



**Request for Proposal  
GMU-1794-22  
Relocation and Moving Services  
George Mason University**

**Prepared by:**  
**VECRA, Inc.**  
 4640 Forbes Boulevard Suite 120B  
 Lanham, MD 20706  
 Office: 301-331-5301, Fax 1-301-576-7976

**Submitted to:**  
**George Mason University Purchasing Department**  
 4400 University Drive, Mailstop 3C5  
 Fairfax, Va. 22030  
 Voice: 703.993.2580 | Fax: 703.993.2589

**Point of Contact Authorized to Negotiate & Bind:**  
**Ms. Charlisa Watson, Founder and CEO**  
[cwatson@vecrainc.com](mailto:cwatson@vecrainc.com)  
 240- 331-5301 or 443-812-4447  
[www.vecrainc.com](http://www.vecrainc.com)

**Regina Bazile, Senior Buyer**  
[rbazile@gmu.edu](mailto:rbazile@gmu.edu)  
**Grace Lymas, Assistant Director**  
[glymas@gmu.edu](mailto:glymas@gmu.edu)

CVE-Verified Service-Disabled Veteran Owned  
 Woman Owned Small Business  
 MDOT MBE/DBI: Certified 14-279  
 A Top 100 Minority Business Enterprise

FEI/FIN Number: 85-3743435  
 UEI# Y3D4S8Q9WDH9 | Cage Code: 8SUC8  
 2016 Maryland Women’s Business Center  
 “Woman Veteran Entrepreneur of the Year”



**Proposal Due: June 1, 2022 @ 2:00PM ET.**



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Lanham, MD 20706  
Point of Contact Authorized to Negotiate & Bind:  
Ms. Charlisa Watson, Founder and CEO  
cwatson@vecrainc.com  
Office: 240- 331-5301 or 443-812-4447

June 1, 2022

**VIA EMAIL: rbazile@gmu.edu and glymas@gmu.edu**

Regina Bazile, Senior Buyer  
Grace Lymas, Assistant Director  
George Mason University  
Purchasing Department  
Mailing Address: 4400 University Drive, Mailstop 3C5  
Street Address: 4441 George Mason Boulevard, 4th Floor, Suite 4200  
Fairfax, Virginia 22030  
Voice: 703.993.2580 | Fax: 703.993.2589

**REFERENCE: Request For Proposal Gmu-1794-22 - Relocation and Moving Services**

Dear Ms. Bazile and Ms. Lymas:

VECRA, Inc. (VECRA) is pleased to submit our proposal for the above-referenced Request for Proposal. We specialize in Facilities Management to include Relocation and Moving Services. I am the Founder & CEO and a former Army nurse and corporate executive with more than 30 years of experience in supporting operations in state, local and federal agencies.

VECRA is a certified Veteran-Owned Enterprise (**CVE-Verified**) Service-Disabled Veteran Owned Small Business (**SDVOSB**), an **SBA and WBNEC certified** Women Owned Small Business (**WOSB**); and certified MBE and DBE in several states. VECRA specializes in facilities and supply chain management, program management, innovative software applications, healthcare management consulting, and staffing support services that are always:

*Vigilant – Efficient – Collaborative – Responsive – Accurate*

VECRA will hold our proposal content and prices firm for at least 120 days from the date specified for receipt of offers. We agree with all terms and conditions as described in the solicitation. If you have any questions, or would like to speak with me directly, I am available by phone 240-331-5301; 443-812- 4447; or, Email via [cwatson@vecrainc.com](mailto:cwatson@vecrainc.com).

Sincerely,

A handwritten signature in black ink that reads "Charlisa Watson". The signature is written in a cursive, flowing style.

Charlisa Watson  
Founder & CEO



# 1.0 PROCEDURAL INFORMATION

## 1.a Signed Cover Page and Addendum(s)



Purchasing Department  
4400 University Drive, Mailstop 2C5  
Falls Church, VA 22093  
Voice: 703.993.2580 | Fax: 703.993.2387  
http://proc.gmu.edu/purchasing/



### REQUEST FOR PROPOSALS GMU-1794-22

**ISSUE DATE:** April 27, 2022  
**TITLE:** Relocation and Moving Services  
**PRIMARY PROCUREMENT OFFICER:** Regina Bazile, Senior Buyer, [rbazile@gmu.edu](mailto:rbazile@gmu.edu)  
**SECONDARY PROCUREMENT OFFICER:** Grace Lynnes, Assistant Director, [plynnes@gmu.edu](mailto:plynnes@gmu.edu)

**QUESTIONS/INQUIRIES:** E-mail all inquiries to both Procurement Officers listed above, no later than 4:00 PM Eastern Time (ET) on May 4, 2022. **All questions must be submitted in writing.** Responses to questions will be posted on the Mason Purchasing Website by 5:00 PM ET on May 11, 2022. Note: Questions must be submitted in WORD format. Also see section III COMMUNICATION, herein.

**PROPOSAL DUE DATE AND TIME:** June 1, 2022 @ 2:00 PM ET. **SEE SECTION XIII.A.1 FOR DETAILS ON ELECTRONIC PROPOSAL SUBMISSION.**

In Compliance With This Request For Proposal And To All The Conditions Imposed Therein And Hereby Incorporated By Reference, The Undersigned Offers And Agrees To Furnish The Goods/Services In Accordance With The Attached Signed Proposal Or As Mutually Agreed Upon By Subsequent Negotiations.

Name and Address of Firm:

Legal Name: VECRA, INCORPORATED

Date: 5/3/2022

DBA: \_\_\_\_\_

Address: 4640 Forbes Blvd, Suite 120B  
Lanham, MD 20706

By:   
Signature

FEL/FIN No. 85-3743435

Name: Charlisa R. Watson,

Fax No. 3015767976

Title: Founder & CEO

Email: info@vecrainc.com

Telephone No. 240-331-5301

SWaM Certified: Yes: \_\_\_\_\_ No:  (See Section VII, SWaM CERTIFICATION for complete details).

SWaM Certification Number: \_\_\_\_\_

This public body does not discriminate against faith-based organizations in accordance with the Governing Order, § 36 or against a Bidder/Offeror because of race, religion, color, sex, national origin, age, disability, or any other prohibited by state law relating to discrimination in employment.

## ADDENDUM #1



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: 703.993.2580

### RFP ADDENDUM #1

May 12, 2022

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: VECRA, INC.	Date: June 1, 2022
VECRA, INC. 4640 Forbes Boulevard, Suite 120B Lanham, MD 20706	By: Lisa Askew
Fed ID No: 85-3743435	Title: President
Email: laskew@vecrainc.com	Signature: Lisa Askew
	Phone: 240-331-5301

Regina Bazile  
Sr Buyer  
rbazile@gmu.edu  
703-993-2580  
Purchasing Department  
George Mason University



## 1.b Attachment A - Small Business Subcontracting Plan

### ATTACHMENT A SMALL BUSINESS SUBCONTRACTING PLAN TO BE COMPLETED BY OFFEROR

Offerors must advise any portion of this contract that will be subcontracted. All potential offerors are required to include this document with their proposal in order to be considered responsive.

**Small Business:** "Small business (including micro)" means a business which holds a certification as such by the Virginia Department of Small Business and Supplier Diversity (DSBSD) on the due date and time for proposals. This shall also include DSBSD certified women- owned and minority-owned businesses and businesses with DSBSD service disabled veteran owned status when they also hold a DSBSD certification as a small business on the proposal due date. Currently, DSBSD offers small business certification and micro business designation to firms that qualify.

Certification applications are available through DSBSD online at [www.SBSD.virginia.gov](http://www.SBSD.virginia.gov) (Customer Service).

Offeror Name: VECRA, INC.

Preparer Name: Lisa Ashaw Date: June 1, 2022

Who will be doing the work:  I plan to use subcontractors  I plan to complete all work

#### Instructions

- A. If you are certified by the DSBSD as a micro/small business, complete Section A of this form.
- B. If the "I plan to use subcontractors" box is checked, complete Section B of this form. For the proposal to be considered and the offeror to be declared responsive, the offeror shall identify the portions of the contract that will be subcontracted to any subcontractor, to include DSBSD certified small business for the initial contract period in relation to the offeror's total price for the initial contract period in Section B.

#### Section A

If your firm is certified by the DSBSD provide your certification number and the date of certification.

Certification Number: \_\_\_\_\_ Certification Date: \_\_\_\_\_

#### Section B

If the "I plan to use subcontractors" box is checked, populate the requested information below, per subcontractor to show your firm's plans for utilization of any subcontractor, to include DSBSD-certified small businesses, in the performance of this contract for the initial contract period in relation to the offeror's total price for the initial contract period. Certified small businesses include but are not limited to DSBSD-certified women-owned and minority-owned businesses and businesses with DSBSD service disabled veteran-owned status that have also received the DSBSD small business certification. Include plans to utilize small businesses as part of joint ventures, partnerships, subcontractors, suppliers, etc. It is important to note that this proposed participation will be incorporated into the subsequent contract and will be a requirement of the contract. Failure to obtain the proposed participation dollar value or percentages may result in breach of the contract.

#### Plans for Utilization of Any subcontractor, to include DSBSD-Certified Small Businesses, for this Procurement

##### Subcontract #1

Company Name: Mova Masters, Inc. SBSB Cert #: \_\_\_\_\_  
 Contact Name: Johana M. Muntz-Alen SBSB Certification: \_\_\_\_\_  
 Contact Phone: 571-397-7122 or 240-487-3284 Contact Email: johana@movemasters.com  
 Value % or \$ (Initial Term): 40% Contact Address: 4900 Frolich Lane, Tuxedo, MD 20781  
 Description of Work: Provide small, medium, large whole facility moves, hauling and relocation to include medical moving, scientific and laboratory equipment, as well as furniture, demountable partitions, files and office equipment.

