitor the crew's actions
  - Monitor equipment and vehicles being used for compliance with safety and security guidelines
-

### 3. Specific Plan (Methodology)

***Explain your specific Plans for providing what you have outlined in the Statement of Needs  
Your approach to providing the services Described herein.***

#### **Office Moves**

##### *Ordering of Services*

We are prepared to have a dedicated team assigned to the University's contract to facilitate the needs of the Facilities Management Department. We will familiarize the cross-trained crew members with GMU to ensure complete coverage at all times. As long as the request for service is made a day in advance, we will be able to provide service the next day. Our services will encompass, but are not limited to:

- Internal moves (moves within the same building)
- Building-to-building moves
- Moving between multiple campuses
- Office system set up/breakdown
- Moving in and out of storage
- Shredding
- Packing/unpacking services
- Product warehousing
- Secure records transportation
- Sensitive equipment custom crating, packing, and overall transportation
- Debris removal
- Recycling services
- IT systems handling/data center relocation
- Any additional special handling requests

Our team understands the procurement standards in the Commonwealth of Virginia and is dedicated to providing the most efficient and effective moving solution for the University. When planning an office move, it is most effective for the client to account for all components of the move, such as the planning and implementation process. Focusing primarily on an hourly rate can be detrimental to the office move process as planning, scheduling and logistics can be overlooked. The overall price savings on an office move is determined by the efficiency, successfulness, and comprehensive moving plan that is properly executed for an appropriate price.

#### **Pre-Move**

Prior to each move, our team members will do a thorough walkthrough at both origin and destination. This prepares the team in advance for any challenges that may preexist. They will survey of all items that need to be moved and formulate a plan and execution that focuses on minimizing disruption to GMU's daily operations, ensuring the move is as easy and stress-free as possible.

Packing crates, keyboard bags, and moving labels will be delivered to the staff prior to the move

along with pre-move literature, including packing suggestions. For moves involving more than 15 people, we will arrange a meeting with the Move Supervisor to discuss procedures and specifically address any questions your team may have. Our team will explain the use of the moving cartons or crates that will be utilized during the move and how each piece of furniture and equipment will be physically moved, as well as how each container should be loaded. A review of the destination floor plans, numbering, and color-coding suggestions will be addressed.

### **Equipment**

We will handle all your equipment with a level of priority and care that is unparalleled in the industry. We utilize plastic crates which are made of sturdy plastic and are capable of handling hundreds of relocations rather than the waste that a cardboard carton would incur. The crates are delivered nested, in stacks of 20. Dollies are delivered at the same time, with a ratio of 4 crates per dolly. With the crate concept, no one should ever lift a loaded container. Your employees will place an empty crate on the dolly, load it and close the lid. In the event that there will be items that need to be kept in storage, every effort will be made to use recycled cardboard to handle the demand.

All desktop computers, printers, fax machines, scanners, etc. will be individually wrapped with bubble wrap and placed into oversized cartons or electronic carts. Any larger, stand-alone equipment such as copiers or servers will be padded and protected with cardboard, bubble wrapped, and shrink wrapped prior to moving it off of the floor. If the item requires an external move on a truck, the item will be padded or palletized to ensure ample protection prior to moving loading on the truck. Interstate will provide GMU with a minimum of 6 different colored identification labels to coincide with color-coordinated departmental floor plans. Interstate will also provide and install all necessary materials for the proper protection of GMU facilities prior to the move commencing.

### **Disassembly and Building Prep**

Our installers will disassemble furniture, and other selected items as needed. They will oversee the relocation to the destination and reassemble the furniture properly. The crews will coordinate with GMU's electrician to minimize any downtime for the staff. During the walkthrough, the team will determine what steps are needed to protect both the items that are being moved and the University's physical structure. To protect floors and corridors, we primarily use two methods, Masonite or roll-on plastic protector. Additional protection methods may be used depending on the type of floor material. Tempered Masonite will be used to protect hardwood and marble floors. The roll-on plastic floor protector will be used on a case-by-case basis depending on the carpet that is installed. Walls and partitions along the travel path will be protected with 48" wide rolled corrugation and wood corner protectors. These items will be recycled to minimize waste.

