



# Moving Services – Business Relocation Services (BRS) NJ STATE CONTRACT# 22-GNSV2-25455

## CONTACT INFORMATION

### Business Relocation Services (BRS):

For quotes, contact: Mark Lavin – Moving Services

Office Phone: 718-399-8000 or 646-226-0840

Email address: [Mark.Lavin@brsrelocations.com](mailto:Mark.Lavin@brsrelocations.com)

### How to request services:

1. Obtain a quote from BRS. The following information must be written on the quote:
  - a. NJ STATE CONTRACT **#22-GNSV2-25455** (This **must** be the only contract number on the quote; otherwise, Procurement will send the requisition back in order to have the quote revised)
  - b. Prices **must** be broken down per previously agreed prices with the State on the quote (i.e., trucks, drivers, movers, materials, and so forth)
2. Create a requisition from the quote in Workday:
  - a. When creating the requisition, select “State of NJ Cooperative Contract” as the **purchasing methodology**, enter “NJ STATE CONTRACT# 22-GNSV2-25455” in the “**Memo to Supplier**” section, and also, on the **questionnaire**.