##### Subcontract #2

Company Name: \_\_\_\_\_ SBSB Cert #: \_\_\_\_\_  
 Contact Name: \_\_\_\_\_ SBSB Certification: \_\_\_\_\_  
 Contact Phone: \_\_\_\_\_ Contact Email: \_\_\_\_\_  
 Value % or \$ (Initial Term): \_\_\_\_\_ Contact Address: \_\_\_\_\_  
 Description of Work: \_\_\_\_\_



## 1.c Payment Preference

VECRA, Inc. prefers Option #2 – Net 30 Payment Terms. As a GMU Vendor, VECRA will enroll in Paymode-X where all payments will be made electronically to the vendor’s bank account.

VECRA will sign up for electronic payments via <http://www.paymode.com/gmu>.

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## 2.0 QUALIFICATIONS AND CAPABILITIES

### TEAM VECRA

**VECRA, Inc.** welcomes the opportunity to partner with George Mason University (“GMU”) for the Relocation and Moving Services RFP GMU-1794-22. In support of this Relocation and Moving Services opportunity, VECRA, Inc. has partnered with **Moving Masters, Inc.** to form Team VECRA



Founded by an award-winning accomplished health care professional, Charlisa Watson, MHA, **VECRA, Inc.** (“VECRA”) has corporate headquarters located in Prince George’s County, Maryland. Ms. Watson is a former Army nurse and a corporate executive. Ms. Watson is the proud recipient of several Awards, including 2016 Woman Veteran Entrepreneur of the Year, 2015 Leading Minority-Veteran Business Owner and a Top 100 MBE® Award winner. GMU will benefit from her more than 30 years of contracting and management experience and VECRA’s full-service consulting services.

VECRA is a **CVE verified service-disabled veteran owned (SDVOSB)**, certified woman-owned small business (WOSB), minority business enterprise (MBE) **full-service facilities management and program staffing support** consulting firm specializing in designing and implementing customized solutions to meet the needs of our government, nonprofit and corporate clients. VECRA’s highly qualified and dedicated facilities management personnel bring **more than 30 years extensive experience in moving, hauling, storage and relocation management for several commercial, and government entities across the country.** With our subject matter experts and a proven storied track record of move and relocation strategies for success, VECRA will be capable of integrating all the experiences and lessons learned into the proposed GMU Relocation and Moving Services. We are proud to have selected Moving Masters Inc. as our strategic teaming partner on this opportunity.



It's Your Move; Call The Masters

**Moving Masters Inc.** is an asset-based, diversified logistics provider based in the Washington, DC metropolitan area. Founded by Alex Klemko in 1980 to serve the office relocation needs of the federal government and commercial sector, our organization expends a depth of logistical services. Since the beginning, Moving Masters has been the premier mover for commercial customers, providing a wide range of services that enhance the client’s profit and productivity. With his previous ten years in the transportation industry, coupled with experiences from other companies, he focused on **two key principles as the foundation of Moving Masters: quality of the move crew and flexible service for the customer.** Those key principles have always been the base of Moving Masters’ success as we have grown into one of the largest commercial movers in Maryland, Virginia, and the District of Columbia.



Headquartered in Hyattsville, MD, **Moving Masters, Inc. has been administrating warehouses for 40 years.** In fact, with several locations in the area, **we have the most managed warehouse space available.** With key relationships across the country, Moving Masters offers long distance relocation services. Moving Masters has only served the commercial moving marketplace and this focus enhances the quality of every move we complete. **Moving Masters has completed thousands of moves in every industry, in every commercial space and situation.** We particularly focus on industries that require experienced, knowledgeable movers, including: Laboratories, Libraries, Sensitive Electronic Equipment, classified Government Relocations, High Volume and Multi-Phase Relocations.

**2.a Describe your experience in providing similar services described in the Statement of Needs.**

**A. GENERAL REQUIREMENTS**

Team VECRA has reviewed the Relocation and Moving Services Request for Proposal GMU-1794-22 and is aware of the complete scope of work. We appreciate the magnitude and intricacy of your ongoing office relocation needs and are aware that adjustments to individual phases and schedules will continue to change as business strategies direct. After complete review of the RFP, Team VECRA accepts the terms and conditions outlined and submits this response as such. Team VECRA is fully prepared to meet your relocation needs with the required project management involvement, supervision, labor, equipment and such materials as may be necessary to efficiently complete the scope of work outlined here.

Team VECRA has an extensive and impressive list of clients and strategic partners including:	
<p><b>National Strategic Partner:</b></p> <ul style="list-style-type: none"> <li>• The White House Library</li> <li>• EOP/OA Executive Office President Library</li> <li>• Department of Justice</li> <li>• Internal Revenue Services</li> <li>• Medimmune</li> <li>• Department of Defense</li> <li>• Department of Veterans Affairs</li> <li>• Department of Homeland Security</li> <li>• Federal Bureau of Investigation</li> <li>• George Washington University</li> <li>• National Institutes of Health</li> <li>• NASA</li> <li>• Discovery</li> <li>• George Washington University</li> <li>• US Tax Courts</li> <li>• US Courts of Federal Claims</li> <li>• US Department of Agriculture</li> <li>• US Citizenship and Immigration</li> </ul>	<p><b>Moving Masters Core Competencies</b></p> <ul style="list-style-type: none"> <li>• Office Relocation</li> <li>• Furniture Installation/Reconfiguration</li> <li>• Laboratory Relocations</li> <li>• Library Relocations</li> <li>• Warehouse Storage Temp &amp; Long Term</li> <li>• IT Services</li> <li>• Distribution &amp; Freight Management</li> <li>• Records &amp; File Management</li> <li>• Furniture Disposal</li> <li>• Electronic Equipment Recycling</li> <li>• Inventory</li> <li>• Auto CAD Layout</li> <li>• Space Planning Services</li> <li>• Plan, Manage and Execute the Move</li> </ul>

Our 200 years of combined moving experience is important because you can be confident that we can facilitate *Your Move*. We understand and appreciate that it is crucial that your mover has the experience and knowledge to reduce your employee downtime and increase your productivity. Our proposal confirms our ability and willingness to perform all General Requirements and Services as outlined in the following submission.

### 1. Office moves

**Packing Boxes:** For office moves we use 2' tote. This inexpensive reinforced double corrugated box is self-locking and generally used for office and industrial use. With built-in handles, the box provides security during the move and has space available for our identification system label and your department or division title for additional identification. Our crews will remove any empty cartons that we pack after the move is completed.



**Modular furniture:** Team VECRA modular systems furniture team is knowledgeable in all the major brands of modular systems furniture. Our modular system furniture team can disassemble & reassemble within your relocation plan and budget. We provide detailed floor plan of current set-up, tag and identify each piece before disassembly, space planning and measuring for reconfiguration, digital photographs of each station.



**Placards:** Color coded placards are provided to you at no additional charge. Placards serve two specific purposes: First, as directional signage for our movers as they arrive at destination. When moving boxes, furniture, equipment and other contents from origin to destination, the movers utilize the color-coded placards to direct them to the appropriate location for the item. Second, placards are used to identify room numbers. They are placed outside each room for easy view for the movers. Room numbers are written directly on the placard in black marker.



### 2. Library moves

**Library Moves:** Team VECRA leverages Moving Masters, Inc. as one of the premier library movers in the Mid-Atlantic Region. As a result, Team VECRA can assure you of the most efficiently accurate top-quality relocation services because of our vast experience and strong desire to be the best. We offer well-trained, professional, uniformed library moving personnel, an abundance of specialized library moving equipment and knowledgeable supervisors and staff to assure quality control and adherence to the work schedule. Regular books, monographs, journals, periodicals, etc. will be carefully loaded onto our special rolling, shelved book carts. After we have been advised of the order and fill ratio, we will carefully load all materials on our book carts in order, left to right, top to bottom, while maintaining the integrity of the “Call Number Order” of the collection.



### 3. Laboratory moves

**Laboratory:** Team VECRA has provided moving and packing services for our nation’s leading scientific laboratories, those that set the standard for our nation and universities. These services



require much more than the simple moving services of a normal office and industrial move. Our personnel are trained and experienced and have the sensitivity to understand the need of being “gentle” and “clean.” We have personnel who have received training working in “Clean Room” environments. We assign special teams and crews to these laboratory projects. These individuals possess the technical knowledge to accomplish the projects. In addition to

having technical knowledge, they also have the maturity and savoir-faire to realize the importance of coordinating their actions with the service technicians who prepare the delicate, sophisticated equipment to successfully and safely accomplish the relocations.

#### 4. Medical facility moves

Team VECRA will coordinate with the requisite hospital staff and hospital transition planning manager to ensure the medical facility can be moved to a location without any negative effects on its operations and its patients. We will assist to identify all the challenges you are prone to face and devise techniques for overcoming them via pre-move planning sessions so there won’t be any surprises on moving day. We will establish your move plan step-by-step with flexibility for any surprises. Additionally, our movers are also happy to assist your employees and medical facility staff with packing, unpacking, records storage and management, and decommissioning obsolete medical equipment.

At a minimum, we take the following into consideration in support of medical facility moves:

- The particular requirements of individual departments
- Moving medical equipment with the proper tools and techniques
- Installing new equipment
- Following federal procedures for moving a medical facility
- Meeting all government inspection and compliance needs
- Efficiently moving patients
- Making certain uninterrupted services
- Preparing the brand new Space
- How furniture, computers, medical devices, printers, patient beds, along with other equipment will easily fit in the brand new facility
- Installing all electrical equipment, television screens, and phones
- Training new employees and temporary staff that can help throughout the move
- Ensuring all medical supplies are purchased as well as in stock in the new facility
- Running tests burning systems and medical equipment during transportation
- Decommissioning that old hospital space once it’s emptied

#### 5. Server rooms, computer lab, and various technology moves

**Electronic equipment:** All electronic equipment is placed on a padded three-shelf equipment carriers, which are 27" wide x 52" long x 56" high, holding six to nine pieces of electronic equipment. The carriers are rolled onto the truck, padded, and then



secured in place. Each carrier is built to specifications by hand. Personal computers, typewriters, fax machines and small printers are placed on the carriers within the office suite, rolled directly onto air ride vehicles, then padded and secured within the vehicle, utilizing logistic straps. Large pieces of



equipment are placed on roller lifts (special machine dollies) or four-wheel dollies as each piece of equipment requires, wrapped in both bubble wrap and furniture pads, then strapped to the side of the truck. Nothing is placed on top of the equipment. Moving Masters can provide you with bubble-insulated computer bags. The bags provide another level of security during the relocation and are also static free. Each bag can be used for large monitors, flat screens and printers.

