



JK MOVING
SERVICES

Contractor:

JK Moving Services
44112 Mercure Circle
Sterling, VA 20166
(703) 260-4282

www.jkmoving.com



U.S. General Services Administration

Federal Supply Service

Solicitation: 47QSMD20R0001

Schedule Title: Multiple Award Schedule (MAS)

FSC Group: MAS

Large Category: Office Management

Subcategory: Office Services

SIN 541614OR – Office Relocation & Reconfiguration

Contract Number: GS-29F-0018T

Contract Period: May 22, 2017 - May 22, 2022

Ordering / Billing Address:

Jon Theiss, Vice President

jon.theiss@jkmoving.com
JK Moving & Storage, Inc.
44112 Mercure Circle
Sterling, VA 20166
O (703)574-6725
F (703)260-3311
DUNS # 107934937





JK MOVING
SERVICES

Contractor:

JK Moving Services
44112 Mercure Circle
Sterling, VA 20166
(703) 260-4282

www.jkmoving.com

TERMS AND CONDITIONS

1a. Special Item Numbers (SINs):	SIN 541614OR – Office Relocation & Reconfiguration OLM – Order Level Material
1b. Production	Not applicable (services only)
1c. Hourly Rates	See rate sheet below
2. Maximum Order:	\$ 500,000.00 per single order
3. Minimum Order:	\$ 100.00
4. Delivery Area:	Domestic and Worldwide
5. Point of Production:	Not applicable
6. Discount from List Price:	To be determined at task order level
7. Quantity Discounts:	0%
8. Prompt Payment Discount:	1% - 14 Days
9. Government Purchase Cards:	Accepted up to and above the micro-purchase threshold
10. Foreign Items:	Not applicable
11. Time of Delivery:	Not applicable
12. FOB Point:	Destination
13a. Ordering Address:	JK Moving and Storage, Inc. 44112 Mercure Circle Sterling, VA 20166 Phone: (703) 260-4282 or (703) 260-3002 Fax: (703) 260-3311
13b. Ordering Procedures:	Guidelines for Blanket Purchase Agreements (BPAs) can be found in Federal Acquisition Regulation (FAR) 8.405-3. Information on BPAs can be found on the GSA website (www.gsa.gov). For Statements of Work (SOWs), please consult FAR 8.405-2.



JK MOVING SERVICES

Contractor:

JK Moving Services
44112 Mercure Circle
Sterling, VA 20166
(703) 260-4282

www.jkmoving.com

TERMS AND CONDITIONS

14. Payment Address:	JK Moving and Storage, Inc. 44112 Mercure Circle Sterling, VA 20166 Phone: (703) 260-4282 or (703) 260-3002 Fax: (703) 260-3311
15. Warranty Provision:	30 days after last performance date
16. Export Packing Charges:	Not applicable
17. Terms and Conditions of Government Purchase Card Acceptance:	Government credit cards are accepted up to and above the micro-purchase threshold
18. Terms and Conditions of Rental, Maintenance and Repair:	Not applicable
19. Terms and Conditions of Installation:	Not applicable
20. Terms and Conditions of Repair Parts:	Not applicable
21. List of Service and Distribution Points:	Not applicable
22. List of Participating Dealers:	Not applicable
23. Preventative Maintenance:	Not applicable
24a. Special Attributes:	Not applicable
24b. Section 508 Compliance:	Not applicable
25. Data Universal Number System (DUNS) Number:	107934937
26. SAM Database Registration:	JK Moving & Storage, Inc. is registered in the SAM Database.
27. Uncompensated Overtime:	Overtime is compensated



JK MOVING SERVICES

Contractor:

JK Moving Services
44112 Mercure Circle
Sterling, VA 20166
(703) 260-4282

www.jkmoving.com

The following GSA hourly labor rates are accepted from JK Moving Services, Inc. for a contract award under GSA, MAS, Schedule 541614OR

