

Local Moving Partner Service Level Agreement

Moves for Seniors, a division of Transit Systems, Inc., (TSI) a Pennsylvania corporation, markets and coordinates a full spectrum of moving related services for consumers and corporate clients on a nationwide scale. TSI and all of its divisions are authorized to operate as brokers of moving services under US DOT #517872, FMCSA #MC261796 and PA PUC #A-2016-2577707. Through various marketing channels, Moves for Seniors offers moving related services to seniors and their families. Moves for Seniors also serves national and regional operators of senior living facilities to provide moving related services. Moves for Seniors will engage each Local Moving Partner to perform moving services for consumers and corporate clients as needed. The scope of the Service Level Agreement is as follows:

- Any customer contacting Moves for Seniors for the purpose of obtaining moving services is a customer of Moves for Seniors and will remit payment directly to Moves for Seniors.
- Local Moving Partners are vendors of Moves for Seniors and will be paid for their services directly by Moves for Seniors. Local Moving Partners are prohibited from seeking payment directly from any customer of Moves for Seniors.
- A consumer or resident of a senior living facility will contact Moves for Seniors directly to inquire about and secure moving services.
- Moves for Seniors will contact the Local Moving Partner to provide details and inventory as well as coordinate the scheduling of consumer, resident or community moving services.
- Upon request by Moves for Seniors, the Local Moving Partner agrees to perform an on-site estimate at no charge in order to accurately quote the services needed by the customer.
- The Local Moving Partner will perform consumer, resident or community moving services within a 30 mile radius from their main location of operation and will be paid per move according to the rates listed in Exhibit A.
- For specialized moving services beyond the scope of this agreement, Moves for Seniors will submit a quote request to the Local Moving Partner who will return the quote within twelve (12) hours using the agreed upon hourly rates listed in Exhibit A.
- The Local Moving Partner will provide wholesale pricing and agrees to not disclose or present that pricing to customers of Moves for Seniors. If the Local Moving Partner presents or discloses wholesale pricing to customers of Moves for Seniors that later result in discounts being given to the customer, a twenty percent (20%) charge will be deducted from the invoice of the Local Moving Partner.
- The local senior living facility will contact Moves for Seniors directly when a model apartment or miscellaneous furniture needs to be moved within the facility.
- Moves for Seniors will then contact the Local Moving Partner to schedule the model move or miscellaneous furniture move to occur within three (3) business days in accordance with the standards listed in Exhibit A.
- Estimated time to complete the moving of a model unit or internal miscellaneous furniture is between sixty (60) minutes and two (2) hours.
- The Local Moving Partner will perform the moving of model unit and miscellaneous furniture for an agreed upon flat rate and will be paid per move at the agreed upon rate listed in Exhibit A.
- In the event that a model move or internal miscellaneous furniture move is cancelled in less than 24 hours prior to the scheduled move, the Local Moving Partner will be paid a cancellation fee of fifty (50) percent.
- Upon completion of any moving services, the Local Moving Partner will obtain the signature of the customer on the Moves for Seniors work order and submit the signed work order along with an invoice to Moves for Seniors within 24 hours of completion. Invoices submitted after four (4) days will not be paid any overage from the original quote. Invoices submitted without signed work orders will not be processed for payment. All invoices must include the address listed on the W-9 form of the Local Moving Partner.
- Upon receipt of the invoice and Moves for Seniors work order signed by the customer and a member of the Local Moving Partner crew, the Local Moving Partner will receive payment by check in fifteen (15) days after receipt of the invoice or Automated Clearing House (ACH) within seven (7) days after receipt of the invoice.
- The Local Moving Partner will maintain insurance at their own cost as specified in Exhibit A.
- The Local Moving Company must supply a certificate of insurance in a manner specified in Exhibit A.
- The Local Moving Partner must be fully licensed and in compliance with any local, state and federal agencies.
- By signing below, the Local Moving Partner agrees to enter into the Service Level Agreement and further agrees to not solicit the consumers or senior living community(ies) for any moving related services outside of what is provided through Moves for Seniors during the term of the Agreement and for a period of one (1) year after termination of the Agreement.

The term of the agreement will last for ninety (90) days from the date below, giving the Local Moving Partner and Moves for Seniors the opportunity to evaluate the working relationship. At the end of ninety (90) days, unless either party chooses to terminate the agreement, the agreement will renew for a period of one (1) year and automatically renew annually for one (1) year terms until termination in accordance with this Agreement. Either party may terminate this Agreement at any time upon ten (10) days written notice. In the event of such termination, Local Moving Partner shall be paid for any portion of the Services performed prior to termination which have been approved by Moves for Seniors. Moves for Seniors may terminate this Agreement immediately if the Local Moving Partner violates any terms or conditions of this Agreement.

