

Moving Services Contracts
Instructions for Use
Revised 08/22/2011

Logistics/Acquisitions have three agreements in place for interstate and intrastate household moving services. These agreements are with Armstrong Relocations-United Van Lines, Berger transfer and Storage-Allied Van Lines, and Graebel Companies, Inc. 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 are listed below.

The procedures for using these agreements are as follows:

1. Contact the company and obtain a written estimate for the move. 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 beings used is at the Department's discretion.
1. 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. Submit a copy of the estimate, referencing the requisition number to Logistics/Acquisitions. We will issue a Purchase Order and forward it to the moving company. The movers will not perform any moving services without the receipt of a valid UTMB Purchase Order.
1. Upon completion of the move, the moving company will submit the invoice to the department that requested the move. 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 contact Logistics/Acquisition to request that the Purchase Order be changed to reflect the actual costs incurred per the invoice.
1. Departments should utilize this moving company for all faculty and/or employee moves. However, if a situation arises where a department uses an alternate moving, they will need to provide a written justification to Logistics/Acquisitions prior to the move taking place.
1. Contact Laurie Sowell at 281-338-6893 with any questions about the Moving Services Contracts.

**SUMMARY OF RATES
For
Moving Services**

UTMB/E&I Contract No.	CNR-02157	CNR-01259	CNR – 01258
Company Name:	Armstrong Relocation	Berger Transfer and Storage	Grabel Companies Incorporated
Van Line:	United Van Lines	Allied Van Lines	
Company Representative	Todd Peterson	Mark McIntyre	Kim Cutlip
Phone No.:	800-288-7396	800-678-3980	800-373-0301
E-mail Address:	tpeterson@goarmstrong.com	markm@bergerallied.com	kcutlip@graebel.com
Company's Move Coordinator	Linda Sanders	Jaqui Payne	Kim Cutlip
Phone No.:	800-759-2431	800-678-3980	800-373-0301
Interstate Discount	35%-66%	68%	67%
Storage Discount	30%	55%	55%
Automobiles	Fixed rate based on auto	Fixed rate based on auto	Fixed Rate based on mileage
General 3 rd Provision (specialty and high value items)	52% - 65%	59%	No. 3 rd party provision option. Based on Quote
Replacement Valuation	\$100,000 at no charge, based on \$5.00 per pound or 20,000 pounds	\$125,000 at no charge, on \$5.00 per pound or 15,000 pounds	\$100,000 at no charge based on \$7.00 per pound
Additional Insurance	\$8.50 per \$1000 of value	\$0.40 per \$100 of value	\$4.00 per \$1000 of value

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.