



EDC Moving Systems

Electronic Data Carriers was founded in Houston in 1976 to provide transportation and warehousing services with a focus on serving the growing local high tech industry. Today the company is known as **EDC Moving Systems** and operates full service locations in Austin, Dallas, Houston and San Antonio. EDC has maintained its focus on commercial services and routinely handles relocations of all size and scope, from moves of a few employees to hundreds of staff. EDC is a small, veteran owned business.



**EDC Moving Systems
Corporate Office
2228 Wirtcrest, Suite G
Houston, TX 77050
PH 713.680-9600**

**EDC-Austin
11604 Stonehollow Dr.
Austin, TX 78758
PH 512.832.4353**

**EDC-Dallas
1232 Crowley Rd., STE B
Carrollton, TX 75006
PH 972.245.6799**

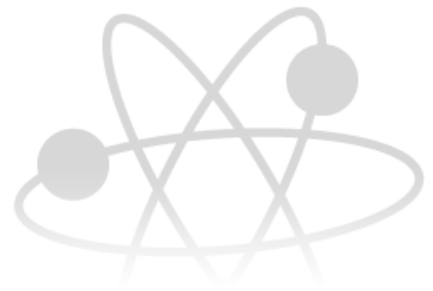
- GSA Schedule 48
- SIN 653-8: Office Relocation
- Contract Number: GS-33F-0063Y
- Contract period: 9/27/2012 - 9/26/2017
- Business size: Veteran owned small business

- Contact:
Nannette Bissonnet
PH 512.832.4353
FX 512.832.4370
E-mail: nbissonnet@edc-mover.com

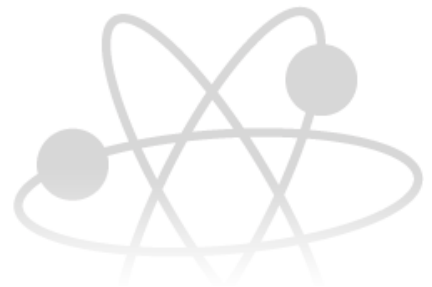
www.edc-mover.com

**EDC-Houston
2228 Wirtcrest STE A
Houston, TX 77050
PH 713.680.2221**

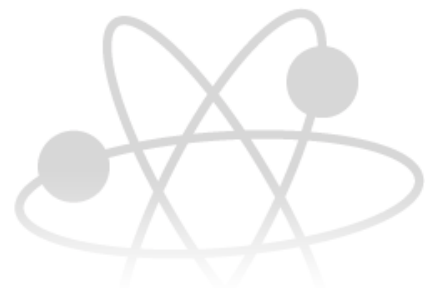
**EDC-San Antonio
3703 N. Pan Am Expy
San Antonio, TX 78219
PH 210.227.3491**



- 1a. SIN **635-8 - Office Relocation**
- 1b. Basic Discounts: **4 - 44% Standard Discount**
- 1c. **See attached**
2. Maximum Order: **\$1,000,000**
3. Minimum Order: **\$100.00**
4. Geographical Area of Service: **USA**
5. Point of Production: **N/A**
6. Discount from list prices: **Discounts are available depending on the scope of the project and can be determined at time of service request.**
7. Quantity Discounts: **Storage rates on lots exceeding 6,000 square feet will be billed at \$0.95 a square foot. 5% discount on material purchases over \$1,500.**
8. Prompt Payment Terms: **2% NET 10 Days / 1% 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 above the micro-purchase threshold: **Yes**
10. Foreign items: **N/A**
- 11a. Time of Delivery: **to be determined at time of order.**
- 11b. Expedited delivery: **N/A**
- 11c. Overnight and 2nd day delivery: **N/A**
- 11d. Urgent Requirements: **N/A**
12. FOB point: **N/A**
- 13a. Order address: **2228 Wirtcrest, Suite G, Houston, TX 77050**
- 13b. Ordering Procedures: **For supplies and services, the order procedures, information on blanket purchase agreements (BPA's), and a sample BPA can be found at the GSA/FSS schedule homepage.**
14. Payment address: **2228 Wirtcrest, Suite G, Houston, TX 77050**
15. Warranty provision: **N/A**
16. Export packing charges: **N/A**



