

Moving Company

Q & A

- 1. Q.** Can I have more specific information regarding the furniture being moved from these offices, i.e. number of desks, chairs, bookcases, file cabinets etc.

A. The total of the furniture on those 2 offices are: 3 - 4ft desks, 2 – 3ft desks, 2 hutches, 2 bookcases (additional to the ones specified on the RFQ), 2 – small 2 drawer filing cabinets, 2 – large 2 drawer filing cabinets,
- 2. Q.** How many chairs go with the table in the conference room?

A. There are 4 – 6x3 tables with 20 stackable (non-folding) chairs.
- 3. Q.** Are the filing cabinets 2 drawer or 4 drawers? If there is a combination, how many of each type do you need moved?

A. They are 7 – w/5 drawers and 5 – w/4 drawers
- 4. Q.** Typically our moving services are billed at an hourly rate, and the client is billed for the actual time used to complete the move, plus any additional charges that may apply. For this move are you looking for a quote for a flat rate for the entire move?

A. A quote based on hourly rate is sufficient; please specify any additional costs that may incur, such as: fuel, equipment, etc.
- 5. Q.** In regards to the file cabinets, which are Vertical and which are lateral?

A. All 4 & 5 drawer filing cabinets are vertical
- 6. Q.** Are any of the files mentioned lateral files? If so how many and will they be empty?

A. Most filing cabinets will not be empty, and there are 3 – 2 drawers lateral cabinets