



AGENCY GUIDE ON HOUSEHOLD & OFFICE/LAB MOVES

<http://des.wa.gov/services/ContractingPurchasing/CurrentContracts/Pages/MoveContract.aspx>

Issued date: July 15, 2014

For questions regarding: move guide clarification, moving contracts or enhancements you would like to see addressed pertaining to moves, please contact:

Breann Aggers, Contracts Specialist
Department of Enterprise Services
Phone: (360) 407-9416
Email: Breann.aggers@des.wa.gov

Your agency may also have additional policies and guidelines that you need to be familiarly with. Please contact the designated person accordingly.

Please also reference the State Administrative and Accounting Manual (SAAM) Chapter 60 "Moving Expenses". For clarification or guidelines, please contact your agency's representative with the Office of Financial Management.

Current contracts pertaining to moves may be reviewed on our website shown above and include:

- Contract #00112 -Interstate and International Relocations
- Contract #01813- Household Moves
- Contract #08313- Office Relocations

Each move is individual with unique criteria. Every move assigned, regardless of type of size, is important!

The Department of Enterprise Services works diligently to assist you in selecting the move favorable course of action to obtain your goals. It is partnership we form with you through:

- Award successful contracts
- Processing single purchase requisition bidding opportunities (if applicable), and
- Providing guidance

Communication is the number one key in obtaining and maintaining a partnership. So please take time to communicate with your designated agency representative and DES by submitting relocation surveys/vendor report cards, advising us of challenges or "jobs well done" experienced in the move, or suggestions you think will enhance the contracts or the "Agency Guide of Moves" or the "Employee Move Guide". We look forward to working with you.

TABLE OF CONTENTS

Item Number	Description	Page
Part One	Household Goods Move	
1.	Basics in a nut shell	3
2.	Non-allowable, what may not be paid for from state funds	3
3.	Determining a move offer	4
4.	Making an offer, options available	5
5.	What about insurance coverage?	6
6.	What are the benefits of a "state assigned" move?	7
7.	What are the benefits of a "self-move"?	7
8.	How to process a "state assigned" move	8
9.	How to process a "self-move" move	8
10.	What if the hiring agency contests carrier charges?	9
11.	Can the employee contest charges?	9
12.	What areas are required for completion on the A33 Relocation Authorization Form?	9
	A33 Relocation Authorization Form	11
Part Two	Office Moves	
1.	What types of office/lab moves exist?	13
2.	Are there times I should not use the state contracts?	13
3.	Basic standards for calculating the cost of an office move	14
4.	Cost factors to consider	14
5.	Methods to reduce costs	15

PART ONE: HOUSEHOLD MOVES

1. **Basics in a nut shell:** There are guidelines to contend with when using state funds to pay for employees household, office or lab moves. The maximum allotments apply to all types of moves (Interstate, Intrastate, International, State assigned, and Self-moves). Maximum allotments include the costs for a single move of household goods, personal effects and property used in a dwelling, including normal equipment and supplies used to maintain the dwelling to be moved from the old residence to the new station. Maximum allotments are:
 - a. Maximum weight 16,000 pounds (included packing material).
 - b. Reasonable packing and unpacking charges for up to 16,000 pounds.
 - c. One extra stop at origin or destination (within thirty-five (35)-miles of origin or destination).
 - d. Intrastate storage-in-transit (SIT) for ninety (90)-calendar days or less (exceptions may be authorized by OFM prior to the move).
 - e. Delivery from storage-in-transit within one-hundred-eighty (180)-calendar days from carrier warehouse.
 - f. Insurance coverage up to a maximum of \$75,000.00 for Intrastate and \$100,000.00 for Interstate & International Household goods moves. (Office/lab no limit; insurance as deemed necessary).
 - g. Reimbursement to an employee performing a self-move within the set allotments.
 - h. Reimbursement from an employee to the hiring agency for unauthorized moving expenses.
2. **Non-allowables, what may not be paid for from state funds:**
SAAM 60.20.20 outlines the following items that are specifically excluded from allowable moving costs and may not be moved at state expense:
 - a. Animals and articles of sentimental or high intrinsic value (defined as an item where value exceeds \$100.00 per pound). The employee is to personally arrange for and pay the cost of transportation of items such as jewelry, ammunition, negotiable, and collectors' items.
 - b. Excessive hobby material and equipment, farming equipment, automobiles (please reference 60.20.10.e for exceptions), motorcycles, boats, airplanes, camping vehicles, and mobile homes which are not the primary residence of the employee, explosives and other dangerous goods, property liable to damage the mover's equipment or other property, perishable foodstuffs subject to spoilage, building materials, fuel or other similar non-household articles.
 - c. Wrecker services necessary to place a mobile home in position for over-the-road movement; tire failure, temporary carriage or the installation of a removable undercarriage; movement or replacement of outside fuel tanks; and any costs incurred to bring the mobile home up to safety requirements for over-the-road movement.

