

ATTACHMENT E MOVING SERVICES REQUEST ORDER

(To be completed by Authorized Purchaser)

Date:	Contract Number:	MSRO Number:	Requested Move Date:
Contractor:		Authorized Purchaser:	DAS Building: <input type="checkbox"/> Y <input type="checkbox"/> N
Point of Contact:		Point of Contact:	
Phone:		Phone:	
Fax & Email:		Fax & Email:	
Move from Location:		Move to Location:	
Description of Move (Attach Separate Sheets if Needed):			

SPECIAL REQUIREMENTS

- | | |
|---|--|
| <input type="checkbox"/> Regular Rate (normal & non-normal business hours)
<input type="checkbox"/> Emergency Rate
<input type="checkbox"/> BOLI/Prevailing Wage Rate
<input type="checkbox"/> Storage | <input type="checkbox"/> Moving Cartons
<input type="checkbox"/> Miscellaneous Equipment / Supplies
<input type="checkbox"/> Other _____ |
|---|--|

PROJECT SUBMITTAL

(To be completed by Contractor)

Start Date:	Start Time:	End Date:	End Time:				
Move From Location:		Move To Location:					
Comments (Attach Separate Sheets if Needed):							
Labor			Cartons			Miscellaneous	
Number	Hours	Cost	Size	Quantity	Cost	Special Equipment / Supplies	Cost
Leadworker							
Labor I							
Labor II							
Driver w/ Truck							
Total Labor Cost:			Total Carton Cost:			Total Miscellaneous Cost:	
Estimated Total Project Cost:							

Contractor's Signature: _____ Date: _____

PROJECT AUTHORIZATION

(To be completed by Authorized Purchaser upon acceptance of Project Submittal)

Authorized Purchaser's Signature: _____ Date: _____

Department of Justice's Signature: _____ Date: _____
(Applicable ONLY if Authorized Purchaser is a State of Oregon Agency and cost exceeds \$150,000 threshold, per OAR 137-045-0030 (1)(a))

Department of Administrative Services, Enterprise Asset Management's Signature: _____
(Applicable ONLY if Authorized Purchaser is a DAS-owned Building Tenant, as Identified Above)

THIS PROJECT AUTHORIZATION IS SUBMITTED PURSUANT TO STATE OF OREGON SOLICITATION #DASPS-2273-18 AND PRICE AGREEMENT PO-10700-0000243. THE PRICE AGREEMENT TERMS AND CONDITIONS, INCLUDING THE MSRO AND PROJECT SUBMITTAL (T'S & C'S), ARE HEREBY INCORPORATED BY REFERENCE AND APPLY TO THIS PURCHASE AND TAKE PRECEDENCE OVER ALL OTHER CONFLICTING T'S AND C'S, EXPRESS OR IMPLIED.



PROJECT CANCELLATION

(To be completed by Authorized Purchaser upon cancellation)

In accordance with Section 2.2.10 of the above referenced Price Agreement, this Moving Service Request Order is hereby cancelled.

Reason for cancellation: _____

Authorized Purchaser's Signature: _____ Date: _____

Contractor's Signature: _____ Date: _____

A copy of this completed and approved Moving Services Request Order must be submitted with all invoices for this project.