The University currently maintains two contracts to assist new employees with relocation services. These contracts are maintained for your convenience; however, it is your responsibility to contact, coordinate and pay vendor(s) per the guidelines and details outlined below should you choose to utilize one of these contracts. Please familiarize yourself with the information that follows before contacting the contract vendors (contact information at the bottom of this document).

GUARANTEED PRICE ESTIMATE:

The University requires the moving company to provide a full-service estimate that serves as a guaranteed price. The estimate MUST list all containers, packing and unpacking, even if you plan to pack or unpack some of your items or plan to discard items. However, if during the actual move, the moving company does not pack or unpack your items, they will not charge for these services. The estimate received for your relocation move is a guaranteed price not to exceed, provided the following circumstances do not occur:

- Items are added to the move
- Conditions of the move are changed
- Events that happen beyond the control of you or the moving company that would alter the conditions of the move
- If your destination address is unknown at the time of survey and requires additional services for delivery
- Ask for the truck to wait to pick up or deliver your goods beyond the specified dates or additional hours
- No one is available at your origin or destination residence upon arrival of the truck and the moving company cannot start loading or unloading and goods have to be placed in unanticipated storage.

CONTRACT RATES:

The rates used in this contract are based on the University of Alabama Corporate Tariff, effective date 1/1/16. The prices you are quoted from:

- Allied Van Lines (Coleman Worldwide Moving) will be discounted sixty-eight (68%) percent from the tariff rates except third party charges.
- North American Van Lines (Lambert Relocation) will be discounted sixty-eight (68%) percent from the tariff rates except third party charges.

SERVICES:

There are NO free services, so be sure to ask what the charge is for any requested service or change of service.

Professional moving companies charge for all services rendered, so don't assume something is included under a certain service. You should make the moving company contact aware of any item(s) in your household that require special handling or special circumstances for moving. Be advised that the moving company cannot pack or transport hazardous materials such as combustible/corrosive liquids, flammables/explosives, compressed gases, etc.
Common household items include but not limited to: paint, nail polish remover, gasoline, fireworks, cleaning fluids, matches and ammunition.

**PAYMENT:**

The University may provide a moving allowance directly to the employee to defray relocation costs such as house hunting trips, moving household goods, lodging, fuel/mileage, meals, and storage. The moving allowance will be in the amount of your agreed upon allotment minus all applicable taxes.

You will be responsible for payment to the moving company. Proof of payment (typically in the form of a credit card authorization form) will be required prior to the move.

**SAVING ON THE COST OF YOUR MOVE:**

You can reduce the cost of your move by:

- Disposing of any items that you no longer need since transportation charges are based on weight and the mileage.
- Do your own packing and unpacking, EXCEPT for breakable items and mattress'/box springs. Use strong undamaged boxes. If you elect to pack breakable items, the moving company will not be responsible for breakage, unless the box shows physical damage that was sustained during transit.

**SIGNING FOR SERVICES:**

You will be asked to initial or sign for your inventory and services rendered during the packing, loading and unloading. It is your responsibility to make sure that your inventory is true and correct, before signing at the point of pickup and the point of delivery. If anything is incorrect, missing or damaged, it must be noted on your Bill of Lading. This is absolutely necessary.

On the day of loading make sure that everything has been placed on the truck and written on the inventory list before the truck departs and you sign the inventory. On the day of delivery, check off each box and piece of furniture as it leaves the truck to ensure that each piece of your inventory has arrived. Please be sure that all items are correct before you initial or sign for them.

**REPLACEMENT COST PROTECTION COVERAGE:**

Up to $125,000 Replacement Cost Protection Coverage is available for your household goods at **NO CHARGE**. Additional coverage may be purchased for every one hundred dollars ($100) value in excess of $125,000. Valuation of your goods must be declared when the agent makes the on-site survey visit for your moving estimate. Any high value items must be acknowledged at this time.

The value of the goods are calculated:

At $6.00 per pound. For example, if your shipment weighs 10,000 pounds, the valuation would be figured at: $6.00 X 10,000 pounds = $60,000 valuation coverage. However, if you have some exceptionally valuable pieces (art, antiques, etc.), you would need to ask for more than $60,000.00 coverage and specifically declare those items.

A moving packet will be mailed to you by the moving company, which will include a sheet for high value items: **INVENTORY OF ITEMS VALUED IN EXCESS OF $100.00 PER POUND PER ARTICLE**. High value items would include such possessions as currency, coins, jewelry, precious metals, art and decorative items, furs, antiques, oriental rugs, computers, computer software programs, manuscripts or other rare documents. There may be other items in your household that meet this qualification that are not listed above.
CONTAINERS, PACKING AND UNPACKING:

If your goods are packed by the mover, new containers must be used as per the University’s Corporate Tariff. There is a separate charge for packing and unpacking. Containers are included in the packing charges. If you pick up containers from the agent and pack them yourself, you will be charged for containers only.

