



Moving and Storage

Commercial / Office / Industrial
Household: Local / Long Distance / International

14 October 2020

Ms. Erica Schwarz
Cambridge Redevelopment Authority
255 Main Street
Cambridge, MA. 02142

Dear Ms. Schwarz,

SPRY Moving Company presents to you its estimated costs in regard to the relocation project for the **Cambridge Redevelopment Authority** from Bishop Allen Drive Cambridge to three other temporary office locations and to mover storage. The following costs are based on the inventory and RFP that STV Inc has provided.

We try to educate our customers a little with our proposals, not just report back to them with numbers. This is one reason why **SPRY** was selected to coordinate, as well as relocate, such major projects as Harvard Business School, the Floating Hospital of New England Medical Center, the Wellman Research Laboratory at Massachusetts General Hospital, John Hancock Insurance, Foley Hoag, Brooke Courthouse, Registry of Motor Vehicles, and Bain Capital.

Should you realize the need for any type of storage, **SPRY** owns and operates three storage warehouses with over 8,000 square feet of available storage space. Also, **SPRY** has a 15,000 square foot archive/record storage center.

I thank you for your time and invitation. I trust we have touched base on all aspects of this relocation. I look forward to working with you in executing this project.

Sincerely,

Richard J. Spry
Vice President

Attachment: Proposal, Terms, and Move Liability



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I. PRICING INFORMATION:

A. Estimated Move Labor

- December relocation. Straight time hours, 8:00 AM start times.
- SPRY proposes two days to relocate everything to mover storage.
- SPRY proposes a pack crew the day before move day in order to package the technology equipment. (See Section B)
- At the end of the 2nd day, SPRY will load items, and hold on our truck overnight, to be delivered to Main Street, Massachusetts Avenue, and One Broadway the next business day.
- Labor includes warehouse handling.

	<u>Straight time rates</u>
5 Trucks and Drivers	\$ 710.00/hour
11 Movers	\$ 1012.00/hour
1 Supervisor	<u>\$ 92.00/hour</u>
Hourly Rate for Crew	\$ 1814.00/hour
Estimated Time (Dock to Dock)	<u>x 20.0 hours</u> (two days)
Estimated Labor Total	\$36,280.00

Deliveries to Main Street, Massachusetts Avenue, and One Broadway.

NOTE: All deliveries are to be after 3:00 PM.

	<u>Overtime rates</u>
2 Trucks and Drivers	\$ 320.00/hour
4 Movers	\$ 420.00/hour
0 Supervisor	<u>\$ 00.00/hour</u>
Hourly Rate for Crew	\$ 740.00/hour
Estimated Time (Dock to Dock)	<u>x 7.0 hours</u>
Estimated Labor Total	\$5,180.00



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B. Materials & Other Costs

Estimated 500 letter tote cartons @ \$3.75/each*	\$1,875.00
Materials delivery delivery	\$ 468.00
Estimated 65 keyboard bags @ \$2.00	\$ 130.00
Estimated 65 monitor bags @ \$4.00	\$ 260.00
Boxes for monitors: 40 @ \$8.00 each	\$ 320.00
Packing crew, to pack equipment (Three men for 9 hours)	\$2,934.00
Bubble-wrap: 2 rolls at \$100.00	\$ 200.00
City of Cambridge street permit	\$ 160.00
Police details: 2 days	\$1,200.00
Protective materials	\$ 150.00
Estimated Grand Total, A and B	\$49,157.00

II. TERMS, CONDITION, UNDERSTANDINGS:

- A.** **SPRY** will dismantle and reassemble any freestanding furniture.
- B.** Any and all office and computer equipment will be properly serviced and prepared for moving, by qualified personnel, before your moving day. *Photocopiers must be prepared as well.* Computer equipment will be packaged by a **SPRY** packing crew the day preceding the move.
- C.** All furniture will be empty for the move, with the exception of any full vertical style file cabinets.
- D.** All estimated labor herein is based on a **dock to dock** basis: that is, time to be invoiced begins and ends at the mover's dock for all time spent on one customer.
- E.** Your firm will notify respective building superintendents as to your move intentions and arrange for the use of the loading and unloading areas, as well as any freight elevators.
- F.** This is a not to exceed price. However, final invoice will be based on actual time, services, and materials utilized in completing this relocation, depending on any changes in inventory or scope as requested by the customer.
- G.** Move coordination meetings must be held between **SPRY** management and your move coordinators in order to properly plan this relocation project. Meetings will be held until both the mover and the customer feel totally secure with their understanding of just how this relocation will take place.
- H.** Per our bill of lading, regulated by the Commonwealth of Massachusetts Department of Public Utilities, **SPRY** Moving Company's Liability for damage done to your furnishings and materials being moved by **SPRY** is **limited** to \$0.60 per pound per article. Additional damage liability insurance is available through **SPRY** Moving and its insurance broker. These insurance options are explained in the attached "Mover Liability" page. **Please take the time to read this page over and please advise me as to your intentions.**
- I.** We are not responsible for delays and extra monies caused by inclement weather, elevator breakdowns or failures, fires, civil disobedience, building maintenance issues, or Acts of God.
- J.** CRA' personnel will do all packing and unpacking of crates and cartons.
- K.** The mover is to have exclusive use of the freight elevators in any and all buildings during the course of the move process.