



# Best Shipping Ever, Inc d/b/a BSE Logistics



## Authorized Schedule 48 Price List Transportation, Delivery, and Relocation Solutions

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](http://gsaadvantage.gov).

FSC Group: V003, V111, V112, V113, V115  
NAICS: 484210

SIN 653-8 – OFFICE RELOCATION

Contract Number: GS-33F-005GA

**Contract Period: November 30, 2016 through November 29, 2021**

**Best Shipping Ever, Inc  
450 Commerce Blvd  
Carlstadt, NJ 07072  
Phone: 201-941-5540  
Fax: 201-941-5535  
Website:**

**[www.bselogistics.com](http://www.bselogistics.com)  
[www.bestshippingever.com](http://www.bestshippingever.com)**

## **Small Disadvantaged Business (SDB) Minority Owned Business**

For more information on ordering from Federal Supply Schedules click on FSS Schedules at [fss.gsa.gov](http://fss.gsa.gov)



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### SPECIAL NOTICE TO AGENCIES: Small Business Participation

SBA strongly supports the participation of small business concerns in the Federal Supply Schedules Program. To enhance Small Business Participation, SBA policy allows agencies to include in their procurement base and goals, the dollar value of orders expected to be placed against the Federal Supply Schedules, and to report accomplishments against these goals.

For orders exceeding the micro-purchase threshold, FAR 8.404 requires agencies to consider the catalogs/pricelists of at least three GSA schedule contractors or consider reasonably available information by using the GSA Advantage! online shopping service ([www.fss.gsa.gov](http://www.fss.gsa.gov)). The catalogs/pricelists, GSA Advantage! and the Federal Supply Service Home Page ([www.fss.gsa.gov](http://www.fss.gsa.gov)) contains information on a broad array of products and services offered by small business concerns.

This information should be used as a tool to assist ordering activities in meeting or exceeding established small business goals. It should also be used as a tool to assist in including small, small disadvantaged, women-owned small, veteran-owned small, and service-disabled veteran-owned small businesses among those considered when selecting pricelists for a best value determination.

For orders exceeding the micro-purchase threshold, customers are to give preference to small business concerns when two or more items of the same delivered price will satisfy the requirement(s).

### CUSTOMER INFORMATION

1. BSE Logistics is a Small Disadvantaged Business / Minority Owned Business.
  - 1a. The SIN awarded under this GSA contract number is SIN 853-8 Office Relocation.
  - 1b. Contractor's pricing is based on hourly rates for services. A priced product list is offered.
2. Maximum Order: \$1,000,000.
3. Minimum Order: \$100.
4. Geographic Coverage: All 50 States and Washington, DC.



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5. Points of Performance and/or Production: Carlstadt, NJ 07072
6. Discounts: The awarded pricing shown herein are net. The final GSA pricing does include the IFF (industrial funding fee) at 0.75%.
7. Additional Discounts/Terms
  - 7a. Prompt Payment: None.
  - 7b. Quantity: None.
  - 7c. Dollar Volume: None.
  - 7d. Government Educational Institutions: Same as paragraph 7a.
8. Please see paragraph 7.
9. Government purchase cards are accepted at the micro-purchase threshold (\$2,500).
  - 9a. Government purchase cards are accepted above the micro-purchase threshold (\$2,500).
10. Foreign Items: Not Applicable.
- 11a. Time of Delivery: Within 10 days Contractor will respond to the federal government ordering office as to whether it accepts the order within 30 days after receipt of order (ARO).
- 11b. Expedited Delivery: Negotiable.
- 11c. Overnight and 2-Day Delivery: Offered. Schedule customer may contact BSE Logistics for rates.
- 11d. Urgent Requirements: Negotiable.
12. F.O.B. Point: Destination; unless the Federal Government Ordering Activity grants approval for F.O.B. Origin.
- 13a. Ordering Address:

For Mailed orders, the postal mailing address where paper form orders should be mailed is as follows:

BSE Logistics  
450 Commerce Blvd.