If you are packing your goods, strong boxes such as grocery boxes can be used as long as they are not damaged. Packing items such as books, clothing and other non-breakable items can reduce the cost of your move. The Replacement Cost Protection Coverage will not cover items if they are not packed by the movers and the outside of the box is not physically damaged.

CRATING AND UNCRATING:

Items that are particularly fragile will be crated to protect them from breaking. Crating is a third-party charge and is not discounted. The charge will be passed on at actual cost. Crating is expensive as the crates must be built to fit around the object. The following items are crated: Flat screen TV, marble tops, glass tops, aquariums, large paintings, artwork, sculptures, large mirrors, slate for pool tables, chandeliers and items that are too fragile to move without support. There is a separate charge for uncrating.

STORAGE IN TRANSIT:

Storage in Transit (SIT) is covered for up to one hundred and eighty (180) days by a discount rate. The goods will remain covered by the Replacement Cost Protection Coverage under the Storage-In-Transit rate. Regular storage is not covered by these benefits. Storage charges include the cost of storage based on weight for first day and additional days, warehouse handling and transportation from storage to final destination. All storage charges are in addition to the transportation cost of moving goods from the origin address into storage.

Storage in Transit (SIT) rates are:
- Allied Van Lines - 68%
- North American Van Lines – 60%

Payment for storage will be the responsibility of the employee.

TRANSIT TIME:

Transit time for loading and delivery is based on the weight of your goods plus the distance between the points of pickup and delivery. The delivery time for smaller shipments is generally longer (several days). If a shipment does not require the use of the entire moving van, it will be placed on the truck with other shipments.

CONTACT TELEPHONE NUMBER:

You must provide the mover with contact phone number(s) at all times. If you do not have someone ready to accept delivery, the shipment will be placed in storage and you will be charged for the storage, warehouse handling and transportation from storage.

PICKUP AND DELIVERY:

If the moving company does not arrive on the scheduled delivery date, the moving company is required to
reimburse you for reasonable lodging bills, food expenses and other out-of-pocket living expenses resulting from the delay. All receipts must be presented for payment.

If the moving company driver contacts you earlier than the appointed packing and/or loading date to begin the move, you are not required to move any earlier.

CLAIMS:

The moving company will provide claim forms on request for damaged items. **Claims must be filed within nine (9) months from the date of delivery.** The moving company agrees to attempt settlement of all claims within thirty (30) days after receipt of the claim. Do not discard any damaged carton or item that is involved in a claim. The adjuster must view these.

Before and during the packing of your goods, you may want to make an inventory, take pictures or make a video to document your goods and their condition prior to shipment. This information should be taken with you during your trip to Tuscaloosa; do not include them in the shipment. In the event that it becomes necessary to file a claim, you will have this documentation. The ultimate goal is not to have any damages during a move.

CONTACT INFORMATION:

**When contacting one or both Contractors, please advise that you are requesting services based on the University of Alabama contract number T054501.**

**COLEMAN WORLDWIDE MOVING CONTACT:**

Primary contact: Cathy Matheny, catherine.matheny@covan.com, Phone: 800-633-1222; Phone: direct to desk: 915-755-5883, Fax: 334-983-6716 (email best contact method)

Secondary contact: David Loftin, david.loftin@colemanamerican.com, Phone: 800-239-4099, ext. 1258; Phone: direct to desk: 334-983-6500 ext. 1258, Fax: 334-983-6700 (email best contact method)

**LAMBERT RELOCATION CONTACT:**

Primary contact: Nate Silva, nsilva@hunleygroup.net, Phone: 800-766-0775; Phone: direct to desk: 256-428-7470, Fax: 256-428-7473 (email best contact method)

Secondary contact: Rob Linder, rlinder@hunleygroup.net, Phone: 800-328-1925; Phone: direct to desk: 334-745-5706, Fax: 334-745-7240 (email best contact method)

**UNIVERSITY OF ALABAMA CONTACT:**

Primary contact: Gieva’ Patton, The University of Alabama, Senior Buyer, gpatton@fa.ua.edu, Phone: 205-348-6506, Fax: 205-348-8706 (email best contact method)

Secondary contact: Lane Cox, The University of Alabama, Purchasing Manager, lcox@fa.ua.edu, Phone: 205-348-8697, Fax: 205-348-8706 (email best contact method)