Transit Systems, Inc. d/b/a Moves for Seniors

By: _____
Name: Chris Pienkowski
Title: Managing Director
Date: _____

“ _____ ”
By: _____
Name: _____
Title: _____
Date: _____

Exhibit "A"

DESCRIPTION OF VENDOR SERVICES – **PROFESSIONAL MOVING SERVICES**

Local Moving Partner shall begin working with Moves for Seniors on _____

Local Moving Partner services and standards shall be as follows:

Internal Model and Furniture Moves

- Professional moving of model apartment furniture and miscellaneous furniture within the facility in such a manner to prevent damage or harm to furniture, property or people.
- Model Moves and internal furniture moves must be completed within three (3) business days after receiving the request from Moves for Seniors.
- The Local Moving Partner is not responsible for removing pictures, mirrors or other decorations located on the walls of model apartment units or the boxing of any small wares within the model apartment units.
- The Local Moving Partner is not responsible for hanging pictures, mirrors or other decorations or staging any small wares within the model apartment units.
- The Local Moving Partner and their employees shall act in a respectful and professional manner while on site at the facility.
- The Local Moving Partner and their employees will remove any trash or debris that may be created during the course of the move.
- The Local Moving Partner will relocate furniture at the direction of the staff within the facility.
- The Local Moving Partner will perform model moves and internal furniture moves for an agreed upon rate listed below and will be paid per move.
- Upon completion of any moving services, the Local Moving Partner will obtain the signature of the customer on the Moves for Seniors work order and submit the signed work order along with an invoice to Moves for Seniors within 24 hours of completion. Invoices submitted after four (4) days will not be paid any overage from the original quote. Invoices submitted without signed work orders will not be processed for payment. All invoices must include the address listed on the W-9 form of the Local Moving Partner.
- Upon receipt of the invoice and Moves for Seniors work order signed by the customer and a member of the Local Moving Partner crew, the Local Moving Partner will receive payment by check in fifteen (15) days after receipt of the invoice or Automated Clearing House (ACH) within seven (7) days after receipt of the invoice.
- The Local Moving Partner is responsible for providing all necessary tools, dollies, straps, etc. to successfully complete the moving of model apartment and miscellaneous furniture.
- Model apartment furniture will generally consist of the following:

Living Room:

- Sofa
- Lounge Chair
- (3) Occasional Tables
- End Table
- Floor Lamp

Kitchen:

- Drop-leaf table
- (2) Chairs

Bedroom:

- Queen Bed Frame
- Queen Mattress and Box Spring
- (2) Night Stands
- Chest – 5 Drawer
- TV Chest

Bedroom 2 when applicable:

- Queen Bed Frame
- Queen Mattress and Box Spring
- (2) Night Stands
- Chest – 5 Drawer
- TV Chest

Consumer and Resident Moving Services

- Professional moving of household goods for residential moves within a 30 mile radius of the main location of operation of the Local Moving Partner.
- Professional packing of household goods in such a way to prevent damage during transport.
- Residential moving services will be coordinated between Moves for Seniors and the Local Moving Partner.
- Moving includes transporting items from one location to another as well as within a single location.
- Moves for Seniors will submit a written work order to the Local Moving Partner including location(s), inventory, date, services needed and other relevant information. In the event that services beyond the scope of this Agreement are needed, Moves for Seniors will submit a quote request to the Local Moving Partner with information needed to provide an accurate quote for services. Upon receiving the request from Moves for Seniors, the Local Moving Partner shall provide a quote of costs based on the rates contained in the Agreement to perform professional moving services based on information provided by Moves for Seniors within twelve (12) hours. If additional charges are required to complete the job, the Local Moving Partner will first gain the approval from Moves for Seniors prior to performing any work that would increase the original quote.
- The Local Moving Partner and their employees will take necessary care to protect furniture, property and people within the facility from damage or harm.
- The Local Moving Partner and their employees shall act in a respectful and professional manner while on site at the facility.
- The Local Moving Partner and their employees will remove any trash or debris that may be created during the course of the move.
- Upon completion of any moving services, the Local Moving Partner will obtain the signature of the customer on the Moves for Seniors work order and submit the signed work order along with an invoice to Moves for Seniors within 24 hours of completion. Invoices submitted after four (4) days will not be paid any overage from the original quote. Invoices submitted without signed work orders will not be processed for payment. All invoices must include the address listed on the W-9 form of the Local Moving Partner.
- Upon receipt of the invoice and Moves for Seniors work order signed by the customer and a member of the Local Moving Partner crew, the Local Moving Partner will receive payment by check in fifteen (15) days after receipt of the invoice or Automated Clearing House (ACH) within seven (7) days after receipt of the invoice.

The Local Moving Partner shall be responsible for maintaining the insurance coverage listed below along with all applicable licenses to comply with local, state and federal regulations for their respective service area.

- The Local Moving Partner will maintain the following insurance:
 - General Liability - \$500,000 per occurrence and \$1,000,000 in aggregate
 - Automobile Liability - \$500,000
 - Employer's Liability – Not less than the minimum coverage required in the state(s) of operation of the Local Moving Partner.
- The Local Moving Partner must supply a certificate of insurance naming the following as additional insureds under their General Liability and Automobile Liability: Harvest Management Sub LLC, Holiday AL NIC Management LLC, Holiday AL Management Sub LLC and the certificate holders and their landlords.

