



All using Agencies of the Commonwealth, Participating Political  
Subdivision, Authorities, Private Colleges and Universities

**FULLY EXECUTED - CHANGE 2 - REPRINT**

Contract Number: 4400022478

Original Contract Effective Date: 03/05/2020

Contract Change Date: 05/08/2024

Valid From: 03/01/2020 To: 02/28/2025

Your SAP Vendor Number with us: 180394

**Purchasing Agent**

Name: Stimely Kent

Phone: 717-265-8933

Fax: 717-783-6241

**Supplier Name/Address:**

MATHESON TRANSFER CO

157 WELLES ST

FORTY FORT PA 18704-4933 US

Supplier Phone Number: 5707145685

Supplier Fax Number: 570-714-9902

**Please Deliver To:**

To be determined at  
the time of the Purchase Order  
unless specified below.

**Contract Name:**

Moving and Storage Services

**Payment Terms**

NET 30

Solicitation No.:

Issuance Date:

Supplier Bid or Proposal No. (if applicable):

Solicitation Submission Date:

This contract is comprised of: The above referenced Solicitation, the Supplier's Bid or Proposal, and any documents attached to this Contract or incorporated by reference.

Item	Material/Service Desc	Qty	UOM	Price	Per Unit	Total
1	Moving Services - Office	0.000	Each	0.00	1	0.00

**Information:**

**Total Amount:**

Supplier's Signature \_\_\_\_\_

Title \_\_\_\_\_

Printed Name \_\_\_\_\_

Date \_\_\_\_\_



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Item	Material/Service Desc	Qty	UOM	Price	Per Unit	Total
<b>Item Text</b>						
78140000-ITQ-288						
Moving Services – Office						
<p>This service category includes the preparation, transportation, and relocation of equipment, furniture, files and other miscellaneous office content (Property) as specified by the requester. These moves may include location to location or within a location. Contractors must possess the appropriate expertise to orderly and efficiently relocate all related equipment, furniture, and content. Property includes, but is not limited to, the following:</p> <ul style="list-style-type: none"> <li>• Freestanding Furniture</li> <li>• Specialty Office Equipment</li> </ul> <p>Office equipment: fax, typewriter, printer, etc.</p> <ul style="list-style-type: none"> <li>• High-density file systems</li> <li>• File and storage systems</li> <li>• File cabinets, empty or loaded</li> <li>• Office and storage contents</li> <li>• Safes</li> <li>• Palletized stock</li> <li>• Shelving and active archival records</li> <li>• Records center and archival materials</li> <li>• Other miscellaneous office equipment and supplies</li> </ul>						
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2	Moving Services - Employee Household Goo	0.000	Each	0.00	1	0.00

<b>Information:</b>	<b>Total Amount:</b>



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<b>Item Text</b>						
	78140000-ITQ-289					
	Moving Services-Employee Household Goods					
<p>The services include the preparation, transportation, and relocation of an employee's household goods. Household goods is inclusive of, but not limited to, the following: Furniture, appliances, home furnishings, fixtures, utensils, clothing, apparel and other property owned by the employee for use in a dwelling.</p> <p>Note: This service category can only be used by Commonwealth employees who in accordance with Management Directive 625.3, Moving Employee Household Goods, are required to obtain moving services.</p>						
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3	Storage Services	0.000	Each	0.00	1	0.00
<b>Item Text</b>						
	78130000-ITQ-290					
	Storage Services					
<p>This service category includes retrieving, transporting, storing, and returning items to the requestor, or as specified in the agency request. All Commonwealth property must be stored in a facility which is secure, weatherproof, free from rodents, safe from mold and mildew, contain lighting for viewing content, and access for Commonwealth and requesting agency personnel. In addition, all Commonwealth property must be stored separate and secure from the property of other customers' property. This service category includes, but is not limited to, the following property: office equipment, office furniture, storage and filing equipment, files, supplies, and any other property specified by the requesting agency. This category also includes kitchen, living, and residential equipment and furniture used in Commonwealth managed facilities such as hospitals, veterans' homes, prisons, etc.</p>						
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4	Moving Supplies	0.000	Each	0.00	1	0.00
<b>Item Text</b>						
	78140000-ITQ-291					
	Moving Supplies					
<p>This service category includes providing any supplies and products which the Contractor may offer, to be used by the requestor to prepare property for moving. These materials include, but are not limited to, boxes, computer bags, various types of tape, bubble wrap, dollies, etc.</p>						
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5	Relocation Coordinator	0.000	Each	0.00	1	0.00

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Item	Material/Service Desc	Qty	UOM	Price	Per Unit	Total
<b>Item Text</b>						
	78140000-ITQ-292					
	Relocation Coordinator					
<p>Contractor will be responsible to plan, organize, schedule, and coordinate moves for using agencies. The Contractor must coordinate all activities with the using agencies contracted moving service provider (selected through this ITQ Contract). The Contractor must assign a professional representative to manage all aspects of each relocation service. This representative may be required to be on-site during the move, if required by the requestor. Relocation services may also include:</p> <ul style="list-style-type: none"> <li>• Relocation of property to multiple locations</li> <li>• Coordination with the DGS Bureau of Supplies &amp; Surplus Operations on movement or processing of property to be surplus, in conjunction with a move.</li> <li>• Identifying resources/locations in need of property</li> <li>• Coordinating removal and disposal of property with the Decommission Services provider.</li> </ul>						
	6 Decommission Services	0.000	Each	0.00	1	0.00

**Item Text**

78140000-ITQ-293

Decommission Services

Contractor will be responsible for the proper disposal of Commonwealth property, in conjunction with a move. Contractor will be responsible for verifying with the requestor the types and volumes of property to be disposed of and to coordinate the schedule and removal of property with all participating parties (i.e. other contracted resources, the requestor, the landlord/building manager of the facility, etc.). The property to be decommissioned will vary by requestor, but may include without limitation, unusable, damaged, or broken furniture, metal and metal scraps, electronic equipment, wiring and electrical waste, trash, etc. All services must be performed in accordance with all local, federal, and state government regulations, policies, and procedures. In addition to any policies of the owner of the physical property (facility/building). It is the responsibility of the contractor to identify all applicable regulations and policies and ensure compliance. If there are any fees associated with the disposal of property it will be the responsibility of the Contractor to pay these expenses.

**General Requirements for all Items:**

**Header Text**

Moving and Storage Service ITQ Solicitation/Contract Parent # 4400019749

For questions, please contact contract administrator.

<b>Information:</b>	<b>Total Amount:</b>



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No further information for this Contract

**Information:**

**Total Amount:**