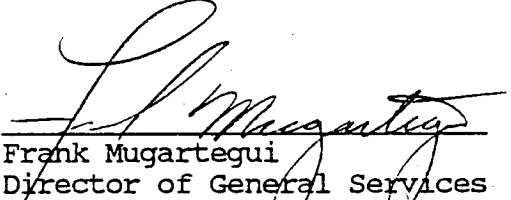


CITY OF SACRAMENTO
GENERAL SERVICES POLICY DIRECTIVE

Topic: Reimbursement For Household Moving Expenses Effective Date: 12/1/87
From: Department of General Services Supersedes: GSPD-84-20
Dtd 10/1/84
Section No.: GSPD-87-16
Approved: 
Frank Mugartegui
Director of General Services

SUMMARY OF CONTENTS

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2. POLICY
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ICC MC 41098

MASTER VAN & STORAGE, INC.
AGENT FOR GLOBAL VAN LINES, INC.
SERVING THE SACRAMENTO AREA SINCE 1975

AM: 369-8636

MARK D. ARMSTRONG
CERTIFIED MOVING CONSULTANT
AREA MANAGER

1501 EL CAMINO AVE.
SUITE 200
SACRAMENTO, CA 95815



TOLL FREE: (800) 655-8549
MARYSVILLE: (916) 742-8549
FAX: (916) 743-7104



Attn Valerie
CITY OF SACRAMENTO
CALIFORNIA

**DEPARTMENT OF
GENERAL SERVICES**
PROCUREMENT SERVICES DIVISION

DENNIS KERHULAS
SENIOR BUYER
BID INFO: 916-392-BIDS

5730 - 24TH STREET
BUILDING FOUR
SACRAMENTO, CA
95822-3699

PH 916-433-6240
FAX 916-399-0263

1. PURPOSE

- 1.1 To establish the policy and procedure for new City employees to receive reimbursement for household moving expenses.

2. POLICY

- 2.1 Allowances for the cost of transportation of household goods and personal effects applies to employment of Council officers and, with approval of the City Manager, to exempt management employees.
- 2.2 Maximum Allowances. The City of Sacramento will authorize payment of transportation charges computed on the basis of rates showing the carrier's lawfully published tariffs times the actual net weight for moving household goods and personal effects. The City will also authorize payment of up to four cents per pound times the actual net weight moved for accessorial service charges such as packing, unpacking, insurance, containers, etc. The amount of money authorized by the City for accessorial services shall not exceed the actual amount charged by the carrier.

In computing the amount of transportation charges to be authorized by the City, the actual net weight moved may not exceed 11,000 pounds for employees with immediate families, or 5,000 pounds for employees without immediate families. If the actual net weight moved exceeds these limitations, the amount payable by the City will be computed using the maximum allowable weight. All additional charges for transportation will be borne by the employee.

EXAMPLE: Employee with family moving 12,000 lbs (1,000 lbs over).

<u>Actual Charges</u>		<u>City Will Pay</u>	
12,000 lbs @ \$10 CWT	\$1,200	11,000 lbs @ \$10 CWT	\$1,100
Accessorial Services	<u>400</u>	Accessorial Services	<u>400</u>
	\$1,640		\$1,540

In computing the amount of accessorial service charges to be authorized by the City, the amount may not exceed four cents per pound times the actual net weight moved, such weight being limited to 11,000 pounds for employees with immediate families, or 5,000 pounds for employees without immediate families. All charges for accessorial services in excess of this limitation will be borne by the employee.

EXAMPLE: Employee with family moving 10,000 lbs, and authorizing containers, packing, unpacking, insurance and other accessorial service charges greater than the amount payable by the City.

<u>Actual Charges</u>		<u>City Will Pay</u>	
10,000 lbs @ \$15 CWT	\$1,500	10,000 lbs @ \$15 CWT	\$1,500
Accessorial Services		Accessorial Services	
authorized by employee	<u>550</u>	10,000 lbs @ \$4 CWT	<u>400</u>
	\$2,050		\$1,900

2.3 The City will authorize payment of transportation charges computed on the basis of rates shown in the carrier's lawfully published tariff (within specified weight limits), plus up to four cents per pound in charges for additional services.

3. DEFINITIONS

3.1 "Immediate Family" is defined as any of the following named members of the employee's household at the time he reports for duty: spouse, children (including stepchildren and adopted children) unmarried and under twenty-one years of age, or dependent parents of the employee and of the employee's spouse.

3.2 "Household Goods and Personal Effects" is defined as personal property which may be transported legally in interstate commerce and which belongs to, and is in the possession of, an employee and his immediate family at the time shipment begins. The term includes household furnishings, equipment and appliances, furniture, clothing, books, and similar property. It does not include property which is for resale or disposal rather than for use by the employee or members of his immediate family; nor does it include such items as automobiles, station wagons, motorcycles and similar motor vehicles, airplanes, house trailers, boats, livestock, property belonging to any person other than the employee or his immediate family, or any property intended for use in conducting a business or other commercial enterprise.

4. PROCEDURE

4.1 Selection of Carrier. From the City's list of carriers (Appendix 5.1), select, if possible, a carrier from those in nearby locations so you can inspect the carrier's facilities. Contact a Sacramento representative of the carrier of your choice and request that he (1) arrange an inspection of the items to be shipped, and (2) submit a written estimate of the charges which will be applicable to your shipment. The carrier's written estimate should be submitted on a form which has been standardized by the moving industry and must include the mileage, estimated weight, and resultant tariff rate in cents per hundred pounds. In addition to the transportation rates,

the written estimate must contain rates for packing labor, unit cost of packing, appliance servicing and other accessorial charges, and rates for unpacking at destination. The question of overtime rates for transportation and for packing and unpacking labor should be discussed and such rates should be included in the written estimate if it is anticipated the carrier will incur overtime. The City will not reimburse you for any costs at overtime rates unless such overtime is for the City's convenience and is approved in advance.