### **Day of the Move**

On the day of the move, the crew will introduce themselves to the office employees and address any immediate concerns that the staff might have. During this time, all employees should have completed the packing and labeling of the furniture and cartons in their individual offices,

cubicles, and common areas unless they are being assisted by our packers on the day of the move. All of our crews have been cross-trained in packing, and they will be prepared to handle any last-minute packing assistance that may be needed. Our crews will be responsible for removing any materials with the move. At the destination, the supervisor will walk through the site with GMU's representative to ensure that everything labeled to be moved was moved. At the destination, we will confirm that all items have been received and placed in the correct location.

**Post Move**

The post-move follow-up will involve two steps, the removal of equipment and surveys. The plastic crates and dollies will generally be left at the destination for a week to allow the staff time to unpack. If the move involves less than 15 people, the crew will make arrangements to retrieve the crates sooner to avoid any unnecessary encumbrances.

In an effort to provide world-class service and evolve through continuous improvement, we will ask the University staff to provide feedback after the move. Our clients' feedback is used throughout our company to help measure our performance, draft policies and develop services to enhance our client's experience.

**Library Moves****Packing**

Our packing team has been trained to maintain the integrity of library and file collections while packing. Their process starts by building a labeling system for the carts that coincides with the library's racks. This process is handled by our Project Manager, who will oversee the packing of the collection daily.

The collections will be loaded onto library carts that are free of splinters or other intrusions that can tear or otherwise damage library materials after they have been presented to the library staff for inspection. The carts have rubberized wheels and will reduce any damage due to vibrations. All of the collections are loaded onto the carts in sequence with the labeling plan starting at the top left-hand corner of current rack. The Packer will work with small increments of books to load them on the cart with the labels facing outwards. Packer's work with a two-handed system where they lift the books with one hand, while their second hand is holding the books in position on the cart.

The Packers utilize dividers to show breaks in sequence in the collections. The carts are never overstuffed to prevent damage. Each row is stabilized with book ends where needed if the shelves are too loose for safe relocation. All archival boxes will be lifted one at a time and lifted from the bottom to reinforce the box structure. Each box will remain upright and protected with stretch-wrap to protect the box. The boxes will stay in order throughout the relocation. Stretch-wrap will also be used to

protect all of the books in the Special Collections. Utility carts with a clean, flat surface of at least 48 x 24 inches will be used for all oversized rare books and archival materials. Bubble-wrap, with the bubbles positioned on the outside of the

package, will be used whenever any framed pieces need to be moved. All of the items will be transported horizontally on the utility carts without stacking unless the library has indicated that it will not harm the items. In addition, all oversize loose flat items such as posters and maps will be bubble wrapped, when deemed appropriate and relocated on a utility cart. When items exceed the surface area of the cart, they will be placed on an appropriately sized piece of Masonite to protect it during relocation and to avoid damage.

The Microform collections will require Interstate to empty, move and reload the cabinets to avoid damage to the cabinets. Once the cabinets have been relocated to their new location they will be reloaded accordingly. Any drawer that cannot be moved with the materials in place will be relocated with the flatbed cart or placed on an appropriately sized piece of Masonite to protect it during relocation and to avoid damage.

### **Unpacking**

The team will follow the labeling plan under the direction of the Project Manager and the Library staff to unload the collections in the appropriate location. Our team will use a labeling system that corresponds to the call numbers of the shelves. The density of the shelving will be based on the Library's guidance regarding the shelf population dependent upon broad call number area and type of material. The collections will be placed on the new shelves with the call number labels facing outwards. The team will hold the books in place on the cart with one hand while they move small increments of books onto the shelves to make sure that the exact order is maintained throughout all of the phases of the project. The appropriate spacing on the shelves per the library's specifications is approximately one inch base from the front edge of each shelf. Each of the shelves will have a bookend, provided by the library, placed firmly to the right side of the last book to keep the books upright and prevent damage. All archival boxes will be placed on the shelves by shelf label.

### **Transportation**

Our relocation plan involves utilizing the internal passageways connecting the buildings whenever possible. Weather permitting, our team may bring the carts outside to expedite transportation, the carts will be protected with blanket wrap and tarps for protection from the wind and sun.

### **Specialized Handling**

Interstate's Project Manager will work with the Library to determine best practices for relocation associated with the unique pieces in the collection during the move planning phase. The Interstate Move Supervisors and Move team will receive training by the Project Manager and/or by the Library staff per the Library staff's preference for the special collections to avoid damaging valuable collections.