## 6. Industrial moves

Team VECRA works tirelessly during laboratories, warehouses, or factories industrial moves. Our movers will professionally pack and crate precious GMU content and prized possessions in a fashion that aides the seamless access and zero disruptions and downtime during these types of moves. This is *Your Move* and we understand that you may require access to all necessary equipment and inventory during industrial moves as well. We apply lessons-learned to safely pack, package, protect and transport medical equipment, technology, various fixtures, and other sensitive equipment from start-to-finish.

## 7. Portable Storage Containers

**Packing Crates:** The “Master Box” is a set of specially designed reusable plastic crates and dollies. Our “Master Box” relocation system is constructed to fit legal, letter size files and personal desk contents. The file bars are built into the crate and easy to use for all hanging file systems. Our crate system works by decreasing the amount of labor and truckloads needed to perform the move. Team VECRA will distribute crates, dollies and boxes to pre-determined locations at each origin in advance of *Your Move*. Normally, the final crate pick-up will occur no sooner than three (3) business days following the move.



## 8. Record Storage

**File cabinets:** File cabinets often contain sensitive or classified material that are at the heart of your business. Team VECRA will, whenever possible, move vertical and lateral file cabinets full to reduce packing time and to reduce the errors inherent with personnel handling files. When packing is necessary, then Team VECRA will provide GMU with the appropriate packing system to ensure file confidentiality and hassle-free unpacking at destination.

## 9. Property Storage

**Warehousing / Storage:** Team VECRA offers secure commercial storage services just 15 minutes from downtown Washington, D.C. With motion, heat, smoke, and fire detectors, we take the security and protection of your assets very seriously. We have three warehouse/storage facilities with a total storage capacity of 150,000 square feet, we have the capacity to safeguard your goods in a clean, modern warehousing environment. Our facilities offer all forms of contemporary storage services, including:

- Palletized • Wooden Vault • Rack Storage • Archival • Temporary Floor
- Storage and Warehouse Security • Online Client Portal

In order to provide secure storage, every item that comes into or out of a Team VECRA warehouse is scanned, photographed, and inventoried in our secure online portal. This allows

us to keep an accurate, updated record of everything in our facilities. We give you access to this portal so you can view your stored items 24/7.



Vault size 6 x 6 x 7

In addition to the items above, Team VECRA incorporates the following items in support of the GMU Relocation and Moving Services contract.

**Lines of Communication:** Team VECRA Supervisors, Drivers and select Crew Members are constantly in direct contact with one another via T-Mobile cellular phones. Our Management, Account Executives, Dispatch and Operations also are connected via cellular phone, digital voice mail and email. Team VECRA is committed to constant communication not only within our organization, but also within our GMU's organization.

**Insurance:** Upon award announcement, VECRA, Inc. will obtain and add GMU to the requisite Certificates of Insurance for points of origin and destination. Upon obtaining the building manager's name and contact information, additional insurances will be added as/if/when needed. Team VECRA carries limits of insurance above and beyond the industry standards. Full replacement value insurance is available at an additional charge. Rates are provided upon request.



**Post Move Services:** Post-move crews remove empty cartons, provide miscellaneous repositioning, and provide any other move-related assistance requested by the client. We plan to send four movers on the first day and two movers the second. Team VECRA will be onsite at the new location to remove empty crates, cartons and packing materials from the premises. We will also assist with any shifting and/or adjustments to the placement of contents.

## B. SPECIFIC REQUIREMENTS

1. TEAM Vecra will provide services Monday through Friday, from 8:00am – 5:00pm with flexibility to perform before and after these hours upon request.
2. In the performance of a particular service, Team VECRA personnel will login with the designated GMU contractor administrator at the beginning and ending of the daily work shift.
3. At the conclusion of the daily performance of a particular service prior to leaving campus, Team VECRA personnel will present a work ticket to the designated GMU contract administrator reflecting the check-in and check-out time reflecting the # of hours for payment, # of and size of moving vans

used and # of personnel that worked on a particular day associated with that ticket.

4. Upon generation of a request for service, Team VECRA will respond to GMU within forty-eight(48) hours with an estimate of the proposed work.
5. All Team VECRA management and staff will strictly adhere to security requirements imposed by GMU.

## C. OTHER OPTIONAL VALUE-ADDED SERVICES

### 1. Packing/ unpacking services

**Packing/ Labeling Seminar:** Moving Masters will seek to schedule a packing seminar with each department at a time appropriate with their move phase. During the packing seminar, our Project Manager will detail the employee’s responsibilities, Moving Masters’ responsibilities, and the industry best practices for packing and labeling. Written packing and labeling instructions will be distributed and reviewed on an individual level. During the packing seminar, Moving Masters will review the labeling, placards and furniture placement plan as developed during the planning phase.

**Labels:** Depending upon the layout of the office space, colors are selected for your specific need. All furniture, equipment, and other contents must be labeled according to the planned color-coding system, with the destination room and floor number or a “Do Not Move” or a “Storage” label. Everything in the office moving *should* be labeled. Team VECRA provides pressure sensitive labels at no additional cost. And, because these labels are pressure sensitive, they can easily be removed from your furniture after your move.



### 2. Special handling

**Art Work:** All art work is individually wrapped and packed by personnel who possess the skills and experience, utilizing a combination of five-ply paper pads, furniture pads, cartons, specially designed padded picture carriers, or tri-wall commercial bins.

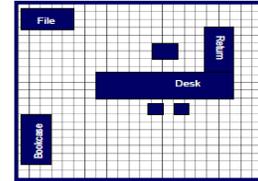


**Case goods:** Team VECRA will also disassemble when necessary, paying special attention to the mounting brackets, all screws and bolts. These will be carefully handled so that all appropriate mounting material will be kept with the case goods for reassembly at destination. Typically, case

goods are loaded on dollies, pushed to the elevator and then on the truck. When loaded, the items are secured in the truck using logistical straps and load bars.

### 3. Furniture breakdown and installation

**Furniture arrangement:** Furniture grids will be provided so that the movers can set up rooms with minimal input from the customer. Before the move, you should attach these sheets to each office area where furniture and equipment have been assigned. The sheets will instruct our movers how to position each item assigned to that location.



### 4. Sensitive equipment custom crating, packing and transportation

On a case-by-case basis, sensitive equipment custom crating, packing and transportation costs will be developed and presented to GMU for review and approval before execution of requested support services. Services will include:

- . Pick-up of materials from site
  - i. Bar-coding and computer listing of account
  - ii. Pull and send manifest developed
  - iii. Re-installation of stored assets
  - iv. 100 percent "chain of custody" protocols executed

### 5. Product warehousing

At a minimum, Team VECRA incorporates the 7 key warehouse principles of receiving, put-away, picking, packing, dispatching, returns, and value-add with the flexibility and ability to customize *Your Move* to ensure success.

- . Based upon the desired direction by GMU, Team VECRA will provide
  - . Full-time employees and US Citizens
    - i. Uniformed, professional, trained and experienced in Government, Commercial, Library and Laboratory relocations and storage
    - ii. Supervisors with an average of 17 years' experience, crew members with average of 7 years' experience
    - iii. A mandatory site visit prior to the warehousing execution to prepare crew for the support services event
    - iv. Determine, designate and obtain the anticipated labor, labor categories, supplies, materials, and equipment necessary for implementation of the warehousing initiative
    - v. On-site working Supervisor performing project-level inspections, providing "checks and balances" to self-inspections
    - vi. Notation of any deficiencies and problems in specific task areas, as well as to see methods for improving performance and submit appropriate suggestions to GMU
    - vii. All forms of contemporary, secure, storage services, including:
      - 0. Palletized
      - 1. Wooden Vault
      - 2. Rack Storage
      - 3. Archival
      - 4. Temporary Floor
      - 5. Storage and Warehouse Security
      - 6. Online Client Portal



7. Scanned, photographed, and inventoried data in our secure online portal

**6. Debris removal**

- a. Mandatory site visit will be conducted to determine required manpower, equipment and volume of FFE that will be disposed of in an authorized "dump facility" or authorized landfill.
- b. Institute 100 percent chain of custody, from the point is authorized by GMU officials for disposal until a properly executed "release document" is completed and returned to GMU for filing.