- d. Penalties imposed by a carrier, rental agency, or mover as a result of negligence by the employee.
- e. Maid service or other third party convenience or services of a similar nature.
- f. Permanent storage and any costs associated with (delivery from carriers' warehouse, insurance etc.) permanent storage (household goods placed in carriers' warehouse in excess of 180 days).

3. **Determining a move offer.** State Administrative and Accounting Manual (SAAM) SAAM 60.10.20, SAAM 60.10.30, WAC 357, RCW 41.06, and the Agency Move Guide outline criteria on qualified transferred and New employee move assistance. An agency may pay the moving costs of qualified employees based on set criteria. An agency is not mandated to provide moving costs to an employee. Issues of consideration are:

- a. The hiring agency is responsible, for determining, based on their funding, the amount of allotment they have to offer the employee. The hiring agency may allow, but not exceed the maximum allotments, or impose amount less than the maximum, at their discretion. They may limit dollar amounts, mileage, packing or unpacking.
- b. **Is funding available?** As the "maximum allowable" is based on weight, the agency still needs to determine, at their discretion, the available level of funding. As each move is unique, so will be the determination by an agency for partial or maximum allowable cost criteria. The average estimated weight on a standard household move is 12,000 pounds. The average estimated cost to move the 12,000 pounds is \$7,000.00 for interstate and \$9,000.00 for international through DES Interstate Relocations contract; and \$6,000.00 for intrastate through DES Intrastate Relocations contract. An agency may NOT exceed the maximum allowable costs, but may set a limit less than the maximums based on:
 - i. Mileage (distance),
 - ii. Weight,
 - iii. Packing,
 - iv. Monetary, or
 - v. A combination of any of the above.
- c. **Distance considerations.** Distance impacts moving costs for the hiring agency in two areas. If an Intrastate move from origin to destination is less than 36 miles, the move will be invoiced at an hourly rate. If an Intrastate move from origin to destination is 36 miles or more, the move will be invoiced by weight/mileage rate factors. Interstate moves are invoiced by weight/mileage rate factors. International moves are calculated by numerous factors including hourly fees, set rate by weight and customs. All moves are impacted by the actual services rendered. All types of moves are acceptable, based on agency discretion, for qualified employees within the set allotments.
- d. **Time factor.** In providing move expenses, most moves are completed within one year from the hiring (not start) date. Exception to extend the move beyond a year is at the discretion of the hiring agency. Reasons to extend may include: sale of home, school completion, spouses' job. Other factors for consideration are: additional administrative cost in crossing biennium or possible loss of funding.

On state assigned contract moves, the time factor is based on the date the employee desires a pack/load date. Impacting factors may include: delay of employee submitting the A33 Relocation authorization form to the hiring agency, time the hiring agency needs to obtain in-house authorization signatures and assignment to the state contractor, and contractors' scheduling. The earlier the contractor is notified, the most favorable it will be in obtaining the employees requested move date.

e. **Client moves:** An agency within their regulations (RCW) may pay moving expenses of person in unique situations. Examples are, but not limited to, relocation of person due to highway project; relocation of person due to original hiring contract, client in a re-training situation. These types of situational moves are not necessarily subject to the standard moving policies and procedures.

