

AAC Meeting Notes

May 15, 2008

10:00am

In Attendance: Gail Ganino (chaired), Chuck Stoup, Linda Finch Hicks, Francis Katsuura, Susan Pulliam, Alex Mastrangeli, Heidi Hoffman, Mary Pepple, Roia Ferrazares, Helen Workman, Nilima Bhatia and guests Marian Longebohn and Joy Carchidi of Central Procurement

Divisional Reports:

Arts & Humanities – Discussed the new forms required for performance reviews, lecture layoffs, job mapping, and received a report back from the ABOG conference. Gail is having difficulty with the requirement that all R&C courses be taught by GSIs and not Lecturers, since at least in one case she has a Lecturer with a contract that specifically calls for teaching an R&C course.

Biological Sciences – Discussed problems with custodial services, the budget cuts and TAS concerns. MCB is facing the reduction of services, the cancellation of classes and expansion of class sizes, on top of the fee increase for students. MCB was able to show that Bio101 students that normally are expected to take the entry course in their Sophomore year, are being forced to take the class in their Junior, or even Senior, year, which complicates their ability to finish their graduation requirements in 4 years. There are also concerns about class spaces for large laboratory classes. Central campus is looking in to “repurposing” some spaces for this use.

Physical & Mathematical Sciences – Did not meet

Social Sciences – Nilima visited the divisional manager’s meeting and demystified the job builder tool. Francis Katsuura has had to face lay-offs in her department which has had an affect on office climate.

2. Misc. Announcements

2008/2009 changes in AAC membership:

- ✚ Social Science – Linda Finch-Hicks is stepping down and Rebecca Chavez of the Economics Department will be taking her place.
- ✚ Arts & Humanities – Laurie Holland is stepping down and Veronica Padilla of the Philosophy Department will be taking her place.
- ✚ Gail is stepping down as Chair of AAC, and Francis Katsuura will be taking over as Chair

Possible future guests to AAC:

Summer Session: Helen Chang, Darron Menlove

E-Procurement project is now on hold due to problems with the software.

The June AAC meeting is planned for June 19th.

3. Guests: Joy Carchidi and Marian Longenbohn of Central Procurement

The cost of moves (“removal”) is based on weight. The campus has pre-negotiated University Material Agreements (UMA) with moving vendors such as Mayflower and Atlas.

Marian explained the steps for arranging a faculty move. Questions about these procedures should be directed to her at 642-0848 marianl@berkeley.edu

Also visit <http://travel.berkeley.edu/Relocation/ReimburseMovingExpenses.htm> for instructions on the Travel & Entertainment website.

The policy states:

An eligible appointee may receive reimbursement for the following expenses:

- a. Actual traveling expenses for the appointee and family in accordance with University travel regulations as announced by the Vice President--Financial and Business Management.**
- b. Packing, insurance, and freight of the appointee's household goods when properly supported by invoices and receipts.**

Instructions for item a. above (Actual traveling expenses for the appointee and family)

1. Allowable Expenses include actual transportation expenses not to exceed one round-trip coach airfare between the prospective employee's current residence and the interview location for each round of interviews. Subsistence and *non-personal* miscellaneous expenses also may be reimbursed. Transportation and lodging expenses for such individuals may be paid directly by the University. Such travel arrangements should be made by the department through the campus' designated travel agency.
 - a. If the candidate chooses to bring his/her family on the job interview trip, this expense must be approved by the divisional Dean
2. Reimbursement to candidates or new employees who pay moving vendors directly and/or seek payment for travel expenses incurred during relocation or during recruitment must be processed with a Purchase Order and the Travel Expense Voucher-U85 Form (Excel file) (Because of tax reporting requirements, UC Berkeley's online travel reimbursement system cannot be used for these kinds of expenses.) Find the form at <http://travel.berkeley.edu/Forms/TravelExpenseVoucher.xls>. Note that even though this is referred to as the "Travel Expense Voucher" in the UCOP policy, they are referring to U-85 and NOT the travel reimbursement report generated from the UCB Travel & Entertainment reimbursement system.
3. You may wish to make clear to the candidate some portion of their reimbursement may be taxable – Travel & Entertainment relays information to the Payroll Office so that a 1099 can be issued to the new appointee when applicable.
 - a. The following are example of common taxable expenses:
 - i. reimbursement for costs related to househunting trips is taxable whereas reimbursement for costs related to job interviews is not
 - ii. reimbursement of food costs during the move is taxable
 - iii. reimbursement of storage storages which are part of the move
4. As with the payment to moving vendors, relocation cost reimbursements to candidates or new employees are initially paid 100% by the Department, and the Travel and Entertainment Department coordinates reimbursement to the Departments for qualifying expenses covered under policy from a central University fund. For an explanation of who, what, and how much can be reimbursed, visit [policy G-13](#); a description of employee eligibility for a relocation allowance can also be found at this URL.