Position / Task	Rates	Unit of Measurement
Project Director	\$125.00	Per hour
Senior Project Manager	\$75.00	Per hour
Project Manager	\$ 65.00	Per hour
Move Coordinator	\$66.00	Per hour
Site Supervisor	\$65.00	Per hour
Install Supervisor	\$48.75	Per hour
Supervisor	\$ 44.50	Per hour
Installer	\$ 39.50	Per hour
Packer	\$34.00	Per hour
Mover/Helper	\$33.00	Per hour
Warehouseman	\$36.00	Per hour
Liftgate Truck & Driver	\$60.50	Per hour
Tractor Trailer Truck & Driver	\$72.50	Per hour
Van Driver	\$40.00	Per hour
Tractor-Trailer Unit	\$40.00	Per hour
Liftgate Truck	\$32.50	Per hour
Van	\$22.50	Per hour

JK has teams of personnel to perform required moving and install service for your agency needs. The hourly rates for cleared personnel and secure storage can be provided upon request.

Job Title: Project Director

Summary: This position is capable of properly managing and planning a complex project in the installation and relocation fields. They act as a client advocate and help to communicate the client needs clearly to all parties.

Essential Skills:

- Able to plan, direct, and coordinate activities of complex projects which may include multiple facilities with multiple phases.
- Able to conduct site surveys prior to the move to identify areas of concern and potential challenges on the project
- Attend and facilitate project meetings
- Facilitates the professional, comprehensive, and complete execution of project
- Prepares project progress reports to client
- Initiate and maintain a professional rapport with client and staff to ensure all contractual requirements are met
- Demonstrated experience matching skill levels to complexity of workloads
- Excellent time management skills
- Team player and motivator
- Strong communication skills
- Adherence to all safety policies and procedures.
- Proficient with Microsoft Outlook, Excel & Word

Education and/or Experience:

- Associates Degree or higher
- 5 years' experience in an office, industrial and IT relocation arena
- 5 years supervisory experience of 10 or more subordinates

Certificates, Licenses, Registrations: Driver's License

Job Title: Senior Project Manager

Summary: This position is the onsite team lead that takes direction from the client and ensures everything is completed to their satisfaction. They are the liaison between the JK team performing the actual service and the client.

Essential Duties:

- Ability to manage on-site relocation/installation team
- Demonstrated experience matching skill levels to complexity of workloads
- Excellent time management skills
- Team player and motivator
- Strong communication skills
- Adherence to all safety policies and procedures.
- Proficient with Microsoft Excel & Word

Education and/or Experience:

- High School Diploma or Equivalent
- 5 years' supervisory experience in an office and industrial arena
- 5 years' supervisory experience of 10 or more subordinates

Certificates, Licenses, Registrations: Driver's License

Job Title: Project Manager

Summary: This is the onsite team lead that takes direction from the client and ensures everything is completed to their satisfaction. They are the liaison between the JK team performing the actual service and the client.

Essential Duties:

- Ability to manage on-site relocation/installation team
- Demonstrated experience matching skill levels to complexity of workloads
- Excellent time management skills
- Team player and motivator
- Strong communication skills
- Adherence to all safety policies and procedures.
- Proficient with Microsoft Excel & Word

Education and/or Experience:

- High School Diploma or Equivalent
- 3 years' supervisory experience in an office and industrial arena
- 2 years' supervisory experience of 10 or more subordinates

Certificates, Licenses, Registrations: Driver's License

Job Title: Move Coordinator

Summary: This is an administrative coordinator that is working to assist with overall communications and to provide administrative and analytical support to a project.

Essential Duties:

- Attend and document pertinent information from project meetings
- Prepares analysis and reports as needed
- Initiate and maintain a professional rapport with client and staff to ensure all contractual requirements are met
- Excellent time management skills
- Strong communication skills
- Proficient with Microsoft Outlook, Excel & Word

Education and/or Experience:

- Associates Degree or higher
- 3 years' experience in an office with administrative responsibilities