4. **Making an offer, options available:** Please reference SAAM 60.10.50, SAAM 60.20.10, SAAM 60.20.20, and the Agency Move Guide. You have determined funding criteria and desire to offer moving assistance. Options available within the maximum allotment include:

- a. Direct the employee (not a client) to:
<http://des.wa.gov/services/ContractingPurchasing/CurrentContracts/Pages/MoveContract.aspx>
and instruct them to read the "Employee Move Guide"
- b. The employee will select, at their discretion, to be moved under the state contract or to perform a self-move.
- c. **State assigned (contract) move:** The employee must submit the A33 form (found on the last page of the "Employee Move Guide" to the hiring agency as quickly as possible), regardless of the day they desire to have their goods packed and loaded. The hiring agency assigns a tracking number (field order, purchase order, or requisition number) to the upper right hand corner of the A33 and obtains in-house authorizing signature at the bottom of the A33 form. Then the hiring agency contacts the contractor on the applicable DES contract, assigning the move directly and providing the contractor applicable invoicing information. The contractor will provide the hiring agency a cost estimate after a site visit, and upon completion of the move, an invoice. The hiring agency processes payment to the contractor with employee reimbursing the agency for the costs associated outside of the set allotments.
- d. **Self-move:** The employee will submit their invoices as proof of payment directly to the hiring agency. They may hire a common carrier directly, rent a vehicle to transport their goods in, or use methods other than the state contract. Upon completion of their move, they submit paid receipts to the hiring agency with the A33 form. If the cost exceeds \$10,000.00 the employee must submit three (3) cost estimates. The hiring agency audits and provides reimbursement of the employee within set allotments.
- e. **Lump sum:** SAAM 60.2010 and WAC 357-28-310. An agency director may authorize a lump sum relocation compensation payment to an employee under certain circumstances. If provided, it is reported as taxable income. The Lump Sum may be used in conjunction with moving household goods items or as a total dollar amount for moving costs. The employee must still submit an A33 directly to the hiring agency. The state contract is NOT used. Lump sums are reported as taxable income.

- f. **Relocation allowance:** SAAM 60.20. A relocation allowance may be used for a temporary period (as set by the hiring agency) while employee is moving and seeking a new home. This may be provided in addition to or in lieu of expenses related to relocation of household goods. It may not exceed the Maximum Per Diem Rate for one person. If provided, it is reported as taxable income.
 - g. Lump sums and Relocation allowance may be used singularly or in combination with the state assigned move or the self-move.
5. **What about Insurance coverage?** There are various options for insurance based on the type of move (Interstate, Intrastate, and International). The state contracts provide the following:

- a. **State assigned Interstate/International Household good moves:** All moves assigned under the state contract are provided insurance valuation for Household moves up to \$100,000 at zero deductible and zero depreciation; released at \$6.00 per pound per item at no additional charge to the state.

Additional full replacement value (beyond \$100,000.00 may be obtained by the employee (charged back to the employee) at a cost of \$0.40 (40)-cents per \$100.00 (one-hundred-dollar) increments; the carrier's maximum liability of the lesser of \$6.00 per pound times the actual weight of the shipment up to the declared value as referenced on the Bill of Lading.

- b. **State assigned Interstate/International Office/Lab moves:** Insurance valuation provided by Van Line at no additional cost to the state, shall be based on replacement cost coverage at \$1.20 per pound per article. Upon hiring agency request, the carrier may provide a higher dollar limit, as set by the hiring agency. Costs associated with higher limits will be charged on a pass-through cost only with documentation to support the fee.
- c. **State assigned Intrastate Household good moves:** All moves assigned under the state contract are provided Insurance valuation for Household goods moves and shall be based on replacement cost coverage with no deductible to provide full value replacement coverage for the customer and a maximum carrier liability up to the declared value (not to exceed \$75,000.) or \$5.00 times the net weight of the shipment, whichever is greater; at no additional cost to the state.
- d. **State assigned Intrastate Office moves:** All moves assigned under the state contract are provided Insurance valuation for Office good moves shall be based on \$1.20 per pound per article at no additional cost to the state.

