



**National Business Center
Division of Facilities Management Services
Moving Services**



Summary of Services:

The Moving Services Team provides labor, guidance, and move support which include assisting clients in the planning of office relocations; providing boxes and packing materials; professional moving services in the Interior Complex (Main and South Interior Buildings) and the Washington, D.C., Metropolitan Area; use of a 24-foot box truck and cargo van (pending availability); and a variety of other services such as rearranging office space and conference/meeting room set-up. Work is performed using in house staff and contractors. Our performance metrics require us to provide an estimate for each job within 5 business days of receiving a work request and schedule the work within 5 days of receiving approval from the client office. Estimate for non-typical and complex requests will be provided within 15 working days.

Requesting Services:

All requests for work must be sent to the Moving Services email address (Moving_Services@NBC.GOV) or faxed to (202) 208-7734 to ensure the work is scheduled.

Normal Business Hours:

7:00 a.m. to 4:30 p.m. - Monday through Friday (Excluding Government Holidays)

Pricing:

- No Charge for Work Performed by Government Movers during Business Hours
- After Business Hours – Actual Costs for Government Movers
- \$30.00 Per Hour for Contract Movers (4 Hour Minimum)
- \$45.00 Per Hour for Contract Movers after 8 hour Period – Monday thru Friday
- \$45.00 Per Hour for Contract Movers on Saturday and Sunday
- 5 Boxes Per Person – Free (If NBC Performs Office Move)
- \$2.00 Per Box
- Truck Rental Fee if Additional Trucks are Needed (Market Price)

Payment Methods:

An authorized official must commit funds prior to starting work.

Payment will be accepted via the following methods:

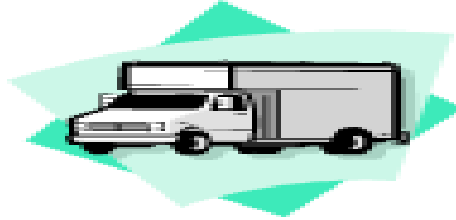
- Government Purchase Card (preferred)
- DI-1 Form
- DI-1 Blanket Work Order

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“Striving to provide quality service to fully meet your needs”

Helpful Tips and Information:

- Establish a blanket work order to expedite service.
- Plan and schedule your move as far in advance as possible.
- Provide a room diagram for placement of furnishings.
- Reduce moving-day stress by packing for your move in phases over a period of time. Pack infrequently used items first, gradually packing the items you use more often as the move date nears.
- Clearly label all boxes and furnishings.
- Ensure access and availability of loading dock for relocations.



Points of Contact:

- Moving_Services@NBC.GOV
- (202) 208-3350