**7. Asset management services/ inventory services**

**Equipment List**

<b>Equipment</b>	<b>Count</b>	<b>Equipment</b>	<b>Count</b>
Tractors	3	Picture Carts	10
Trailers	9	Masonite (feet)	5000
Straight Trucks	13	Cell Phones	29
Pack Wagons	2	Stair Crawlers	2
Vans	7	Forklifts	5
Dollies	1500	Tank Rollers	1
Steel Plates	15	Partition Carts	50
Heavy Duty Stevedores	25	Furniture Pads	2400
Cradles	50	Furniture Skins	1200
2 Wheel Dollies	10	Logistical Straps	385
Tools	20	Pallet Jacks	7
Ecarts	175	Safe Jacks	2
Library Carts	75	Johnson Bars	2
Chain Falls	2	Come-a-longs	3

- All trucks and trailers are equipped with cargo logistical tracking.
- All straight trucks are International Harvester, range in size from 22' to 26' with 50% air ride.
- Trailers are 40-53 ft., air ride



## 8. Secure records transportation

The following, without exception, is Team VECRA's Quality Control Program:

- i. Self-Inspection
  - ii. Project-Level Inspection
  - iii. Corporate-Level Inspection
- a. Building a project level manifest that would include
    - i. 100 percent accountability for every record to move
    - ii. Packing every record in secure transport containers
    - iii. Securing every transport container
    - iv. Transporting all sealed containers on a "GMU-sealed" authorized VECRA vehicle
    - v. If required, coordinating law enforcement escort services from origin to destination
    - vi. Only allowing GMU authorized project personnel to "break" seal of the authorized VECRA vehicle at destination
    - vii. Transport secure containers to pre-approved designation/location within designation
    - viii. Reinstall secure records based upon pre-approved reinstallation plan that was approved by GMU
    - ix. Remove secure containers and excess project debris and supplies

## 9. Shredding

Conduct mandatory site visit to determine volume and composition of shredding requirement(s)

- a. Provide vehicle that will shredding the product, securely, within a self-contained vehicle during designated and desired hours of operation
- b. Once completed, provide a properly executed document of what was shredding to GMU

## 10. Recycling Services

Conduct mandatory site visit to determine volume and composition of what needs to be recycled consistent with both the GMU and local jurisdictional statutes

- a. Obtain/provide recycling containers consistent with prevailing policies for both GMU and local jurisdictional statutes
- b. Transported recycled containers to local recycling facilities for final disposition
- c. Provide documentation and final disposal/disposition on a properly executed "form" of recycled materials to GMU

### 2.b Names, qualifications and experience of personnel to be assigned to work with GMU.

Team VECRA's key personnel will consist of a Program Manager (PM) and Senior Project Manager (SPM), who are fully committed to servicing this contract. During the life of the contract, our PM will ensure the Contract Administrator is always informed of all personnel changes. Team VECRA's Program Management Office (PMO) will ensure that our key personnel have the necessary back-office support required to manage the contract. Our PMO has appointed Mr. Ricardo Payne to serve as the Program Manager and Ms. Johana Muniz-Allen to serve as the Senior Project Manager.



**Ricardo Payne, Program Manager** will be assigned to the GMU project to ensure concierge level service and a GMU primary single point of accountability for communication and expedited response time. **He has over 40 years of experience in office administration, space planning, facilities operations, financial management and support services.** His related moving and relocation Project Management experience includes having provided three years of direct supervision of critical administration and telecommunications support staff for the President of the United States and his immediate White House senior staff.

**He has directly supervised 150+ relocation projects, totaling over 30 million square feet, involving over 100,000 employees, and totals nearly \$12 billion in design and facilities management, and construction related costs.** He previously founded and served as president of a national facilities and relocation planning and management firm bringing to bear all experiences in support of GMU.

**Johana Muñiz-Allen, Senior Sales Executive/Senior Project Manager** will be assigned to the GMU project. Mrs. Muñiz-Allen is a 22 year veteran of the moving and storage industry and has been the lead Senior Project Manager on projects as large as 3,000 to 50 personnel relocation projects with Department of Justice, IRS, and Medimmune from May 2019 to present, 1,200 personnel relocation project with Medimmune in 2018, 200 personnel relocation project with the IRS in 2018 and 100 personnel relocation project with Department of Agriculture in 2018 and 1,500 personnel relocation project performed in 2008 for the Department of the Interior. Moving services will be coordinated and scheduled by our Senior Project Manager. When a GMU representative issues a task order, Mrs. Muñiz-Allen will conduct a mandatory site visit prior to the relocation project, to prepare our crew for the relocation project.

Name	Position	Project Management Level	Account Customers and Experience
Ricardo Payne	Program Manager	Vice President, Facilities Management	Veteran with 40+ years of facilities, move, and relocation services experience; key experiences include Bureau of Alcohol Tobacco and Firearms, U.S. Secret Service, NASA Building Consolidation Project, US Department of Education, IRS, National Science Foundation, The Union Square Initiative, US Marshal Services, NIH, Defense Investigative Services, Department of Defense Polygraph Institute, Pentagon Renovation & Management Office), US Department of Interiors (Bureau of Indian Affairs), Metropolitan Police Department, UDC
Johana Muñiz-Allen	Senior Project Manager	Senior PM	22 years of logistics/relocation services experience, Senior Project Manager, Account Manager and consulting experience. Key accounts include DHS, GMU, IRS, TSA, DOJ and NASA.
Alex Klemko	Deputy Program	Senior PM	Veteran with 40+ years of relocation services experience, founder and principal of Moving



	Manager		Masters; key accounts include Discovery, George Washington University, Census Bureau, Chevy Chase Bank, NIH
Gary Cullen	Senior Project Manager	Senior PM	28 years of relocation services experience, Owner, Operation Manager, Senior Project Manager, Account Manager and consulting experience. Key accounts include Department of Justice, IRS, Medimmune, NIH, Pentagon and NASA.
Leland Bradley	Operations Manager	Assistant PM	30 years of relocation services experience, currently manages operations including multiple warehouses, dispatch, maintenance
Stan Price	Relocation Manager	Project Manager	Veteran with 19+ years of relocation services experience, specializing in GSA work; key accounts include GW University and USDA

**2.c Resumes of personnel working with George Mason University team.**

<b>Ricardo W. Payne, GMU Program Manager</b>
<p><b>EXECUTIVE PROFILE</b></p> <p><i>Over 30 years of experience and managerial responsibility in office administration, space planning, facilities management and operations, financial management, contract administration and support services. Was founder and president of a national facilities and relocation planning and management firm, responsible for large-scale project initiatives involving planning, financial, management and relocation support services provided to Government organizations on the federal, state, and local levels.</i></p> <ul style="list-style-type: none"> <li>• 15 years of Government Project Management experience constituting nearly <b>150 relocation projects; 30 million s.f.; over 100,000 employees; nearly \$12 billion in design and construction related cost.</b></li> <li>• Provided three years of direct supervision of critical administration and telecommunications staff <b>for the President of the United States and his immediate White House senior staff.</b></li> <li>• Specialties include: Facilities Management, <b>Move Management, Program Management, Transition Management, Project Management;</b> Financial Management; Human Resource Management; Schedule Development and Impact Assessment; Resource Management</li> </ul>
<p><b>EDUCATION:</b></p> <ul style="list-style-type: none"> <li>• B.S., Pastoral Theology, Fairfax Baptist Temple Missions Academy; Fairfax, VA, 1992</li> </ul>
<p><b>CERTIFICATIONS AND TRAINING:</b></p> <ul style="list-style-type: none"> <li>• COMSEC Officer</li> <li>• Facility Security Officer</li> <li>• National Cryptology School</li> </ul>
<p><b>RELEVANT EXPERIENCE</b></p> <p><b>VECRA, INC., LANHAM, MD, 2021 - PRESENT</b></p> <ul style="list-style-type: none"> <li>• Senior Portfolio Project Manager Facilities Management. Hired, managed, and supervised the TS/SCI cleared janitorial staff at the Westway Workplace 96,920 sq ft facility in Herndon, VA to include the areas of the Lobby, Office, Conference Room, Exercise Room, Kitchen/Galley, Corridors &amp; Vestibules, Restrooms/Shower, and other cleared and uncleared miscellaneous spaces.</li> <li>• Program Manager. National Football League Alumni and Centers for Disease Control (NFLA/CDC), led activities to include developing contacts, building relationships, and meeting with faith and community centric organizations, health department leaders to enhance network of national and regional partners in targeted areas to promote COVID 19 prevention, awareness, and vaccinations.</li> </ul>



Led a support team of two Project Specialists. Provided timely, accurate, and quantifiable monthly reporting of project activities and deliverables to document effective completion of contract accountabilities.

**CRW AND ASSOCIATES, LANHAM, MD, 2013 – 2021**

- Project Manager, Move Coordination, Master Plan, Budget. National Science Foundation General Construction at Fort Belvoir Community Hospital (FBCH), Direct Health Care Provider (DHCP) Medical Services for the National Capital Region at Fort Belvoir Community Hospital. Worked in conjunction with other health care providers, professionals, and other non-contract personnel at FBCH., 1,600 employees, 450,000 sf of mixed use and office space.
- Department of Energy, General Services Administration, National Capital Region, Program Manager for the DOE Prefabricated Stair Replacement standalone contract to repair and replace the steps.
- Bureau of Engraving and Printing , Moving, Relocation, and Storage Services, Program Manager providing trained truck drivers and back-up personnel to fulfill routine preventative maintenance checks on the vehicle daily (no exceptions) and reports to the COTR to receive his/her daily instructions as required. Responsible to ensure that all loaded materials are strapped down and secured properly before moving the vehicle with containers on pallets shrink wrapped as provided.
- Project Manager/Project Principal, NIH, Move Coordination, Project Master Plan, Budget, Schedule. Support for 500 employees, involving 150,000 sf of mixed use, specialty space.

**THE BRANLIK STRATEGY GROUP, LLC AND PAYNE GOVERNMENT SOLUTIONS, DC, 2000 - 2013**

- Owner/ Sole responsible prime contractor/Project Manager for The Union Square Initiative to the District of Columbia for orchestrating, engineering, managing, supervising and executing an ambitious city-wide initiative requiring the simultaneous movement and consolidation of 12 Federal Agencies into a specific sector of the city, involving millions of dollars in potential lease holdover penalties and including oversight and reporting responsibilities to the DC City Council.
- Simultaneously managed and supervised 10 projects, concomitantly involving 35-phased relocation phases over a 12-month period without incident; reported directly to the Director of Administrative Service, the Office of the Mayor and impact agency heads.
- Developed, migrated and reinstalled over 10,000 "Renta-Crates" of tax records (inclusive of centuries old tax records and map files) for the District of Columbia, Tax Revenue Office.
- Planned, managed and reinstalled all vital statistical records impacting nearly 1 million citizens
- Inventoried, migrated and reinstalled all the records and irreplaceable impacting the Medical Examiner's Office, Office of the Mayor.