The carrier shall provide additional requested insurance valuation for a higher dollar limit, as set by the hiring agency, for high intrinsic valued items. The cost of such shall be a pass-through cost with a copy of the carrier charges submitted for payment of such.

- e. **State assigned Intrastate Lab moves:** For standard equipment, furniture etc., the insurance valuation is the same for "Office moves." Any hazardous materials, carcinogenic, animals, etc. will be moved through a Third Party Service (not subject to state discount) where insurance valuation will be processed as a pass-through cost with a copy of the carrier charges submitted for payment of such.

- f. **Self-move and insurance:** An employee that elects to perform a self-move is responsible for negotiating insurance valuation coverage and must submit receipts to obtain reimbursement from the hiring agency within the set allotments.
 - i. Common carrier, insurance coverage as defined in item #5 a through e within set allotments.
 - ii. Rental vehicle (such as U-haul). Transit insurance may be secured and reimbursed within set allotments.
 - iii. Hiring friends /family without use of commercial vehicles or company. No insurance coverage, employee to rely on homeowners insurance.
6. **What are the benefits of a "state assigned" move?** The move is assigned under a state contract.

State contract moves are processed as "National Account Moves." Our contracts benefit us and the employee when assigned by the hiring agency by: lower non-peak season rates regardless of time of year; favorable scheduling regardless of size or location of assignment; favorable delivery regardless of size or location; realistic insurance valuation at no additional cost to the state or to the employee; and reasonable discount levels with moves performed by certified and licensed companies.
7. **What are the benefits of a "self-move"?** A self-move where the employee elects to directly hire a common/commercial carrier; or selects other alternatives (U-haul type vehicle etc.). Benefits include the employee's responsibility for selecting, negotiating and obtaining the common/commercial carrier or the rental vehicle company of their choice. The employee pays directly and upon completion of the move obtains reimbursement from the hiring agency.
8. **How to process a state assigned move:** The employee completes signs and submits the A33 Relocation Authorization form directly to the hiring agency. The hiring agency obtains authorized agency signature, and assigns an agency tracking (Requisition, PO, or Field Order), number; then:
 - a. The hiring agency selects the applicable DES contract and assigns the move to the appropriate contract carrier by submitting a copy of the A33 form (blocking out the employees social security number) to the carrier. Submittal of A33 form may be through email, FAX, or standard USPS process.
 - b. Within two (2)-business days from receipt of the A33 form from the hiring agency, the carrier contacts the employee to schedule a site visit.
 - c. Within forty-eight (48)-hours after the site visit, the carrier provides the hiring agency a cost estimate. The employee may receive a cost estimate from the carrier providing they request one.
 - d. The hiring agency should review the cost estimate at this time and notify the employee of any possible charge-backs based on excess of set allotments.
 - e. If the employee elects to cancel the move, cancellation fees may be imposed by the hiring agency and selected carrier to cover administrative costs and costs associated with delivered materials. A carrier will not impose cancellation costs if they are notified three-business days prior to the assigned pack/load date. OR

