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Responsible Official: Assistant Vice President, Business Services

Responsible Office: Procurement and Contract Services

BFGuide

Purpose

To provide users with information related to local campus moving services for relocating or moving University-owned furniture and equipment.

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Procedures

Local Campus Moving Services

The University has established local campus moving services contracts through a competitive bid process with five (5) contractors. Hourly rates for labor and trucks are firm with each contractor to ensure the best price, quality, delivery, and compliance with State requirements. Each contractor shall utilize the negotiated rates of service for each job; however, the number of trucks and man-hours may differ among the contractors. Therefore, all requests for local campus moving services will be sent to Procurement and Contract Services by the ordering department through use of an on-line requisition and a completed Moving Specifications Sheet. The Procurement Specialist will submit the Moving Specifications Sheet to each contractor and request a final cost for the moving job. Ordering procedures are established below:

Ordering Procedures

- Ordering department shall complete the [Moving Specifications Sheet](#) detailing all requirements that may affect the move. A listing of the moving contractors is available online at the following Procurement and Contract Services Web site (<http://bf.memphis.edu/theipi/umcontracts.php?orderby=vendor>). Allow at least 7-10

days for the Procurement Specialist to complete the quote process. If the move is complex, allow additional time to schedule a walk-through or site visit with the contractor. If there is an emergency or urgent request, the Procurement Specialist will attempt to obtain quotes within a shorter time frame.

- Ordering department shall attach the [Moving Specifications Sheet](#) to an on-line requisition in Tigerbuy, the University's eprocurement system.
- If the requirements of the [Moving Specifications Sheet](#) change prior to the bid closing, the ordering department shall notify the Procurement Specialist immediately so that all contractors receive an updated [Moving Specifications Sheet](#).
- The Procurement Specialist will submit the [Moving Specifications Sheet](#) to each contractor and request a final cost for the moving job. Quotes shall be received by the Procurement Specialist on or before the bid closing time and date. The ordering department will be given an opportunity to review quotes and then recommend award to the Procurement Specialist..
- Procurement and Contract Services will issue a purchase order to the selected contractor.
- After award of the purchase order, the ordering department will be responsible for coordinating and monitoring the moving project with the selected contractor.
- When the local campus moving job is complete, the ordering department is responsible for entering a receipt in the Tigerbuy System as "Approval for Payment." All invoices should be sent to the Accounting Office; however, if an ordering department receives the invoice, indicate the purchase order number on the invoice and forward it to Accounting to expedite payment.
- Call Procurement and Contract Services at extension 2265 for questions or assistance.

Related Forms

Moving Specifications Sheet <http://bf.memphis.edu/forms/procurement/move.pdf>

Links

Procurement and Contract Services Web Site <http://bf.memphis.edu/procurement/>

Moving Services Contracts <http://bf.memphis.edu/procurement/move.php>

Contracts <http://bf.memphis.edu/theipi/umcontracts.php?orderby=vendor>

Contacts

Procurement and Contract Services Staff <http://bf.memphis.edu/procurement/staff.php>

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