**GIBBS CONTRACTING INCORPORATED, CONSULTANT, 1995 – 2000**

- Project Principal, Chalmers P. Wylie VA Ambulatory Care Center (VAACC), Move /Relocation. Multi-phased project, 80 departments, 1,000 doctors and staff members, over 300,000 sf of office and mixed-use space, specialized labs, furniture, storage, pharmaceutical and administrative offices; simultaneous "decommissioning" of two offices, furniture, fixtures and equipment, 300,000 sf

**ORS AND ASSOCIATES, DIRECTOR, GOVERNMENT OPERATIONS, MCLEAN, VA, 1989-1995**

- Project Manager, US. Secret Service Headquarters renovation project, 450,000 sf of specialty and office space, impacting 1,500 employees.
- Project Executive, National Aeronautics and Space Administrative Headquarters Building Consolidation Project, 450,000 sf of specialty and office space, impacting 2,500 employees.
- Project Principal construction lead, US Dept of Ed. HQ, Building Consolidation, Budget Development, 1.6 million sf of mixed use and office space, impacting 6,000 employees.
- Project Principal, IRS, Memphis, TN, Building Consolidation. Developed and implemented the execution plan for the bureau's consolidation of 5,000 employees, 1 million sf of office space.
- US Department of Education, over 6,000 employees and 1.6 million sf of office space.
- Internal Revenue Service, Memphis, Tennessee. Developed, and implemented the execution of the



<p>Bureaus' consolidation of 5,000 employees into 1 million sf of office space.</p> <ul style="list-style-type: none"> <li>• The Union Square Initiative, District of Columbia, impacting over 5,000 employees, 1 million sf</li> </ul>
<p><b>AWARDS AND HONORS:</b></p> <ul style="list-style-type: none"> <li>• Presidential Service Badge</li> <li>• Defense Meritorious Service Medal</li> <li>• Army Commendation Medal</li> <li>• Office of the Secretary of Defense Badge</li> <li>• Joint Service Commendation Medal</li> <li>• Good Conduct Medal</li> </ul>

**Johana Muñiz-Allen, GMU Senior Project Manager**

**EXECUTIVE PROFILE**  
Mrs. Muñiz-Allen is a 22 year veteran of the moving and storage industry and has been the lead Senior Project Manager on projects as large as 3,000 to 50 personnel relocation projects with Department of Justice, IRS, Medimmune, Department of Agriculture; and for the Department of the Interior.

**EDUCATION:**

<b>Washington Business School</b> – Vienna, VA	1992 - 1993
Business Management/Accounting, Business Communication, Marketing Principles, Finance	
<b>Wakefield High School</b> – Arlington, VA	1988 - 1992
General Studies, Business Management, High School Diploma	

**CERTIFICATIONS AND TRAINING**

- Utilizes expertise and leadership skills to define project scope and objectives, develop detailed work plans, schedules, project estimates, resource plans, and status reports.
- Conducts project meetings and is responsible for project tracking and analysis.
- Manages the integration of vendor tasks and tracks and reviews vendor deliverables (if applicable).
- Provides technical and analytical guidance to project team.
- Recommends and takes action to direct the analysis and solutions of problems.
- Ensures adherence to quality standards, reviews project deliverables, and resolves issues to ensure project goals and requirements are met on time and within budget.
- Communicates effectively end-users to provide timely and accurate information and statuses.
- Fluent Spanish – verbal and written.

**RELEVANT EXPERIENCE**

**MOVING MASTERS INC., HYATTSVILLE, MD 2019 - 2022**  
Senior Sales Executive  
Strong interpersonal & communication skills, customer orientated. Monitor and track accounts to determine effectiveness and determine further changes. Maintained constant contact with clients to develop services and answer needs.

**PAXTON OFFICE MOVING DIVISION, SPRINGFIELD, VA 2013 – 2019**  
Account Manager/Marketing Representative  
Manage accounts and grow customer base through prospecting, networking, referrals, cold calling, and sales presentations. Strong interpersonal & communication skills, customer orientated. Proven sale track record. Write and present business proposals to established and prospective clients. Negotiate details of marketing campaigns with clients and external media partners. Monitor and track accounts.

**PAXTON OFFICE MOVING DIVISION, SPRINGFIELD, VA 2011 – 2013**  
Move Coordinators - Paxton Office Moving Division  
Ensure client’s satisfaction with company services. Perform managerial duties in absence of manager. Understand, interpret, and reference sales agreements and vendor relationship contracts. Assist in



preparing sales proposals. Work directly with sales staff to insure timely reporting of information and data. Performs follow up activities with sales staff to ensure accurate reporting of data and that all files are complete and thoroughly addressed. Processes changes for service requested updates change of address records for clients. Contact customers by phone or e-mail to confirm status of service activities. Maintain accurate working files and ensure completion of all pertinent information. Coordinator works as a liaison between the sales representative and the customer and coordinates all aspects of the move to ensure high quality service delivery. Position interacts with several service areas within the organization, including Operations, (OPS), Claims, Sales, etc. to ensure that all relocation activities are performed in accordance with contractual and industry guidelines. Provide outstanding value, excellent communication, a willing attitude, reliability, and a professional image, an assurance of excellence, customer empathy, and exceptional service. Maintains communication throughout the move process with customer, driver, dispatch, and operations Obtains all necessary information and paperwork to ensure an efficient and timely relocation for the customer. Set up and maintain all computer records for assigned moves. Verify services are performed as scheduled. Alert appropriate parties to any changes, modifications to schedule, etc. Communicates directly with the client to schedule and confirm appointment times, delivery, and start times for all assigned jobs within the system. Maintains training on all company programs, systems, software, and administrative protocols. Adheres to any or all contractual guidelines pertaining to the move.

**PAXTON OFFICE MOVING DIVISION, SPRINGFIELD, VA 2005 – 2011**

Accounts Payable Specialists - Paxton International Division

**PAXTON CORPORATE 1998 – 2005**

Senior Credit & Collection Specialist – Headquarters

Perform specialized accounting work in processing a high volume of accounts receivable transactions, making calculations, and preparing and processing journal entries to record Paxton accounting information. Knowledge of principles of accounting and practices of general accounting; the operation and requirements of Paxton automated general ledger system; the use of spreadsheets and other standard financial and business software. Perform bank reconciliation, payroll, and collection activities for local, Office Moving Division and International accounts and adjusts delinquent accounts by corresponding with customer by telephone and/or written communication. Respond to customer inquiries or requests by telephone or mail or in person. Inquiries may pertain to orders, billings, payments, and shipments that require information or resolution. Resolve discrepancies. Maintain accurate record of past due accounts and collection efforts and continue with follow-up actions. Assist with accounting reports/analysis. Process credit card payments and apply to applicable accounts. Review and take the necessary action on past due accounts on aged receivable reports. Work with staff and other section personal and managers to resolve accounting and reporting issues.

**Assistant Office Manager**

**Coverall of Washington, DC, Inc. Vienna, VA 1993-1995**

Responsibilities included controlling daily cash collection, accounts receivable reporting systems, and payables, assisting in all areas of accurate and timely data entries of customer and franchisees transactions. Answering question regarding franchisees statements and their checks. Recording personnel payroll and insurance information. Customer bill inquires, making A/R collection calls, inquires on past due accounts. Accounts payable. Coordination and communicating with Office Manager and Regional Director in the identification of customers that are delinquent payment; following policies and procedures to facilitate collection though legal action. Maintaining inventory control and needs within all areas of the office. Translator for Regional Director when giving presentations to Hispanic potential franchisee owners.

### 3.0 SPECIFIC PLAN (METHODOLOGY)

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#### 3.a Your approach to providing the services described herein

*“A man can't retire his experience. He must use it. Experience achieves more with less energy and time.”*  
*- Bernard Baruch*

Team VECRA will leverage our relocation process, developed over 40 years, that reduces move inefficiencies and saves our customers time and money. The process includes all the necessary planning, scheduling, coordination, points of contact, specific action items, resource allocations and the multitude of other details that go into an efficient move. Our Team is committed to minimizing disruption of on-going customer activities and efficiently performing the relocation services as required by our GMU.

#### **Program and Project Management**

**Team VECRA** will assign Key Personnel Program and Project Manager/Account Executive to complete the Master Mind process with GMU's designated Move Coordinators. Our Key personnel have the required experience in planning, coordinating and executing large commercial moves. The Project Manager/Account Executive also serves as the point of contact for GMU in the event of changes, adjustments or the like. The Project Manager / Account Executive will work closely with Team VECRA's Program Manager, internal support staff, operations, and dispatch to ensure the proper equipment, materials and labor reassigned to each move phase.

**Pre-Move Meetings:** The Pre-Move Meetings provide an opportunity to update or revise the move plan as is strategically necessary. The discussions and topics addressed in these Pre-Move Meetings will be the basis of the final plan, final schedule and the final list of designated responsibilities. Team VECRA finds these meetings to be a necessary forum that allows us to be flexible enough to meet the needs of *Your Move* and answering any questions employees may have related to the move, while keeping our operational staff in the loop. The Project Manager/Account Executive will carefully coordinate work with GMU to determine staffing, action steps and points of clarification and arrange to handle those matters through the appropriate channels.



Once the Move Phases have been identified Team VECRA will assist with the execution of those plans throughout GMU's organization. Team VECRA has established an efficient system used during all moves, which is coordinated with the blueprint layouts of your new space. During the pre-move meeting, the Project Manager/Account Executive will clearly review our system and will assist you in marking the blueprints, utilizing a color-coding labeling system, ensuring efficiency when relocating you into your new office.