- f. The carrier's crew will arrive on the scheduled pack/load date, provide the moving services accordingly. Upon completion of the move the carrier will invoice the hiring agency directly. Multiple invoices may be received on household good shipments subject to storage-in-transit.
 - g. Within thirty (30)-days after the initial move, the carrier will submit invoicing documents to the hiring agency. The hiring agency will review the invoicing documents and submit payment in full to the carrier within a maximum of thirty days to avoid penalty costs. Each invoice should be treated individually, not held and combined as that may result in penalty late fees. Invoicing documents consist of:
 - Invoice (Bill of Lading may be submitted as the invoice),
 - ii. Accessorial sheets (if applicable),
 - iii. Weigh scale tickets (on moves over 34 miles),
 - iv. Inventory sheets,
 - v. Estimate, unless waived by the hiring agency or employee due to time factors
 - h. The hiring agency will notify the employee of any unauthorized charges, their amounts less state discount rates and provide the employee thirty (30)-days to reimburse the hiring agency.
 - i. The hiring agency maintains on site for a period of not less than one year, documentation subject to the move. If a new employee leaves within one year of the hiring date, the agency may collect the agency paid moving costs. On the A33 form subject to new employees only: "In the event I terminate or cause termination of my employment with the state within one (1)-year of the date of employment, I agree to reimburse the state for all moving costs which have been paid and hereby authorize the state to withhold any sums due to me as a part or full payment of such costs in conformance with RCW 43.03.120".
 - j. It is helpful if the hiring agency will submit or have the employee submit a "Move Survey" form directly to DES for assistance in contract management.
9. **How to Process a self-move:** SAAM 60.20.10. and SAAM 60.10.50 Self-move request. It is the hiring agency's responsibility to ensure the A33 Relocation Authorization Form is signed by both the employee and the authorizing department designee.
- a. The employee submits the A33 Relocation and Authorization Form with expense receipts on items exceeding \$50.00 and proof of payment, to the hiring agency.
 - b. The hiring agency reviews for compliance to set allotments and may reimburse the employee directly for authorized expenses. This should be accomplished in a minimum time period to ease the employees' transitional expenses.
 - c. On self-moves exceeding \$8,000.00 the employee must submit three (3)-cost estimates; one from the selected company with all expense receipts to the hiring agency.
 - d. The hiring agency maintains on site for a period of not less than one year, documentation subject to the move including proof of payment by the employee. If a new employee leaves within one year of the hiring date, the agency may collect the agency paid moving costs in conformance to RCW 43.03.120.

10. **What If the hiring agency contests carrier charges?** A complete audit of the charges is required prior to contesting carrier fees. Upon completion of the audit, the hiring agency should notify the carrier in writing of the differences noted and seek a revised accurate estimate accordingly. If the hiring agency is having difficulty obtaining resolution, please contact DES as soon as possible and we may be able to assist. However, please note that charges are based on actual services rendered subject to documentation submitted; based on negotiated contract rates and discounts.

11. **Can the employee contest charges?** An employee may contest charges based on a variety of factors. Have the employee submit their challenge in writing via letter, email or fax. Then review the specifics of what the employee is contesting.
 - a. **RCW regulation.** RCW can only be changed through legislation. Allotments set based on or employee charge-backs based on RCW regulations may not be waived unless there has been a change in legislation. These are Washington State Laws.
 - b. **SAAM policy.** The director of an agency may write to the director of OFM seeking an exception to SAAM chapter 60 policy prior to the move taking place. Without an exception, charges and charge-backs remain unchanged.
 - c. **Moving Expense Regulation & Guide factors.** The guide includes reference to RCW regulations, SAAM policy, DES negotiated contract terms & conditions, WUTC policy & regulations and industry standards. Contact DES or have the employee contact DES in writing via email, letter or fax. DES will conduct a quick review to determine if there are possibilities available that may impact the charges and advise accordingly.
 - d. **Imposed agency limits.** The hiring agency, at their discretion, may waive any or all portions of the employee charge-back due to a set allotment that is less than the maximum allowable.
 - e. **Carrier charges.** Typically this is an issue of contesting estimated costs verses actual costs. The state must pay for actual weight shipped and actual services rendered. That is why we do not recognize "binding estimates." In reviewing this type of challenge you have to go directly to what information the audit presented. The only comparison of cost is the audit ensuring the correct rates were applied.

