

**Schedule Title:** Office Relocation/Reconfiguration Management  
Solutions **FSC Group:** V301, V111 & V112  
**Contract number:** 47QSMA19D08P4  
**Contract period:** February 7, 2019 through February 6, 2024

**Contractor:**

Hilldrup Companies. Inc.  
P.O. Box 1290  
4022 Jefferson Davis Highway  
Stafford, VA 22555-1290  
Telephone: 800-476-6683  
Fax: 703-221-5206  
Email: [matt.dodson@hilldrup.com](mailto:matt.dodson@hilldrup.com)  
Website: [www.hilldrup.com](http://www.hilldrup.com)

**Contract Administrator:**

Mr. Matthew T. Dodson  
Telephone: 540-604-4021  
Fax: 703-221-5206  
Email: [matt.dodson@hilldrup.com](mailto:matt.dodson@hilldrup.com)

1. **Business Size:** Large
2. **Maximum order:** \$500,000
3. **Minimum order:** \$100
4. **Geographic coverage:** 48 States, DC
5. **Point(s) of production:** Washington DC (Maryland, Washington, DC and Virginia); Richmond, VA; Raleigh, NC; Charlotte, NC; Greenville, SC; Atlanta, GA; and Orlando, FL.
6. **Discount from list prices or statement of net price:** Prices are net
7. **Quantity discounts:** None
8. **Prompt payment terms:** Net 30
9. **a. Notification that Government purchase cards are accepted at or below the micro-purchase threshold:** Yes  
**b. Notification whether Government purchase cards are accepted or not accepted above the micro-purchase threshold:** Yes
10. **Foreign items:** Not applicable
11. **a. Time of delivery:** To be negotiated at task order level  
**b. Expedited Delivery:** To be negotiated at task order level  
**c. Overnight and 2day delivery:** Not applicable  
**d. Urgent Requirements:** Agencies can contact the Contract Administrator to discuss urgent requirements
12. **F.O.B. point:** Destination

13. **a. Ordering address:**

Hilldrup Companies Inc.  
4022 Jefferson Davis Highway  
Stafford, VA 22555-1290

- b. Ordering procedures:** For supplies and services, the ordering procedures, information on Blanket Purchase Agreements (BPA's) are found in Federal Acquisition Regulation (FAR) 8.405-3.

14. **Payment address:**

Hilldrup Companies, Inc.  
P.O. Box 1290  
4022 Jefferson Davis Highway  
Stafford, VA 22555-1290

15. **Warranty provision:** Per standard industry practices

16. **Export packing charges:** Not applicable

17. **Terms and conditions of Government purchase card acceptance (any thresholds above the micro-purchase level):** Government Purchase card accepted at all levels

18. **Terms and conditions of rental, maintenance, and repair:** To be negotiated at the task order level

19. **Terms and conditions of installation:** To be negotiated at the task order level

20. **Terms and conditions of repair parts indicating date of parts price lists and any discounts from list prices:** To be negotiated at the task order level

- a. Terms and conditions for any other services:** To be negotiated at the task order level

21. **List of service and distribution points:**

8800 Walker Mill Road; Capitol Heights, MD 20743

3850 Penn Belt Place; Forestville, MD 20747

44050 Mercure Circle; Dulles, VA 20166

4022 Jefferson Davis Highway; Stafford, VA 22554

2314 Dabney Road; Henrico, VA 23230

526 United Drive; Durham, NC 27713

1325 Carrier Drive; Charlotte, NC 28216

750 Berry Shoals Road; Duncan, SC 29334

1320 Progress Industrial Boulevard; Suite 500; Lawrenceville, GA 30043

1750 Cypress Lake Drive; Suite 200; Orlando, FL 23837

22. **List of participating dealers:** Not applicable

23. **Preventive maintenance:** Not applicable

24. **a. Special attributes such as environmental attributes:** Not applicable

**b. Section 508 compliance:** Not applicable

25. **Data Universal Number System (DUNS) number:** 006848568

26. **Notification regarding registration in Central Contractor Registration (CCR) database:** Currently and validly registered, cage code: 7E796