**Contingency plans – Mechanical Failures and/or Inclement Weather:** Team VECRA employs two full time mechanics with availability at all times. The mechanics' job is to react and correct any mechanical failure at the time it happens. We further cover this contingency by having at least one more truck than necessary on the site in case of breakdown. Inclement weather may result from rain or hurricane. We can and have rented a tent to protect the

client's goods from the elements



**Building Restrictions:** Team VECRA understands and accepts the responsibility of following all rules and regulations pertaining to the facilities at both origin and destination. Prior to executing any of the outlined move phases, we will inspect all applicable site conditions, especially loading dock height and door clearances, access restrictions, code compliance requirements, and any other pertinent information. Team VECRA feels that it is in the best interest of GMU that we review the floor plans, including an onsite verification, to ensure that proper quantities

of building protection materials are delivered and installed prior to any relocation services.

**Building Protection:** To ensure the highest level of customer satisfaction, Team VECRA will offer to participate in a pre-move walk-through with GMU to identify any existing damage. Our team will particularly focus on all walls, door facings, elevator cabs and other areas along the planned routes of access and egress. It is recommended that lobbies, corridors, elevator cabs, doors, and so forth



should be photographed prior to the execution of relocation services to further reduce the claims processing in the Post Move phase. We will reduce the possibility of damage by using floor covering. Made of resilient Masonite, this material is a strong barrier between our movers and your floors. We will install wall and door covering protection using corrugated overlay materials. All floors, carpeting, doorways, corners, elevators, corridors, walls, etc. will be protected *before* any moving of items will be permitted. Team VECRA will also take special care to



ensure that the wheels of our dollies and carts will be free of grease.

Additionally, Moving Masters provides a full range of archival services to safeguard your records, including:

- Pick-up of materials from your site
- Bar-coding and computer listing of account
- Pull and send boxes/files/materials
- Re-file returned items
- Rapid retrieval capability
- Delivery services, including urgent or rush deliveries
- In-house work areas (by appointment)
- Secure destruction services

Access to our archival areas and warehouse storage is strictly limited to only our employees. This restriction affords our valued clients complete protection to further safeguard their records and secure all of their assets.



Our request process and approach typically includes the following, but has been tailored for GMU as reflected in 3.b:

- 1) Call or email [rpayne@vecrainc.com](mailto:rpayne@vecrainc.com) and [info@vecrainc.com](mailto:info@vecrainc.com) and tell them “We’re going with Team VECRA!”
- 2) Complete a “Letter of Authorization” on company letterhead agreeing to the enclosed quote and agreeing to net 30-day terms in your own writing. *A company executive’s signature and date is preferable.* Please email it to [rpayne@vecrainc.com](mailto:rpayne@vecrainc.com) AND [info@vecrainc.com](mailto:info@vecrainc.com). Also, please provide billing information in the letter of authorization. (A sample can be provided upon request.)
- 3) Give Ricardo Payne contact information and the date(s) you are relocating and ask them to provide me with their Certificate Holder Information i.e. Corporate Name and Address. We will include the Shippers Name (*yours*) on our Certificate of Liability for insurance purposes.
- 4.) Gather your staff for the “Pre-Move Preparation”, given by Team VECRA’s Moving Team, so each person can follow our move instructions properly.
- 5.) Have a company employee onsite to give instructions, clarification or assistance if questions need to be answered each day of the continuous move. ENJOY YOUR MOVE! ITS YOUR MOVE!

As an update to company policy and the Employee Manual regarding the current COVID-19 situation, the following are steps that have been taken to minimalize exposure at the office and in the field:

1. Most administrative and clerical personnel are teleworking.
2. Doors, rails, bathrooms, and all entryways are sanitized prior to cartage personnel arrival.
3. Protective masks with filters are being supplied as crews are assigned.
  - a) Outer mask is washable and recommend being washed every day.
  - b) Personnel will be assigned one mask which they are to keep and be responsible for, along with two filters which should be replaced every two weeks or if extremely dirty. Team VECRA will provide additional filters as needed for replacement.
4. Nitrile gloves will be provided by Team VECRA (supply is limited, and additional supplies are on backorder).
5. All employees are required to use the above-mentioned safety items, and have them available, or they will not be assigned to a job once items are issued.
6. All personnel should practice “social distancing” as much as possible while engaged in relocation activity.
7. Team VECRA movers and staff are given instructions for proper use of the protective masks and filters.

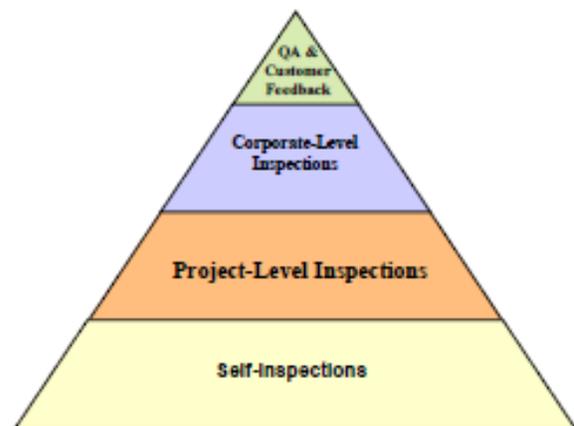
Team VECRA recognizes it is our responsibility to ensure quality and customer service at every level. Although customer-authorized inspection results and customer feedback are invaluable in evaluating quality, as the Service Provider, it is our primary responsibility to identify and prevent defects, evaluate quality, and develop methods to improve quality.

As reflected in the below figure, our proven Quality Control Program (QCP) is based upon three types of inspections: Self-Inspection, Project-Level Inspection, and Corporate-Level Inspection. Self-Inspection forms the base of our Quality Control System and is the focus for detecting and preventing deficiencies. Self-Inspection results are balanced by Project-Level Inspections, which provide a more independent matrix for quality evaluation. Both Self-Inspections and Project-Level inspection results are further balanced by Corporate-Level Inspections. All three types of inspection results are viewed in relation to GMU needs, inspection results and customer feedback, ensuring that the highest levels of service are provided.

All employees actively participate in our QCP through Quality Control Training and through the performance of Self-Inspections.

#### **Self-Inspections:**

- Ensure each employee thoroughly understands the quality & safety requirements of each assigned task
- Require employees to review their work as it is performed, reducing the number of performance errors & increasing the quality of work—employees can see any immediately noticeable errors & often correct them immediately
- Encourage employees to see methods for improving performance & submit recommendations
- Emphasize the detection & prevention of deficiencies



Our on-site working Supervisor performs **Project-Level Inspections**. To maintain the integrity of the Project-Level Inspection process, personnel performing Project-Level inspections do not inspect their own work. Project-Level Inspections:

- Provide “checks-and-balances” to Self-Inspections
- Encourage the Supervisor to note any potential performance problems in specific task areas, as well as to see methods for improving performance and submit appropriate suggestions

Qualified corporate representatives perform **Corporate-Level Inspections** on a random, unannounced basis. During the first three months of the Project, Corporate-Level Inspections will be conducted approximately monthly. After the first three months of performance, Corporate-Level Inspections are performed at least once every three months. Corporate-Level Inspections:

- Provide “checks-and-balances” to Project-Level Inspections

**Supervision:** Team VECRA is committed to consistently having the best labor in the marketplace. We have succeeded in doing this for the past 40 years because of our attention to the supervisors and foreman on our job. Besides being full time employees with benefits, our supervisors have decades of combined experience in high volume and multiphase relocations. In fact, the average tenure for our supervisors is 17 years. With this quality of supervision on site for *Your Move*, you can be assured that you are receiving the most efficient services possible. As the phases of the move develop and as the execution of those phases begin, Moving Masters will brief the supervisors and staff on the move requirements and criteria specified by GMU.

**Crew Experience:** All the crew members that are part of Team VECRA are full time employees. We do not hire street labor or pickup labor under any circumstances. Not only are our crew members full time employees, they are also full time US citizens. The average tenure of a crew member is 7 years, which translates into the experience and knowledge that GMU needs to complete its relocation, moving and hauling services.

**Expectations:** Team VECRA considers our employees as guests in GMU's space and as such, we have strict expectations for the actions and presentation of our crew members. We deliver on-time service, crews in uniform that are technically knowledgeable for the work they are performing, all necessary and proper equipment on site. We know that our crews will be courteous and pleasant to work with. We achieve these by having swift, sure and even-handed disciplinary procedures for late, no call/no shows and other attendance categories, by requiring reporting time to our office well in advance of reporting time at the job site, allowing for adequate travel time. This has the added advantage of insuring that the crew is in uniform and ready to work. We do not allow crew members to report to the job site without reporting to Team VECRA Program and Project Management, where we can provide the transportation. We have ongoing sessions in move related handling techniques as well as a two-week training course for all new employees. Our Team has developed employees that always understand their need to work with clients in a courteous and professional manner. We stress this daily. We are known for our quiet crews.

**Training:** All Team VECRA employees begin in our warehouse with a two-day training course in basic furniture handling techniques and specific attention to the 20 most common "rookie" mistakes. The mover is then assigned to a mentor who is his supervisor for 2-3 weeks. After reporting the employee's progress, the employee is offered to work with other supervisors for their evaluation. Full time status is available only after 3 months in the job and with favorable evaluations along the way. That is why the quality of the average Team VECRA employee is so much better than the competition.



**Safety:** Team VECRA provides safe and healthful environments for employees and customers, protecting the public, and preserving its assets and property. Our most valuable resource are the people who work for us. Injuries can be prevented. To achieve this objective,

we will make all reasonable efforts to comply with all government regulations pertaining to safety and health issues. An effective Safety and Health Program will be carried out



throughout our organization. The Safety and Health Program will assist management and non-supervisory employees in controlling hazards and risks which will minimize employee and customer injuries, damage to customer's property and damage to Team VECRA property. All employees will follow this program. This program is designed to encourage all employees to promote safety of their fellow employees and customers. To accomplish our safety and health goals, all members of management are

responsible and accountable for implementing this policy and to insure it is followed. Team VECRA is sincerely interested in our employee's safety. Our policy is to provide safe equipment, adequate tools and training, and the necessary protective equipment. It is the employee's responsibility to follow the rules of safety as established for their protection and the protection of others, and to use protective devices.