13. **What areas are required for completion on the A33 Relocation and Authorization Form?** At a minimum, the following areas on the A33 form require completion prior to a state assigned move or reimbursement for a self-move:
 - a. **State assigned move.** The employee must complete the following fields, unless otherwise designated, prior to the hiring agency assigning the move to the contracted carrier:
 - i. Hiring agency tracking number (completed by hiring agency)
 - ii. Agency / Department
 - iii. Type of employee (transferred, new or client)
 - iv. Social security number
 - v. Employee name
 - vi. Phone numbers
 - vii. Requested pickup date
 - viii. Origin address, City State, Zip

- ix. Destination City, State County (if intrastate) (most will not have an address or know the county)
 - x. Insurance valuation (of household goods only)
 - xi. Employee signature and date
 - xii. Authorized agency Head and date (completed by the hiring agency)
- b. **Self-move.** The following fields must be completed by the employee, prior to the hiring agency reimbursing for moving expenses.
- i. Based on "14a" above: ii through vi, plus viii, ix, xi, and xii.
 - ii. Self move info rental equipment or direct hire
 - iii. Estimated mileage
 - iv. Estimated cost
- c. **Mobile home.** The following fields must be completed by the employee, prior to the hiring agency reimbursing for moving expenses.
- i. Based on "14a" above: ii through vi, plus viii, ix, xi, and xii
 - ii. Mobile home information, make and year of mobile home
 - iii. Size of mobile home.

State of Washington A33 RELOCATION AUTHORIZATION Form			Hiring agency tracking number:
INSTRUCTIONS: Before completing, read the Moving Expense Regulations and Guide. Complete all appropriate sections of this form and sign. Your signature verifies you received & read the Moving Expense Regulations and Guide.			
Agency /Department (hiring you):			MTE (employee completed form)
Employee	Mark type of	Transferred:	New Hire:
			Client:
Employee Name (person moving)		Phone Numbers Home: Work: Email:	
Present/Origin Address		City/State/Zip	
Destination Address (if unknown list anticipated city & state)		City/State/Zip	
Packing Requested (mark one): Yes, or No	Storage-in-transit Requested (mark one): Yes, or No	Are you using your Home Owners Policy for Insurance coverage? (not mandated): Yes, or No	International move (crossing countries). List estimated value of Household goods: \$ _____
Intrastate (within one state). Valuation protection up to a maximum of \$75,000.00 List estimated value of household goods: Value of household goods \$		Interstate/International moves (crossing state/country lines) Valuation protection at \$6.00/per pound per article up to a maximum of \$100,000.00 List estimated value of household goods. \$	
Self-Move Information, a single one-way shortest distance move (only complete if NOT electing state assigned move):			
Rental Equipment or Direct Hire of Carrier (state one):		Estimated mileage	Estimated Cost \$
Mobile Home Only (complete only if moving a manufactured/mobile home you will reside in at destination):			
Make of Mobile/Manufactured Home and year		Size (single, double or triple wide)	

Employee Agreement (Altered/modified or unsigned signature block will result in move not being assigned by the state or moving expenses not being reimbursed).

I acknowledge a receipt of the Moving Expense Regulations and Guide. I authorize that costs in excess of allotments, as set forth in SAAM policy and detailed in the OSP Moving Expense Regulations Guide, be deducted from my next salary payment; if I do not reimburse my hiring agency for any portion of my household move, that by regulation must be paid by the employee. I understand payment is due within thirty (30) days from date of notice. Notice will come from the hiring agency.

PAYROLL WITHHOLDING STATEMENT. I, the undersigned employee, hereby authorize the state to deduct from my salary, my share of cost of the move in accordance with SAAM Policy 60.10.50.

New Employee Only, "In part-RCW 43.03.120": if the new employee terminates or causes termination of his employment with the state within one year of the date of employment, the state shall be entitled to reimbursement for the moving costs which have been paid and may withhold such sum as necessary therefore from any amounts due the employee.

Signature and date of Employee:

Signature and date of Authorized Agency Designee:

Distribution: Employee - complete with signature and submit A33 form to Hiring Agency.

