



Total Office Solutions For The Government Community



We're on Schedule!



"Providing the moving services you need from start to finish."

The Office Moving Specialists

Office Movers, Inc. (OMI) is the area's largest commercial mover, serving the East Coast with affiliates nationwide since 1969. OMI is a full-service relocation firm, specializing in providing high-quality transportation-related services to government agencies and commercial clients.

Services Include:

- Project Management
- Commercial Moving Services
- Data Center Relocations
- Library and File Relocations
- Daily Deliveries
- Warehousing Services in all Eight Branch Locations



- | | |
|-----------------------|-------------------------|
| ✓ Lanham, Maryland | ✓ Springfield, Virginia |
| ✓ Baltimore, Maryland | ✓ Washington, DC |
| ✓ Rockville, Maryland | ✓ Wilmington, Delaware |
| ✓ Frederick, Maryland | ✓ Elkridge, Maryland |

Office Movers, Inc.'s Advantages:

- Pre-move planning sessions;
- Relocation plan designed to maximize efficiency and minimize downtime;
- Unparalleled ability to provide the materials and expertise required for building protection;
- Capability to marshal all resources necessary to successfully complete the relocation;
- Full Market Value Insurance;
- Locally based/nationally recognized;
- Exclusively commercial moving;
- Response time & flexibility to meet our customer's schedule.

We are proud to offer the business community a commitment to quality unsurpassed in our industry and truly provide total service from start to finish.

Warehousing

Warehousing is available at all of our regional facilities; items can be bar-coded for ease of tracking and identification. Our warehouses are fully staffed and conveniently located for easy access.

Rigging

Rigging crews capable of handling everything from telephone switching equipment to computer room air handlers to over-sized conference tables are available on a moments notice. Window removal and crane services are coordinated by our office.



Tech Services Division

Office Movers, Inc.'s Tech Services Division has crews trained to prepare, pack and protect your valuable computer workstations, printers, scanners, fax machines and delicate electronic devices. As your IT staff concentrates on your network system and infrastructure, our personnel will disassemble and pack all the equipment in your office. These specialized crews will place items in secure containers for transport, accompany them to their new location and upon final placement, properly reconnect all items and assure they are in good working order.

We offer this service to insure the correct handling of all office technology, and to control the timely delivery and reinstallation of your equipment to avoid disruption to your company's normal activities.

Library Services Division

Just walk the aisles of The Library of Congress, The University of Maryland's Health Sciences Library or The Library of Virginia and you'll see that our library moving experience speaks volumes. For over 34 years Office Movers, Inc.'s Library Services Division has set the standard for moving libraries on time, on budget, and with the highest degree of accuracy. Our project team has successfully managed thousands of library relocations across the country, so contact us when you're ready to check out of your current location and into a new one.



Personnel

With offices near major area military installations, Office Movers, Inc.'s Recruitment Centers provide high-caliber movers, packers, drivers and supervisors.

Personnel offices are located near major military installations for the purpose of recruiting dependable, professional and highly disciplined labor. Regular part-time employees have been assimilated into our system through an on-going training program stressing proper moving procedures, packing techniques, and job safety. They are an integral part of our operation and are not casual or pick-up labor. Due to the fact that we handle a number of security-sensitive contracts, most of our regular part-time employees are currently in or have served previously with the U.S. military. These exceptional men and women of the U.S. Armed Forces are assigned to the Military District of Washington and come from such diverse locations as Quantico Marine Base, Andrews AFB, Ft. Belvoir, VA, Ft. Meade, MD and Aberdeen Proving Grounds. All of these personnel, regardless of prior experience, are trained by Office Movers to refine existing skills and establish new ones. This allows us to provide additional specialists in packing, rigging, warehousing, furniture installation and moving.

Moving Containers

Standard Moving Cartons

- Sturdy Double Wall End Panels
- Fold Over Top for Easy Closing
- One Size Carton Handles Both Letter and Legal
- Can Be Taped Shut to Ensure Security
- One Piece Construction



FastKrates™

Kane/OMI would like to offer a revolutionary alternative to traditional cardboard moving boxes or "totes". We strongly urge our customers to consider the use of recyclable plastic crates*. These plastic crates are easier for employees to pack and unpack, they hold more than traditional cardboard, and they are virtually indestructible ensuring safety of their contents. During the move they are quicker and easier to load, transport and unload thus increasing efficiency.

