

Active Supplier Contract: Information Sheet

Overview: The Office of Procurement Services aims to create and maintain Active Supplier Contracts that are available for use by the campus community on an as needed basis. This document provides information regarding an active supplier contract so that faculty and staff may become familiar with the scope of work, and take advantage of the already established agreement.

Benefits of Utilizing an Active Supplier Contract:

- All procurement and compliance requirements have been satisfied, and therefore reducing the time and resources required to place orders.
- The selected Vendor was evaluated by University stakeholders and deemed to be advantageous, price and other factors considered.

Moving Services

-May be utilized by any department on an as-needed basis-

Project Description:	Moving services
Contract:	RFP 1643
Term:	June 1, 2026 through May 31, 2031 (five years)
Awarded Vendor:	Business Relocation Services, Inc.
Supplier Contact Information:	Representative: Mark Lavin, Senior Project Manager Phone: 718.399.8000 Email: mark.lavin@brsrelocations.com
Scope of Services:	
Moving services for all campus locations to relocate files, furniture, equipment, and other materials within a specified timeframe, on an as needed basis, and as instructed by the University. Please see the following page for pricing information.	

Pricing Sheet

Labor, Equipment & Storage

Service Category	Unit of Measure	Year 1 All-Inclusive Unit Price	Year 2 All-Inclusive Unit Price	Year 3 All-Inclusive Unit Price*	Year 4 All-Inclusive Unit Price*	Year 5 All-Inclusive Unit Price*
Normal Rate: Standard Personnel	Hourly	\$45.00	\$46.00	\$47.00	\$47.00	\$48.00
Overtime Rate: Standard Personnel	Hourly	\$55.00	\$56.00	\$57.00	\$57.00	\$58.00
Normal Rate: On-Site Supervisor	Hourly	\$49.00	\$50.00	\$51.00	\$51.00	\$52.00
Overtime Rate: On-Site Supervisor	Hourly	\$59.00	\$60.00	\$61.00	\$61.00	\$62.00
Specialty Equipment: Forklift	Daily	\$1,400.00	\$1,450.00	\$1,500.00	\$1,550.00	\$1,600.00
Specialty Equipment: Scissor Lift Truck	Daily	\$1,350.00	\$1,400.00	\$1,450.00	\$1,500.00	\$1,550.00
Specialty Equipment: Liftgate Truck	Daily	\$265.00	\$265.00	\$270.00	\$275.00	\$275.00
Temporary Storage (per vehicle)	Daily	\$90.00	\$90.00	\$100.00	\$100.00	\$100.00
Temporary Storage (per vehicle)	Overnight	\$80.00	\$80.00	\$90.00	\$90.00	\$100.00

Material & Refuse Hauling

Service Category	Unit of Measure	Years 1 through 5 of Contract
Material & Supplies Markup	Percentage	20%
Refuse Hauling Markup	Percentage	20%
Rescheduling Fee (may not to exceed 5%)	Percentage	0%

Additional Insurance

Service Category	Unit of Measure	Year 1 All-Inclusive Unit Price	Year 2 All-Inclusive Unit Price	Year 3 All-Inclusive Unit Price*	Year 4 All-Inclusive Unit Price*	Year 5 All-Inclusive Unit Price*
Additional Insurance: Declared Value per \$1,000	Each	\$13.00	\$14.00	\$14.00	\$15.00	\$16.00
Additional Insurance: Replacement Value per \$1,000	Each	\$15.00	\$16.00	\$16.00	\$17.00	\$18.00