

HOUSEHOLD MOVE INFORMATION

If you use one of the contract relocation companies, your new faculty/staff should choose one company from each contract below and request an estimate.

If you DO NOT use one of the contract relocation companies, your new faculty/staff needs to obtain three (3) "**guaranteed not to exceed**" price quotes.

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.

Fax a copy of the completely executed *Approval to Pay Moving Expenses* form along with the quote(s) to Purchasing (fax # 644-8921) and reference the requisition number. When everything has been received in Purchasing, 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 Purchasing 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.
 - one (1) automobile (the weight of the automobile is separate from the household weight limit)

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 Purchasing Department: James Johnson 850-645-2304
 Nancy Milburn 850-644-9725

ITN 07LD-138

Contact Information

Renewal Period March 1, 2009 – February 28, 2010

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

FEID 521840893 Interstate

FEID 591412020 Intra State

Browning Moving & Storage / United Van Lines
3725 N Frontage Rd
Lakeland, FL 33810

Contact: Wendy Klukoswki (800 722-6683 x 226)

Email: Wendyk@browningmoving.com

Local: 863-683-6494

FAX: 863-683-5102

FEID 621350600

Hills Van Service of North Florida / Mayflower
3540 NE Waldo Rd
Gainesville, FL 32609

Contact: Melody Hibbitts (800) 749-6067

Email – vans1003@aol.com

Local: 372-4271

FAX: (352) 372-5630

FEID 431881479

J & J Metro Moving & Storage / National Van Lines
1101 W Kennedy Blvd
Orlando, FL 32810

Contact: Tom Storm (888 769-2260)

Email: Tom@jjmetro.net

Local: 407-695-2984

FAX: 407-388-1318

FEID 59 1712416

E&I Contract # CNR01058

The first two listings are the primary contacts for FSU employees/departments for the two companies on contract; United and Allied. They service the southeast area of the US.

Armstrong Relocation - United Van Lines
3927 Winchester Road
Memphis, TN 38118
Contact: Todd Peterson (866-265-7040)
Company Phone: 1-800-288-7396
Company Fax: 1-901-367-3090
Website: www.armstrongrelocation.com

Whalen's Moving & Storage - Allied Van Lines
39 Kiskon Road
PO Box 570
Mount Kisco, New York 10549
Contact: Helen McNeese (800-759-4253, ext 238)
Company Phone: 1-800-759-4253
Company Fax: 1-914-241-3148
Website: www.movewhalens.com

These are other companies on contract, but these are alternates that are based in other areas of the US and they do not service the southeast area.

Berger Transfer and Storage, Inc. – Allied Van Lines
2950 Long Lake Rd
St Paul, MN 55113
Company Phone: 1-800-328-2459, ext 3424
Company Fax: 1-651-639-2277
Web site: <http://www.bergerallied.com>

East End/Corrigan Moving and Storage – United Van Lines
1133 Emerson Street
Rochester, New York 14606
Company Phone: 1-800-333-0763
Company Fax: 1-585-647-3004
Web site: www.corriganmoving.com

Nor-Cal Moving Services – Allied Van Lines
2001 Marina Blvd.
San Leandro, CA 94577
Company Phone: 1-800-543-4668
Company Fax: 1-510-357-6111
Website: www.nor-calmoving.com