

**General Services Administration
Federal Acquisition Service
Authorized Federal Supply Schedule Price List**

**Schedule Title:
Comprehensive Furniture Management Services (CFMS)**



People expect the best, we deliver!

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SBA 8(a) Certified Graduate May 2019
DUNS Number: 131211336
CAGE Code: 0GB50



Contract Holder
Contract GS-33F-019AA

**Contract No. GS-33F-019AA
Special Item Number 541614OR
Office Relocation/Reconfiguration Management Solutions**

Contract Period: November 21, 2017 to November 20, 2022

PRICE LIST

Pricelist current as of: 17 July 2020

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EXECUTIVE SUMMARY

Value Proposition to Federal Agencies on GSA Schedule MAS

Mid-West Moving & Storage, Inc. (MWM) is an expert in providing office and laboratory relocation services up to 50% faster using special equipment and processes. MWM is certified by the International Office Moving Institute (IOMI) which means we are experts in best practices for the moving industry. Our successes, experience and longevity spans back to our inception in 1983. With more than 100,000 relocations nationwide, we are a pre-qualified office relocation vendor with the US Federal government on GSA Schedule MAS. Mid-West Moving & Storage is one of the leading certified minority-owned (MBE) relocation firms in the United States. MWM has obtained required Federal security clearances to work in sensitive areas.

Core Services

- Office and Industrial Relocation
- Lab Moving
- Nationwide Trucking
- Furniture Installation & Reconfiguration
- Decommissioning of Used Furniture
- Project Management Services
- Warehousing and Distribution
- DOD Standard Carrier Alpha Code (SCAC Code)
- Centralized Household Goods Traffic Management Program (CHAMP) Transportation Service Provider (TSP)

Other Services

- Residential Relocation Nationwide
- Computer Packing & Relocations
- IT Disconnect & Reconnect Services Packing & Crating
- Shredding & Document Destruction
- FF&E Distribution & Installations

NAICS Codes

- 484210 - Used Household and Office Goods Moving
- 484110 - General Freight Trucking, Local
- 484121 - General Freight Trucking, Long-Distance, Truckload
- 484122 - General Freight Trucking, Long-Distance, Less Than Truckload
- 484220 - Specialized Freight (except Used Goods) Trucking, Local
- 484230 - Specialized Freight (except Used Goods) Trucking, Long-Distance
- 488510 - Freight Transportation Arrangement, General
- 493110 - General Warehousing and Storage

Why MWM is Different

Technology

- Use special equipment and processes.
- Perform office relocations with special equipment such as spider cranes and space gobblers.
- Use online communications tools with our clients get real-time information on the status of their moves which reduces errors.

Green

- We use recycled content packaging and an 8-step industry best practices process to reduce office moving waste and energy costs up to 30%

Fast Response

- We can provide a 2-day response in most cases. This exceeds the industry average of 5 days.

Capacity

- We have a 66,000 square foot facility with 125 employees and a fleet of 22 vehicles.

Multi-Lingual

- We can provide service in 3 languages. English, Spanish and German..

Strategic Supplier

- We can perform as an 8(a) strategic supplier for Federal agencies in the continental United States (CONUS).

Company Background



Luis Toledo, President & CEO

Mid-West Moving & Storage, Inc. is an Illinois corporation founded by Luis A. Toledo in 1983. Over the past 3 plus decades, Mid-West Moving & Storage has grown to a multi-million-dollar company with multiple service lines by providing quality, customer driven service. Our company has the experience and capacity for furniture installation, reconfiguration, nationwide trucking, office and industrial relocation and international shipping.



Mid-West Moving & Storage Headquarters
– Elk Grove Village, IL

With expertise and certifications from the International Office Moving Institute (IOMI®), we are experts at reducing downtime between 50-70% over standard relocation methods. Our specialty at protecting buildings, assets and company secrets during a reconfiguration or relocation provides a best value proposition to our clients.