Since 1980, Moving Masters has maintained five "stressors" as key elements to its success. These stressors are taught in the Moving Master's *College of Advanced Knowledge* and upheld throughout the organization. All new hires are required to attend the *COAK*. This course combines classroom instruction with practical exercises. A written test is given upon completion of the two-day course and a passing grade of 85% is required before the new hire is scheduled to work in the field.

Though these are difficult times for everyone, we want you to know that Team VECRA is here to serve all your logistical and office relocation needs. We are 100% committed to your and our employee's safety and security during this Global Covid-19 Pandemic. We have set up strict guidelines and turned them into company policy in order to minimize exposure in the office and out in the field. Trust that we value you, not only as our customers, but we also value you as fellow human beings and your health and safety is a priority to all of us..

### **3.b What, when, and how services will be performed.**

Once a GMU written work order is issued, the Senior Project Manager will plan and coordinate the move as follows with the assistance of the Corporate Management Team:

1. The following items will have already been determined:

- The type of moving service required (e.g., office relocation, inner office move, office-to-office move, location-to-location move, modular system reconfiguration or conference room reconfiguration, laboratory)
- Location items are to be moved from and their destination
- Items to be moved and whether disassembly/assembly will be required (i.e., inventory of items—if a computerized inventory is unavailable, a manual inventory will be prepared)
- Condition of items to be moved (existing damages)

2. Determine the most effective route to conduct the move. Route should be the most direct route available that minimizes any potential disruption to the GMU personnel or other



contractors or visitors. For routes inside and around buildings, identify and document any pre-existing surface damages. For moves outside of the normal operating parameters of the building, review and document any pre-existing surface area damages prior to unloading items.

3. Determine, designate, and obtain the anticipated labor, labor categories, and supplies, materials, and equipment necessary for implementation of the move.
4. Review actual and anticipated weather conditions for the period during which the move will be conducted. Determine any appropriate personnel and equipment precautions necessary due to actual or anticipated weather conditions.
5. Determine the necessary safety regulations, requirements, and equipment necessary to ensure personnel, equipment, and facility safety. Take weather conditions into account.
6. Assign personnel and supplies, tools, and equipment. Brief personnel regarding the assignment.
7. Schedule move.

We have focused on the quality of our move crew so we can provide:

- Full time employees and US citizens.
- Uniformed, professional, trained and experienced in government, commercial, library and laboratory relocations.
- Supervisors with an average of 17 years experiences, crew members with average 7 years experiences.

Team VECRA has extensive experience facilitating the demanding needs associated with any government agency relocations, including Moving Masters, Inc.'s twenty years on the GSA Schedule 48. We have built a reputation with many government agencies for reliability, organization and accuracy with an agency's move timeline or schedule. Having the experience to facilitate a government agency's need is the most important service we are able provide.

Team VECRA would like to Thank you for the opportunity in proving you with the enclosed proposal. We are prepared to service GMU with highly experienced and outstanding services. We look forward to a long and strong lasting relationship.

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## 4.0 REFERENCES -

### REFERENCE #1

 <p><b><u>The White House Library</u></b> <b><u>EOP/OA Executive Office of the President Library</u></b> <b><u>Relocation</u></b> Martha Schiele Librarian at the Office of Administration 17<sup>th</sup> Street, NW Washington, DC 20502 (202) 395-9060 (Office) <a href="mailto:Martha_Bschiele@oa.eop.gov">Martha_Bschiele@oa.eop.gov</a></p>	<p>Moving Masters was selected to relocate library contents of over 60,000 volumes of all the treaties signed between the United States and other countries, George Washington's sword, Ben Franklin's walking stick, and other items of national historic significance. Some books in the library were relocated to two new location-some were taken to the New Executive Office Building (NEOB) and some were returned to Moving Masters Warehouse for temp storage in our secured facility. Also, relocated books from NEOB and other rooms within the EEOB, back into the EEOB library, merging the books from both location into a single resource library.</p>
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### REFERENCE #2

 <p><b><u>GMU-MFA</u></b> Mr. Francis Gene Johnson Logistics Manager Medical Faculty Associates 2150 Pennsylvania Ave., NW Ste 1-307 Washington, DC 20037 (202) 741-3380 (Office) (202) 821-3641 (Cell) <a href="mailto:frjohnson@mfa.GMU.edu">frjohnson@mfa.GMU.edu</a></p>	<p>Moving Masters has completed numerous moves for GMU-MFA University which includes office, dorm room and laboratory relocations on as needed bases. Moving Masters has relocated thousands of employees through moves of varying scale and complexity for GMU-MFA University. Moving Masters has completed projects such as file relocation, file cabinet relocation, contents, furniture, conference rooms, office labs, lab equipment, common areas relocations and electronics. Based on the success of the initial move Moving Masters has continued to complete work since the initial relocation to the satisfaction of the organization.</p>
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### REFERENCE #3

 <p><b><u>Prince George's County Police Department</u></b> Corporal Kurt Schnitzenbaumer Prince George's County Police Office of Community 1<sup>st</sup> Email: <a href="mailto:KNSchnitzenbaumer@co.pg.md">KNSchnitzenbaumer@co.pg.md</a> Cell: (240)695-7491</p>	<p>VECRA, Inc. completed the highly successful move from The Alcohol, Tobacco, &amp; Firearm (ATF) warehouse in Greenbelt, MD to the Prince George's County Police Department Warehouse which included all Movers, Drivers, Equipment and 3 trucks, Supervision, and Installation</p>
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**REFERENCE #4**

 <p>Office of National Drug Control Policy Arvid Gooray, Contract Specialist <a href="mailto:Arvid.Gooray@gsa.gov">Arvid.Gooray@gsa.gov</a> 202-219-0612</p>	<p>VECRA, Inc. PM managed and relocated the Office of National Drug Control Policy (ONDCP) to 1800 G Street, NW in Washington, DC in August 2018. Disassembled, removed and relocated systems and non-systems furniture (not Personal Items or IT Equipment) on floors 3, 5, 6, 7, and 8 as well as staff relocation. A detailed furniture inventory (to include freestanding furniture) per floor was required for the GSA FAS Franconia Springfield Warehouse center. The inventory developed by the PM consisted of a spreadsheet including names, descriptions, and images of typicals. The scope included, but was not limited to, systems furniture and non- systems furniture (not Personnel items or IT equipment) located in the project space. The completion of this contract resulted in the successful relocation of the ONDCP and its personnel. On cost, delivery of outcome ahead of schedule and on time.</p>
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**REFERENCE #5**

 <p>Health and Human Services, Office of the Assistant Secretary for Preparedness and Response (ASPR) – Moving Services Sheila Hamlin <a href="mailto:Sheila.hamlin@chickasaw.com">Sheila.hamlin@chickasaw.com</a> 405-253-8373</p>	<p>Chickasaw Health Consulting, LLC. (Prime) and VECRA PM provided moving and relocation services to move of approximately 525 people within and between the Thomas P. O’Neill, Jr. House Office Building (O’Neill Building) and the Hubert H. Humphrey Federal Building (HHH Building). The Move consisted of contents, computer equipment and a limited amount of existing furniture to be relocated.</p> <ul style="list-style-type: none"> <li>• Crates moved</li> <li>• Office staff moved</li> <li>• Computers and equipment moved, tagged and bagged.</li> </ul> <p>The successful Move consisted of contents, computer equipment and a limited amount of existing furniture to be relocated</p>
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**REFERENCE #6**

 <p><b>US Census Bureau</b> 4700 Silver Hill Road Washington, DC 20233-1700 Contact: Albert E. Kennedy Phone: 301-763-4420 <a href="mailto:albert.ernest.kennedy@census.gov">albert.ernest.kennedy@census.gov</a> Contract Number: YA132306NC0663</p>	<p><b>Moving Masters largest move for The U.S Census Bureau consisted of over 3,000 employees, with attending contents, furniture, conference rooms and common areas. Moving Masters also relocated their file rooms, libraries, computer rooms, fitness rooms, warehouse, health unit, credit union, training rooms and electronics. Moving Masters also disassembled and reassembled the corresponding modular furniture. This work was completed over the period of 1 year with multiple phases and progress points. Moving Masters provided the necessary employees with security clearances and background checks as required by The U.S. Census Bureau. Moving Masters completed the required work mostly on the weekends with some week night work. Moving Masters has completed the work for The U.S. Census Bureau under any variety of situations and scenarios, including but not limited to: inclement weather, short term notice, scope of work adjustments on site, coordination with other vendors</b></p>
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**REFERENCE #7**

 <p><b><u>National Institutes of Health</u></b> Mr. Joe DiFrancisco NIH / NIDCD 5 Research Court Rockville, MD 20850 240-380-0824 <a href="mailto:Joe.DiFrancisco@nih.gov">Joe.DiFrancisco@nih.gov</a> Contract Number: BPA</p>	<p>Moving Masters has worked with NIH in multiple situations including, most recently, the relocation of portions of the National Eye Institute to a new lab facility on Fisher Lane in Rockville MD. Moving Masters work with NIH has consistently been the relocation of labs and office equipment. The lab relocations include packing, securing and transporting sensitive lab equipment including countertop electronics, glassware, "clean room" materials, bulk materials, -80 and -20 freezers, hoods, incubators, liquid nitrogen containers and so forth. These relocations require the coordination of HAZMAT materials, freezer trucks and electronic equipment</p>
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**REFERENCE #8**