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Carlstadt, NJ 07072

### Contract Administration:

Peter Yi  
Phone Number: 201-941-5540 Ext. 102  
Fax: 201-941-5535  
Email: [peter@bselogistics.com](mailto:peter@bselogistics.com)

Contact for Technical/Ordering Assistance or for placing orders via facsimile or email:

Timothy Lee  
Phone Number: 201-941-5540 Ext. 103  
Fax: 201-941-5535  
Email: [tim@bestshippingever.com](mailto:tim@bestshippingever.com)

Or

Peter Yi  
Phone Number: 201-941-5540 Ext. 102  
Fax: 201-941-5535  
Email: [peter@bselogistics.com](mailto:peter@bselogistics.com)

13b. Ordering Procedures: For supplies and services, the ordering procedures, information on Blanket Purchase Agreements (BPAs), and a sample BPA can be found at the GSA/FSS Schedule homepage ([fss.gsa.gov/schedules](http://fss.gsa.gov/schedules)).

### 14. Payment Address:

BSE Logistics  
450 Commerce Blvd  
Carlstadt, NJ 07072

15. Warranty Provision. All workmanship will meet quality standards normal in the industry. BSE Logistics warrants all services and/or material and workmanship under this contract for a period of 30 days from federal government customer's acceptance.

16. Export Packing Charges: Not Applicable

17. Terms and conditions of Government purchase card acceptance (See paragraph 9 and 9a)

18. Terms and conditions of rental, maintenance, and repair: Not Applicable.



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19. Terms and conditions of installation: In accordance with SOW requirements.
20. Terms and conditions of repair parts indication date of parts price lists and any discounts from list prices: Not Applicable.
21. List of service and distribution points: Not Applicable.
22. List of participating dealers: Not Applicable.
23. Preventive maintenance: Not Applicable.
- 24a. Special attributes such as environmental attributes: None.
- 24b. Section 508 Compliance: Not Applicable.
25. Data Universal Number System (DUNS) Number: 002901523 EIN: 22-3506116
26. BSE Logistics is registered in the Central Contractor Registration (CCR) database.

### BSE Logistics Corporate Review

#### Background/Capabilities

Founded in 1997 as Best Shipping Ever Inc., we have been doing business as BSE Logistics for 20 years at our headquarters in New Jersey. We have been a dedicated leader in commercial moving of household goods and office relocations for our domestic and international customers. Dedication to our customer's needs and satisfaction has earned us a great rapport with our clients. BSE Logistics integrates an array of project managers, drivers, movers, and warehouse personnel into a team of service experts that meets our customer's specific requirements. **Our goal is to eliminate your operational downtime, minimize disruption, and reduce overall relocation costs.**

BSE Logistics employs twelve employees who have a combined experience of over 100 years in logistics, office relocation, and storage. We have learned over the years that teamwork and communications are our most important tools to ensure that we maintain our high level of customer satisfaction. As a result, we also have and maintained our good working relationships with multiple partners throughout the United States that help us achieve our goals of providing a proven and customized solution for our clients. We are capable of providing all resources including planning and managing your move, furniture and related services, artwork, high density filing, storage, and third party logistics (3PL) support to meet your specific needs.



## Best Shipping Ever, Inc d/b/a BSE Logistics

BSE Logistics employees, the soul of the company, are a team of dedicated professionals of diverse backgrounds that share a passion to have a positive and immediate impact on our client's efficiency and productivity. We instill in our employees the value of accomplishing objectives, achieving last results, and developing new capabilities that help them meet and exceed their missions and goals. Our success is largely based on our corporate culture of personal responsibility and accountability. Each individual work hard every day to deliver unparalleled services and operate as extension of our client's enterprises.

