

Household Goods Moving Services – Process and Local Agent Contacts (12-4-18)

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Effective 12-1-17 SMU adopted existing E&I contracts for moving and relocation services.

EXCLUSIVE PROVIDERS are mandatory sources for Household Goods Moving Services for all SMU campuses in compliance with SMU Policy 3.11.

SMU Exclusive Movers are full service **LOCAL AGENTS** for National Carriers. National Carriers have many local agent offices nationally and internationally that work together. SMU's Local Agents will coordinate moves directly with the agent in the origin city, state or country.

STEP 1 ----- **MANDATORY Local Agents** -----

- ✓ *Employees are responsible for contacting and working with SMU Local Agents to obtain estimates, book and coordinate moves.*
- ✓ **Contact ONLY SMU LOCAL AGENTS for household goods and vehicle moves.**
- ✓ *****DO NOT CONTACT the National Carrier or another agent of the National Carrier*****

<u>SMU LOCAL AGENTS</u>	<u>Respective National Carrier</u>
A1 Freeman Moving Group	North American
Armstrong Relocation	United Van Lines
Berger Transfer & Storage	Allied Van Lines
Daryl Flood Relocation & Logistics	Mayflower

Using a non-exclusive mover REQUIRES review and approval by Purchasing BEFORE a move can be booked.

REQUIREMENTS for an Exception Review

1. Three (3) estimates; one (1) estimate from the non-exclusive mover and estimates from two (2) of the exclusive movers.
2. The W9 and COI (Certificate of Insurance) forms from the non-exclusive mover.

STEP 2 ----- **Local Agent SERVICES** -----

Standard Services include:

Household moving
International moving
Top-rated drivers
Packing, crating and unpacking
Valuation Insurance
Vehicle transportation
Warehousing & storage

Additional Services may include:

Lab relocation, frozen specimens & sensitive equipment
Data center & technical equipment moving
Office, library, and collection moves

STEP 3 ----- Local Agent CONTACT INFORMATION -----

A-1 Freeman Moving Group - North American Agent * SMU Supplier ID # 0000021097**

2242 Manana Drive
Dallas, Texas 75220
www.a-1freeman.com

Primary Contact: Mireya Ducot

Email: eandi@a-1freeman.com
972-506-1729 – direct

Alternate Contact: Jonathan Hightower
972-556-1777 – direct

Armstrong Relocation - United Van Lines Agent * SMU Supplier ID # 0000000037**

1405 Crescent Drive
Carrollton, Texas 75006
<http://www.armstrongrelocation.com/>

Primary Contact: Ken Williams

972-389-5679 – direct
800-283-0511 – toll free
kwilliams@GoArmstrong.com

Alternate Contact: Michael Gonzales
972-389-5650 – direct
MGonzales@GoArmstrong.com

Berger Transfer & Storage - Allied Van Lines Agent * SMU Supplier ID # 0000000722**

14850 Grand River Road
Fort Worth, Texas 75220
<https://www.bergerallied.com/>

Primary Contact: Mark McIntyre

markm@bergerallied.com
214-802-5207 – cell
800-678-3980 – toll free

Move Coordinator: Jacqui Payne

jacquip@bergerallied.com
817-799-3012 – direct
817-768-2441 – fax
800-678-3980 ext. 31-3012

Remit to Address

NW 7215 PO Box 1450
Minneapolis, MN 55485

Corporate Address ***purchase order address

2950 Long Lake Rd.
Roseville MN 55113

Daryl Flood Relocation & Logistics - Mayflower Agent * SMU Supplier ID # 0000003013**

450 Airline Drive
Coppell, TX 75019
www.DarylFlood.com

Primary Contact: Yana Skeete

713-937-2909
1.800.325.9340 ext. 2909 – direct
yskeete@darylflood.com

Alternate Contact: Rick Humphreys
972-745-9507 – direct
rhumphreys@darylflood.com