The below instructions are for item b. above

1. The University policy allows for up to 50% of the moving of personal effects, and 100% of the library or lab if the destination of this part of the move is the University. Any arrangement where the Department intends to cover the remainder of the packing/insurance/freight invoice not covered by UC policy, an exception to the policy must be requested in writing from the divisional Dean. Often the terms of the move are included in the start-up letter, but not always.
2. The Department staff person who is coordinating the move talks to the new faculty member and gets the basic information needed such as:
 - a. All contact information
 - b. Where moving - from/to?

- c. Any special or large items to move? Art work, antique car collection, river rocks?
 - d. Access issues for the house/office from origination or destination point such as stairwells?
 - e. Is there a vehicle? Normally UC pays for one only
 - f. Does the person want to pack themselves? Or pay movers to do it?
 - g. Dates? Load, move.
 - h. Alternate locations to move from other than home or office?
3. Select a moving vendor (henceforth called “vendor”) – doesn’t matter which one, but it must be a UMA (University Material Agreement) vendor See attachment for list of UMA vendors.
 - a. Initially provide vendor with basic move information through an email or fax
 - b. Confirm that the vendor can provide the service on the requested move date, let the vendor know what your budget max is so they can alert you if it goes over
 4. Create the purchase order in the amount of \$10,000. Since the UMA vendor’s terms and conditions are already negotiated, no requisition is needed.
 - a. Your PO is your contract, so be sure to put detail in the comments
 - b. UMA is the purchase order type
 - c. Coding – 57232-19900-your org-your program
 - d. State in the comments of the PO your budget threshold if there are budget limitations for excess freight or the added expense of odd, heavy items
 - e. Indicate in the comments that you want the quote sent to you before the move and the invoice sent to you after
 - f. Indicate in the comments that you want the personal move to be separate from the library move – with separate estimates in the quote
 - g. Fax PO to vendor (sample attached) – the move is now in the vendor’s hands
 5. Follow up with the vendor and new faculty member and make sure they are communicating.
 6. Watch for the quote
 - a. It should show a break down of the office vs. personal affects for billing purposes
 - b. Policy dictates that UC pays up to 50% of personal affects and 100% of office affects when the destination is a campus office
 7. After the move the vendor sends the invoice to Disbursements
 - a. The Disbursements Office automatically pays 100% of the invoice from the chartstring on your purchase order.
 8. When the expenditure appears on the Department’s 19900 ledger, an email should be sent to the Travel Office in the form of a memo or email requesting a credit for said relocation expense to be paid from a central campus fund. The request must include BFS purchase order number and voucher number, name of new hire, title code name and title code number reference for the appointment, and chart string that is expecting the credit amount.
 - a. If the payment was made on a different fund the department must transfer the expenditure to a 19900 fund before the request for the credit offset is submitted or processed by the Travel Office.
 - b. The Travel Office prepares a journal from a 19900 fund to a 19900 fund.
 9. In the situation where the employee/new faculty member must reimburse the Department for Movers costs not covered in the start-up agreement, the Department should explore using CARS to provide proper documentation for the transaction.

[Campus Contract Service Agreement for Household Goods Transportation Services](#)

[G-13: Removal Policy for senior staff](#) and Addendum [APM 560: Recruitment/Removal Expenses](#) as it pertains to academic appointments.

AAC members raised great concern that moving vendors are not breaking down personal versus office affects in their billing making it difficult or impossible for Departments to seek reimbursement through the Travel Office. Concerns about this should be addressed to Strategic Sourcing (Dave Kolson, Manager)

Moving expenses covered by an employer are not taxable income as long as the move takes place within one year of the start date, the new location is more than 50 miles from the former residence and, in the case of non-academic appointments, the employee will be full-time for 39 weeks in the 12 months following the start date. See [policy G-13](#) for a more detailed explanation of this.