Advantages to the FastKrate™ Moving System

- Faster to Pack and Unpack
- Improves Move Management
- No Assembly & No Tape Needed
- No Crushing = Less Damage
- No Lifting and Designed to Load Quickly
- Clean & Neat - Leaves Premises Tidy
- Can be Secured with a Randomly Numbered Seal



Variety of Sizes

- Standard - Seen in photograph with dolly.
- **Computer Crates** - Fits One Complete PC, Secure, Safe & Simple
- Purging Crates on Wheels - For Purging, Trash Disposal and Large Items





*"We bring simple Solutions
to today's complex
office environment!"*

Office Installers, Inc. (OII) installs, re-configures, and cleans modular office furniture systems. OII is a full-service furniture installation company capable of handling both new furniture set-up and inter-office reconfiguration.

Services Include:

- Receipt and delivery of manufacturer's furniture
- Installation by certified mechanics
- Reconfiguration
- Customization of panels
- Lamination
- Cleaning of Panels
- Storage: short- or long-term
- CAD design capability to assist with your design needs
- Panel & chair cleaning



Office Installer's Advantages:

Modular furniture is today's flexible solution for businesses on the move. But modular furniture doesn't build itself. And putting the pieces together and keeping them together - - sometimes can be a perplexing project. That's why more and more businesses call on Office Installers, Inc. to bring form and substance to their furnishing plans.

- Project Management: Our on-site coordinators shape each project into a smooth, efficient operation
- Resources: the unparalleled depth of our resources allows us to react quickly for any task – large or small
- Relocation Services: Our team will coordinate the disassembly and reassembly of systems furniture with its movement to insure a smooth transition
- Locally Based: As a local firm, we are familiar with building requirements, travel restrictions and permits and regulations throughout the entire area



Office Installers, Inc. provides authorized trained personnel for major furniture systems such as Knoll, Herman Miller, Haworth, Steelcase, Kimball International, and Teknion.

Panel & Chair Cleaning Services

Office Installers, Inc. offers the exclusive *Clean-Rite* high performance system for cleaning your fabric covered panels, office chairs and sofas with environmentally sensitive Continuous Flow Recycling (CFR). Using a complete range of safe, but highly effective cleaning solutions, our trained personnel will clean and restore your office furnishings without removing them from your office.

Computer-Aided Design (CAD)

Office Installers, Inc. offers Computer-Aided Design (CAD) which utilizes Cadvance Lite software in the creation of detailed drawings designed to assist the layout and assembly process. This service is offered as a supplement to your current architect and/or design firm and allows us to assure you of the greatest accuracy possible when reconfiguring existing systems or adding new components.



Secure Confidential Document Destruction for Commercial And Government Customers

Office Shredding, a specialized division of The Kane Company can help reduce the risk of exposure by ensuring proper compliance with existing privacy laws and keeping abreast of new or updated federal regulations. We can help ensure that customers meet the guidelines of corporate ethics programs, safeguard public image, and protect our customers from identity theft. We can arrange for certified shredding, incineration, or a specifically prescribed method of destruction unique to each customer's requirements. Office Shredding will also have out-of-date records shredded to comply with the Sarbanes-Oxley, Gramm-Leach-Bliley or Health Insurance Portability and Accountability (HIPAA) Acts. We will provide accountability receipts and certificates of destruction with each invoice.



Security Consoles

Our uniformed personnel will collect documents from specially designed security consoles supplied by Office Shredding on a scheduled basis as determined by each customer. Materials will be gathered in secure containers that have been placed conveniently throughout the office. These locked containers will then be transferred in our specialized, sealed vehicles to one of our service centers for destruction in accordance with each customer's requirements. Shredding of all items will be completed according to a pre-determined schedule and a certificate of destruction will be issued upon request.

