

How to Buy Household Moves

The University of Nebraska-Lincoln has established household moving contracts with Chieftain Van Lines and Midlands Relocation Services (North American Van Lines) as the result of a competitive solicitation.



PRICING:

Pricing is based on a percentage discount from numerous rates for services and both providers have the required insurance documentation. University departments are to use these contracts for household moves and departmental moves with estimated costs of less than \$25,000.

ORDERING/INSTRUCTIONS:

1. Begin the process as soon as possible to increase the possibility of the moving company meeting the desired schedule for the move.
2. Complete the "Relocation Order Form" by accessing [SAPPHIRE](#). NOTE: If you do not have access to Sapphire please click on the following document ([Relocation Order Form](#)) Otherwise, please complete the following steps within Sapphire:
 - Under Resources select "Business Forms"
 - Then select "UNL Business Forms"
 - Then select "Procurement"
 - Then select "Relocation Order"
 - At a minimum, provide the moving company with the origination location and contact information for the individual moving
 - Provide department name, address, contact person, phone number, fax number and or e-mail address
3. The above form serves as a request for a "not to exceed" estimate for the move using a) or b) depending on the move service described below:

a) If an "intrastate move" (within Nebraska) and/or a move requiring storage:

Fax or e-mail the "Relocation Order Form" to:

Chieftain Van Lines, Inc.
 Attn: Cyndy Boone
 Fax Number: (402) 331-6051
 e-mail: cyndy@chieftainvanlines.com

b) If an "interstate move" (from one state to another) and not requiring storage:

Fax or e-mail the "Relocation Order Form" to:

Midlands Relocation Services
 Attn: MichelleRohrer
 Fax Number: (402) 597-3186
 E-mail: michellerohrer@fordcompanies.com
 Phone: (800) 397-8581 x139 or (402) 597-3085

Moving company will contact the individual moving and schedule a moving survey that will be the basis for a "not to exceed" estimate for the move. The estimate will be returned for departmental and the individual moving for approval. A department created purchase order will be created and forwarded to the moving company to formalize the move. Please provide with or on the purchase order the billing address where the invoice is to be sent.

4. Upon satisfactory completion of the move, process the received invoice for payment against the established purchase order. If storage or multiple deliveries are required there may be multiple invoices.
5. For additional household move information see: <http://bf.unl.edu/travelpolicy/EmployeeMovingExpense.shtml> or contact UNL Purchasing (402) 472-2126 if you have questions or concerns relating to household moves.

University Purchasing cards **cannot** be used for this contract.

University Contact: Carl Hutchison @ 402-472-2218, Fax 402-472-2246, Email: chutchison1@unl.edu

Description	Vendor	Bid/Quote #	Contract Period
Household Moves	Chieftain Van Lines	10309	May 16, 2005 to May 15, 2007 with 3 one year extensions
Household Moves	Midland Relocation Services (NAVL)	10309	May 16, 2005 to May 15, 2007 with 3 one year extensions

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