The Procurement website is in need of an update, but there is no estimated completion date
UC retirees are also able to take advantage of strategic pricing agreements between UC and moving vendors

Business Services

UNIVERSITY OF CALIFORNIA, BERKELEY

- Administrative Services
- Assessment and Analytical Services
- Business Contracts Office
- Printing Services
- OMBO (Use of Name)
- Property Management
- Procurement Services
- Library Bindery

PROCUREMENT SERVICES

[About bluCard](#)
[Bid Postings \(Requests for Proposals\)](#)
[Campus Buyer Program](#)
[Common or Professional Services](#)
[Consultants](#)
[Department Buyer Program](#)
[How Do I Buy?](#)
[How Do I Lease or Rent?](#)
[Procurement Services Glossary](#)
[Purchasing Contracts](#)
[Purchasing Operations](#)
[Strategic Sourcing](#)
[Supplier Diversity Program](#)
[Training and Development](#)
[Vendor \(Supplier\) Information](#)
[Home](#)

How Do I Buy?

Search

go

[How Do I Buy?](#)
[About Buying](#)
[Using the blu Portal](#)
[Using a bluCard](#)
[Using BFS](#)

Household Moves

Use a Departmental PO

~~Use a BFS Requisition~~ to purchase this item.

(PO Type=UMA)

This process is covered in the [BFS Department Training Manual](#) in ~~Chapter 5, Section "Entering a Requisition."~~

Timing is critical during peak periods which are:

~~May through September~~

~~June 15 to July 15~~

~~August 15 through September 15~~

Please note: Providing less than 14 days notice will seriously jeopardize the desired move dates of the employee being moved.

You need to provide the following information ~~with the BFS Requisition~~ on the purchase order.

- vendor ID: ~~00000000~~ (See List)
- line amount: \$10,000.00, unless your department has set a lower limit.
(**Don't forget** : you won't be paying for the amount covered by policy. Your ~~department~~ ^{department} ~~campus~~ ^{department} Buyer will change either if it is necessary.)
- ship to: **SEE BELOW (NO TAX)**
- Delivery location: **N/A**
- FOB Shipping Terms: **N/A**
- Line Category: **Move**
- Line Description: **relocation, (Show Name)**
- In the "Additional Description" field of the line, provide:

The name of the employee or faculty member being relocated; (required)

Complete contact information for employee or faculty member including: phone (required), fax, email, pager, etc.

Department contact, with phone; (required)

Desired date for packing

Desired date for loading

Do not delay the ~~requisition~~ ^{PO} for the following information, but please provide if available to facilitate

***Denotes a Restricted Item**

[Ads for Faculty or Staff Positions *](#)

[Agreements including click agreements *](#)

[Alcohol \(synthetic\)](#)

[Building Alterations *](#)

[Building Rentals *](#)

[Carpet Cleaning *](#)

[Carpet Installation *](#)

[Charters - Bus, Boat, or Ship](#)

[Common or Professional Services](#)

[Compressed Gas](#)

[Computers](#)

[Conference Meeting/Registrations](#)

[Consultants *](#)

[Copiers](#)

[Entertainment *](#)

[Equipment](#)

[Equipment Maintenance](#)

[Equipment Lease Purchases](#)

[Equipment Operating Leases](#)

[Equipment Rentals <30 days](#)

[Equipment Rentals >30 days](#)

[Equipment Repairs](#)

[Flowers \(Sympathy\)](#)

[Forms, UC](#)

the move, the following:

- NO ~~Social Security Number or the Employee ID of the individual (required)~~.
- the "move to" or "destination" address. Show **not yet known**, if still undetermined.

The household survey and quotation from the contractor will be obtained **after** the ~~requisition is assigned to the Campus Buyer~~ PO is completed.

Please discourage your new employee or faculty member from contacting a moving company him or herself. The ~~campus~~ ^{department} buyer is the person responsible for handling household moves.

Payment Responsibilities

- UC Policy covers 50% of the cost of relocating household goods but excludes the cost of storage, relocation of pets or relocating a vehicle.
- It also covers 100% of the cost of relocating professional materials to the campus if they will be of general benefit to the Campus Community.