Interstate understands that all Special Collections and Archive materials need to be handled carefully, without haste, to avoid dropping, tearing, or otherwise destroying unique and valuable items.

Interstate's move teams will work under the direction of the supervising Library staff member for rare books. They will follow the shelving sequence designated for regular sized books, folio sized books, reference books, booknotes books and oversized books. The numbers will correspond to the consecutively numbered new shelves for easy placement of each shelf worth of books.

### **Laboratory Moves**

Interstate has provided multiple laboratory moves for one of the world's most important clients in the field, National Institute of Health (NIH). Interstate has successfully managed each of these moves with zero damage claims. In the past, Interstate has also assembled and installed custom lab equipment for various Quest diagnostic locations. We have extensive experience with biomedical engineers to ensure that all laboratory equipment is being moved safely and appropriately throughout a laboratory move.

### **Laboratory Moves versus HHG Moves**

#### **Similarities**

- Survey completed of location and items to be moved
- If special handling is required what is needed • Number of hours needed to complete the process
- Materials and containers required
- Vehicle access
- Transported method (land, rail, sea, or air)
- Pricing is determined by number of items:

1. Type of shipment
2. Weight
3. Services needed to assemble/disassemble
4. Hours required to complete service

#### **Differences**

1. Special needs to achieve a safe and orderly transfer of lab space
2. Items to consider:
  - a. Hazardous Chemicals
  - b. Etiologic Agents
  - c. Radioactive Materials
  - d. Temperature Maintenance
3. Proper containers based off the above
4. Proper labeling and packing list
5. Proper packing
6. Spill kit procedures

7. Securing of hallways to ensure safety
8. Container disposal

**Medical Facility Moves**

Interstate can handle medical facility moves worldwide. Interstate was the top-pick sub-contractor for coordinating the Walter Reed Hospital move in our nation's capital, successfully coordinating and completing the largest military hospital move in U.S. history. Our Logistics Division coordinated the transition of Walter Reed Hospital to the newly constructed Walter Reed National Military Medical Center facilities. Despite construction delays, Interstate safely moved \$400 million in medical and IT equipment and hospital furnishings allowing the new facilities to open on time and on budget.

**Server Room, Computer Lab, Various Technology**Server Rooms

When handling high value assets, Interstate's capabilities are second to none. Our teams have been supporting onsite handling and movement of server equipment for the past 20 years on an ongoing basis for various clients such as AOL and Hewlett Packard Federal (HP Federal). Our work with both organizations has involved the asset management and relocation of server equipment and data centers locally, across the country and abroad.

**Packing**

Each rack is inspected to verify/inventory the housed components and ensure that each component is properly secured in rack with both front and rear vertical support for safe transit. The racks are then wrapped with antistatic bubble wrap and molded fiberboard corner guards on each of the four corners from top to bottom and secured in place utilizing anti-static stretch wrap. Next, the racks are over-wrapped with high density quilted pads, and again secured with another layer of anti-static stretch wrap. The factory installed leveling feet are then raised to protect from possible damage during transit. If necessary, loose components will be individually wrapped in anti-static bubble wrap and packaged in triple wall corrugated containers for shipping.

**Loading Process**

Once the equipment has been properly packaged and prepared for shipment, it will be loaded by our specialized technicians onto lift-gate/air ride suspension transport vehicles and secured utilizing aluminum cargo bars and logistics straps to prevent shifting/movement during transit

**Security Measures**

The vehicles will be locked and sealed using a numerically identifiable door seal, and the number will be recorded on the Bill of Lading (BOL). There will be extra doors seals that will be recorded on the BOL as well. This is done because the truck carrying the equipment is subject to random inspections by Federal

and State DOT officials. If this occurs, there is a chain of custody procedure that is followed, to include documenting the original seal number that was broken, and the number of the replacement seal affixed to the door after the inspection. The location and identification information of the inspector is also noted on the BOL. With special security requirements, our team arranges for a second vehicle to follow the truck to always maintain visibility.

### **Documentation**

The Bill of Lading will show the number of racks/components loaded on the vehicle and record the seal numbers affixed to all doors at origin and confirmed by the GMU Project Manager. Also, on the BOL are twenty-four (24) hour emergency contact numbers for the appropriate Interstate Logistics staff, in the event of any incident that may cause delay to scheduled arrival and delivery.

