



## The Florida State University Purchasing Services Contract Summary Sheet

<b>Commodity: Relocation Services – Household Moves</b>	<b>Contract #: ITN07LD-138</b>
<b>Vendor:</b> Hills Van Service of North Florida / Mayflower	<b>Effective Date:</b> This contract is a 3 year contract, 3/01/09-2/28/10 with two one year renewals.
<b>OMNI Vendor ID#:</b> 0000005254	<b>DMBE Certified:</b> No
<b>Address:</b> Hills Van Service of North Florida / Mayflower 3540 NE Waldo Rd Gainesville, FL 32609	<b>Payment Terms:</b> Net 30 days
<b>Contact:</b> Melody Hibbitts	<b>Purchasing Card Can Be Used:</b> No
<b>Phone:</b> 1-800-749-6067	<b>Fax:</b> 352-372-5630
<b>E-Mail:</b> <a href="mailto:melody_hillsvanservice@hotmail.com">melody_hillsvanservice@hotmail.com</a>	<b>Website:</b> <a href="#">Household Moves</a>
<b>Purchasing Specialist:</b> James C. Johnson <a href="mailto:jcjohnson@admin.fsu.edu">jcjohnson@admin.fsu.edu</a> 850-645-2304	<b>Procure to Pay Team:</b> <b>Purchasing:</b> James Johnson ( <a href="mailto:jcjohnson@admin.fsu.edu">jcjohnson@admin.fsu.edu</a> ) <b>Accounts Payable:</b> Mike Anestor ( <a href="mailto:manetor@admin.fsu.edu">manetor@admin.fsu.edu</a> )
<b>Contract Information:</b> Moving and Relocation services (Domestic & International). Includes Packing, Loading, Transportation, Delivery and Unpacking 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.	
<b>Note: 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 contract relocation a company, 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 estimate is received, complete the <i>Approval to Pay Moving Expenses</i> 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.</b>	
Summary Sheet #:	Updated: April 2, 2009