The University will reimburse your Department for the portion covered by policy. This is done automatically by the Travel and Entertainment Department.

Exceptions to the standard policy

If your department wishes to pay for any costs not covered by UC Policy you must:

- obtain written approval from your Dean or Vice Provost
- you must indicate in the "Special Instructions" field of the requisition:
 - What exceptions to policy you are making;
 - Who granted approval; and,
 - What date they granted approval.

See the following example of the type of text you could use:

" We will pay for the entire portion of the household relocation not covered by UC Policy and transportation of one vehicle. Approved by Dean (show name), 09/15/05."

Travel and Entertainment will reimburse your department with campus funds for the amount covered by UC Policy. You will need to provide a departmental fund source for any amount you wish to pay over and above the amount covered by UC Policy.

For information on policy relating to household moves, refer to the University of California Office of the President bulletin linked below:

[Academic and non-academic personnel](#)

www.ucop.edu/ucophome/policies/bfb/g13.html

www.ucop.edu/ucophome/policies/bfb/g28.html

[Forms for Resale/Redistribution](#)

[Furniture - Steelcase Contract](#)

[Furniture - Non-Contract](#)

[Gasoline for Vehicle](#)

[Gift Certificates](#)

[Honoraria](#)

[Lab Supplies](#)

[Maintenance, Repair & Operations \(MRO\)](#)

[Memberships \(See G43\)](#)

[Moving and Special Events Services](#)

[Moves - Household](#)

[Office Supplies](#)

[Painting *](#)

[Photography Services](#)

[Postage *](#)

[Printers/ Fax Machines](#)

[Printing *](#)

[Prizes/Awards \(See G41 & 42\)](#)

[Professional Services](#)

[Reimbursements](#)

[Repairs to Equipment *](#)

[Restricted Items *](#)

[Software License *](#)

[Temporary Services - Clerical/Light Industrial](#)

[Travel *](#)

[Tuition & Training Fees](#)

[UC Forms](#)

[Water](#)

[Web Design Services](#)

[Web Subscriptions *](#)

If you did not find what you need or have questions contact:
prchhelp@berkeley.edu or
call (510)-642-7378

For information on UC Berkeley campus contract for Moving Services, go to the link below:

[Olsen Contract](#)

[SITE HOME](#) | [ADMINISTRATION HOME](#) | [BERKELEY HOME](#)

Copyright © 2005 UC Regents All rights reserved.

[Questions about the site?](#)

Page last updated: 03/07/2008

These are the vendors I use for most of my relocation/moves:

Vendor # 15840 (Use this vendor number if out of state "Inter-State")
Allied Van Lines Agreement # 085/DA/043
Nor-Cal Moving Services
2001 Marina Blvd.
San Leandro, CA 94577-3204
Contact: Darlene Bedel
510-297-4881
Fax: 510-357-6111
Email: dbedel@nor-calmoving.com

Vendor # 359375
Chipman Relocations (United Van Lines) Agreement # 085/DA/018
1625 W. National Drive, Suite 100
Sacramento, CA 95834
Contact: Linda Martin
800-334-9905 Ext. 476
Fax: 916-928-9787
Email: lmartin@chipmancorp.com

Vendor # 580784 (Use this vendor number if out of state "Inter-State")
Mayflower Transit LLC Agreement # 085/CC/002
One Mayflower Drive
Fenton, MO 63026-1350
Contact: Dave Basye @ Olsen & Fielding
916-383-8800 Ext. 302
Fax: 916-383-2362
Email: dbasye@mayflower-sac.com

Vendor # 4438 (Use this vendor number if within Calif. "Intra-State")
Nor-Cal Moving Services (Allied Van Lines) Agreement # 085/DA/043
2001 Marina Blvd.
San Leandro, CA 94577-3204
Contact: Darlene Bedel
510-297-4881
Fax: 510-357-6111
Email: dbedel@nor-calmoving.com

Vendor # 526014 (Use this vendor number if within Calif. "Intra-State")
Olsen & Fielding Moving Services (Mayflower) Agreement # 085/CC/001
6350 Sky Creek Drive, Suite 600
Sacramento, CA 95828
Contact: Dave Basye
916-383-8800 Ext. 302
Fax: 916-383-2362
Email: dbasye@mayflower-sac.com

