How to Buy Moving Services [1]

This commodity includes employee (faculty/staff) 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
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.

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.

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