

## Household Goods Moving Services SMU Exclusive Providers (9-5-18)

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

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

SMU has signed contracts with four (4) FULL SERVICE LOCAL AGENTS in the DFW area. The Local Agents are part of National Carrier networks. Each National Carrier has multiple national and international offices (*known as agents*) that work together when a relocation requires the participation of movers in multiple cities, regions or countries.

### STEP 1 ----- MANDATORY Local Agents -----

*Employees are responsible for contacting and working with SMU Local Agents to obtain estimates, book and coordinate the move.*

**Contact ONLY SMU LOCAL AGENTS for household goods and vehicle moves.**

**\*\*\*DO NOT CONTACT the National Carrier or another agent of the National Carrier\*\*\***

<b><u>SMU LOCAL AGENTS</u></b>	<b><u>Respective National Carrier</u></b>
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 booking a move.**

#### **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](http://www.a-1freeman.com)

**Primary Contact: Mireya Ducot**  
Email: [eandi@a-1freeman.com](mailto: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](mailto:kwilliams@GoArmstrong.com)

Alternate Contact: Michael Gonzales  
972-389-5650 – direct  
[MGonzales@GoArmstrong.com](mailto: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](mailto:markm@bergerallied.com)  
214-802-5207 – cell  
800-678-3980 – toll free

**Move Coordinator: Jacqui Payne**  
[jacquip@bergerallied.com](mailto:jacquip@bergerallied.com)  
817-799-3012 – direct  
817-768-2441 – fax  
800-678-3980 ext. 31-3012 – main

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](http://www.DarylFlood.com)

**Primary Contact: Yana Skeete**  
713-937-2909  
1.800.325.9340 ext. 2909 – direct  
[yskeete@darylflood.com](mailto:yskeete@darylflood.com)

Alternate Contact: Rick Humphreys  
972-745-9507 – direct  
[rhumphreys@darylflood.com](mailto:rhumphreys@darylflood.com)