17. Terms and conditions of Government purchase card acceptance (any threshold above the micro-purchase level: **N/A**)
18. Terms and conditions of rental, maintenance and repair: **Unreturned rental equipment will be billed to agency.**
19. Terms and conditions of installation: **Per manufacturer's requirements.**
20. Terms and conditions of repair parts: **N/A**
- 20a. Terms and conditions of any other services: **Liability of assets in storage is limited to \$0.10 per pound per article unless increased valuation is agreed upon prior to assets being placed in storage.**
21. List of services and distribution points: **N/A**
22. List of participating dealers: **N/A**
23. Preventative maintenance: **N/A**
- 24a. Special attributes such as environmental attributes: **EDC uses late model low emission diesel trucks. EDC uses biodegradable plastics and plastic totes upon customers request that reduces the use of corrugated boxes.**
- 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 can be found. **N/A**
25. Data Universal Number System (DUNS) Number: **08-771-6924**
26. Notification regarding registration in Central Contract Registration (CCR) database. **Contract period 9/27/2012 through 9/26/2017, with (3) five year option periods, if exercised.**



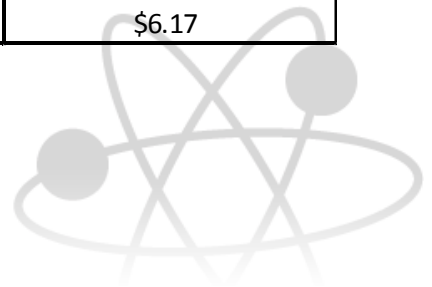


EDC Moving Systems

Pricing of Tasks

| Services Proposed | GSA Hourly Rate | GSA Overtime and Holiday Rate |
|---|-----------------|-------------------------------|
| Project Manager | \$50.00 | \$61.20 |
| Move Manager | \$35.00 | \$49.00 |
| Certified Forklift Operator | \$32.00 | \$39.10 |
| Mover | \$26.00 | \$34.00 |
| IT Technician | \$45.00 | \$65.00 |
| Senior IT Technician | \$130.00 | \$147.40 |
| Installation Manager | \$37.00 | \$49.00 |
| Installer | \$34.00 | \$47.00 |
| Packer/Unpacker | \$27.00 | \$44.00 |
| Tractor/Trailer with Driver | \$52.50 | \$65.50 |
| Straight Truck w/ Lift gate or heavy w/ Driver | \$51.00 | \$63.75 |
| Truck/Van with Driver | \$44.00 | \$58.00 |
| Warehouse Supervisor | \$35.00 | \$49.00 |
| Warehouseman | \$26.00 | \$34.00 |
| Storage (SQ FT) | \$1.03 | N/A |
| Computer Dis/Reconnect with One Monitor | \$36.00 | \$45.02 |
| Computer Dis/Reconnect with Two Monitors | \$45.00 | \$56.28 |
| Printer Dis/Reconnect | \$23.00 | \$28.76 |
| Phones Dis/Reconnect | \$4.75 | \$6.17 |

All pricing includes IFF



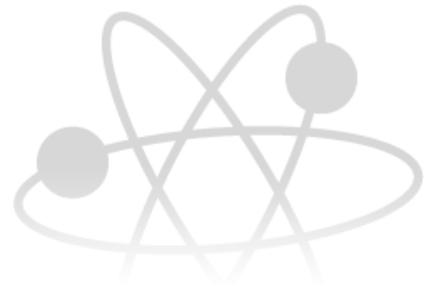


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Move Equipment and Materials

| Move Materials | Unit of issue | GSA Price |
|--------------------------------|-----------------|-----------|
| Plastic Totes | per week rental | \$2.50 |
| Gondolas | daily rental | \$1.25 |
| Machine Carts | daily rental | \$7.00 |
| Library Carts | daily rental | \$7.00 |
| 4 wheel dollies | daily rental | \$0.70 |
| 1.5 quick set carton | purchase | \$1.70 |
| Anti Static Keyboard bags | purchase | \$1.35 |
| Anti Static Monitor covers | purchase | \$2.10 |
| Move labels 500 count | purchase | \$16.00 |
| Newsprint per lb. | purchase | \$0.65 |
| Poly tape | purchase | \$2.15 |
| Painter tape | purchase | \$7.00 |
| Stretch wrap | purchase | \$16.00 |
| Anti static stretch wrap | purchase | \$22.00 |
| Bubble wrap 300 ft roll | purchase | \$43.00 |
| Anti static bubble wrap 300 ft | purchase | \$53.00 |
| Single face corrugate | purchase | \$54.00 |
| Toggle/fasteners | purchase | \$1.50 |
| Duct tape | purchase | \$7.00 |

