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.

(Note: For moving services needed by departments – e.g., to transport field equipment, artwork, or office furniture – refer to the PSC’s Commercial Vehicle Rental [2] guidance.)

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 [3].

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
Colorado Based National Agents – in-state and out-of-state moves

**Buehler Companies**

Ellen Leary  
Phone: 303.336.9461  
Fax: 303.388.0296  
Email: ELeary@buehlercompanies.com

Please reference the E&I contract #CNR01503 when buying moving services with UniGroup.

**Johnson Storage and Moving**

Libby Bland  
Phone: 720.220.5419  
Fax: 303.698.2154  
Email: lbland@johnson-united.com

Please reference the E&I contract #CNR01503 when buying moving services with UniGroup.

**Great Plains Moving & Storage**

Peggy Fry  
Phone: 303.333.8212 ext. 1331, 800.888.7311  
Fax: 303.329.6990  
Email: Peggy.Fry@gpmsmail.com

Please reference the E&I contract #CNR01504 when buying moving services with SIRVA.

**Armstrong & Relocation Company**

Leta Hardin  
Phone: 918.362.8308  
Email: lhardin@goarmstrong.com

Please reference the E&I contract #CNR01503 when buying moving services with UniGroup.

**Corrigan Moving Systems**

Marabeth Galardi  
Phone: 800.333.0763  
Email: CU@corriganmoving.com

Please reference the E&I contract #CNR01503 when buying moving services with UniGroup.

**Nor-Cal Moving Services**

Chris Hansen  
Phone: 510-828-7594  
Email: Chris@aisfo.com

Please reference the E&I contract #CNR01504 when buying moving services with SIRVA.

**Purchasing Agent**