

HOUSEHOLD MOVE INFORMATION

If you use one of the contract relocation companies, your new faculty/staff should choose one (1) company from the approved contract list and request an estimate.

If you DO NOT use one of the contract relocation company's, your new faculty/staff needs to obtain at least two (2) quotes from other suppliers.

Procurement follows federal guidelines on household moves. For more information, see IRS Publication 521 located at: <http://www.irs.gov/pub/irs-pdf/p521.pdf> .

The estimates or price quote(s) should be submitted to your department. After the estimate is received, complete the *Approval to Pay Moving Expenses* form (Human Resources form) and obtain your Vice President's signature and the signature of the Director of Human Resources. Then submit a requisition to purchasing. The following information should be included on the requisition:

Household relocation services for (faculty/staff member's name) from (origin location) to Tallahassee, Florida (or other location). Anticipated move date: xx-xx-xxxx
FSU department contact person; Name: _____ Phone (____) _____ - _____

IMPORTANT: If there is a dollar limit that your department is going to pay toward the move, please indicate this on your requisition. The balance will be C.O.D. A special note will be made on the purchase order advising the relocation vendor that there is a limited dollar amount that FSU will be responsible for.

Invoices are generated and must be paid based on actual weight moved, not on estimated amount.

Fax a copy of the completely executed *Approval to Pay Moving Expenses* form along with the quote(s) to Procurement Services (fax # 850-644-8921) and reference the requisition number. When everything has been received in Procurement Services, we will review all the documents to be sure they are complete and in compliance with FSU policies. The quote will be review for any items that the university cannot pay for.

If the faculty/staff member wants to move themselves via rental truck:

1. Have the new faculty/staff member obtain a price for a rental truck for the required time period, distance, boxes, packing materials, etc. Be sure to advise the faculty/staff member that FSU cannot pay for any type of insurance.
2. Submit a requisition to Procurement Services for the rental truck, packing materials and equipment, etc. along with the completely executed *Approval to Pay Moving Expenses* form and waiver release form which needs to have been signed by the faculty/staff member (see Human Resources web site for waiver form). Include rental time period on the requisition and FSU department contact person's name and complete phone number.

POLICIES for household moves- - What can FSU pay for?

FSU **can** pay for:

- ONE move only
- Additional stops in the same general location at origin or destination
- Packing or crating up to 15,000# of household goods.
- The household goods movers can handle moving simple labs using the existing household goods contract.

FSU **can pay for:**

- Laboratory equipment/professional equipment if approved by the Department. Lab Vendors can move ultra low freezers. Any liquids or special specimen samples need to have approval from Environmental Health & Safety (850-644-6895)

FSU **cannot** pay for (new faculty/staff will be responsible for any charges):

- Unpacking or uncrating
- Valuation charges (insurance on the household goods). **However, up to \$100,000 full value replacement valuation insurance is covered under the contract (only) at no additional charge.**

Normally we do not pay for storage charges.

QUESTIONS:

Contact the Procurement Department: James Johnson 850-645-2304
Geneva Miller 850-644-9723

ITN 12SP-114
Contact Information
Renewal Period April 1, 2012– March 31, 2017
(There is an option to renew for three (3) additional years)

Household Moves

A Turner Moving & Storage / North American Van Lines
1001 NW 53 Ave
Gainesville FL 32609
Contact: Tammy Turner (800-231-0406)
Email: tturner@a-turnermoving.com
Local 352-372-0406
Fax: 352-372-1474

Browning Moving & Storage / United Van Lines
3725 N Frontage Rd
Lakeland, FL 33810
Contact: Pam Mueller (800 722-6683 x 222)
Email: Pamm@browningmoving.com
Local: 863-683-6494
FAX: 863-683-5102

Hills Van Service of North Florida / National Van Lines
3540 NE Waldo Rd
Gainesville, FL 32609
Contact: Melody Hibbitts (800) 749-6067
Email: melody.hibbitts@hillsvan.com
Local: 372-4271
FAX: (352) 372-5630

Berger Moving & Storage / Allied Van Lines
5115 W Clifton Street
Tampa, FL 33634
Contact: Mary Morse (800-237-5572)
Email: MaryMo@bergerallied.com
Local: 813-885-6771
FAX: 813-884-4921

Lab Moves

The Cryo Guys Bioscience Transportation & Storage
7467 Hwy 67 East
Cookville, TX 75558
Contact: Mike Tomasek
Email: mike.tomasek@thecryoguys.com
Phone: 888-279-6489
Fax: 903-572-7150

Pacific Biostorage / Scientific Transport
22841 Lockness Ave.
Torrance, CA 90501
Contact: Dan Wassung
Email: dwassung@pbmmi.com
Phone: 866-977-2664
Fax: 310-517-8617

E&I Contract
Effective Date May 1, 2010 – April 30, 2020

When placing orders, please identify yourself as an E&I Member. The information contained herein is confidential and proprietary to E&I and its members and is not to be shared with any third party.

E&I Contract # CNR01258

Graebel Companies, Inc.

16346 Airport Circle

Aurora, CO 80011

Contact: **Jonathan Cutlip**

Direct: (713) 331-6347

Toll-free: (800) 937-7797

E-mail: Jonathan.Cutlip@graebelmoving.com

Website: <https://www.graebel.com/Public/Contact/>