Sensitive documents demand sensible treatment. With Office Shredding security containers, discarded confidential documents remain safe from any possible security breach.

Our security consoles will blend comfortably into any office environment. Their convenient size, subtle shade, and attractive design are a preferred option for many businesses where space is at a premium. With uncompromising protection, incorporating a secure integrated locking system and an innovative security feed slot for your discarded documents, our consoles provide the unsurpassed security businesses demand.

Office Shredding will destroy all materials - whether stapled, clipped, or bound - using premium, industrial grade shredders. We can shred a wide variety of items including files, x-rays, computer disks, CDs, and magnetic tape.



*"Managing the Supply Chain
from Beginning to End!"*

The success of any supply chain rests with proactive logistics management. Simply put, better-managed logistics means better service – and that builds customer loyalty and drives competitive advantages. That's where Kane Third-Party Logistics (Kane 3PL) comes in. For over three decades, Kane 3PL has provided innovative logistics solutions for premier supply chain management.

Services Include:

- Warehousing
- Freight Management
- Distribution Management
- Supply Chain Management
- Supply Chain Integration (from manufacturing to inventory to distribution)
- Logistics Personnel and Equipment Outsourcing
- Assets Management
- Facility Management
- Hazmat Handling
- Local Delivery
- Third-Party Services (ships, ferries, trains, helicopters, cranes and more)
- Customer Coordination (contract administration, order processing, billing, and claims)



Kane 3PL Advantages:



- Capitalize on our vast logistics expertise and resources
- Streamline operations and enhance customer service
- Reduce costs and avoid capital expenditures
- Minimize labor issues and regulatory charges
- Improve supply chain processes
- Offer value-added solutions to your customers
- Obtain online visibility into work orders and inventory

Best of all, a partnership with Kane 3PL lets you focus on management your core business – while we focus on management your logistics. Many of our clients boast increased sales and higher profit margins when they outsource logistics management to us.



Kane 3PL has joined forces with North American Logistics which will enable us to provide you superior solutions and unmatched execution for your logistic needs worldwide.

Team Kane Facilities

THE KANE COMPANIES CORPORATE OFFICE

Baltimore, MD 21075
410/799-3200 Fax: 301/621-2100
Fax: 410/799-3208

OFFICE MOVERS, INC.

Moving Headquarters
Lanham, Maryland
301/577-1400 Fax: 301/731-5635

Baltimore, Maryland
410/636-5200 Fax: 410/636-8010

Washington, D.C.
202/458-1980 Fax: 202/522-1141

Frederick, Maryland
301/831-4500 Fax: 301/831-4638

Springfield, Virginia
703/245-7800 Fax: 703/750-1075

Rockville, Maryland
301/217-9000 Fax: 301/251-1295

New Castle, Delaware
302/324-0080 Fax: 302/324-1556

Elkridge, MD
301/621-2100 Fax: 301/621-2113

OFFICE INSTALLERS, INC.

Lanham, Maryland
301/459-2700 Fax: 301/459-7723

Springfield, Virginia
703/245-7810 Fax: 703/750-7723

New Castle, Delaware
302/324-0080 Fax: 302/324-1556

KANE 3PL

Lanham, Maryland
301/773-2030 Fax: 301/773-6191

OFFICE SHREDDING

Lanham, Maryland
800/421-4720 Fax: 301-731-4812

Depending upon the scope and volume of work, The Kane Company also has the flexibility to utilize highly qualified contractors to assist in meeting the customer's specific needs.

A Wide Range of Experience

Throughout our 30+ years of experience, The Kane Company has been involved with some of the highest profile projects in the region as well as providing support services to cutting edge technologies nationwide. Whether we're delivering telecommunication equipment for Verizon, ATM machines for Diebold, Inc., copiers for Imagistics or delivering every piece of equipment needed for Lucent Technology installations, our organization has the equipment, personnel and passion to get the job done right.