### **Unloading**

Upon arrival at each destination, the seal number and vehicle integrity will be verified by a GMU staff member before breaking the seal. If the truck was pulled at a weigh station and inspected, the chain of custody paperwork will be presented, and seal verified.

All racks will be strategically placed within the respective data center, at the direction of the GMU Project Manager. Packaging materials will be removed, and leveling feet returned to stabilized position. All materials used in the packaging of the collections will be removed.

### **Various Technology Moves**

Interstate has had strong past performance with conducting various technology moves for our clients as standalone projects or as part of an office move.

Prior to disconnecting, components and configuration of each employee's computer set up is verified by our IT Technicians and inventoried on our Employee Check Out Sheet. A copy of that Check Out Sheet is placed into a large 4-mil poly keyboard bag with self-closure bag, along with the keyboard, mouse, mouse pad, cables, phones, and small peripherals. The self-closure bag is labeled with the appropriate employees' name and location of new workstation. All components are placed into ant-static bubble bags and placed into an industry standard computer bin for relocation to new workstation. Upon receipt at new workstation, the components are unwrapped for the bubble bags and the contents of the bag with self-closure bag unpacked. If preferred, our team can coordinate scheduling with GMU IT staff to facilitate the disconnect/reconnect requirements.

### **Disconnect Equipment**

Interstate will disconnect, pack and move monitors, desktop docking stations, desktop computers and peripherals. This includes placing the keyboard, mouse, mouse pad, network cable, power cables, speakers and power strip into a peripheral bag. Disconnection for laser printers, faxes, and scanners

include removing the toner cartridge and placing the toner cartridge in a bag separate from the network cable and power cords.

**Reconnect Equipment Services**

All desktop computers, monitors and peripherals at the new location will be unpacked and reinstalled properly. This includes setting up the above equipment, powering up the systems, verifying proper boot up and functionality of the keyboard and mouse, and noting network link status.

**Portable Storage Containers**

Interstate's Family of Companies utilizes BoxCart® as a temporary portable storage option. GMU's Athletic Department uses BoxCart® portable containers onsite to store athletic equipment. Box Cart has the following containers available for portable storage:

- 360 containers in blue, size: 5x8
- 144 containers in white, size: 5x8
- 30 containers in white, size: 8x10

**Record Storage**

Interstate has a warehouse inventory management system that allows for documenting record storage. In addition, to managing the storage requirements, we also offer our clients the option of storing the records without full record management service for cost savings purposes.

**Shredding Services**

Interstate will provide, shredding services to the George Mason University based on the need and scope of the items to be shredded. We will assist in clearly identifying items designated for trash, recycling, and items to remain on the premises with the assistance of the GMU Team.

**Property Storage**

Interstate currently owns and operates warehouse facilities in excess of 600,000 square feet in Springfield and Sterling, Virginia, as well as Landover, Maryland.

In Springfield, Virginia, Interstate owns five (5) warehouses varying in size from 62,000 square feet to 110,000 square feet. Our corporate facility has over 100,000 square feet of storage space in a single building. In addition, this facility contains over 5,000 square feet allocated directly to temporary storage, as well as 28,000 square feet of administrative offices and a 5,000-square foot vehicle maintenance garage. With more than 5,000 square feet of space allocated for shipping and receiving, our team provides efficient loading and unloading of any client goods. These spaces contain fourteen (14) roll up warehouse bay doors which can be accessed at different heights, with adjustable yard ramps allowing various size trucks to load and unload simultaneously. On average, in our main warehouse, our team handles 70,000 pounds of assets daily, equating to more than 18 million pounds annually.

Each location has a variety of storage solutions to safely and efficiently store house goods for cost efficiency. All warehouse locations have intrusion detection systems and interior motion detectors, which are monitored 24/7 through a remote security service company. In addition, all facilities have fire detection and prevention systems monitored by a third party contracted service company. Closed circuit TV cameras are strategically located to monitor the entire campus 24/7.

In addition, our team has developed a proprietary warehouse inventory control system (ILISTTM) which produces real-time awareness of location, quantity, product origin, and condition. We have integrated storage and retrieval systems such as storage/racking and material handling equipment that enhance efficiency, improve performance, cut overall warehouse cost and allow us to exceed our clients' expectations. Our team could provide this support to GMU as/if requested.

