

How to Buy Moving Services ^[1]

This commodity includes employee (faculty/staff) moving services. The University utilizes two cooperative purchasing agreements under E&I: UniGroup and SIRVA.

(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].

Arrangements for site surveys through the supplier contacts listed must be done at the earliest possible time 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, and reference which E&I contract number is being utilized.

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 [4]

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 [5]

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

National Agents - in-state and out-of-state moves:

Corrigan Moving Systems

Marabeth Galardi

Phone: 800.333.0763

Email: mgalardi@corrigan.com [6]

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 [7]

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

Purchasing Agent

Druselle May

Email: Druselle.May@cu.edu [8]

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

Links

[1] <https://www.cu.edu/psc/procurement/commodities/how-buy-moving-services>

[2] <https://www.cu.edu/psc/commercial-vehicle-rental> [3] <https://www.cu.edu/employee-services/payroll/moving>

[4] <mailto:ELeary@buehlercompanies.com> [5] <mailto:lbland@johnson-united.com>

[6] <http://mgalardi@corrigan.com> [7] <mailto:Chris@aisfo.com> [8] <mailto:Druselle.May@cu.edu>