

MOVING AND RELOCATING SERVICES: The University pays for employees, faculty and staff moving expenses up to \$11,000. The individual moving is responsible to arrange the move. The department is responsible for ensuring the employee being moved has submitted all the proper paperwork. There are several options offered to moving individuals:

1. The University has contracts with four different moving companies. Individual has the option to choose any of the vendors and obtain a price quote from that selected vendor and proceed without competition. Current firms on contract are:

**Lawrence Transportation Systems
(Division of United Van Lines)
872 Lee Highway
Roanoke, VA 24019**

**Mayflower Transit, LLC/Premier Transfer & Storage
3101 Commerce Street
Blacksburg, VA 24060
(800)634-8571**

**East End/Corrigan/United Van Lines
John D. Silvernail, Corporate Relocation Consultant
1133 Emerson Street
Rochester, NY 14606**

**Young Moving & Storage/United Van Lines
Lawrence Davis, VP Business Development
4000 Mayflower Drive
Lynchburg, VA 24501
877-764-9329**

*See VASCUPP contract list for additional vendors.

2. Individual can compete the requirement among the contracted vendors and either go with the lowest bid or justify going with non-low bid.
3. Individual can choose not to use contracted vendors and solicit their own bids going with the lowest bid or justify going with non-low bid.

Moving and relocating services can be handled on a reimbursement basis. However using the contracted vendors allows for the issuance of a purchase order and the moving individual has little or no out of pocket expenses. Departments would be required to submit a requisition, tenure agreement, quotes and buyer will issue purchase order.