

Performance Works Statement (PWS)

1.0 Introduction. RS Portland is relocating their HQ office from 100 SW Main St, Ste 600, Portland, OR 97204 to 7515 NE Ambassador Place, STEs L&R,, Portland, OR 97220.

1.1 Background. RS Portland had an office relocation funded and approved prior to FY23. The new building is about to be completed.

2.0 Objectives. The objective of this contract is to provide professional moving services for RS Portland. The end result is to safely and efficiently relocate everything in the HQ offices.

3.0 Scope. The contractor will be responsible for providing moving services to include but not limited to; disassemble, crating and packing of the office furniture and fiberglass cubicle panels, equipment, supplies and movement to new office location. At new location contractor will assemble the office furniture and cubicle panels at the new office, and remove all packing from material from the premises once complete on a task order basis. The requirement's guidelines and specifications for moving and storage services are explained in detail in 5.0 of this PWS.

4.0 Contractual Method. The Government anticipates award of a Firm-Fixed Price Contract.

4.1. The associated North American Industrial Classification System (NAICS) code is 484210 - Household and Office Goods Moving, with small business size standard of \$30 million.

4.2. This solicitation is set-aside for small business. All prices shall include F.O.B. destination shipping, delivery, and installation and set-up charges.

4.3. Period of Performance: The moving dates will be coordinated between the POC and the Contractor. Preferred moving dates are 8 to 10 February. The contractor shall be available for a move after business hours on Friday (after 4:00 p.m.) and all day Saturday. The current address can only be moved out of after business hours. However, the contractor may access the building during business hours to disassemble furniture.

5.0 Requirements. The contractor shall provide professional moving services as prescribed by CLIN ordered. Attached is an inventory list of everything that will need to be moved to the new address. The move requires the contractor to produce an accurate account of all items being removed from the office and installed/situated in the new office.

5.1. The following CLIN will be utilized on this contract.

5.1.1 CLIN 0001 will cover an entire office move. Entire office moves require successful relocation of the following but not limited to: filing cabinets, office furniture, TV and IT equipment, ballistic cubicle panels made of fiberglass (requires disassembly and reassemble upon moving- each component should weigh around 180 lbs.). IT will only include moving of the hardware. The government will arrange for IT computer setup via other means. Marines will box up personal items, desk items, wall pictures, and files. The Marines will unpack personal items, desk items, wall pictures and files. The Government is responsible for all items in the file

cabinets. File cabinets must be packed by the government id containing personally identifiable information (PII). Cabinets must be empty before they are moved.

The contractor shall disassemble, crate and pack the office furniture and fiberglass cubicle panels, equipment, supplies and move to new office location with no damages. At new location contractor will assemble the office furniture and cubicle panels at the new office, and remove all packing from material from the premises once complete.

5.2 Facilities Roster. The current RS address is 100 SW Main St, Ste 600, Portland, OR 97204. The current office is located on the sixth floor. There is one freight elevator available to be used. The elevator door openings are 42” wide and 101” high. The interior of the elevator is 86” wide and 56” deep with the door closed. There is an accessible loading dock requiring authorized access from building management. The new RS address is 7515 NE Ambassador Place, STEs L&R,, Portland, OR 97220.. The new office is located on the first floor of the new building. The distance in between offices is less than 10 miles.

5.3 Inventory. See attached inventory list and photos of all current RS office spaces. Vendor shall provide inventory documents of all items removed from the facility and have the POC sign and date the inventory document for all property being packed and moved. The contractor shall give the customer a copy once the inventory list is check off and completed. The vendor shall email the contract specialist the signed and dated inventory list once the task order is completed. Any missing items are the responsibility of the contractor.

5.4 Government-Furnished Property (GFP). The Government will not provide services or equipment to the Contractor for this requirement.

6.0. Security Requirements. Contractor personnel working under this contract shall abide by Title 18, United States Code, Section 930 (c) which prohibits possession of firearms or other dangerous weapons aboard DOD installations and property. The files retained filing cabinets could contain PII; therefore, all PII shall be safeguarded properly to prevent unauthorized access. The contractor shall provide proof of liability insurance as part of their quote. Any damages incurred by the contractor to the facility, government supplies being moved, or any types of damages are the responsibility of the contractor. Financial liability for damages is the burden of the contractor.

7.0 The contractor shall have one designated primary point of contact (POC) to handle communications between the government and the contractor. Contact adequately handles all administrative, managerial, and financial aspects of the contract. The contractor point of contact shall report any issues to the provided POC. A back up POC shall be provided if the primary POC is ever unavailable. POCs shall be available for phone calls Monday-Saturday during the hours of 8:00am-5:30pm EST. Upon contract award a kick off meeting will be held to discuss the contract with the designated contractor POC.