Certificates, Licenses, Registrations: Government Issued ID

Job Title: Site Supervisor	Summary: The site supervisor is an onsite project resource that helps manage and coordinate multiple vendors. They create and maintain schedules, notate and communicate progress, and provide reporting.
<p>Essential Duties:</p> <ul style="list-style-type: none"> • Understand complete project requirements • Prepares project progress reports to client • Ability to manage change and conflict resolution • Strong communication skills • Adherence to all safety policies and procedures. • Adherence to all safety policies and procedures. • Proficient with Microsoft Excel & Word 	
<p>Education and/or Experience:</p> <ul style="list-style-type: none"> • High School Diploma or Equivalent • 3 years' supervisory experience in managing larger projects 	
<p>Certificates, Licenses, Registrations: Government Issued ID</p>	

Job Title: Install Supervisor	Summary: The team lead for installation projects of six people or less or working in conjunction with a Project Manager on the installation aspect of a larger project. The Supervisor manages crew members assigned to the project, distributes all tasks, and manages staff productivity. The Supervisor acts as the client liaison for services with six or less crew members.
<p>Essential Duties:</p> <ul style="list-style-type: none"> • Ability to read drawings and confirm suggested space utilization • Ability to handle several ongoing tasks concurrently • Demonstrated experience matching skill levels to complexity of workloads • Excellent time management skills • Team player and motivator • Strong communication skills • Adherence to all safety policies and procedures. • Proficient with Microsoft Excel & Word 	
<p>Education and/or Experience:</p> <ul style="list-style-type: none"> • High School Diploma or Equivalent • 3 years' supervisory experience in installation • 2 years' supervisory experience of 6 or more subordinates • 5 years' of installation service experience 	
<p>Certificates, Licenses, Registrations: Driver's License</p>	

Job Title: Supervisor	Summary: The team lead for relocation projects of six people or less or working in conjunction with a Project Manager on an aspect of a larger project. The Supervisor manages crew members assigned to the project, distributes all tasks, and manages staff productivity. The Supervisor acts as the client liaison for services with six or less crew members.
------------------------------	--

<p>Essential Duties:</p> <ul style="list-style-type: none"> • Ability to handle several ongoing tasks concurrently • Demonstrated experience matching skill levels to complexity of workloads • Excellent time management skills • Team player and motivator • Strong communication skills • Adherence to all safety policies and procedures. • Proficient with Microsoft Excel & Word

<p>Education and/or Experience:</p> <ul style="list-style-type: none"> • High School Diploma or Equivalent • 3 years' supervisory experience in an office and industrial arena • 2 years' supervisory experience of 6 or more subordinates

<p>Certificates, Licenses, Registrations: Driver's License</p>
--

Job Title: Installer	Summary: System furniture installers deconstruct, install, and exercise space planning activities within commercial environments. They will assist the overall relocation team as a mover/helper if there is a break within the execution of the installation work.
-----------------------------	--

<p>Essential Duties:</p> <ul style="list-style-type: none"> • Must be able to read and develop floor plans. • The ability to disassemble and reconstruct systems furniture. • The ability to disassemble and reassemble case goods furniture set ups • The ability to disassemble and reassemble shelving and other basic to complex items. • Ability to see projects through to completion in a professional and time efficient manner without supervision. • Good communication skills & dedication to excellent customer service. • Ability to read and interpret documents such as safety rules, operating and maintenance instructions, and procedure manuals. • Ability to write routine reports and correspondence. Ability to speak effectively to clients, crews, and employees of organizations we support. • Ability to apply common sense understanding to carry out instructions furnished in written, oral, or diagram form. • Ability to lift to 55 pounds. • Adherence to all safety policies and procedures.
--

Education and/or Experience:

- High School diploma or equivalent plus 2 years of experience.

Certificates, Licenses, Registrations: Government Issued ID

Job Title: Packer

Summary: Work in collaboration with other crew members to pack, prep, and unpack all client assets during a relocation. They will assist the overall relocation team as a mover/helper if there is a break within the execution of the packing work.

Essential Duties:

- Ability to communicate clearly and concisely with other crew members, clients, and move coordinators.
- Strong analytical and problem-solving skills.
- Ability to properly pad, protect, and package all items
- Knowledge in the labeling and mapping out of packed goods to ensure a successful unpack
- Ability to lift 80 pounds.