But we don't stop there. We have also been involved with some of the most complicated single relocation projects imaginable, including skeletons for the Smithsonian Institute, the installation of 2,000 modular workstations for the Health Care Financing Administration, 58 miles of books and archives for the Library of Virginia, and most recently, a vital role as a member of the Pentagon Relocation Team. Our Electronics Handling Division, specializing in mini and mainframe computer systems, has performed successful specialized equipment moves for Intelsat (8,000 square foot computer center), IBM (12,000 square foot computer center), American Red Cross (5,000 square foot computer center), and Sallie Mae (18,000 square foot computer center) among others.

The following pages list some of the projects The Kane Company has performed for our customers. Please feel free to check with any or all of them to determine how well we can meet the needs of your particular type of business. Many of the references are customers of multiple Team Kane subsidiaries.



Government Experience

GSA Technology

The Kane Company is currently enjoying a five year contract with GSA Technology to supply supervisors, truck drivers, movers and systems furniture installers to assist them in facilitating their daily move requirements. Two employees are on-site each day, as well as furniture installers on an as-needed basis. Additional personnel are provided on an as-needed basis.

FBI

Provided for labor, and related moving services as specified to relocate over 1,000,000 files from 8,637 vertical file cabinets and relocate the files to lateral file racking systems installed by Systems Connections. This project was completed with 100% accountability for each file. The Kane Company was responsible for coordinating with Systems Connections personnel for moving of file cabinets to create space for installation of lateral file systems. A full-time move project manager as well as full-time move and packing supervisors were on-site for all phases of this relocation.

U.S. Department of Education

The Kane Company provided transportation, labor, materials and related moving services to relocate office contents, computers and peripherals for over 1,000 Department of Education employees. Prior to each phase of the move, each location was inspected for access limitations and constraints. Staging of each phase was arranged with the move coordinator and Department of Education move staff coordinators. Packing and unpacking of common files and libraries was accomplished using our proven methods. Two full-time project managers as well as full-time move supervisors were on location for all phases of this project.

World Bank

The Kane Company provides daily moving services for all buildings in the World Bank complex in Metro Washington, DC. Typical staffing requirements include 4 supervisors, 22 movers, 4 staff and 2 truck drivers. It is our responsibility to manage all daily work throughout this complex. OMI/Kane staff responds to work orders generated by World Bank staff. In addition, World Bank staff requests OMI/Kane support with large relocations, sometimes simultaneously. As you can imagine, a complex this large requires our crews to be very flexible and deliver a high-level of customer satisfaction. To stay on top of the challenges and demands of a job this size we invest heavily in a training program specifically designed to meet the needs of this particular contract. We also provide all the necessary equipment needed to meet the workload requirements. This contract was recently extended for an additional five years.

Pentagon

On September 11, 2001 at 9:00 p.m. the Pentagon called The Kane Company to provide as many movers as possible to move surrounding offices adjacent to the crash site into swing space throughout the metropolitan area. Four hours later, we dispatched over 50 people to the Pentagon and for the next three months staffed 24-hour shifts to meet the on-going needs of Pentagon personnel. Our daily obligations continued to be met. The challenges were personnel staffing, equipment and project management. All of those challenges were met and the Pentagon presented us with a special recognition award for our service. We currently have a contract with the Pentagon that requires The Kane Company /Office Movers, Inc. (OMI) to provide a project manager, five supervisors, and over 30 movers and installers each day. These employees perform duties as specified by the daily moving requirements, including: small and large relocations in and out of the Pentagon complex, systems reconfiguration, furniture installation and de-installation, library relocation, computer disconnect and reconnect, and panel cleaning. The Kane/OMI team responds to Pentagon requests on a daily basis and must be able to meet large labor/equipment needs on short notice. Crew sizes vary according to each project with the larger requirements exceeding 100 workers. Kane/OMI is on call 24-hours a day.

NASA

Contract for moving, design and installation services. NASA's Goddard Space Flight Center is located on a large campus-like complex in Greenbelt, Maryland. We have enjoyed this contract for over seven years. A supervisor, three movers, two installers and one truck driver are on-site each day with provisions for casual labor as needed. Assembly and disassembly of module and systems furniture are provided. In addition, we move individual offices internally and externally throughout the complex. In order to maintain a high level of customer satisfaction, monthly meetings are held to discuss improvement opportunities.