

Statement of Work

Re-usable Moving Boxes

This requirement is for free delivery and pick up within 24 hour notice to NASA, Kennedy Space Center (KSC), Florida. Company must be flexible with shifting schedule dates and be able to adjust quotes accordingly without extra fees for last minute changes. Must have agreed upon number of boxes available and delivered one (1) week prior to job and be picked up one (1) week after job is complete. Cost must include delivery, pick-up, labels, security ties, file folder hangers. All labor costs must be included in the costs for the drop off and pick up at designated buildings. No additional cost for labor due to weather or other delivery delays. Contract will have a clause to allow minimal amount of misplaced boxes, file bars, dollies etc. before NASA is charge for said items.

Vendor agrees to leave an agreed upon amount of boxes, dollies, file bars, labels and security ties at the KSC for immediate use needs. Vendor needs to agree to only charge when boxes are used. Billing can be done monthly for this service. Truck/delivery personnel must pass security back ground check for entry into the KSC.

Moving boxes must meet the below requirements:

1. Large size - 27x17x12
2. Extra-large – 28x20x15
3. Lockable for security (meet HIPPA regulations)
4. Made from 100% post recycled material
5. Designed to accept file folder bars and be supplied by company
6. Large box wheel dollies w/ heavy duty skid proof casters
7. Boxes must be clean and sanitized prior to delivery
8. Boxes must be stackable

Trucks must meet the below requirements:

1. Trucks must be able to adapt to delivery docks

Period of performance

One year from date of ward