SCHEDULE: Multiple Award Schedule (MAS)

Weleski Transfer, Inc.d.b.a
Weleski Relocation Group (WRG)

Contractor Address: 140 W. 4th Avenue, PO Box 428
Tarentum, PA 15084
Phone: 800-245-0670
Fax: 724-224-3175

Website: www.weleski.com

CONTRACT: GS-33F-0030R
PERIOD: April 29, 2010 – April 28, 2025

Business Size: Small
Contract Administration: Michael Chick, miekc@weleski.com

Pricelist current through Modification PO-0027 Dated April 29, 2020

On-line access to contract ordering information, terms and conditions, up-to-date pricing, and the option to create an electronic delivery order are available through GSA Advantage®, a menu-driven database system. The INTERNET address for GSA Advantage®, is: GSAAdvantage.gov.

For more information on ordering from Federal Supply Schedules go to the GSA Schedules page at GSA.gov.
Table of Contents

Customer Information .........................................................3

Labor Category Descriptions ..................................................5

Pricing.......................................................................................8
Customer Information

1 a. Awarded special item numbers:

541614OR ~ Office Relocation and Reconfiguration
OLM ~ Order-Level Materials

1 b. Identification of lowest priced unit price: See page 9 for pricing.

1 c. PRICING OF TASKS See page 9 for pricing.

2. Maximum Order: $500,000.00

3. Minimum Order: $100.00

4. Geographic Coverage: Nationwide ~ 48 CONUS States plus Washington DC

5. Points of Production: Pittsburgh, (Allegheny County) PA 15084

6. Discount from List Prices or Statement of Net Prices: Posted Rates are Inclusive of Discounts.

7. Quantity Discounts: None

8. Prompt Payment Terms: Net 45. Information for Ordering Offices: Prompt payment terms cannot be negotiated out of the contractual agreement in exchange for concessions.

9. Foreign Items: Not Applicable

10a. Time of Delivery: 30 days ARO

10b. Expedited Delivery: Per negotiated task order

10c. Overnight & Two-Day Delivery: N/A

10d. Urgent Requirements: See contract clause I-Fss-14-B. Agencies can contact the contact for Contract Administration to obtain faster delivery.

11. F. O. B. point(s): Destination
12a. Ordering Address: 140 W 4th Ave., P. O. Box 428, Tarentum, PA 15084

12b. Ordering Procedures: For supplies and services, the ordering procedures, information on Blanket Purchase Agreements (BPA’s) are found in Federal Acquisition Regulations (FAR) 8.405-3.

13. Payment Address: 140 W 4th Ave., P. O. Box 428, Tarentum, PA 15084

14. Warranty Provision: Not applicable

15. Export packing charges: Not applicable

16. Terms and conditions of rental, maintenance, and repair: Not applicable

17. Terms and conditions of installation: Not applicable

18a. Terms and conditions of repair parts: Not applicable

18b. Terms and conditions of any other services: Not applicable

19. List of services and distribution points: Not applicable

20. List of participating dealers: Not applicable

21. Preventative maintenance: Not applicable

22a. Special attributes such as environmental attributes: Not applicable

22b. If applicable, indicate that Section 508 compliance information is available on Electronic and Information Technology (EIT) supplies and services and show where full details and be found: Not applicable

22. Data Universal Number System (DUNS) number: 00-500-1664

23. Notification regarding registration in System for Award Management (SAM) database: Registered.
Labor Category Descriptions

Project Manager

General Experience.
Responsible for managing the team performing the removal and/or storage of all of furnishings, equipment and supplies. Manages the team ensuring that all business objectives are met and serves as the primary contact for all issues related to the move.

Functional Responsibility.
- Coordinates all relocation and related activities.
- Provides relocates assessment and ongoing advisory assistance to minimize hardship during the displacement period.
- Identifies, surveys and coordinates obtaining off-site units for temporary off-site relocation as needed; interviews all potentially affected households to determine temporary relocation needs.
- Executes relocation plan without delay of construction and procures vendors and supplies in a timely manner.
- Directs the work of the relocation consultants and relocation attorneys to address unusual situations.

Minimum Education:
Bachelor’s Degree or equivalent experience and a minimum of 10 years relevant experience.

Supervisor

General Experience.
Selects vendors and arranges travel, sale of existing furnishings, equipment and supplies. Works with a facility manager, often coordinating with a contracted relocation counselor. Assists and directs staff and in the timely and effective execution of the relocation plan.