Innovation is a major part of Mid-West Moving & Storage. We utilize several methods of lifting furniture to reduce reconfiguration for facility upgrades including panel lifts, Spider Crane and Space Gobblers to reduce downtime and save productivity. We have developed the Computer Case for the relocation of personal computers, terminals and printers. These cases are designed to hold an entire personal computer as one unit which offers the benefit of decreasing relocation downtime, theft deterrent crates with a lock capability, and improved protection.

Company Capacity

Mid-West Moving & Storage is a diverse commercial relocation company, domestic and international, with related facility services. Move management experiences have included, but not limited to the planning and relocation of governmental offices, freight, industrial plant, IT computer equipment, hospitals, libraries, university laboratories, administration buildings, historical facilities, corporate and individual offices and residential relocations. Projects have ranged in sizes from 2,000 square feet and 200 items to over 93,000 square feet and 400,000 items.

We have 66,000 square feet of well-maintained warehouse space for managing assets and for ensuring safe and uninterrupted transition of items from one location to the next. This well managed service is available as needed. The warehouse can safely and conveniently store computers, documents and furnishings. We use a barcode inventory process and record tracking to access inventory on short notice.

Our company uses special equipment and a process called the “Boxless Move” which uses spider cranes and space gobblers and communication tools to obtain real-time information on the status of each move. The boxless move is safer, reduces waste and moving trips which reduces pollution. We also use recycled content packaging.



Specialized Equipment
Boxless Move with Spider-Crane

Past Performance / Experience

We have completed more than 100,000 moves over the past 36 plus years and earned a 93% past performance rating from Dun & Bradstreet. All such projects have executed in order to minimize downtime so our clients could continue functioning. Service engagements have involved: space planning and project management, packing, crating and unpacking, furniture installation and reconfiguration, computer packing and relocation, IT disconnect and reconnect, plus more.

MWM Federal Clients


MWM is proud to have provided service to the following Federal clients.


- TANG – Texas Air National Guard (Dallas & Houston)
- IRS – Birmingham
- IRS – Atlanta
- IRS – New jersey
- DoD – Sensitive Equipment Relocation Detroit to Columbus DMDC (Defense Manpower Date Center)
- DoD – Confidential Materials Relocation Washington DC (Pentagon) to POM (Seaside, CA)
- DoD – POM IDIQ Contract
- DOE – Argonne BOA
- DOE – Argonne ESB Relocation Contract
- GSA – Region V Moving Services Contract IDIQ
- SSA – Relocation (Office and Warehouse) (Chicago)
- DOL – OSHA Office Relocation
- BOP – Bureau of Prisons Office Relocation (Chicago)
- DHS – Homeland Security Office Furniture Relocation Indy to Minn X2
- DoD/USMC – Relocation of Turn in Furniture Indy to KC
- USACE - Region V HQ Relocation and Decommission
- DoD – Furniture Turn in Projects
- SSA – Relocation Columbus
- SSA – Relocation Cleveland
- FTC – Federal trade Commission Office Relocation (Chicago)
- Department of Treasury – Bureau of Fiscal Services – Office Relocation
- GSA - General Services Administration
- USACE - US Army Corps of Engineers
- USA - US Army
- CBP - Customs and Border Protection
- DISA - Defense Information Security Agency


MWM typically has long-term, strategic contracts with our clients to include MATOC and ID-IQ.

MWM Past Performance References

Mission and Installation Contracting Command MICC-Presidio of Monterey	
5 Year Multiple Award Task Order Contract (MATOC)	
<ul style="list-style-type: none"> Relocation of personnel in POM Transportation of Classified and Non-Classified Materials Interstate Relocation of DoD Data Center Relocation of IT Equipment Installation of Voice and Data Lines Installation of Modular Furniture Reconfiguration of Modular Furniture/Cubicles Space Planning and Design 	
E. Malissa Williams, Contracting Officer 831-242-6563 evan.m.williams6.civ@mail.mil	

