University of Colorado

Boulder | Colorado Springs | Denver | Anschutz Medical Campus

PROCUREMENT SERVICE CENTER

Published on *University of Colorado* (http://www.cu.edu)

How to Buy Moving Services [1]

This commodity includes employee (faculty/staff) relocation and moving services. **Note** that policy requires departments to obtain at least two written proposals (quotes) for all moves. **The University agreement for moving services with North American Co. ? Great Plains Moving and Storage, All American Moving and Storage, and Johnson Storage and Moving Co. is mandatory.** Proposals must be from the suppliers on the list below and should include a "guaranteed not to exceed" dollar amount. Choose the lower (lowest) quote and reference the supplier, address, and contacts below. If there are any issues or concerns affecting a move, contact the purchasing agent immediately.

Arrangements for site surveys through the supplier contacts listed must be done at the earliest possible time in order to ensure that the move dates can be met. Peak move times (summer months) are booked quickly, and this will impact the mover's ability to meet the incoming employee's expectations.

For information on employee relocation expense reimbursement, see Employee Services Procedures Guide [2] (section on Moving Relocation) for the University of Colorado policy on moving expense reimbursement.

Procurement Options and Procedures

- **Quote $5,000 or less:** After obtaining at least 2 written quotes from the suppliers listed below, choose the lowest quote and proceed with a CU Marketplace Purchase Order or your Procurement Card. The department needs to retain all quotes.
- **Quote above $5,000:** After obtaining at least 2 written quotes from the suppliers listed below, choose the lowest quote and proceed with preparing a A PO Requisition in the CU Marketplace. Attach the lowest quote as an EXTERNAL attachment. Attach the other quotes as INTERNAL attachments. The purchasing agent needs all quotes.

Supplier Information

The University Price Agreements established with the following suppliers offer CU departments substantial discounts on moving services. These suppliers offer moving services capabilities to the 49 continental United States (including Alaska) as well as to Canada.

Note: It is essential that the department staff/incoming faculty member NOT contact a moving service on their own at the faculty member's place of origin. Instead, the Denver moving entities listed below must be contacted in order to obtain quotes. The Denver companies will coordinate with their branch offices at the faculty member's local level. Modifications to a move already quoted MUST be communicated to all companies that have provided quotes, so that valid re-quotes may be prepared by all parties. Quotes from moving companies other than those listed below will not be considered.

Buehler Moving and Storage (agent for Mayflower)
Supplier Name for CU Marketplace

Local move (within Colorado) - Buehler Moving and Storage
Interstate (from outside Colorado) - Mayflower Transit, LLC.

Contact Information

Ellen Leary Phone: 303.336.9461, Fax: 303.388.0296

Email: ELeary@buehlercompanies.com [3]

Johnson Storage & Moving Co. (agent for United Van Lines)
Supplier Name for CU Marketplace

Local or Interstate moves - Johnson Storage & Moving Co.
Interstate (from outside Colorado) - United Van Lines

Contact Information

Libby Bland Phone: 720.220.5419 Fax: 303.698.2154

Email: lbland@johnson-united.com [4]

North American Co. - Great Plains Moving and Storage (agent for North American Van Lines)
Supplier Name for CU Marketplace

Local move (within Colorado) - Great Plains North American Co. - Great Plains Moving and Storage
Interstate (from outside Colorado) - North American Van Lines Inc.

Contact Information

Allison Lewis Phone: 303.333.8212 ext. 1331, 800.888.7311 Fax: 303.329.6990

Email: Allison.Lewis@gpmsmail.com [5]

Purchasing Agent

Will James

- **Voice:** 303.764.3452
- **Fax:** 303.764.3434
- **Email:** Will.James@cu.edu [6]

Source URL: http://www.cu.edu/psc/procurement/commodities/how-buy-moving-services

Links:
[1] http://www.cu.edu/psc/procurement/commodities/how-buy-moving-services
[2] http://www.cu.edu/employee-services/employee-services-procedures-guide
[3] mailto:ELeary@buehlercompanies.com
[4] mailto:lbland@johnson-united.com
[5] mailto:Allison.Lewis@gpmsmail.com
[6] mailto:will.james@cu.edu