# Pricing Offered to GSA

PRICE OFFERED TO GSA (including IFF)						
SIN(s) PROPOSED	SERVICE PROPOSED (e.g. Job Title/Task)	Base Year	Option Year 1	Option Year 2	Option Year 3	Option Year 4
541614OR	Commercial Project Manager	\$ 58.00	\$ 59.16	\$ 60.34	\$ 61.55	\$ 62.78
541614OR	Commercial Team Lead / Supervisor	\$ 44.00	\$ 44.88	\$ 45.78	\$ 46.69	\$ 47.63
541614OR	Helper / Mover - Commercial	\$ 32.00	\$ 32.64	\$ 33.29	\$ 33.96	\$ 34.64
541614OR	Helper / Mover - Commercial x	\$ 40.00	\$ 40.80	\$ 41.62	\$ 42.45	\$ 43.30
541614OR	Packer	\$ 32.00	\$ 32.64	\$ 33.29	\$ 33.96	\$ 34.64
541614OR	Packer x	\$ 40.00	\$ 40.80	\$ 41.62	\$ 42.45	\$ 43.30
541614OR	Commercial Installer	\$ 40.00	\$ 40.80	\$ 41.62	\$ 42.45	\$ 43.30
541614OR	Commercial Installer x	\$ 50.00	\$ 51.00	\$ 52.02	\$ 53.06	\$ 54.12
541614OR	Commercial Warehouse Supervisor	\$ 42.00	\$ 42.84	\$ 43.70	\$ 44.57	\$ 45.46
541614OR	Warehouse Helper	\$ 32.00	\$ 32.64	\$ 33.29	\$ 33.96	\$ 34.64
541614OR	Warehouse Helper x	\$ 40.00	\$ 40.80	\$ 41.62	\$ 42.45	\$ 43.30
541614OR	Warehouse Forklift Operator	\$ 45.00	\$ 45.90	\$ 46.82	\$ 47.75	\$ 48.71
541614OR	Warehouse Forklift Operator x	\$ 56.25	\$ 57.38	\$ 58.52	\$ 59.69	\$ 60.89
541614OR	Commercial Straight Truck Driver	\$ 42.00	\$ 42.84	\$ 43.70	\$ 44.57	\$ 45.46
541614OR	Commercial Straight Truck Driver x	\$ 52.50	\$ 53.55	\$ 54.62	\$ 55.71	\$ 56.83
541614OR	Commercial Tractor/Trailer Driver	\$ 42.00	\$ 42.84	\$ 43.70	\$ 44.57	\$ 45.46
541614OR	Commercial Tractor/Trailer Driver x	\$ 52.50	\$ 53.55	\$ 54.62	\$ 55.71	\$ 56.83
541614OR	Straight Truck	\$ 25.00	\$ 25.50	\$ 26.01	\$ 26.53	\$ 27.06
541614OR	Tractor/Trailer	\$ 25.00	\$ 25.50	\$ 26.01	\$ 26.53	\$ 27.06
541614OR	Crew Van	\$ 200.00	\$ 204.00	\$ 208.08	\$ 212.24	\$ 216.49
541614OR	Crate/Material Equipment Delivery/Pickup	\$ 200.00	\$ 204.00	\$ 208.08	\$ 212.24	\$ 216.49
541614OR	Storage	\$ 1.25	\$ 1.27	\$ 1.30	\$ 1.33	\$ 1.35
541614OR	Storage Handling	\$ 42.00	\$ 42.84	\$ 43.70	\$ 44.57	\$ 45.46
541614OR	Storage	\$ 14.00	\$ 14.28	\$ 14.57	\$ 14.86	\$ 15.15
541614OR	Storage Handling	\$ 5.00	\$ 5.10	\$ 5.20	\$ 5.30	\$ 5.41
541614OR	PC Disconnection/Reconnection	\$ 30.00	\$ 30.60	\$ 31.21	\$ 31.84	\$ 32.47
541614OR	IT Peripheral Disconnection/Reconnection	\$ 20.00	\$ 20.40	\$ 20.81	\$ 21.22	\$ 21.65
541614OR	Bookcart Rental	\$ 25.00	\$ 25.50	\$ 26.01	\$ 26.53	\$ 27.06

**Overtime Rates:**

Overtime Rates (1.5x regular rate) in effect in excess of 40 hours worked per week