US Army Corps of Engineers Chicago District – Contracting	
\$340,000.00 Chicago District Headquarters	
<ul style="list-style-type: none"> • Relocation of 250 Personnel • Decommission of Existing Space • Disposal of Non-Asset Based Items • Disassembly and Reassembly of Workstation Technology • DRMO Turn In of Assets 	 <p>US Army Corps of Engineers[®] Chicago District</p>
<p>Anita R. Simpkins LRC, Contract Specialist 312-846-5372 Anita.R.Simpkins@usace.army.mil</p>	

Internal Revenue Service (IRS) IRS - Western Area Branch	
\$120,000.00	
<ul style="list-style-type: none"> • Fraud Detection Center Relocation Project • Relocation of Modular Furniture • Relocation of IT Equipment • Installation of Voice and Data Lines • Installation of Modular Furniture • Reconfiguration of Modular Furniture/Cubicles • Space Planning and Design 	
<p>Deborah Del Real, Project Manager 559-454-6342 Deborah.DelReal@irs.gov</p>	

Argonne National Laboratory	
\$2.4 Million Energy Sciences Building Campus Relocation	
<ul style="list-style-type: none"> • Full Relocation of 200 Personnel • Relocation of 96 Laboratories • Coordination of 45 Manufactures Representatives and Technicians • Coordination and Installation of MEP • Packing of Personnel and Laboratories • Certified Training for all Employees and Relocation Personnel • Light-Duty and Heavy-Duty Rigging 	 <p>Argonne NATIONAL LABORATORY</p>
<p>June Lena, Facilities Project Manager 630-252-5922 jlina@anl.gov</p>	

QUALITY CONTROL

MWM 7-Step Quality Control Approach

To accomplish the GSA required Task Elements, Mid-West Moving & Storage has developed a detailed seven-step relocation management process which is described below. This process has been used on more than 10,000 relocations over the last 26 years. We have established strict quality control procedures to ensure safe delivery of goods, client satisfaction and employee safety.

MWM Relocation Task	Description
1. Phase Planning	<p>As part of our 50% savings on relocation down time, MWM has developed a detailed phased planning process for all relocations.</p> <p>MWM uses Movers One Solution software to plan the work and carry out the execution of the day-to-day tasks.</p> <p><u>Key Relocation Phases:</u></p> <ul style="list-style-type: none"> • Employee Move Planning • Furniture Move Planning • Equipment Move Planning • Technology Move Planning • Ancillary Items Move Planning
2. Move Sequencing, Preparation and Setup	<p>As a preliminary step, MWM will perform site survey “walk through” and conduct contract kickoff meeting for phase of the entire relocation.</p> <p><u>MWM Move Sequencing Process</u></p> <ul style="list-style-type: none"> • Identify all the relocation tasks • Break tasks into phases • Identify key elements or personnel for the tasks • Schedule each task individually (done via Movers One Solution software) • Cross check for any scheduling conflicts • Provide phase plan to the Agency for review and approval
3. Relocation Execution	<p>Assign Project Teams</p> <p><u>Relocation Execution Process</u></p> <ul style="list-style-type: none"> • Assign Project Manger • Assign Supervisor(s) / Foreman • Assign Relocation Team • Assign Relocation Equipment • Explain all tasks that were identified • Provide the team with a copy of the Job Safety Analysis • Daily safe work plan • Explain all safety concerns and how to mitigate any potential hazards • Identify high-priority items • Color-code items per phase planning • Cross check completion of work • Identify “punch list” items