Company Contact for Moves for Seniors:

Jesse Rainone
Vendor Network Coordinator
999 Old Eagle School Road, Suite 114
Wayne, PA 19087
610-535-4903
jesser@movesforseniors.com

Nicole Hopkins
Partner Services Coordinator
999 Old Eagle School Road, Suite 114
Wayne, PA 19087
610-535-4923
nicoleh@movesforseniors.com

Company Contact for Local Moving Partner:

Name: _____

Title: _____

Address: _____

Phone: _____

Email: _____

SCHEDULE OF RATES AND GEOGRAPHIC COVERAGE FOR PROFESSIONAL MOVING SERVICES

In each local market and community location, the Local Moving Partner agrees that hourly pricing and truck / travel fees for a two-man crew performing moving services for residents moving in to or out of the community within 30 miles shall be:

Hourly Rate for 2 Man Crew	
Truck and Travel Fee	

In each local market and community location, the Local Moving Partner agrees that standard package pricing shall be calculated in the following manner for residents moving in to or out of the community within 30 miles:

Unit Type	Hours Per Move	Truck / Travel Fee Applicable
Studio	3	YES
One Bedroom	4	YES
Two Bedroom	5	YES

In each local market and community location, the Local Moving Partner agrees that standard package pricing shall be calculated in the following manner for residents moving from one apartment to another within the community with no truck required:

Unit Type	Hours Per Move	Truck / Travel Fee Applicable
Studio	2	NO
One Bedroom	3	NO
Two Bedroom	4	NO

In each local market and community location, the Local Moving Partner agrees that flat rate pricing for a two-man crew moving model apartment furniture, common area furniture and other miscellaneous furniture within the community for up to two hours shall be:

Flat Rate Up To Two Hours	Hourly Rate Beyond Two Hours	Truck / Travel Fee Applicable
		NO

The Local Moving Partner agrees that the following fees for additional services shall be applied:

Service	Fee	Measure
Packing		Per Hour
Stairs		Per Flight
Long Carry		Per 100'

Initials of Authorized Representatives:

Local Moving Partner: _____

Moves for Seniors: _____

Date: _____

Date: _____



VENDOR INFORMATION FORM

999 Old Eagle School Road, Suite 114, Wayne, PA 19087

610-535-4916 www.movesforseniors.com

Trade Name: _____

T/A Name: _____

Address(es): _____

Phone: Landline: _____ Mobile: _____

Fax: _____ Email: _____

Website: _____

Federal Tax Employer ID#: _____ State Tax ID# _____

Entity Type: Sole Proprietor Partnership C-Corporation LLC

Entity Type: S-Corporation Entity ID# _____

D & B-DUNS# (if available) _____

Company Officer: _____ TITLE: _____

Company Officer: _____ TITLE: _____

Company Officer: _____ TITLE: _____

PUC STATE LIC No# _____ STATE: _____

PUC STATE LIC No# _____ STATE: _____

PUC STATE LIC No# _____ STATE: _____

Please request from your Insurance carrier to mail a copy of your States Permanent Evidence of Insurance (**Forms E, H & Workers Compensation**) for each STATE to the address below:

Moves for Seniors
999 Old Eagle School Rd, Suite 114
Wayne, PA 19087

Cargo Insurance # _____

Bodily Injury & Property Damage Insurance# _____

VAN LINE AFFILIATION _____ US DOT No. _____

MC License #: _____

TARIFFS: Please provide copies of your current Tariffs for each State you provide Household Moving Services. Mail to the address below:

Moves for Seniors
999 Old Eagle School Rd, Suite 114
Wayne, PA 19087

Check all which apply to your business:

HOUSEHOLD GOODS

LOCAL MOVING: By Zip Codes or Communities /Counties Served:

LONG DISTANCE MOVING: List States or Regions, OR NATIONAL

STORAGE

FACILITY CAPACITY: 1-2 Bedroom home 3-4 Bedroom home 5+ Bedroom home

STORAGE OFFERED: Palletized Loose Stacked Containerized General Commodities

OTHER SERVICES: Professional Packing and Organizing House Cleaning Home Staging

Cleanouts Furniture assembly and disassembly Repair Services

OTHER: _____

MOVING EQUIPMENT:

of Moving Vans _____ Sizes: _____

of Trucks _____ Sizes: _____

of Trailers _____ Sizes: _____

LOCAL MOVING PARTNER CHECKLIST

CONTACT: JESSE RAINONE DIRECTLY AT 610-535-4903 or jesser@movesforseniors.com

- Signed and dated Local Moving Partner Service Level Agreement with Exhibit A
- Certificate of Insurance with required ADDITIONAL INSURED information
- Completed W-9
- Vendor Information Sheet
- ACH authorization form (if applicable)