# Pricing Offered to GSA

PRODUCT NAME	PRODUCT DESCRIPTION	UOI	COMMERCIAL LIST PRICE	GSA (%) DISCOUNT (exclusive of the Fee)	GSA OFFER PRICE (exclusive of the Fee)	GSA OFFER PRICE (inclusive of the Fee)	QUANTITY/ VOLUME DISCOUNT
Moving Crates	Rental of recycled plastic totes (24-1/2 x 15-1/4 x 12-3/4) 10 day Minimum rental	each	\$0.30	17%	\$0.25	\$0.25	N/A
Moving Crate Dollies	Included with crate rental (1 dolly per 4 crates)	each	\$0.00	0%	\$0.00	\$0.00	N/A
Security Seals	Zip ties	each	\$0.35	29%	\$0.25	\$0.25	N/A
Legal Cartons	12 x 15 x 23; 2-1/2 cu ft; 2 linear ft	each	\$3.50	15%	\$2.98	\$3.00	N/A
File Box	15 x 12 x 10; with lid	each	\$2.50	21%	\$1.99	\$2.00	N/A
Keyboard Bags	Plastic zip-lock bags	each	\$1.50	17%	\$1.24	\$1.25	N/A
Monitor Bags	Bubble bags	each	\$3.25	8%	\$2.98	\$3.00	N/A
Shrink Wrap	Stretch wrap	roll	\$28.00	11%	\$24.81	\$25.00	N/A
Duct Tape	Duct Tape	roll	\$9.50	6%	\$8.93	\$9.00	N/A
Blue Tape	Masking Tape	roll	\$9.50	6%	\$8.93	\$9.00	N/A
Clear Tape	Packing Tape	roll	\$9.50	6%	\$8.93	\$9.00	N/A
CoroFlex/Corrugate	Wall protection	roll	\$100.00	8%	\$92.30	\$93.00	N/A
Carpet Shield	Plastic Carpet protection	roll	\$37.00	25%	\$27.79	\$28.00	N/A
Commercial Bins	Triple-wall corrugated/48 x 24 x 28"	each	\$38.00	16%	\$31.76	\$32.00	N/A
Labels		per 500	\$15.00	14%	\$12.90	\$13.00	N/A
Antistatic Bubble Wrap		foot	\$1.50	17%	\$1.24	\$1.25	N/A
Bubble Wrap		roll	\$120.00	9%	\$109.18	\$110.00	N/A
Moving Crates	If not returned	each	\$40.00	22%	\$31.26	\$31.50	N/A
Moving Crate Dolly	If not returned	each	\$147.00	32%	\$99.25	\$100.00	N/A
Packing Paper	Newsprint (sheets/24" x 36")	25 lb. Bundle	\$54.60	9%	\$49.63	\$50.00	N/A

# Job Title Definitions

**Commercial Project Manager:** Hilldrup staff member or associate with full project oversight and management responsibilities. Primarily responsibility for planning and execution of office relocations. Fully trained and uniformed.

**Commercial Team Lead / Supervisor:** On-site Hilldrup staff member or associate responsible for project development, flow and execution. Direct responsibility for crew performance. Fully trained and uniformed.

**Helper / Mover:** Hilldrup staff member or associate properly trained on all aspects of office moving services. Fully trained and uniformed.

**Packer:** Hilldrup staff member or associate properly trained on aspects of office packing services. Fully trained and uniformed.

**Commercial Installer:** Hilldrup staff member or associate properly trained on aspects of office moving services and furniture installation. Knowledge of various work station manufacturers. Fully trained and uniformed.

**Commercial Warehouse Supervisor:** Off site Hilldrup staff member or associate responsible for all warehouse activities. Direct responsibility for crew performance. Fully trained and uniformed.

**Warehouse Helper:** Hilldrup staff member or associate properly trained on aspects of warehouse moving services. Fully trained and uniformed.

**Warehouse Forklift Operator:** Hilldrup staff member or associate properly trained on forklift operations and usage. Fully trained and uniformed.

**Commercial Straight Truck Driver:** Hilldrup staff member or associate properly trained on vehicle operations and usage. CDL licensed. Fully trained and uniformed.

**Commercial Tractor-Trailer Driver:** Hilldrup staff member or associate properly trained on vehicle operations and usage. CDL licensed. Fully trained and Uniformed.