	<ul style="list-style-type: none"> • Corrective action for “punch list” items • Provide reporting to the GSA upon completion of all tasks
4. Coordination with Government Concerning Work and Relocation Plans	<p>Below is a summary of the coordination process used by MWM.</p> <p><u>Relocation Coordination Process</u></p> <ul style="list-style-type: none"> • Conduct contract / task order kickoff meeting • Work with the GSA Region 5 to determine key elements of the overall relocation • Develop an overall relocation coordination strategy • Work with the GSA to develop a coordinated phase plan • Hold monthly update meetings for all the overall coordination status • Hold weekly update meetings for the status of each task • Report daily activity to the Agency.
5. Development of Layout Drawings or Schematics	<p><u>Process to Developing Layout Drawings / Schematics</u></p> <p>MWM will rely on Subject Matter Experts (SMEs) to develop drawings and schematics for all relocations where service is required</p> <p>Example SME areas used by MWM:</p> <ul style="list-style-type: none"> • Space planning and design • HVAC • Civil engineering • Electrical engineering • Mechanical engineering • Furniture management • Ergonomics <p>The benefit to the Government would be a single source and coordinated method to obtain all the above-mentioned SME to support the development of layout drawings and schematics.</p>
6. Development of Work Completion Schedules	<p>MWM uses the process below for develop a Task Order Project Plan.</p> <p>Process. MWM Develop Work Completion Schedules</p> <ul style="list-style-type: none"> • Identify tasks • Identify critical items and personnel associated with each identified critical item • Discuss target start dates • Discuss target completion dates • Input tasks • Set benchmarks • Coordinate and schedule with outside vendors / Original Equipment Manufacturers (OEMs) • Coordinate schedule with internal relocation team • Present work schedule to GSA for approval <p>Tools. Develop detailed project schedules</p> <ul style="list-style-type: none"> • Gantt Chart • Network Schedule (If Required)
7. Warehousing Services	<p>MWM Process for Warehousing Services</p> <ul style="list-style-type: none"> • Receiving • Tagging

	<ul style="list-style-type: none"> Bar Coding Storing Receiving Reports Monthly inventory checks <p>Capacity</p> <ul style="list-style-type: none"> Use 66,000 sq. ft. of internal capacity Use 4,000,000 sq. ft. of partners <p>Security</p> <ul style="list-style-type: none"> Motion Detection Video Surveillance 24/7 Secure Facility
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Quality Control Program Team

Kevin Reinhardt is the Quality Control Manager for MWM. He is responsible for reviewing projects and all the related elements to ensure the company’s quality standards are met.

Each project is assigned a supervisor that monitors the projects in real time. The supervisor is available to address questions and concerns of the company staff and the customer pertaining to their particular project.

The Quality Control and Operations Team conducts interactive move seminars to properly instruct company personnel on the procedures and their responsibilities.

ID-IQ / Task Order Contract Management

MWM provides its Federal clients with a Task Order Project Plan. We use Movers One Solution software to track all our task orders from various clients.

Task Order System Tracking Data Elements (CLIN Level)

- Date of order
- Contract number and order number
- Contract item number (CLIN)
- Description of work
- Quantity ordered
- Unit price (or estimated cost or fee)
- Delivery or performance schedule
- Place of delivery or performance (including consignee)
- Any packaging, packing and shipping instructions
- Accounting and appropriation data
- Method of payment and payment office
- Personnel Used
- Vehicle(s) Used
- Warehouse Location(s)

Task Order Project Plan

MWM will develop a detailed Task Order Project Plan. This will be done at the CLIN level.

MWM will provide the GSA with the Task Order Project Plan. This will be provided in hard copy and electronic versions. As a value-added we can also make the ongoing plan status available to the GSA on the Internet to provide access for real-time status and ad hoc reports, as required.

Problem Resolution Process

As part of Quality Control process, MWM uses a Problem Resolution Process as described below. MWM understands communication is essential when it comes to success with relocation and furniture management services. Our managing personnel are aware of every detail of the moving and space planning and if there are potential risks, they are discussed. Solutions are developed based on the particulars of the foreseeable problem. Alternatives will be explored and the project team will along with the customer search for a solution to the problem.

Types of Problem	MWM Resolution Process
Late Start and/or Accelerated Schedule	MWM has the capacity to meet surge requirements. Our network of partners and reserve employees
Change Orders	MWM has a Change Order accounting system that tracks works at the CLIN level.
Lost / Damaged Items	MWM has a quality control process to help prevent damage. Our loss rate is only 0.5% which exceeds the industry average of 8%.
Furniture does not match the site plan	MWM has a "Field Change" process to correct this type of situation. MWM uses its field change process more than 200 times each year.