**It is our passion to make sure every move, no matter how big or small, is completed to our client's expectations.** We treat every client like family because we know how important is when dealing with something as important as office furniture and documents. We have directed complex projects involving one floor, one building, or a company/agency from point A to point B. We plan every detail ahead of so there are no surprises with relocation and can quickly respond to any event disruptions. We focus on safety, protection, and on-time delivery. The items you see before its delivery is what you'll see on delivery day.

During our years of service, we have accumulated resources to help perform the services we provide. We have three warehouses to provide storage: one 80,000 square feet in New Jersey and two 60,000 square feet in California. We also have two straight trucks and one pack van for moving household goods and a quality team of qualified moving professionals for office relocation. We have a monitoring program to ensure that any equipment taken to a job site is in excellent working conditions. However, if something does break, we carry repair parts with us on our trucks. Our trucks are also under a maintenance program to ensure that they are in excellent working order and that they are in compliance with federal and state regulations. For additional resources, we have maintained good business relationships with other domestic and international partners that can provide transportation depending on the size of the project.

Choosing BSE Logistics as your contractor will provide the GSA with a willing and able partner to provide quality service to the various federal agencies in the United States. Being in this industry for 20 years, BSE Logistics has developed responsive and efficient techniques to make any move smooth, easy, and comfortable for our customers.

### LABOR CATEGORY DESCRIPTIONS

SIN 653-8 Office Relocation

### DEFINITIONS OF LABOR CATEGORIES

#### **Senior Project Manager**

**General Experience:** The senior project manager must have at least 20 years of experience, of which 10 must be specialized as a subject matter expert in the related field.

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**Functional Responsibility:** The senior project manager will be responsible for task orders issued against the contract in oversight capacity. He or she is responsible for all transportation and logistics management functions. The senior project manager will define project scope and provide input on cost estimates to support move management and office relocation services.

**Education:** BS/BA or MS/MA

### Project Manager

**General Experience:** The project manager must have at least 8 years of experience, of which 4 must be specialized in transportation, logistics, project management, and relocation/installation management. He or she must be experienced in complete project development from inception to deployment. He or she must have demonstrated ability to provide guidance and direction in the tasks provided in the statement of work, proven expertise in the management and control of funds and resources, and demonstrated capability in managing multi-task contracts.

**Functional Responsibility:** The project manager will serve as the contractor's contract manager and shall be the authorized liaison with the customer. He or she is responsible for establishing labor, equipment, and material requirements, assigning schedules and deadlines, reviewing work discrepancies, supervising contractor personnel, and communicating policies, purposes, and goals of organization to subordinates. He or she holds the primary responsibility for the overall contract performance.

**Education:** BS/BA

### Supervisor

**General Experience:** The supervisor must have at least 6 years of experience in related trade or experience related to logistics, transportation, move management, and facilities supervision related to office relocation and building management services.

**Functional Responsibility:** The supervisor will provide and supervise the team in the performance of a variety of duties in transportation, logistics, facility site preparation, building functional operations, and inventory. He or she will train and supervise the labor required to disassemble and reassemble furniture and computer systems, pack and unpack office furniture and items, and install computer systems. He or she will assist in planning and organizing office relocation and will inspect items for damage during relocation. He or she will report/record any discrepancies and will initiate the proper action.

**Education:** BA/Associate Degree with supervisory training

### Driver

**General Experience:** The driver must have at least 2 years of certified driving experience and is required to have and maintain their CDL Class A Certified license.





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**Functional Responsibility:** A CDL Class A/B driver is responsible for safely operating a truck or tractor/trailer in transporting office goods such as furniture and equipment from one location to another in supporting all office relocations. He or she is responsible for the operation, maintenance, and cleanliness of his or her assigned vehicles.

**Education:** Associate Degree or High School Diploma with a CDL Class A/B Certification

### Installer

**General Experience:** An installer must have at least 3 years of experience in the fields of equipment and materials handling systems, its reconfiguration, and facilities and office relocation services.