## 4. References

Interstate has performed previous projects, as required by Berman, within the past 18 months. These clients have agreed to serve as references on Interstate's behalf

### **INSTITUTE OF DEFENSE ANALYSIS (IDA)**

#### **Mr. C. Dean Graves**

Director, Special Projects

703.845.2073 (o)

703.629.7939 (m)

In December 2021, Interstate secured the contract to relocate IDA Headquarters within the Alexandria, Virginia city limits from Mark Center Drive to East Glebe Road, using a phased approach. Our project manager led a 370,000 sq foot relocation that included 48 conference rooms, a library, a production center, mailroom and fitness center. Additionally, the move relocated 800 staff member offices and 110 workstations.

### **GEORGE WASHINGTON UNIVERSITY**

#### **Dan Wright**

Assistant Director, Campus Living

Division for Student Affairs

202-994-2478 (o)

202-330-1847 (m)

Interstate has worked with the George Washington University Campus to facilitate as-needed moves with varying scopes to support students transitioning into and out of college. From May 2022 to present, Interstate coordinates the release of goods to GWU students. Interstate supplies all necessary equipment, materials, and skilled labor to store and warehouse students' personal belongings, pick-up on campus, packing, labeling, and preparing items for pick-up, and following up with Interstate to confirm pick-up needs. Interstate ensures that items are properly wrapped/protected, into boxes and stored in appropriate storage containers. Interstate then places items into secured storage.

### **MARYLAND STATE BOARD OF ELECTIONS**

#### **Ms. Whitney LeRoux**

443.924.4900 (o)

[Whitney.LeRoux@maryland.gov](mailto:Whitney.LeRoux@maryland.gov)

Between January 2018 and January 2022 Interstate provided services for the Maryland State Board of Elections. Alongside individual counties in Maryland, Interstate led a team with project management, distribution and delivering voting machines throughout the entire state of Maryland for the general, mid-term and special elections. After the elections ended, Interstate retrieved the equipment and returned it to the appropriate county warehousing facility.

## 5. Proposed Pricing

<b>PART I: Labor Rates</b>			
Enter hourly rates for services. Hourly rates shall be paid based on time on the jobs site. Labor rates shall include all direct and indirect costs within the unit price. Labor rate shall include any travel time, travel expenses, meals, and any other possible incidentals within unit price.			
<b>Labor Rates</b>			
1.	Mover/Laborer, hourly rate, regular or straight time only	HR	\$34.00
2.	Supervisor, hourly rate, regular or straight time only	HR	\$42.00
3.	Vehicle (includes driver), 14' Van Body Truck, hourly rate, regular or straight time only	HR	\$62.00
4.	Vehicle (includes driver), 24' Van Body Truck, hourly rate, regular or straight time only	HR	\$62.00
5.	Vehicle (includes driver), Tractor Trailer, hourly rate, regular or straight time only	HR	\$75.00
6.	Packer	HR	\$36.00
7.	Installer	HR	\$45.00
8.	P/C Technician	HR	\$60.00
9.	Warehouseman	HR	\$42.00
10.	P/C Disconnect / Reconnect (Includes P/C or Docking Station, Keyboard, Mouse, and (1) Monitor	UNIT	\$40.00

**PART 2: Storage**

Using the format below, provide the price per square foot. Include details of storage solution within proposal. If your rates are billed by cubic foot or by weight, please include the unit and the price per unit in your proposal.

**Storage Rates**

1.	Property Storage	\$ 1.13 Per Square Foot Per Month
2.	Record Storage	\$ 1.13 Per Square Foot Per Month
3.	Portable Storage (POD type or cargo box/container type units)	\$ 0.99 Per Square Foot Per Month
4.	Trailer Storage	\$ 600.00 Per Month

PART 3: Other Optional Value-Added Services		
Value Added Rates		
1.	Packing/ unpacking services	\$ 36.00 Per Hour
2.	Special handling	Per Quote
3.	Furniture breakdown and installation	\$ 45.00 Per Hour
4.	Sensitive equipment custom crating, packing and transportation	Per Quote
5.	Product warehousing	\$ 1.13 Per Square Foot Per Month
6.	Debris removal	\$ 600.00 Per Truck Load
7.	Asset management services/ inventory services	\$ 300.00 / Initial Set Up \$ 42.00 Per Hour
8.	Secure records transportation	\$ 62.00 Per Hour With (4) Hour Minimum
9.	Shredding	Per Quote
10.	Recycling Services	Per Quote