CODE RED – Significant changes with the scope of work, Code Red is called to resolve the problem. Much like an assembly line, MWM Logistic Services personnel have the authority to identify and prevent defects from expanding. Should their scope of work change, they are required to a) contact the logistics coordinator b) contact the salesperson or estimator for assistance resolving the issue, should that not resolve the issue, they are required to contact the General Manager, who’s number is on their identification tags for proper resolution.

Relocation Quality Metrics

1. No injuries
2. No damage to real property
3. Finish job on time
4. Correct form, fit and function
5. Maximize efficiency of workspace
6. Equitable space allocation
7. Support sustainability and energy reduction goals
8. Preserve nature of historic buildings (If required)

The above metric reflects those of the International Office Moving Institute (IOMI), of which MWM is a long-term member. MWM has successfully used the above quality control / problem resolution process for more than 100,000 relocations over the last 35 years.

GSA Schedule MAS
 Contract Number: GS-33F-019AA
 Special Item Number 541614OR
Office Relocation / Reconfiguration Management Services

PRICE LIST

Hourly Rates

Labor Category	Rate	SCLS Labor Category	Wage Determination No.
Project Manager	\$63.36	SCA Exempt	SCA Exempt
Supervisor	\$45.26	SCA Exempt	SCA Exempt
Driver	\$51.96	31361 **	WD 15-5017 (Rev.-6)
Mover	\$37.45	09040 **	WD 15-5017 (Rev.-6)
Furniture Installer	\$64.48	09090 **	WD 15-5017 (Rev.-6)
Furniture Move Preparer	\$37.45	09040 **	WD 15-5017 (Rev.-6)
Van	\$40.91	N/A	N/A

*"The Service Contract Labor Standards (SCLS) is applicable to this contract and it includes SCLS applicable labor categories. The prices for the indicated (**) SCLS labor categories are based on the U.S. Department of Labor Wage Determination Number(s) identified in the SCLS matrix. The prices awarded are in line with the geographic scope of the contract (i.e. nationwide)."*

NOTES:

- Overtime rate is 50% after 8 hours Monday to Friday and on Saturdays and Sundays. Holidays are paid double time.
- Standard travel time is 1.5 hours within a 35-mile radius from Regional Service Center. Rate over 35 miles is based on mileage for every 15 miles increment above the first 35 miles add ½ hour.
- Above rates are for GSA Regions 1, 4, 5, 6, 7, and 9.
- Per DOL Wage Determination WD 15-5017 (Rev.-6), Revised: 07/25/2017.

**GSA Schedule MAS
MATERIALS PRICE LIST**

Packing Materials	Price	Unit of Issue
Letter Tote	\$2.37	each
Legal Tote	\$3.38	each
1.5 cubic ft.	\$2.25	each
3.0 cubic ft.	\$2.72	each
4.5 cubic ft.	\$3.75	each
6.0 cubic ft.	\$4.23	each
Packing Paper	\$1.00	per pound
Shrink Wrap	\$30.00	per roll
Packing Tape	\$3.02	per roll
Large Bubble Wrap	\$.48	per foot
Small Bubble Wrap	\$.38	per foot
Picture Carton	\$8.00	each
Security Ties	\$1.00	each
Paper Pads	\$2.86	each
Chair Bags	\$1.61	each
Blue Tape	\$1.50	each
Duct Tape	\$9.97	each
Key Board Bags	\$1.50	each
Labels	\$12.50	Package of 500
Personal Tote	\$2.50	Each
Carpet Shield	\$62.00	each 31 ½ in. x 200 ft. roll
Corruflex Wall Protection	\$150.00	per roll