Vendor # 610
Searles Van & Storage (Atlas Van Lines) Agreement # 085/DA/004
1301 Donner Ave.
San Francisco, CA 94124
Contact: Paul Havens
415-822-5330
Fax: 415-822-1790
Email: searlesatlas@earthlink.net (vendor prefers faxes)

Vendor # 528741

Suddath Relocations Systems (United Van Lines) Agreement # 085/DA/018
2055 South 7th Street
San Jose, CA 95112
Contact: Donna Hartmann
877-826-0512
Fax: 775-826-0513
Email: gobears@suddath.com

Vendor # 8999

Valley Relocation & Storage (North American Van Lines) Agreement # 085/DA/039
4020 Nelson Ave., Suite 200
Concord, CA 94520
Contact: Paul Woodruff
Cell: 925-260-4682
800-284-6285
Fax: 916-375-0042
Email: pwoodruff@valleyrelocation.com

These are the vendors I use for most of my International relocation/moves:

Vendor # 4438

Nor-Cal Moving Services
C/O Allied International Agreement # 085/DA/043
2001 Marina Blvd.
San Leandro, CA 94577-3204
Contact: Darlene Bedel
510-297-4881
Fax: 510-357-6111
Email: dbedel@nor-calmoving.com

Vendor # 526014

Olsen & Fielding Moving Services (Mayflower) Agreement # 085/CC/001
6350 Sky Creek Drive, Suite 600
Sacramento, CA 95828
Contact: Dave Basye
916-383-8800 Ext. 302
Fax: 916-383-2362

Vendor # 610

Searles Van & Storage (Atlas Van Lines) Agreement # 085/DA/004
1301 Donner Ave.
San Francisco, CA 94124
Contact: Paul Havens
415-822-5330
Fax: 415-822-1790

Vendor # 528741

Suddath International (United Van Lines) Agreement # 085/DA/018
14221 E. Artesia Blvd.
La Mirada, CA 90638
Contact: Rosie Lara
562-404-1434
Fax: 562-404-1054
Email: rosiel@suddath-intl.com

Vendor # 8999

Valley Relocation & Storage (North American Van Lines) Agreement # 085/DA/039
4020 Nelson Ave., Suite 200
Concord, CA 94520
Contact: Paul Woodruff
Cell: 925-260-4682
800-284-6285
Fax: 916-375-0042
Email: pwoodruff@valleyrelocation.com

FIRST STEP:

SAMPLE OF REQUEST FOR MOVE FAXED TO VENDOR

Email could also be sent

UNIVERSITY OF CALIFORNIA, BERKELEY
(Your Department and Address)

FACSIMILE TRANSMISSION

Date:

To:

Loc:

Fax:

Fr: Your name and Title
Fax:
Phone:
E-Mail:

(Salutation)

I have a move I would like (vendor name) to handle for the University.
Let me know if you can take care of this.

The customer is: (Customer Name)

Purchase Order #

Contact information:

Phone:

Fax:

Cell:

Office:

Move from home: (Address including Zip Code)

Move to home: (Address including Zip Code)

** If an office/lab move is involved **

Move from Office/Lab: (Address including Zip Code)

Move to Office/Lab: (Address including Zip Code)

Desired date for Packing:

Desired date for Loading/Moving:

If a vehicle is to be moved – list: Make, model & year

Department: (Your department name)
Department contact: (Your name)
Phone:
Fax:
Email:

Please contact the customer as soon as possible and send me a copy of the estimate.

Thank you,

(Your name)

Number of pages including this cover.

****Note****

When the vendor responds to your fax or email (the response being YES, they will do the move) then you must create the Purchase Order (PO type UMA) and fax it (the PO/contract) to them!

University of California, Berkeley Purchase Order

Sample



Vendor: SEE LIST

Purchase Order	Date	Revision	Page
NET 30	Freight Terms		1
Ship Via	FOB: Dest, Frc PrePay & Add		
BEST WAY	Best Way		

Ship To: SEE BELOW
 *** CA *****
 United States

Bill To: DISBURSEMENT OFFICE
 30 UNIVERSITY HALL
 BERKELEY CA 94720-1101
 United States

Contact/Phone:

Line-Sch	Item/Description	Resale/Tax Exempt No.:	Quantity	UOM	PO Price	Extended Amt	Due Date
1	Relocation - (name of new employee)		1.00	EA	10,000.00	10,000.00	

Shipment of Household Goods for:
 OR

Shipment of Household Goods and Vehicle for:

Name of new employee again.....