*Use or disclosure of data contained on this sheet is subject to the restriction on the title page of this proposal*

## 6. Additional Information

Interstate is not currently involved in litigation with any parties. There are no investigations and/or actions from any state, local, federal or other regulatory body (OSHA, IRS, DOL, etc.) related to Interstate or any subcontractor within the last 3 years.

In the past 10 years Interstate has not changed its name.

The minimum wage paid to any personnel for performing work under this contract will be in accordance with the minimum wage laws of the jurisdiction under which the particular person is working or the minimum wage paid by the Company for the job performed, whichever is greater.



# CERTIFICATE OF LIABILITY INSURANCE

DATE (MM/DD/YYYY)

12/3/2021

THIS CERTIFICATE IS ISSUED AS A MATTER OF INFORMATION ONLY AND CONFERS NO RIGHTS UPON THE CERTIFICATE HOLDER. THIS CERTIFICATE DOES NOT AFFIRMATIVELY OR NEGATIVELY AMEND, EXTEND OR ALTER THE COVERAGE AFFORDED BY THE POLICIES BELOW. THIS CERTIFICATE OF INSURANCE DOES NOT CONSTITUTE A CONTRACT BETWEEN THE ISSUING INSURER(S), AUTHORIZED REPRESENTATIVE OR PRODUCER, AND THE CERTIFICATE HOLDER.

**IMPORTANT:** If the certificate holder is an **ADDITIONAL INSURED**, the policy(ies) must have **ADDITIONAL INSURED** provisions or be endorsed. If **SUBROGATION IS WAIVED**, subject to the terms and conditions of the policy, certain policies may require an endorsement. A statement on this certificate does not confer rights to the certificate holder in lieu of such endorsement(s).

<b>PRODUCER</b> Marsh & McLennan Agency LLC 5500 Cherokee Avenue, Suite 300 Alexandria VA 22312	<b>CONTACT NAME:</b> <b>PHONE (A/C, No, Ext):</b> 800-274-0268 <b>FAX (A/C, No):</b> <b>E-MAIL ADDRESS:</b> certificates@MarshMMA.com
<b>INSURED</b> Interstate International, Inc. 5801 Rolling Road Springfield VA 22152	<b>INTERVAN1</b> <b>INSURER(S) AFFORDING COVERAGE</b> <b>INSURER A:</b> Vanliner Insurance Company <b>INSURER B:</b> Acceptance Indemnity Ins Co <b>INSURER C:</b> Indian Harbor Insurance Company <b>INSURER D:</b> Gemini Insurance Company <b>INSURER E:</b> <b>INSURER F:</b>

**COVERAGES****CERTIFICATE NUMBER:** 959070640**REVISION NUMBER:**

THIS IS TO CERTIFY THAT THE POLICIES OF INSURANCE LISTED BELOW HAVE BEEN ISSUED TO THE INSURED NAMED ABOVE FOR THE POLICY PERIOD INDICATED. NOTWITHSTANDING ANY REQUIREMENT, TERM OR CONDITION OF ANY CONTRACT OR OTHER DOCUMENT WITH RESPECT TO WHICH THIS CERTIFICATE MAY BE ISSUED OR MAY PERTAIN, THE INSURANCE AFFORDED BY THE POLICIES DESCRIBED HEREIN IS SUBJECT TO ALL THE TERMS, EXCLUSIONS AND CONDITIONS OF SUCH POLICIES. LIMITS SHOWN MAY HAVE BEEN REDUCED BY PAID CLAIMS.