**Functional Responsibility:** The installer will provide equipment, facility and office installation, relocation, assembly and disassembly services to support a variety of distribution systems, modular furniture, high density shelving and storage, laboratory equipment and computer components and systems according to the designs and plans.

**Education:** Associate Degree and/or Appropriate Certifications

### Mover

**General Experience:** The mover must have at least 3 years of experience in the related field for the moving and office relocation industry.

**Functional Responsibility:** Movers are responsible for following the directions of supervisors for packing and moving all office furniture, files, records, books, computer systems, and other office equipment using moving equipment such as dollies, commercial bins, and D containers. The movers will be proficient in utilizing a variety of specialized moving supplies such as keyboard bags, bubble wrap, shrink wrap, and containers.

**Education:** High School Diploma and/or Appropriate Certifications

### Packer

**General Experience:** The packer must have at least 2 years of experience in related field or trade.

**Functional Responsibility:** An office packer is responsible for preparing all of the material and systems for handling and relocation. He or she will pack, wrap, and protect furniture and other office items using the appropriate packing methods and materials. He or she will be required to assist in loading and unloading of the material from trucks and loading platforms. He or she will place the contents and packed materials to designated locations per customer's request.

**Education:** High School Diploma and relation training



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### Warehouseman

**General Experience:** The warehouseman must have at least 3 years of experience in the field of warehouse operations.

**Functional Responsibility:** The warehouseman performs a variety of warehouse duties. It involves receiving materials into the warehouse, inspecting for general conditions, and recording condition on shipping/receiving documents. He or she is responsible for moving materials to prescribed storage locations and storing, stacking, or palletizing material in accordance with storage methods. He or she is responsible for operating hand or power truck in performing warehousing duties.

**Education:** Associate Degree or High School Diploma with experience and training

### Computer Technician

**General Experience:** The computer technician must have at least 2 years of experience in the related field.

**Functional Responsibility:** The computer technician is responsible for disconnecting and reconnecting desktop computers, monitors, keyboards, and other basic IT equipment. He or she will handle reboot of equipment and communicates any issues to the supervisor.

**Education:** High School Diploma and/or Appropriate Certifications

### Experience for Education Substitution

1. Four years of experience (in addition to minimum experience requirements) may be substituted for a Bachelor's degree.
2. Two years of experience (in addition to minimum experience requirements) may be substituted for a Master's degree.
3. One year of experience may be substituted for a certification and unique experience in specialized technologies.



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## GSA GS-33F-005GA SCHEDULE CONTRACT PRICING

### SIN 653-8 Office Relocation Services

Labor Category	Year 1	Year 2	Year 3	Year 4	Year 5
Sr. Project Manager	\$52.73	\$54.05	\$55.40	\$56.78	\$58.20
Project Manager	\$47.09	\$48.27	\$49.47	\$50.71	\$51.98
Supervisor	\$34.87	\$35.74	\$36.63	\$37.55	\$38.49
**Driver	\$36.82	\$37.74	\$38.69	\$39.66	\$40.65
Installer	\$34.87	\$35.74	\$36.63	\$37.55	\$38.49
**Mover	\$30.57	\$31.34	\$32.12	\$32.93	\$33.75
**Packer	\$30.57	\$31.34	\$32.12	\$32.93	\$33.75
**Warehouseman	\$34.99	\$35.86	\$36.76	\$37.68	\$38.62
Computer Technician	\$43.75	\$44.84	\$45.96	\$47.11	\$48.29

BSE Logistics Pricing for Labor Category Descriptions and Hourly Rates for Contract Years 1 through Year 5

The GSA Contract Hourly Rates will be based on an escalation factor of 2.5% for the contract years 2 through 5.

\*\*Indicates SCA eligible categories. See the SCA Matrix following the price list for additional information regarding these labor categories.

