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

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.