EQUIPMENT PRICE LIST

Equipment	Price Per Hour	Unit of Issue
Spider Crane	\$10.00	per filing cabinet \$75.00 minimum
Spider Crane	\$10.00	per gray shelving unit
Space Gobblers	\$2.50	per desk \$75.00 minimum
Space Gobblers	\$10.00	per flat file
Library Carts	\$20.00	each – 1 week rental
Crate Delivery	\$275.00	within 35 miles of Chicago commercial zone
Packing Material Delivery	\$275.00	within 35 miles of Chicago commercial zone
Crate Delivery	\$350.00	over 35 to 50 miles from
Crate Distribution	\$100.00	per hour
Crate Rental	\$3.50	per crate per week rental (7 days)
Computer Crates	\$10.00	each



FUEL SURCHARGE RATE MATRIX
Based on U.S. E.I.A. website

Midwest Region Average	Fuel Surcharge
\$3.70 - \$3.79	25%
\$3.80 - \$3.89	26%
\$3.90 - \$3.99	27%
\$4.00 - \$4.09	28%
\$4.10 - \$4.19	29%
\$4.20 - \$4.29	30%
\$4.30 - \$4.39	31%
\$4.40 - \$4.49	32%
\$4.50 - \$4.59	33%
\$4.60 - \$4.69	34%
\$4.70 - \$4.79	35%
\$4.80 - \$4.89	36%
\$4.90 - \$4.99	37%
\$5.00 - \$5.09	38%
\$5.10 - \$5.19	39%
\$5.20 - \$5.29	40%
\$5.30 - \$5.39	41%
\$5.40 - \$5.49	42%
\$5.50 - \$5.59	43%
\$5.60 - \$5.69	44%
\$5.70 - \$5.79	45%
\$5.80 - \$5.89	46%
\$5.90 - \$5.99	47%

Labor Category Descriptions

PROJECT MANAGER	
Minimum / General Experience	Five years' experience at a management or supervisory level. Experience must include managing multiple tasks and supervising subordinate staff.
Responsibilities	Evaluates scope of work, performs scheduling, budgeting, and performance planning. Manages all work performed by in-house personnel. Criminal background checked, ID Badge and uniformed.
Education	BS/BA degree from an accredited college or university, or High School diploma or GED with appropriate documentation.

SUPERVISOR	
Minimum / General Experience	At least 5 years of experience supporting office move activities or other moving activities. Two years' experience training others to perform move support activities properly. At least 2 years supervisory experience.
Responsibilities	Supervises a team of laborers in performing moving activities. Also moves equipment, furniture, boxes and other materials in support of office relocation activities. Interacts between the customer and Project Manager. Criminal background checked, ID Badge and uniformed.
Education	High School education preferred.

DRIVER	
Minimum / General Experience	Must have valid CDL and at least 2 years of experience driving a moving truck and supervising the loading and unloading of medium to small size moving trucks or larger. Some experience training others to perform move support activities, e.g., unloading.
Responsibilities	Supervises proper loading and unloading of a moving truck. Drives trucks between move locations. Performs other skilled activities in support of office relocation activities. Criminal background checked, ID Badge and uniformed.
Education	High school education preferred

MOVER	
Minimum / General Experience	At least 2 years of experience packing and otherwise preparing materials for movement from one office location to another office location.
Responsibilities	Manually moves equipment, furniture, boxes and other materials in support of office relocation activities. Helps pack materials, load moving trucks, unload moving trucks and unpack materials. Able to take direction and follow through on assigned tasks. Able to work effectively on a team. Criminal background checked, ID Badge and uniformed.
Education	High school education preferred

FURNITURE INSTALLER	
Minimum / General Experience	At least 2 years of experience supporting office move activities or other moving activities for commercial office furniture and equipment.
Responsibilities	Assemble and disassemble specialized equipment.
Education	High school education preferred

FURNITURE MOVE PREPARER	
Minimum / General Experience	At least 1 year of experience supporting office move activities or other moving activities.
Responsibilities	Assemble and disassemble specialized equipment
Education	High school education preferred