- 4.2 Entering Into Contract With the Carrier. Once you have selected your carrier, submit a copy of the carrier's written estimate to the City's Support Services Division. A purchase order authorizing the transportation of your household goods and personal effects will be issued to the Sacramento representative of your carrier. It will be necessary for you to pay the City all charges which exceed the amount authorized by the City's policies as outlined above.

5. APPENDIX

- 5.1 List of Carriers.

LIST OF CARRIERS
July 1992

<u>MAJOR CARRIER</u>	<u>LOCAL FRANCHISE</u>	<u>CONTACT NAME</u>	<u>LICENSE/PERMIT#</u>
ALLIED VAN LINES	Colonial Van & Storage of Sacramento, Inc. 1930 Railroad Drive Sacramento, CA 95815 Telephone (916) 318-1372 (800) 999-9123	John Halpenny	PUC#T-099536 ICC#MC-15735
	Mee Moving & Storage Inc. 9608 Oates Drive Sacramento, CA 95827 Telephone (916) 353-2629	Bill Mee	PUC#T-101441 ICC#MC-15735
ATLAS VAN LINES	Canova Moving & Storage 6821 - 8th Street Rio Linda, CA 95673 Telephone (916) 991-3013	John Prentice	PUC#T-132708 ICC#MC-79658
	C. R. Graham & Sons 6771 Elvas Avenue Sacramento, CA 95819 Telephone (916) 381-0211	Mike Hatch	PUC#T-85387 ICC#MC-79658
BEKINS MOVING AND STORAGE	Pacific Storage Company 840 Richards Boulevard Sacramento, CA 95814 Telephone (916) 447-6683	Richard Steed	PUC#T-15221 ICC#MC-3500

<u>MAJOR CARRIER</u>	<u>LOCAL FRANCHISE</u>	<u>CONTACT NAME</u>	<u>LICENSE/PERMIT#</u>
GLOBAL VAN LINES	Olsen & Fielding Global moving & Storage Sacramento Inc. 8451 Rovana Circle Sacramento, CA 95828 Telephone (916) 383-8800	Allen Brown	PUC#T-152537 ICC#MC-41098
MAYFLOWER	Sherman Brothers Mayflower 2419 Mirchantile Rancho Cordova, CA 95670 Telephone (916) 631-0944	Pete Little	PUC#T-156552 ICC#MC-2934
	Chipman Corporation 310 Commerce Circle Sacramento, CA 95815 Telephone (916) 921-2838	Tim McGuire	PUC#T-114272 ICC#MC-2934
NORTH AMERICAN VAN LINES	Hubbard Moving 3400 La Grande Boulevard Sacramento, CA 95823 Telephone (916) 422-2260	Terry Asheraft	PUC#T-86677 ICC#MC-107012
	Nevil Storage Company 8530 Unsworth Avenue Sacramento, CA 95828 Telephone (916) 383-2885	Diane Sambia	PUC#T-67619 ICC#MC-107012

MAJOR CARRIER

PAUL ARPIN
VAN LINES

UNITED VAN LINES

WHEATON VAN LINES

LOCAL FRANCHISE

Best Way Movers
4388 Warehouse Court
North Highlands, CA 95660
Telephone (916) 486-2775

City Moving Systems
8267 Alpine Avenue
Sacramento, CA 95826
Telephone (916) 453-1102

Moore Van & Storage
4570 Pell Drive
Sacramento, CA 95826
Telephone (916) 922-9228

Sacramento Valley Van Lines
8538 Tiogawoods Drive
Sacramento, CA 95828
Telephone (916) 922-9377

CONTACT PERSON

Brad Tatum

Roy Sayles

Jeannie Sparks

Dortheia Enger

LICENSE/PERMIT#

PUC#T-143707
ICC#MC-621

PUC#T-67451
ICC#MC-126699

PUC#T-67450
ICC#MC-126699

PUC#T-135086
ICCMC-126726

MAJOR CARRIER

LOCAL FRANCHISE

CONTACT NAME

LICENSE/PERMIT#

GLOBAL VAN LINES

Olsen & Fielding
Global moving & Storage
Sacramento Inc.
8451 Rovana Circle
Sacramento, CA 95828
Telephone (916) 383-8800

Allen Brown

PUC#T-152537
ICC#MC-41098

MAYFLOWER

Sherman Brothers Mayflower
2419 Mirchantile
Rancho Cordova, CA 95670
Telephone (916) 631-0944

Pete Little

PUC#T-156552
ICC#MC-2934

Chipman Corporation
310 Commerce Circle
Sacramento, CA 95815
Telephone (916) 921-2838

Tim McGuire

PUC#T-114272
ICC#MC-2934

NATIONAL VAN LINES

Lyon Express
109 Commerce Circle
Sacramento, CA 95815
Telephone (916) 922-5499

Dick Crawford

PUC#T137116
ICC#MC-42866

*D. Crawford from County
Bid due to numerous
complaints per phone notation and
early meeting 3/14/82*

NORTH AMERICAN
VAN LINES

Hubbard Moving
3400 La Grande Boulevard
Sacramento, CA 95823
Telephone (916) 422-2260

Terry Ashcraft

PUC#T-86677
ICC#MC-107012

Nevil Storage Company
8530 Unsworth Avenue
Sacramento, CA 95828
Telephone (916) 383-2885

Diane Sambia

PUC#T-67619
ICC#MC-107012