SCA MATRIX		
SCA Eligible Contract Labor Category	SCA Equivalent Code Title	WD Number
Driver	31361 Truckdriver, Light	97-0250
Mover	21050 Material Handling Laborer	97-0250
Packer	21110 Shipping Packer	97-0250
Warehouseman	21410 Warehouse Specialist	97-0250

"The Service Contract Act (SCA) is applicable to this contract and it includes SCA applicable labor categories. The prices for the indicated (\*\*) SCA labor categories are based on the U.S.



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Department of Labor Wage Determination Number(s) identified in the SCA matrix. The prices awarded are in line with the geographic scope of the contract (i.e. nationwide).”

### Normal Working Hours:

The normal working hours are 8:00 AM to 5:00 PM Monday through Friday, which includes one hour for lunch.

### Overtime Rates:

Overtime shall be calculated as 150% of the rates detailed above. Any hour excess of 8 hours per day and all day Saturday will be considered overtime hours.

Sunday and holiday rates shall be calculated as 200% of the rates detailed above.

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

### Storage Fee:

Unit	Price
Per Pallet	\$18.74
Per Carton/Case	\$4.22

### Truck Fee:

Category	Unit	Price
Straight Truck (CDL-D)	Per Hour	\$23.71
Lift Gate Truck (CDL-D)	Per Hour	\$23.71

### Travel Time:

Travel time shall be based on one hour at the applicable rates for all vehicles and all categories of labor. Travel time is not paid for out of town work.

Miles	Hours
1 to 10 Miles	0.5 Hour
11 to 20 Miles	1.0 Hour
21 to 30 Miles	1.5 Hours
31 to 50 Miles	2.5 Hours

Each additional 20 miles over 100 miles, add 0.5 hour.

### Minimum Hours Applicable to Above Labor Categories:



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Regular hours apply when service is requested to be performed Monday through Friday, 8 AM to 5 PM.

Overtime rates apply when service is requested to be performed Monday through Saturday, 5 PM to 8 AM, and all day on Sunday and holidays.

Minimum charge of 3 hours on regular time moves plus travel time.

Minimum charge of 3 hours on overtime moves plus travel time.

Minimum charge of 5 hours on Sunday and holiday moves plus travel time.

### Transportation Charges – Fuel Surcharge:

DEPARTMENT OF ENERGY FUEL PRICE INDEX (CENTS)		BSE FSC %
286	287	1.00%
288	290	1.25%
291	292	1.50%
293	295	1.75%
296	297	2.00%
298	300	2.25%
301	302	2.50%
303	305	2.75%
306	307	3.00%
308	310	3.25%
311	312	3.50%
313	315	3.75%
316	317	4.00%
318	320	4.25%
321	322	4.50%
323	325	4.75%
326	327	5.00%
328	330	5.25%
331	332	5.50%
333	335	5.75%
336	337	6.00%
338	340	6.25%
341	342	6.50%
343	345	6.75%
346	347	7.00%

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348	350	7.25%
351	352	7.50%
356	357	8.00%
358	360	8.25%
361	362	8.50%
363	365	8.75%
366	367	9.00%
368	370	9.25%
371	372	9.50%
373	375	9.75%
376	377	10.00%
378	380	10.25%
381	382	10.50%
383	385	10.75%
386	387	11.00%
388	390	11.25%
391	392	11.50%
393	395	11.75%
396	397	12.00%
398	400	12.25%
401	402	12.50%
403	405	12.75%
406	407	13.00%
408	410	13.25%
411	412	13.50%
413	415	13.75%
416	417	14.00%
418	420	14.25%
421	422	14.50%
423	425	14.75%
426	427	15.00%
428	430	15.25%
431	432	15.50%
433	435	15.75%
436	437	16.00%
438	440	16.25%
441	442	16.50%
443	446	16.75%
447	448	17.00%

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449	451	17.25%
452	453	17.50%
454	456	17.75%
457	458	18.00%
459	461	18.25%
462	463	18.50%
464	466	18.75%
467	468	19.00%
469	471	19.25%
472	473	19.50%
474	476	19.75%
477	478	20.00%
479	481	20.25%
482	483	20.50%
484	486	20.75%
487	488	21.00%

Note:

IF THE COST OF FUEL EXCEEDS THE FIGURES IN THE TABLE, THEN FOR EVERY FIVE (5) CENTS PER GALLON INCREASE IN FUEL COST, AN ADDITIONAL ONE (1) CENT PER MILE WILL BE ASSESSED.