Terms and Conditions
Customer Information

- 1a. SIN [541614OR Office Relocation / Reconfiguration Management Services](#)
- 1b. See [attachment 1](#) for pricing of tasks
- 1c. See [attachment 1](#)
2. Maximum order: [\\$1,000,000](#)
3. Minimum order: [\\$100](#)
4. Geographic coverage (delivery area): [Domestic \(CONUS\)](#)
5. Point(s) of production (city, county, and state, or foreign country): [Elk Grove Village, IL 60007](#)
6. Discount from list prices or statement of net prices: [Prices are net.](#)
7. Quantity discounts: [An additional 10% discount on single orders over \\$250,000 or daily on-site personnel.](#)
8. Prompt Payment terms: [net 30 days.](#)
- 9a. Notification whether Government purchase cards are accepted at or below the micro-purchase threshold. [Yes](#)
- 9b. Notification whether Government purchase cards are accepted or not accepted above the micro-purchase threshold. [Yes](#)
10. Foreign items: [Not Applicable](#)
- 11a. Time of Delivery: [To be negotiated at the task order level.](#)
- 11b. Expedited delivery: [Items available for expedited delivery are noted in this price list.](#)
- 11c. Overnight and 2-day delivery: [Emergency or Quick Response Service Available.](#)
- 11d. Urgent Requirements: [See contract clause I-FSS-14-B. Agencies can contact the contact for Contract Administration to obtain faster delivery.](#)
12. F.O.B point(s): [Destination](#)
- 13a. Ordering address(es):
[Mid-West Moving & Storage](#)
[1255 Tonne Road](#)
[Elk Grove Village, IL 60007](#)
- 13b. Ordering Procedures: For supplies and services, the ordering procedures, information on blanket purchase agreements (BPA's), and a sample BPA can be found at the GSA/FSS schedule homepage (fss.gsa.gov/schedules).

14. Payment address(es):
Mid-West Moving & Storage
1255 Tonne Road
Elk Grove Village, IL 60007
15. Warranty provision: **Not applicable**
16. Export packing charges: **Not applicable**
17. Terms and conditions of Government purchase card acceptance (any thresholds above the micro purchase level): **Government Purchase cards are accepted at all levels.**
18. Terms and conditions of rental, maintenance, and repair: **Rental periods are stated in attachment 1.**
19. Terms and conditions of installation: **Negotiated at order negotiations.**
20. Terms and conditions of repair parts: **Determined by specific manufacturer.**
- 20a. Terms and conditions for any other services: **The use of crates does not guarantee the condition of contents when user packed.**
21. List of services and distribution points:
Mid-West Moving & Storage
1255 Tonne Road
Elk Grove Village, IL 60007
22. List of participating dealers: **Not applicable**
23. Preventative maintenance: **Not applicable**
- 24a. Special attributes such as environmental attributes: **Not applicable**
- 24b. If applicable, indicate that Section 508 compliance information is available on Electronic and Information Technology (EIT) supplies and services and show where full details and be found. The EIT Standards can be found at <http://www.section508.gov/>. (e.g. Contractor's website or other location) **Not applicable**
25. Data Universal Number System (DUNS) number: **131211336**
26. Notification regarding registration in Central Contract Registration (CCR) database: Currently and validly Registered since – **Current Registration**
27. Uncompensated Overtime. (Indicate if used). **Not Applicable**

How to Order from GSA Schedule MAS

Below is a summary of how to order from us.

1. **For Orders Up to \$3,500:** Develop a Scope of Work (SOW) and have your procurement office place the order directly with Mid-West Moving & Storage, Inc.
2. **For Orders Over \$3,500 But Less Than \$1,000,000:** Develop a performance-based SOW, send a Request for Quote to at least three GSA Schedule MAS Holders, evaluate quotes based on your best value criteria, and place the order with the selected contractor.
3. **For Orders Over \$1,000,000:** Follow the procedures as per #2 above but seek additional quotes.
4. **Blanket Purchase Agreement (BPA)** In order to further decrease costs, reduce paperwork, and save time, access Mid-West Moving & Storage, Inc. directly by establishing a Blanket Purchase Agreement.

Reference: FAR Subpart 8.4, Federal Supply Schedule.