PART TWO- OFFICE MOVES

1. **What types of office/lab moves exist?** There are various types of office moves that may be assigned under the DES contract. Common carriers cannot move certain items (animals, hazardous materials, chemicals) in a lab move and will have those portions processed as a 3'd party move.
 - a. **Internal office moves.** This move is where an office or portion thereof is relocated from one site to another site without leaving the building or without crossing a public road. (Examples: office moving from 1st floor to 3rd floor with in same building; or office furniture being moved from one room to hallway for carpet cleaning and needing to be returned next day to original room; or office items being moved from State Office Bldg. #1 across the square to State Office Bldg. #2). DES has a contract for this type of service. There are select carriers assigned by zones that are county driven. To assign a move under the terms of this contract, you would look at the county of the origin location and select a carrier from that zone.
 - b. **Interstate office/lab moves.** This move is where an office/laboratory or portion thereof at origin is being relocated to destination within a different state. (Example: Pullman Washington to Moscow Idaho). DES has a contract for this type of service. There is a select carrier assigned that may be contacted to perform your office relocation.
 - c. **Intrastate office moves.** This move is where an office/laboratory or portion thereof at origin is being transported on a public road to a destination site within the same state. (Example: office goods being transported from Olympia Washington to a destination site in Olympia Washington; or goods being transported from one city to another city within the same state such as from Olympia to Seattle). DES has a contract for this type of service. There are select carriers assigned by zones that are county driven. To assign a move under the terms of this contract, you would locate the zone (county) the origin address is located in and select a carrier from that zone.
 - d. **International office/lab moves.** This move is where an office/laboratory or portion thereof at origin is in one country being transported to another country. (Example: goods being moved from Bellingham Washington into Victoria British Columbia). DES has a contract for this type of service.
2. Are there times I should not use the state contracts? The state contracts are put into place to assist you in obtaining services based on a preferred assignment and reasonable discount levels. DES has ensured that the carriers placed on contract meet all of the requirements of state statutes, logistic regulations, and the terms & conditions of the contract. Occasionally there are factors involved when other options than the state contract would be more beneficial to the agency such as:
 - a. **Warranties.** If the furniture (partitions etc.) is still under warranty from the initial purchase, you need to ensure that the means in disassembly, transport and reassembly do not void the warranty. Most warranties are valid for one year from date of purchase. Contact the company where the furniture was purchased. They may be on state contract, but if not, you will need to negotiate with them directly for the disassembly, transport and reassembly. The company will provide trained staff familiar with the type of the furniture purchased and may subcontract the transportation portion. If the company is not on state contract, this would be a time when it is more beneficial for an agency not to use the state contract.
 - b. **Size.** If the size of the office/laboratory relocation consists of more than 200 staff or workstations, it may be in the best interest of the agency to have DES competitively bid out that particular move. Although the state contract rates are discounted, an individual bid select to your purpose may address other factors of importance unique to your situation.

- c. **Leased equipment.** Any leased equipment (copiers etc.) arrangement to move must be through the company it is leased from.
 - d. **Interagency Agreement.** An option available to you is the use of Correctional Industries (inmate labor) for internal office moves. By contacting Correctional Industries it can be determined if they can provide the labor and meet your schedule.
3. **Basic standards for calculating the cost of an office move.** Below is a list of some very basic industry standards you may use when calculating the cost of office moves, as actual costs are based on actual services rendered.
 - a. **Time factors.** It typically takes an experienced company one hour to prepare and load 1,000 pounds.
 - b. **Rule of thumb cost (roughest of estimates).** If you are on the first floor of a building and there are no steps, or elevators to contend with and the carrier is able to park their moving van within 75 feet to the front door, the estimated hourly cost may be calculated at \$155.00 per staff or cubicle being relocated.

If you add a level of stairs (without ramp availability) the amount can be calculated at \$160.00 per staff or cubicle being relocated.

