



Moving Services Contracts Instructions for Use

Purchasing utilizes the agreements for interstate and intrastate household moving services available through the Educational and Intuitional Cooperative (E&I). The agreements can be used for providing household, office and laboratory moving services for faculty and staff recruited by UTMB. International moving services are also available. A summary of the rate structures and contact person for the agreement is listed below. These contracts are effective through 4/30/2020.

The procedures for using these agreements are as follows:

1. Contact the company and obtain a written estimate for the move. A minimum of three (3) estimates are required if the move exceeds \$50,000.00. Departments should initially contact the named Company Representative and mention the E & I contract number listed below. The Company Representative will arrange for a written estimate to be made for the moving services. Final Selection of the moving company being used should be the company that provides the best value to the Department. **Note:** Departments should always advise potential employees how much the department will pay for a move and how long they will pay for storage charges.
2. Once a moving company has been selected the Department is to submit a requisition in PeopleSoft for the estimated cost of the move, based on the written estimate. The requisition should include the name of the individual moving, the origin location and destination location, the dates of move, and the estimated cost. Attach a copy of the estimate to the requisition. Make sure the estimate references the E&I contract no. If your department received more than one estimated, attach all of them to the requisition. Purchasing will issue a Purchase Order to the moving company named on the requisition and forward it to moving company. The movers will not perform any moving services without the receipt of a valid UTMB Purchase Order. **It is the department's responsibility to ensure the correct vendor is used on the requisition.** Please confirm with the Moving Company who the payment will be made to.
3. Upon completion of the move, the moving company will submit an invoice UTMB Accounts Payable. If there is a discrepancy between the invoice and the P.O. amount, the department will be notified by A/P. It will be the department's responsibility to audit the invoice against the original estimate. If there are any changes that need to be made to the Purchase Order, the department should submit an automated P.O. change request for the Purchase Order to be changed to reflect the actual costs incurred per the invoice.
4. Departments should utilize these moving companies for all faculty and/or employee moves. However, if a situation arises where a department must use an alternate moving company and the move exceeds \$5,000 the department must receive at least three (3) bids.
5. Contact Lloyd Smith at 409-266-1362 or llmsmith@utmb.edu with any questions about the Moving Services Contracts.

Summary of Rates for Moving Services

| Moving Services UTMB/E&I Contract No. | CNR-01259 | CNR – 01258 | CNR-01259 | CNR- 01257 |
|---|--|---|---|--|
| Company Name | Berger Transfer and Storage | Graebel Companies Incorporated | A-1 Freeman North American, Inc | Allegiant Move Management |
| Van Line: | Allied Van Lines | Graebel Van Lines | North American Van Lines | United Van Lines Or Mayflower Transit |
| Company Rep | Mark McIntyre | Leslie Brass | Paul Stoltenberg (Household Goods) Jonathan Hightower (Logistics/Commercial) | Allegiant Customer Service |
| Phone No. | 800-678-3980 | 713-542-4290 | 214-385-1135 or 972 514 256 (866) 210-4038 | (800) 845-6327 |
| E-mail Address | markm@bergerallied.com | Leslie.brass@graebelmoving.com | Paul: pauls@a-1freeman.com Jonathan: jhightower@a-1freeman.com | EICoop@allegiantmm.com |
| To Request Quotes | Contact: Jaqui Payne 800-678-3980 | Email: utmb@graebelmoving.com OR Contact: Courtney Wright 713-331-6370 Jody Medrano 713-331-6344 | Email : eandi@a-1freeman.com OR Contact: Laura Young 972-506-1730 | Email: EICoop@allegiantmm.com |
| Interstate Discount | 64% Up to 70% | 67% | Up to 68% | 15% (66% equivalent) or intra pricing (whichever is better) |
| Storage Discount | 64% | 55% | 55% | 30% (58% equivalent) or local depending on which pricing is more favorable. |
| Automobiles | Fixed rate based on auto | Fixed Rate based on mileage | Rates per E&I contract | 20% on interstate auto moves |
| General 3rd Provision (specialty and high value items) | 60% Cryo Van Service also available for Lab equipment that requires continuous power during transport | No. 3rd party provision option. Based on Quote | Spot Quote Only | Specialty items or labs are priced based on the scope of the project and highest applied discounts given the parameters of the move. |
| Replacement Valuation | \$7/lb at no charge up to \$125K \$5.00 per pound or 15,000 pounds | \$100,000 at no charge based on \$7.00 per pound | \$7.00 per lb up to \$125,000 | Up to \$125,000 with 0 deductible |
| Additional Insurance | .50 per \$100 of coverage | \$4.00 per \$1000 of value | \$.50 per \$100 of additional coverage | Each additional \$1000 of coverage is \$6.50 or \$65 for each 10,000 of coverage over the free amount. . |