Functional Responsibility.
- Conducts and completes all pre-move interviews to assess move preferences and special needs.
- Coordinates move with moving company and building staff including a vacate inspection of the unit.
- Implements procedures for record keeping, monitoring, and evaluation of relocation and benefits.
- Prepares and serves all relocation related correspondence, handouts, notices, or related information to residents and commercial tenants.
- Provides appropriate response within 24 hours to tenant’s questions, complaints and concerns regarding relocation.
- Creates detailed relocation budget and relocation plan framework, tenant information matrix, unit by unit phasing plan, and relocation phasing plan.
Minimum Education:
High School Degree or equivalent experience and a minimum of 5 years relevant experience.

**Driver**
*General Experience.*
Must be properly trained on vehicle operations and usage and appropriately licensed. Responsible for transporting goods from place to place. Maintains contact with the dispatcher, oversees the moving crew, and is a resource for any questions or concerns during the move.

*Functional Responsibility.*
- Coordinates pick-ups and deliveries with clients
- Prioritizes routes based upon job size and complexity
- Provides safe, on-time, and dependable transportation with a safe driving record

Minimum Education:
High School; Must obtain valid CDL (Commercial Driver’s License) DOT

**Mover**
*General Experience.*
Must be properly trained on aspects of office moving services. Manages the loading and unloading of furniture and equipment from the previous location to its new designated destination. Responsible for assisting the client in moving the things in the area of relocation.

*Functional Responsibility.*
- Securely transports contracted items avoiding any damage
- Assists customers during the moves with excellent customer service
- Loads and unloads product from delivery trucks and product from trailers shipped directly to clients.
- Accountable for handling client property safely and efficiently

Minimum Education:
High School Graduation preferred not required.

**Installer**
*General Experience.*
Performs efficient installation and assembly of furniture and equipment within clients' facilities, including systems furniture, case goods, accessories, wall-hung units, etc. Responsible for timely completion of the work with a high level of workmanship and a high degree of customer satisfaction.

*Functional Responsibility.*
- Performs efficient installation and assembly of office furniture within clients’ facilities, including systems furniture, case goods, accessories, wall-hung units, etc.
• Performs site cleanup, remove all cartons and packaging, and ensures a high degree of customer satisfaction with the finished appearance of the site.
• Maintains a neat, clean, professional appearance by being properly uniformed and groomed.

*Minimum Education:*  
High School Graduation preferred not required. 5 years of Installation experience required
SIN 541614OR ~ Office Relocation and Reconfiguration

Pricing

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<thead>
<tr>
<th></th>
<th>Year 16</th>
<th>Year 17</th>
<th>Year 18</th>
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*The Geographical Scope of the Proposal is within 48 States and Washington DC; as such, the locality or the actual place of performance is “unknown” at the time of offer evaluation. Per the Procurement Information Bulletin (PIB) 00-28, Clause 52.222-49, Service Contract Labor Standards – Place of Performance Unknown has to be included when the Place of Performance is Unknown. As previously mentioned, the prices offered are based on the preponderance of where work is performed and should the contractor perform in an area with lower SCLS rates, resulting in lower wages being paid, the task order prices will be discounted accordingly.

**Wage Determination Index:**

The wage determination index being utilized is 2015-4235 Rev11 – Pennsylvania, Allegheny County. Weleski has agreed to pay its employees performing under this contract not less than the minimum monetary wage rates cited in this index and applicable benefits including health and welfare, vacation and holidays pay and uniform allowance if applicable.

Above rates do not apply to jobs requiring adherence to predetermined union negotiated wage rates. Pricing for jobs requiring union wage scale will be priced separate from above mentioned GSA rate schedule.
Overtime Rates for Labor Hours Offered GSA:

Overtime shall be calculated against the base hourly charge for each labor category described herein.

**Time plus 50%:**
1). All work performed outside “Normal business Hours”.
2). All Work performed in excess of 8 hours/Day Monday – Friday.
3). All Work performed on Saturday

**Up to Double Time:**
1). All Work performed on Sundays

**Double Time:**
1). All Work performed on Federal Holidays

*Normal Business Hours is defined as Monday through Friday 8:00 am through 5:00 pm

**Rates:** All rates listed herein are based on Non-Union. Rates will be adjusted accordingly on all jobs that require Union labor or Prevailing wages.

<table>
<thead>
<tr>
<th>Minimum work hours applicable to all labor categories as indicated below:</th>
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</thead>
<tbody>
<tr>
<td><strong>Minimum Per Person</strong></td>
</tr>
<tr>
<td>Monday - Friday (non-holiday)</td>
</tr>
<tr>
<td>Saturday/O.T. (non-holiday)</td>
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<td>Sunday/All Holidays</td>
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