

Household Goods Moving Services – INSTRUCTIONS and EXCLUSIVE MOVER CONTACTS (SMU Agents)

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1 ----- OVERVIEW -----

EXCLUSIVE PROVIDERS

Exclusive Providers are mandatory sources for Household Goods Moving Services for in compliance with SMU Policy 4.8. Household Goods Moving Services pertain to moving personal property, vehicles, and lab equipment.

SMU Exclusive Movers are full service AGENTS for National Carriers in the DFW area that have national and international agent offices. Exclusive Mover Agents are independent companies that coordinate moves directly with the Origin Agent. They conduct an in-home inventory survey (EITHER physical or virtual) to determine approximate weight of items to be moved, services needed and provide an estimate.

TAXABLE INCOME

According to the 2017 Tax Reform Act, all relocation expenses and lump sum payments are TAXABLE INCOME whether SMU pays on behalf of the employee or reimburses employee. SMU reports all moving expenses as taxable income through payroll with appropriate withholding taxes.

PEAK MOVING SEASON – MAY through SEPTEMBER

Move schedules are very tight during peak moving season and fill up fast. Moving companies recommend:

Request estimates 3-6 weeks in advance of the expected move date when possible.

Reserve the move 30 days in advance of anticipated move date

2 ----- EMPLOYEE RESPONSIBILITIES -----

1. Contact SMU AGENTS (listed on page 3) for household goods, vehicle and lab equipment moves.

4 ----- EXCLUSIVE MOVERS – SMU AGENT CONTACT INFORMATION -----

A-1 Freeman Moving Group - North American Agent *** *SMU Supplier ID # 21097*
2242 Manana Drive, Dallas, Texas 75220
www.a-1freeman.com

Primary Contact: Mireya Ducot
Email: eandi@a-1freeman.com
972-506-1729 – E&I direct line

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

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5 ----- EXCLUSIVE MOVER SERVICES -----

Standard Services include:

- Household moving
- International moving
- Top-rated drivers
- Packing, custom crating and unpacking
- Valuation Coverage/Insurance
- Vehicle transportation

Additional Services may include:

- Lab relocation, frozen specimens & sensitive equipment
- Data center & technical equipment moving
- Office, library & R, and collection moves
- On-site storage solutions at destination facility

6 ----- NON-EXCLUSIVE MOVER REQUIREMENTS AND PROCESS -----

The University & R reimburses for moving expenses up to the agreed upon moving allowance.

SMU does not have contract agreements with non-exclusive movers. Employer & Re must negotiate pricing and liability & R coverage with the ~~non~~ exclusive moving company & R.

Non-exclusive moving contracts/agrr & Ret are between the employr & Re and moving company. SMU Purchasing cannot intervene on employee's behalf.

Moves contracted with non-exclusive moving companir & Res must be paid with personal funds. A SMU CREDIT CARD CANNOT BE USED.

Communicate, schedule/book move, and report damage or loss directly with the mover.

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