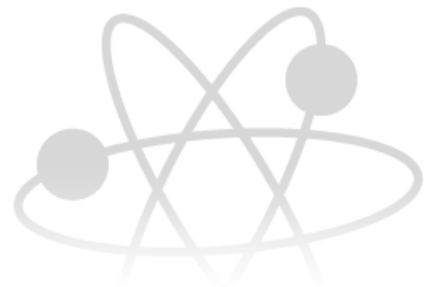
All pricing includes IFF



Fuel Surcharge Chart

| Fuel Price Range | Unit of issue | Surcharge per Vehicle |
|------------------|---------------|-----------------------|
| \$3.50-\$3.99 | per day | \$40.69 |
| \$3.99-\$4.40 | per day | \$46.65 |
| \$4.41-\$4.90 | per day | \$54.59 |
| \$4.91-\$5.25 | per day | \$62.53 |
| \$5.26-\$5.75 | per day | \$73.44 |
| \$5.76-\$6.25 | per day | \$84.36 |

- Local Fuel Surcharge is for work that occurs within 25 miles of Austin, Dallas, Houston and San Antonio. For work performed outside of that range the Department of Energy D16 Tariff shall apply.
- Additional Insurance is \$14.50 per \$1,000 of coverage with zero deductible.





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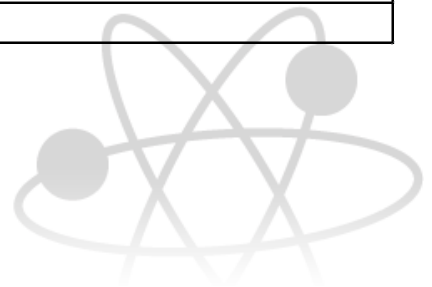
Labor and Vehicle Descriptions

| | |
|--|---|
| Job Title: | Project Manager |
| Minimum Years Experience: | 6 years |
| Responsibility: | Acts as a conduit between customer and EDC and holds primary responsibility for the success of the move. Defines project scope and provides input on cost estimates. Establishes criteria for requirements of labor, equipment and materials. |
| Education Requirements: | High School or higher |
| Training or Certification (if applicable): | Industry experience and training; ongoing safety training |

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|--|--|
| Job Title: | Move Manager |
| Minimum Years Experience: | 3 years |
| Responsibility: | Acts as primary on-site supervisor of EDC move crews. Distributes and organizes labor, equipment and materials as needed. Interacts with customer, PM and EDC crew. Monitors work flow and ensures crew productivity and efficiency. |
| Education Requirements: | High School or higher |
| Training or Certification (if applicable): | Industry experience and training; ongoing safety training |

| | |
|--|---|
| Job Title: | Certified Forklift Operator |
| Minimum Years Experience: | 2 years |
| Responsibility: | Responsible for safe handling of palletized and crated materials and equipment. Loads/Unloads trailers. Main work area is warehouse and EDC's yard. |
| Education Requirements: | High School preferred |
| Training or Certification (if applicable): | OSHA Certification for Forklift Operator; ongoing safety training |

| | |
|--|--|
| Job Title: | Mover |
| Minimum Years Experience: | 0 years |
| Responsibility: | EDC's movers range in experience from 6 months to 15 years. All are fluent in English. All attend weekly training and safety meetings. Moves boxes, office contents and furniture and assists drivers with safe loading and unloading. |
| Education Requirements: | High School preferred |
| Training or Certification (if applicable): | On the job training; ongoing safety training |





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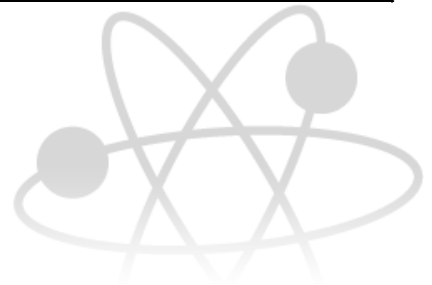
Labor and Vehicle Descriptions

| | |
|---|---------------|
| Job Title: | IT Technician |
| Minimum Years Experience: 2 years | |
| Functional Responsibility: Disconnect and reconnect desktop computers, monitors, keyboards and other basic IT equipment. Handles reboot of equipment and communicates any issues to IT Manager. | |
| Education Requirements: High School or higher | |
| Training or Certification Requirements (if applicable): Industry training; prior on the job experience | |

