

How to Buy Moving Services ^[1]

This commodity includes employee (faculty/staff) and organizational unit relocation and moving services. The University's agreements with the suppliers listed below are mandatory for the purchase of employee moves.

All employee moving expenses paid by CU are taxable (earnings code MVT). This applies whether CU is reimbursing employees ... or paying moving companies directly on their behalf.

- To handle tax reporting on moving company payments, organizational units must work with the University suppliers listed below so that Employee Services can obtain and report the associated tax liabilities to employees.
- To handle tax reporting on house-hunting trips and moving reimbursements, organizational units must follow Employee Services [Moving procedures](#) ^[2].

The University has agreements for moving services with North American Co. – Great Plains Moving and Storage, Buehler Moving and Storage, and Johnson Storage and Moving Co. In addition, departments may work with other regional or national carriers per the list below. 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. Organizational units are encouraged to receive at least two quotes prior to creating a purchase order/requisition, although this is not required. If there are any issues or concerns affecting a move, contact the purchasing agent immediately.

Procurement Options and Procedures

- **\$10,000 or less:** Submit a Purchase Requisition through the CU Marketplace. May also use the University Procurement Card (up to \$5,000) with the suppliers listed below.
- **Above \$10,000:** Organizational units are encouraged to receive at least two quotes, although this is not required. Submit the preferred quote along with the Purchase Requisition through the CU Marketplace. Attach the quote to the requisition as an External attachment.

Supplier Information

National Agents - Colorado Based

Buehler Companies

Ellen Leary

Phone: 303.336.9461

Fax: 303.388.0296

Email:

ELeary@buehlercompanies.com [3]

Buehler E&I Contract Highlights [4]

Johnson Storage and Moving

Libby Bland

Phone:

720.220.5419

Fax: 303.698.2154

Email:

lbland@johnson-

united.com [5]

Johnson E&I

Contract Highlights

[4]

Great Plains Moving & Storage

Peggy Fry

Phone: 303.333.8212 ext. 1331,

800.888.7311

Fax: 303.329.6990

Email: Peggy.Fry@gpmsmail.com

[6]

Great Plains E&I Contract

Highlights [7]

Please reference the E&I contract **#CNR01257** when buying moving services with UniGroup.

Please reference the E&I contract **#CNR01259** when buying moving services with SIRVA.

National Agents

Armstrong & Relocation Company

Leta Hardin

Phone: 918.362.8308

Email:

lhardin@goarmstrong.com [8]

Corrigan Moving Systems

Tanny Rockbrune

Phone: 800.333.0763

Email:

CU@corriganmoving.com [9]

Nor-Cal Moving Services

Matt Vukovic

Phone: 510.780.2716

Email: mvukovic@nor-

calmoving.com [10]

Please reference the E&I contract **#CNR01257** when buying moving services with UniGroup.

Please reference the E&I contract **#CNR01259** when buying moving services with SIRVA.

Purchasing Agent

Tyler West

Phone: 303.764.3433

Fax: 303.764.3434

Email: Tyler.West@cu.edu [11]

Links

- [1] <https://www.cu.edu/psc/procurement/commodities/how-buy-moving-services>
- [2] <https://www.cu.edu/employee-services/moving>
- [3] <mailto:ELeary@buehlercompanies.com>
- [4] https://www.eandi.org/wp-content/uploads/Mayflower_2.17.pdf
- [5] <mailto:lbland@johnson-united.com>
- [6] <mailto:Peggy.Fry@gpmsmail.com>
- [7] https://www.eandi.org/wp-content/uploads/NVL_SellSheet_11.17.pdf
- [8] <mailto:lhardin@goarmstrong.com>
- [9] <mailto:CU@corriganmoving.com>
- [10] <mailto:mvukovic@nor-calmoving.com>
- [11] <mailto:Tyler.West@cu.edu>