\* THE FUEL PRICE INDEX SHALL BE THE NATIONAL AVERAGE DIESEL PRICE AS DETERMINED BY THE ENERGY INFORMATION ADMINISTRATION OF DEPARTMENT OF ENERGY EACH MONDAY (OR TUESDAY IF A HOLIDAY FALLS ON MONDAY), WHICH IS AVAILABLE BY VISITING <http://www.eia.gov/petroleum/gasdiesel/>. THE AVERAGE DIESEL PRICE SHALL THEN BE COMPARED TO THE TABLE ABOVE TO DETERMINE THE SURCHARGE AMOUNT.

THE FUEL SURCHARGE FOR EACH WEEK SHALL BE BASED ON THE MONDAY'S FUEL PRICE INDEX AS REPORTED BY THE ENERGY INFORMATION ADMINISTRATION. THE FUEL SURCHARGE WILL BE EFFECTIVE TUESDAY THROUGH MONDAY OF THE NEXT WEEK.

THE APPLICABLE FUEL SURCHARGE SHALL BE SHOWN AS A SEPARATE ENTRY (NOT PART OF THE RATE) ON THE FREIGHT BILL.

### Warehouse Overnight Hold

Monday to Sunday	
From 6:00 PM to 8:00 AM	\$150.00
From 8:00 AM to 6:00 PM	\$300.00

Note: Any truckload that is requested to leave on truck will be charged a holding fee listed above.

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## BSE Logistics Pricing for Moving and Packing Material for Base Year

Materials	Description	Unit	GSA Unit Price	GSA IFF Included In Rates
China box, drum, dishpack	18"x18"x27"	Per Roll	\$7.50	0.75%
Book Box	17"x12.6"x12.6"	Per Roll	\$1.30	0.75%
Small Linen Box	18"x18"x16"	Per Box	\$2.16	0.75%
Medium Linen Box	24"x18"x18"	Per Box	\$2.64	0.75%
Large Linen Box	23"x20"x23"	Per Box	\$3.66	0.75%
LED, LCD, Plasma TV Box	Fit up to 55"	Per Box	\$15.52	0.75%
Wardrobe Box	24"x21"x46"	Per Box	\$9.60	0.75%
Mattress Cover, Plastic	King roll 2 mil	Per Cover	\$14.05	0.75%
Mirror Carton	40"x42"x30"	Per Carton	\$5.52	0.75%
Poly Tape (Clear/Tan)	2"x55 yards	Per Roll	\$2.50	0.75%
Duct Tape	2"x60 yards	Per Roll	\$7.50	0.75%
Bubble Wrap	0.5"x250 feet	Per Roll	\$56.22	0.75%
Keyboard Bags	14" x 24"	Per Bag	\$1.64	0.75%
Office Carton	22"x15"x11.75"	Per Carton	\$3.00	0.75%
Commercial Bins	48"x24"x28"	Per Bin	\$18.74	0.75%
D Container with Pallet	58"x41"x45"	Per Container	\$42.16	0.75%
Stretch Wrap	18"x1500 feet	Per Roll	\$10.31	0.75%
Regular Moving Blanket	72"x80"	Per Blanket	\$22.49	0.75%
Wooden Crating (\$150 minimum)	Per cubic feet	Per cft (\$150 min)	\$28.11	0.75%
Packing Paper	24"x36"	Per 25 lbs	\$22.00	0.75%