Education and/or Experience:

- High School Diploma, GED equivalent, or one year of packing experience.

Certificates, Licenses, Registrations: Government Issued ID

Job Title: Mover/Helper

Summary: Work in collaboration with other crew members to service move projects for office, industrial, laboratory, or other assigned move projects.

Essential Duties:

- Ability to communicate clearly and concisely with other crew members, clients, and move coordinators.
- Strong analytical and problem-solving skills.
- Ability to lift 80 pounds.

Education and/or Experience:

- High School Diploma, GED equivalent, or one year of relocation experience.

Certificates, Licenses, Registrations: Government Issued ID

Job Title: Warehouseman

Summary: Receives, stores, retrieves, and distributes shipments and materials within a large warehouse facility.

Essential Duties:

- Ability to function in a fast paced, high-pressured environment.
- Requires multi-tasking, and attention to detail skills.
- Ability to use a Warehouse Management System
- Must be a self-starter, capable of operating with minimal direction or supervision.
- Good communication skills
- Ability to lift 55 pounds.
- Excellent problem-solving skills.
- Highly organized and detail orientated.
- Drive/use specialized warehouse equipment

Education and/or Experience:

- Minimum high school diploma, GED, or one year of warehousing experience.
- Certified forklift training school

Certificates, Licenses, Registrations:

- Forklift Certification
- Driver's License

Job Title: Liftgate Truck & Driver

Summary: Drives diesel powered or electric straight truck to transport and deliver assets to their desired location. The Driver acts as the client liaison for services with two or less crew members.

Essential Duties:

- Ability to load, protect, and transport client assets
- Inspection of truck to ensure 100% compliance and that it is in proper working order
- Maintaining clean, safe, operating condition of assigned vehicles and equipment.
- Manages workers in loading and unloading goods, material, and equipment.
- Adheres to all safety, OSHA, and DOT regulations in accordance with the Company's Safety Program and initiatives.
- Capable of lifting 50+ lbs.

Education and/or Experience:

- 1+ years of experience driving with a commercial license

Certificates, Licenses, Registrations:

- DOT Physical Card
- Driver's License

Job Title: Tractor Trailer Truck & Driver

Summary: Drives diesel powered or electric tractor to transport and deliver assets to their desired location. The Driver acts as the client liaison for services with two or less crew members.

Essential Duties:

- Ability to load, protect, and transport client assets
- Inspection of tractor and trailer to ensure 100% compliance and that it is in proper working order
- Maintaining clean, safe, operating condition of assigned vehicles and equipment.
- Manages workers in loading and unloading goods, material, and equipment.
- Adheres to all safety, OSHA, and DOT regulations in accordance with the Company's Safety Program and initiatives.
- Capable of lifting 50+ lbs.

Education and/or Experience:

- 1+ years of experience driving with a commercial license

Certificates, Licenses, Registrations:

- DOT Physical Card
- Class A Driver's License

Job Title: Van Driver

Summary: Drives cube or passenger van to transport crew and/or packing materials to project sites. Once at the project site, acts in the role of Mover as described above.

Essential Duties:

- Ability to load, protect, and transport client assets
- Inspection of cube or passenger van to ensure 100% compliance and that it is in proper working order
- Maintaining clean, safe, operating condition of assigned vehicles and equipment.
- Manages workers in loading and unloading goods, material, and equipment.
- Adheres to all safety, OSHA, and DOT regulations in accordance with the Company's Safety Program and initiatives.
- Capable of lifting 50+ lbs.

Education and/or Experience:

- 1+ years of experience driving with a commercial license

Certificates, Licenses, Registrations:

- DOT Physical Card
- Driver's License

Job Title: Tractor Trailer Unit

Summary: This category is for the Tractor Trailer cost only for bids in which the driver and vehicle costs need to be separated.

Job Title: Liftgate Truck

Summary: This category is for the Liftgate Truck cost only for bids in which the driver and vehicle costs need to be separated.

Job Title: Van

Summary: This category is for the Van cost only for bids in which the driver and vehicle costs need to be separated.