INSR LTR	TYPE OF INSURANCE	ADDL INSD	SUBR WVD	POLICY NUMBER	POLICY EFF (MM/DD/YYYY)	POLICY EXP (MM/DD/YYYY)	LIMITS
C	<input checked="" type="checkbox"/> <b>COMMERCIAL GENERAL LIABILITY</b> <input type="checkbox"/> CLAIMS-MADE <input checked="" type="checkbox"/> OCCUR GEN'L AGGREGATE LIMIT APPLIES PER: <input type="checkbox"/> POLICY <input type="checkbox"/> PRO-JECT <input checked="" type="checkbox"/> LOC OTHER:			ESG005803101	12/1/2021	12/1/2022	EACH OCCURRENCE \$ 1,000,000 DAMAGE TO RENTED PREMISES (Ea occurrence) \$ 100,000 MED EXP (Any one person) \$ EXCLUDED PERSONAL & ADV INJURY \$ 1,000,000 GENERAL AGGREGATE \$ 2,000,000 PRODUCTS - COMP/OP AGG \$ 2,000,000 \$
A	<input checked="" type="checkbox"/> <b>AUTOMOBILE LIABILITY</b> <input checked="" type="checkbox"/> ANY AUTO <input type="checkbox"/> OWNED AUTOS ONLY <input type="checkbox"/> SCHEDULED AUTOS <input checked="" type="checkbox"/> HIRED AUTOS ONLY <input checked="" type="checkbox"/> NON-OWNED AUTOS ONLY			MVR383560114	12/1/2021	12/1/2022	COMBINED SINGLE LIMIT (Ea accident) \$ 1,000,000 BODILY INJURY (Per person) \$ BODILY INJURY (Per accident) \$ PROPERTY DAMAGE (Per accident) \$ \$
D	<input checked="" type="checkbox"/> <b>UMBRELLA LIAB</b> <input checked="" type="checkbox"/> OCCUR <input type="checkbox"/> EXCESS LIAB <input type="checkbox"/> CLAIMS-MADE DED RETENTION \$			GVE100214804	12/1/2021	12/1/2022	EACH OCCURRENCE \$ 2,000,000 AGGREGATE \$ 2,000,000 \$
A	<b>WORKERS COMPENSATION AND EMPLOYERS' LIABILITY</b> ANY PROPRIETOR/PARTNER/EXECUTIVE OFFICER/MEMBER EXCLUDED? (Mandatory in NH) If yes, describe under DESCRIPTION OF OPERATIONS below	Y/N <input checked="" type="checkbox"/> N	N/A	WCV383560112	12/1/2021	12/1/2022	<input checked="" type="checkbox"/> PER STATUTE <input type="checkbox"/> OTH-ER E.L. EACH ACCIDENT \$ 500,000 E.L. DISEASE - EA EMPLOYEE \$ 500,000 E.L. DISEASE - POLICY LIMIT \$ 500,000
B	Excess Umbrella			EMM000056201	12/1/2021	12/1/2022	\$3,000,000 Limit

**DESCRIPTION OF OPERATIONS / LOCATIONS / VEHICLES (ACORD 101, Additional Remarks Schedule, may be attached if more space is required)**

Trailer Interchange - Vanliner Ins Co - 12/1/20 to 12/1/21 - MVR383560113 - \$50,000 Limit \$1,000 Comp/Coll Ded  
Hired Car Physical Damage - Vanliner Inc Co - 12/1/20 to 12/1/21 - MVR383560113 - \$100,000 Limit \$100 Comp Ded /\$1,00 Coll Ded

**CERTIFICATE HOLDER****CANCELLATION**

Interstate International Inc  
5801 Rolling Road  
Springfield VA 22152

SHOULD ANY OF THE ABOVE DESCRIBED POLICIES BE CANCELLED BEFORE THE EXPIRATION DATE THEREOF, NOTICE WILL BE DELIVERED IN ACCORDANCE WITH THE POLICY PROVISIONS.

AUTHORIZED REPRESENTATIVE

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# Certificate of Registration

QUALITY MANAGEMENT SYSTEM - ISO 9001:2015

This is to certify that:

Interstate Van Lines, Inc.  
5801 Rolling Road  
Springfield  
Virginia  
22152  
USA

Holds Certificate No:

**FS 55661**

and operates a Quality Management System which complies with the requirements of ISO 9001:2015 for the following scope:

Please see scope page.

For and on behalf of BSI:

  
Carlos Pitanga, Chief Operating Officer Assurance – Americas

Original Registration Date: 2000-08-03

Latest Revision Date: 2021-10-15

Effective Date: 2021-10-17

Expiry Date: 2024-10-16

Page: 1 of 3



...making excellence a habit.™