If there are levels of stairs (more than one floor) or the use of elevators (handy but slower), the amount can be calculated at \$175.00 per staff or cubicle being relocated
4. **Cost factors to consider.** Several factors are taken into consideration for moves.
 - a. **Distance.** If the move Intrastate is less than 36 miles, the move costs will be calculated on an hourly rate. The hourly rate is from the time the carrier leaves their warehouse until the time they return to the warehouse. This means if the carrier is stuck in traffic, you will be compensating for that time period. If the Intrastate move is 36-miles or more from origin to destination site, the transportation costs will be based on a weighted mileage rate.
 - b. **Special equipment.** There are times when specific equipment is required such as "climate control" vehicles. These may be necessary when transporting laboratory specimens (not live animals). If using the state contract, third party cost factors not subject to discount rates, will apply. It may be more cost beneficial if this type of move was competitively bid.
 - c. **Live specimen transport.** This cannot be done under the terms of the state contracts. Requires specific companies who are regulated to transport live specimens, such as Federal Express.
 - d. **Timing.** If you think you will benefit from competitively bidding your move as opposed to using the state contract, be aware that a standard bid from date of notice to DES to award of the bid takes a minimum of sixty (60)-calendar days.
 - e. **Overall service.** The carrier selected from contract or through competitive bid process will provide any service you request of them, within their regulated authorities. However, the carrier will NOT provide any service for free. Ask them if they will do it, at a fee.
5. **Methods to reduce costs.** Certain things can be done that impact or lower overall costs:

- a. **Sorting.** Prior to moving an office or laboratory, it is to your benefit to clean house. Go through the files and have each staff person go through their cubicles to relocate or dispose of items that may be obsolete or no longer needed on site (send to Archives).
- b. **Self-pack.** Each person should pack up their specific cubical/office area . This will take anywhere from two to ten boxes per person depending on the persons individual style. The carrier will not be paid to do this packing, only the transport of the boxes. Do not transport through the carrier any live plants.
- c. **Lateral files.** These are upright cabinets consisting of 2 to 5 drawers. You may pack the contents of the top drawer, place the key that locks it in an envelope to be held by a specific person, and then have the cabinet shrink-wrapped by the carrier. The shrink-wrap reinforces the stability of the cabinet. This saves a lot of time in preparing the cabinet for transport, re-loading the cabinet at destination and reduces filling errors by not over-handling the files. However, if you leave the keys in the cabinet, the shrink-wrap automatically pushes in the lock mechanism and it will be at your expense to have a lock smith re-key the cabinet for entry.
- d. **Horizontal files.** Regardless of how many drawers (two or more), all drawers must be emptied prior to movement so as not to buckle the cabinet. You can save money by assigning certain staff responsibility to unpack the cabinet for transport and reload the cabinet at destination.
- e. **Open shelf storage.** If you have a room for file storage in shelf units, and are taking the shelf units to destination for use, look over the shelf closely. If it is one where the shelf is not too long and can be removed from the rack, it may be possible for the carrier to shrink-wrap the individual shelf from the rack, placing the shelves on a pallet & transporting the pallet. Time is saved by not unloading the shelf and errors are reduced by not re-filling items on the shelf at destination.
- f. **Color coordinate .** Color coordinate the areas with colored labels & colored outline on the floor plan for those specific locations that are going to be grouped together at destination. Have a color coordinated floor plan of the destination site for easy viewing by the carrier. This will expedite the carriers time in placing furniture, equipment, and boxes in the correct area. Place color coordinated labels on the sides of the boxes being moved (not the tops). Place color coordinated labels on the backs of chairs (not the seats). Take color coordinated sticky labels, put the staff person's initials on the labels and label the persons computer equipment (hard drive, monitors, cords, mouse, and key-board). The carrier can then place these in computer "sacks", put them on carts or shrink wrap them on a pallet and move as many as possible at a single time .
- g. **Obtain accurate estimate of costs.** The easiest way to do this is to provide the carrier with a complete summary list of all equipment, furniture and estimated number of cartons to be transported . This may be attached to the front of a broken out list that separates what areas are being located from origin site on which days to the destination site. Typically it is best to move an assigned receptionist first to handle incoming calls during the transition.
- h. **Timing.** Typical office moves are processed from Friday afternoons, over the weekend and set up to begin work on a Monday morning. Standard hourly rates apply from 8:00a.m. through 5:00p.m., Monday through Friday. Any other times are subject to overtime rates, therefore if you have the carrier perform as many of the services as possible during the standard hourly rates you will experience cost savings.