| | |
|---|----------------------|
| Job Title: | Senior IT Technician |
| Minimum Years Experience: 4 years | |
| Functional Responsibility: Oversees IT Technicians. Works in conjunction with PM, move manager, and customer's IT department ensuring all objectives are met. Can troubleshoot connectivity issues. | |
| Education Requirements: High School or higher | |
| Training or Certification Requirements (if applicable): Minimum 4 years training and job experience | |

| | |
|---|----------------------|
| Job Title: | Installation Manager |
| Minimum Years Experience: 3 years | |
| Functional Responsibility: Supervises installation crews throughout staging, deinstall and reinstall of Systems Furniture, and other furniture requiring assembly. Works closely with movers, install crews and PM. Can serve as on-site contact person for coordinating with electricians when required. | |
| Education Requirements: High School or higher | |
| Training or Certification Requirements (if applicable): Minimum 3 year field experience and training | |

| | |
|---|-----------|
| Job Title: | Installer |
| Minimum Years Experience: 6 months | |
| Functional Responsibility: Deinstall and Reinstall office furniture consisting of systems furniture, , casegoods, lab furniture, shelving and filing systems, and warehouse racking. Install artwork, visual boards, and work tool accessories. Reads and follows furniture installation plans. | |





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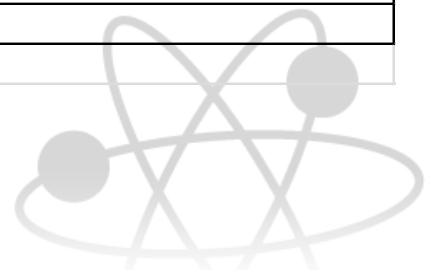
Labor and Vehicle Descriptions

| | |
|---|--|
| Job Title: | Packer/UnPacker |
| Minimum Years Experience: | 6 months |
| Functional Responsibility: | Packs, wraps, protects furniture and other office items using appropriate packing methods and materials. Unpacks and places move contents and packed materials per customer's request. |
| Education Requirements: | High School preferred |
| Training or Certification Requirements (if applicable): | On the job training; ongoing safety training |

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|---|--|
| Job Title: | Tractor/Trailer with Driver |
| Minimum Years Experience: | 1 year |
| Functional Responsibility: | Maintains Texas Commercial Drivers License (CDL) in good standing. Supervises and ensures proper safety protocol is met in loading and unloading procedures. Routinely performs vehicle safety inspections. Supervises crews loading and unloading at job sites. |
| Education Requirements: | High School preferred |
| Training or Certification Requirements (if applicable): | Commercial Drivers License, ongoing safety training |

| | |
|---|---|
| Job Title: | Straight Truck with Lift gate or heavy with Driver |
| Minimum Years Experience: | 1 year |
| Functional Responsibility: | Drives Bobtails/straight trucks in use for commercial or residential projects. ensures safety and proper loading and unloading procedures. Communicates with movers, installers and project managers. |
| Education Requirements: | High School preferred |
| Training or Certification Requirements (if applicable): | |

| | |
|---|---|
| Job Title: | Truck/Van with Driver |
| Minimum Years Experience: | 1 year |
| Functional Responsibility: | Drives Van or straight truck in use for commercial relocation projects. |
| Education Requirements: | High School preferred |
| Training or Certification Requirements (if applicable): | |





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Labor and Vehicle Descriptions

| | |
|---|---|
| Job Title: | Warehouse Supervisor |
| Minimum Years Experience: | 3 years |
| Functional Responsibility: | Assists in planning and organizing the receipt, storage and distribution of materials received into the warehouse. Supervises and trains warehousemen to accomplish overall goals and objectives of the warehouse area. Inspects items for damage; reports/records and initiates proper action. |
| Education Requirements: | High School preferred |
| Training or Certification Requirements (if applicable): | Attends weekly safety training, maintains basic working knowledge of MS Office programs. |

| | |
|---|--|
| Job Title: | Warehouseman |
| Minimum Years Experience: | 0 years |
| Functional Responsibility: | Receives material into the warehouse, inspects for general condition and records condition on shipping/receiving documents. Labels materials to be stored with proper identification and location. May be required to operate a forklift if qualified. Assists in keeping warehouse clean and orderly. |
| Education Requirements: | High School preferred |
| Training or Certification Requirements (if applicable): | On the job training; ongoing safety training. |

