Meet Your Team
Hilldrup’s Dedicated Service Team for GSA Commercial Services

Matt Dodson
VP, General Manager
Office: 240.492.3421
Cell: 540.604.4021
matt.dodson@hilldrup.com

Will Rawls
Director, Workplace Solutions
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Vitaly Willis
Manager, Client Services
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Cheryl Sutton
Move Coordinator
Office: 240.492.3430
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Richard Snyder
Operations Manager
Office: 240.492.3432
Cell: 410.693.3543
richard.snyder@hilldrup.com

Please send all new move requests to:
GSAoffice@hilldrup.com
Schedule Number: Multiple Award Schedules (MAS)
Contract Number: 47QSMA19D08P4

8800 Walker Mill Rd.
Capitol Heights, MD 20743
Our Locations

Hilldrup operates ten locations across seven of the East Coast's major metropolitan markets. Our ten service centers provide over 1.25 million sq. ft. of vaulted, secure storage - 250,000 sq. ft. of which are climate controlled to store temperature-sensitive items safely.

**Washington, DC**
- Stafford, Virginia
  CORPORATE HEADQUARTERS
  4022 Jefferson Davis Highway
  Stafford, VA 22554

- Forestville, Maryland
  3850 Penn Belt Place
  Forestville, MD 20747

- Capitol Heights, Maryland
  8800 Walker Mill Rd,
  Capitol Heights, MD 20743

- Dulles, Virginia
  44050 Mercure Circle
  Sterling, VA 20166

**Richmond, Virginia**
2314 Dabney Rd
Henrico, VA 23230

**Raleigh/Durham, North Carolina**
526 United Drive
Durham, NC 27713

**Charlotte, North Carolina**
1325 Carrier Drive
Charlotte, NC 28216

**Greenville, South Carolina**
750 Berry Shoals Rd
Duncan, SC 29334

**Atlanta, Georgia**
1320 Progress Industrial Blvd., Suite 500
Lawrenceville, GA 30043

**Orlando, Florida**
1750 Cypress Lake Drive, Suite 200
Orlando, FL 32837

All Hilldrup locations are FIDI-FAIMPlus Certified.
Hilldrup combines more than 100 years of experience with an industry-wide recognized expertise in commercial moving services. At Hilldrup, we’ve successfully handled moves for every type of customer through the years, from small companies to Fortune 500 corporations. With every customer, our goal is to offer turnkey solutions, eliminate downtime and deliver seamless moves.

- Nationwide Office Relocations
- Relocation Move Management
- Campus Setting (Move-Add-Change)
- Liquidation
- Asset Management
- Furniture Services
- Disconnect/Reconnect
- Data Center Relocation
- Decommissioning
- Space Layout Planning & Design
- Installation/Reconfiguration
- CAD/CAFM Services
- Logistics
- Vendor Management
- Cost Analysis & Cost Containment
- Dispositions
- Warehousing/Storage
- eRecycling

Whether you’re reconfiguring your current space or relocating cross-country, count on Hilldrup to handle the job professionally, cost effectively and with a move plan determined by your needs, not those of your vendors.
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  Website: www.hilldrup.com

Contract Administrator:  Mr. Matthew T. Dodson  Telephone: 540-604-4021  Fax: 703-221-5206  Email: 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

GSAoffice@hilldrup.com
13. **Ordering address:**
   Hilldrup Companies Inc.
   4022 Jefferson Davis Highway
   Stafford, VA 22555-1290

14. **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

21. **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)

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

**Overtime Rates:**

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

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