



The Florida State University Purchasing Services Contract Summary Sheet

Commodity: Relocation Services - Household Moves	Contract #: E & I Contract CNR 01258
Vendor: Graebel Companies	Effective Date: 05/01/2010 – 04/30/15
OMNI Vendor ID#	DMBE Certified: No
Address: 16346 Airport Circle Aurora, CO 80011	Payment Terms: Net 30 days
Contact: Jonathan Cutlip	Purchasing Card Can Be Used: No
Phone: 800-937-7797 or 713-331-6347	Fax:
E-Mail: jonathancutlip@graebel.com	Website: https://www.eandi.org/PDF/Graebel_Whitepaper_CPU4.11.pdf
Purchasing Specialist: James C. Johnson jcjohnson@admin.fsu.edu 850-645-2304	Procure to Pay Team: Purchasing: James Johnson (jcjohnson@admin.fsu.edu) Accounts Payable: 850-644-5021

Contract Information: Moving and Relocation services (Domestic & International). Includes Packing, Loading, Transportation, Delivery of Interstate Household Goods, Auto, Labs, and Offices, Library, Dormitories and Equipment. Full replacement Value Coverage with NO DEDUCTABLE based on \$5.00 x weight of the shipment up to \$100,000 at NO COST. Covers the transportation of household goods (personal effects and property) between points in the United States. Covers the pricing of cartons, packing, transportation, and loading. Pricing based on 400n tariff. Covers the transportation of automobiles within the United States. The University cannot pay for unpacking, a valuation charge or the personal travel costs of the employee or family members, and the move is normally limited to 15,000 pounds net weight. **Invoices are generated and must be paid based on actual weight moved, not on estimated amount.**

Note: If you use one of the contract relocation companies, your new faculty/staff should choose one company from each contract and request an estimate. **If you DO NOT use one of the relocation companies on contract with FSU, 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 estimates are 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.

When the Department enters the requisition for the move, the requisition must include: name of the new hire, where the goods will be moving from and the location moving to, the anticipated date of the move, and the name and full telephone number of the FSU Contract Manager. Depending on the availability of funds, the department may agree to pay the entire amount of the move, or agree to pay a fixed amount with the employee paying the remainder. In this instance, the purchase order will be for that portion of the fixed amount authorized by the department.

If approved by the Department, moving laboratory equipment/professional equipment is allowable. Any liquids or special specimen samples need to have approval from the moving company and FSU Environmental Health & Safety (850-644-6895).

For additional information, please click on the link below. Taking the time to read the Household Move Information will save you time and provide helpful Move Information.

❖ <http://purchasing.fsu.edu/content/download/38059/240080>