



Department of Buildings & General Services
Office of Planning & Property Management
 133 State Street, 5th floor
 Montpelier, VT 05633-5801

P: 802-828-5004
 F: 802-828-6501

Agency of Administration

STATE OF VERMONT - BGS MOVE REQUEST FORM

Date of Request: *

Requesting Agency/Department: *

Appointing Authority or Authorized Agent: *

BGS / Vision Customer #: *

Billing Address: *

Type of Moving Service Requested (*Select all that apply*):*

- Internal
- Building to Building
- Construction Displacement
- Emergency Displacement (Health and Safety)
- Surplus and Waste Removal (Separate Form)
- Other: _____

- Furniture Assembly (Modular/VCI)
- Desk Height Adjustments
- Heavy Equipment (Items over 400 lbs.)
- Expensive Equipment (>\$10K)
- Records (Must Contact VSARA)

Coordinator / Contact Person: *

Phone: *

Email: *

Back-up Coordinator:

Phone:

Email:

Current Location:*

Desired Location:*



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Requested Move Date: *

Number of Staff Being Moved: *

Special Requirements: (pallet jacks, lift gate trucks, loading docks, parking requirements, etc.)

Additional Description:*

Disclaimer: *Upon submission of this request to BGS, the requester will be liable for all contracted costs related to this request. The requester will be notified by BGS prior to the hiring of any contractors. Work not expected to exceed \$3000.00 will be billed at a contracted rate (time & materials), not at a fixed cost. Cost estimates available upon request.*

Signature:*