 <p><b><u>MedImmune</u></b> 1 MedImmune Way Gaithersburg MD, 20878 Contact: Donna Voorman Phone: 301-398-4386 Cell: 240-372-6177 <a href="mailto:voorman@medimmune.com">voorman@medimmune.com</a> Contract Number: 207699</p>	<p>Moving Masters currently holds the relocation services contract for MedImmune through the remainder of 2009 into the first quarter of 2010. Currently Moving Masters is under contract to move 1,000 MedImmune employees in that time frame. MedImmune also anticipates hiring additional employees and any and all moves within the company will be handled by Moving Masters. Moving Masters is also responsible for the periodic lab moves required by MedImmune. The lab relocations include packing, securing and transporting sensitive lab equipment including countertop electronics, glassware, "clean room" materials, bulk materials, -80 and -20 freezers, hoods, incubators, liquid nitrogen containers and so forth. Moving Masters largest lab move with MedImmune consisted of 4 full labs being relocated including the coordination of HAZMAT materials, freezer trucks and electronic equipment.</p>
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**REFERENCE #9**

 <p><b><u>Discovery Communications Inc.</u></b> Kelly Romney Facilities Project Manager Office 240 662 2024 Mobile 240 479 1100 <a href="mailto:Kelly_Romney@discovery.com">Kelly_Romney@discovery.com</a></p>	<p>Moving Masters has completed numerous moves for Discovery Communications. Moving Masters has relocated thousands of employees through moves of varying scale and complexity for Discovery Communications. Moving Masters largest move for Discovery Communications consisted of their headquarters relocation of 2,200 employees, with attending contents, furniture, conference rooms and common areas. Moving Masters also relocated their file rooms, libraries, computer rooms and electronics. Based on the success of the initial move Moving Masters has continued to complete account work for Discovery Communications since the initial relocation to the satisfaction of the organization. Moving Masters has completed the account work for Discovery Communications under any variety of situations and scenarios, including but not limited to: inclement weather, short term notice.</p>
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**REFERENCE #10**

 <p><b>NOVAVAX</b> Ms. Stephanie Toliver 9920 Belward Campus Dr. Rockville, MD (240) 268-2145 (Office) <a href="mailto:stoliver@novavax.com">stoliver@novavax.com</a></p>	<p>Moving Masters has worked with Novavax in multiple situations including, most recently, the relocation of portions of the new lab facility located in Gaithersburg, MD. Moving Masters work with Novavax has consistently been the relocation of labs and office equipment. The lab relocations include packing, securing and transporting sensitive lab equipment including countertop electronics, glassware, "clean room" materials, bulk materials, -80 and -20 freezers, hoods, incubators, liquid nitrogen containers and so forth. These relocations require the coordination of HAZMAT materials, freezer trucks and electronic equipment</p>
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**REFERENCE #11**

 <p><b>GW University</b> Ms. Bobbie Ballard Facilities Director 2300 Eye Street NW Washington, DC 20037 (202) 994-5801 (Office) (202) 345-5891 (Cell) <a href="mailto:bballard@GMU.edu">bballard@GMU.edu</a></p>	<p>Moving Masters has completed numerous moves for GW University which includes office, dorm room and laboratory relocations on as needed bases. Moving Masters has relocated thousands of employees through moves of varying scale and complexity for GW University. Moving Masters has completed projects such as file relocation, file cabinet relocation, contents, furniture, conference rooms, office labs, lab equipment, common areas relocations and electronics. Based on the success of the initial move Moving Masters has continued to complete work since the initial relocation to the satisfaction of the organization.</p>
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**REFERENCE #12**

 <p><b>University of Maryland</b> Mr. Gabriel Purviance Way Oak Building College Park, MD 20742 301-405-3292 O 301-832-8804 C <a href="mailto:gpurvian@umd.edu">gpurvian@umd.edu</a> Contract Number: BPA</p>	<p>Moving Masters has completed moves for the University of Maryland on as needed bases. Moving Masters has relocated approximately 500 employees in multiple phases relocation project, as well as hundreds of employees through moves of varying scale and complexity for the University. Moving Masters has completed projects such as file relocation, file cabinet relocation, contents, furniture, conference rooms, office labs, lab equipment, common areas relocations and electronics. Based on the success of the initial move Moving Masters has continued to complete work since the initial relocation to the satisfaction of the organization</p>
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**REFERENCE #13**

 <p><b><u>GMU-National Museum of American History</u></b> Office of Planning &amp; Project Management 1825 Connecticut Avenue, NW Washington, DC 20009 Contact: Christopher Lethbridge Phone: 202-633-6545 Fax: 202-633-6233 <a href="mailto:lethbridgec@si.edu">lethbridgec@si.edu</a> Contract Number: 07-DO-730-0000119267</p>	<p>Moving Masters largest move for The GMU National Museum of American History consisted of 1,000 employees, with attending contents, furniture, conference rooms and common areas. This work was completed over the period of 1 year with multiple phases and progress points. Moving Masters provided the necessary employees with security clearances and background checks as required by The GMU National Museum of American History. Moving Masters completed the required work mostly on the weekends with some week night work. Moving Masters has completed the work for The GMU National Museum of American History under any variety of situations and scenarios, including but not limited to: inclement weather, short term notice, scope of work adjustments on site, coordination with other vendors</p>
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**REFERENCE #14**

 <p><b><u>Bowie State University</u></b> Ms. Chandra Hicks 14000 Jericho Park Rd Bowie, MD 20715 301-860-4841 O 240-425-9427 C <a href="mailto:chicks@bowiestate.edu">chicks@bowiestate.edu</a> Contract Number: BPA</p>	<p>Moving Masters has completed numerous moves for Bowie State University which includes office and dorm room relocations on as needed bases. Moving Masters has relocated hundreds of employees through moves of varying scale and complexity for Bowie State University. Moving Masters has completed projects such as file relocation, file cabinet relocation, contents, furniture, conference rooms, common areas relocations and electronics. Based on the success of the initial move Moving Masters has continued to complete work since the initial relocation to the satisfaction of the organization</p>
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**REFERENCE #15**

 <p>THE UNITED STATES DEPARTMENT of JUSTICE</p> <p><b><u>Department of Justice</u></b> Mr. Allan Stewart Sr. JMD/FASS/LMS RFKJB, room B327 (202) 616-5353 (Office) (202) 353-5402 (cell) <a href="mailto:Allan.d.stewart@usdoj.gov">Allan.d.stewart@usdoj.gov</a></p>	<p>Moving Masters largest move for The Department of Justice consisted of approximately 3,000 employees, with attending contents, furniture, conference rooms and common areas as well as decommission services of 10 complete floors. This work was completed over the period of 6 month with multiple phases and progress points. Moving Masters provided the necessary employees with security clearances and background checks as required by The Department of Justice. Moving Masters has completed the work under any variety of situations and scenarios, including but not limited to: inclement weather, short term notice, scope of work adjustments on site, coordination with other vendors.</p>
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## 5.0 PROPOSED PRICING

**ATTACHMENT C**  
**SUGGESTED PRICING SCHEDULE**  
**FORMAT**

((This is an example template. All offerors may utilize this template or provide pricing on company's letterhead))

<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.			
Labor Rates			
1.	Mover/Laborer, hourly rate, regular or straight time only	HR.	\$ <u>47.45</u> per man per hr.
2.	Supervisor, hourly rate, regular or straight time only	HR.	\$ <u>61.89</u> per man per hr.
3.	Vehicle (includes driver), 14' Van Body Truck, hourly rate, regular or straight time only	HR.	\$ <u>63.25</u> per man per hr.
4.	Vehicle (includes driver), 24' Van Body Truck, hourly rate, regular or straight time only	HR.	\$ <u>94.61</u> per man per hr.



PART 2: Storage		
Using the format below, provide the price per square foot. <u>Include details of storage solution within proposal.</u> 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	\$ <u>2.27</u> per month Per Square Foot
2.	Record Storage	\$ <u>2.27</u> per month Per Square Foot
3.	Portable Storage (POD type or cargo box/container type units)	\$ <u>2.78</u> per month Per Square Foot
4.		\$ _____ Per Square Foot
5.		\$ _____ Per Square Foot
6.		\$ _____ Per Square Foot
7.		\$ _____ Per Square Foot
8.		\$ _____ Per Square Foot
9.		\$ _____ Per Square Foot



PART 3: Other Optional Value-Added Services		
Using the format below, provide the pricing information. <u>Include details of services within proposal.</u>		
Value Added Rates:		
1.	Packing/ unpacking services	§ <u>203.95 per hr./3 men &amp; 1 truck</u>
2.	Special handling	§ <u>To be determined on site visit for proper quoting</u>
3.	Furniture breakdown and installation	§ <u>To be determined on site visit for proper quoting</u>
4.	Sensitive equipment custom crating, packing and transportation	§ <u>To be determined on site visit for proper quoting</u>
5.	Product warehousing	§ <u>To be determined on site visit for proper quoting</u>
6.	Debris removal	§ <u>943.00 per truck load</u>
7.	Asset management services/ inventory services	§ <u>To be determined on site visit for proper quoting</u>
8.	Secure records transportation	§ <u>203.95 per hr./3 men &amp; 1 truck</u>
9.	Shredding	§ <u>330.05 per shred bin (includes delivery, shredding &amp; retrieval)</u>
10.	Recycling Services	§ <u>To be determined on site visit for proper quoting</u>
11.		
12.		
13.		
14.		
15.		
16.		



## **6.0 OTHER**

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In your proposal response please address the following:

a. Are you and/or your subcontractor currently involved in litigation with any party?

No

b. Please list any investigation or action from any state, local, federal or other regulatory body (OSHA, IRS, DOL, etc.) related to your firm or any subcontractor in the last three years.

None

b. Please list all lawsuits that involved your firm or any subcontractor in the last three years.

N/A

d. In the past ten (10) years has your firm's name changed? If so please provide a reason for the change.

No

e. What is the minimum wage paid to any personnel performing work under this contract?

At least, the greater of \$15.25 per hour or the amount required under Virginia or Federal law.