Item Total	10,000.00
Subtotal	10,000.00
Total PO Amount	10,000.00

Request for estimate faxed/emailed to (name) on (date)

The total cost of the move is estimated at \$ 10,000.00

Contact information:
 Phone:
 Email:

Moving from:

Moving to:

Desired packing date:
 Desired loading date:

Department:
 Department contact:
 Phone:
 Fax:
 Email:

If a vehicle is to be moved-list: Make, model, & year

The following clauses should be on all relocation/move PO's.

The terms and conditions governing this relocation are as indicated in the Campus Contract Service Agreement between (name of the vendor you selected) and the University of California Berkeley, Agreement # _____

Submit invoices to the Disbursements Office at 30 University Hall, in duplicate with this Purchase Order number clearly identified, for goods and services delivered and or completed. For invoice and payment information, contact the Disbursements Office at (510)643-2199 or email (disburse@berkeley.edu)

NOTE: Please fax a COPY of the final invoice to: (your name and fax number)
 Fax # / Thank you

For internal use by the University:

10,000.00

When the final invoice is received...
 You can do a change order to increase the PO
 or do a lien closure to close the PO.

Purchase Order number must appear on all documents, packages, packing slips, bills of lading, and freight bills. Invoices sent without a purchase order number will be returned. No variations, deletions, price increases, changes or modifications shall be effective without the written approval of the Buyer.

Authorized Signature

Call me anytime if you have questions. (Marian 2-0848)

Subject: OLSEN & FIELDING FOR HOUSEHOLD MOVES

I am pleased to advise that the UCB agreement #085/CC/001 with Olsen & Fielding Moving Services is now available for use by any UC campus, Medical Center, National Lab, or affiliated UC location. Despite the uncertainty in the moving and storage industry due to macro economic conditions as well as financial difficulties of some carriers, Olsen & Fielding continues to be the primary supplier for bringing Mayflower services and pricing to Berkeley. We would like to share the benefits of the agreement by opening it up to the entire UC system.

Agreement highlights:

- Contract period has been extended May 1, 2008 thru April 30, 2009
- Discount pricing schedule
 - Domestic Discount: 63% reduction from Tariff HGB 400-N/104-G rates
 - Canadian Discount: 55% reduction from Tariff HGB 400-N/104-G rates
 - Storage-In-Transit Discount: 45% reduction for Item 185 and Item 210 rates
 - Peak transportation rates waived
- 2% patronage incentive
- One "control booking agent" to manage all aspects of a relocation

Olsen & Fielding is a full service transportation company. As a third generation moving company in California, it provides relocation solutions that include international, interstate and intrastate moves. Olsen & Fielding is an agent for Mayflower Transit, Inc., the most recognizable name in long distance moving.

Attached is a copy of the original agreement along with amendment #2 which extends the agreement thru 4/30/09 and adds an affiliation provision for use by any UC location. Certificate of Insurance is on file at UC Berkeley.

To contact Olsen & Fielding, call or write to:

Reid Olsen, President

OLSEN & FIELDING MOVING SERVICES

6350 Sky Creek Drive, Suite 600

Sacramento, CA 95828

(916) 383-8800 x303 phone

(916) 383-2362 fax

rolsen@mayflower-sac.com

website: www.gr8move.com

If you have any questions regarding the agreement, please contact Sandy Macasieb smacasieb@berkeley.edu or myself.

Sincerely,

David

David Kolsom, C.P.M.

Strategic Sourcing Manager

University of California, Berkeley

6701 San Pablo Ave., Suite 220

Berkeley, CA 94720-5600

Tel. (510) 643-5709

Fax (510) 642-8604

5/14/2008



Campus Contract Service Agreement 085/CC/001
Household Goods Transportation Services
Between
The Regents of the University of California
And
Olsen & Fielding Moving Services
Agent for Mayflower Transit

This Amendment 2, effective May 1, 2008, modifies Campus Contract 085/CC/001 for household goods transportation services (hereafter referred to as "Contract") by and between the **Regents of the University of California** ("SHIPPER") a California Corporation, (hereafter referred to as "Shipper", "University", "UC" "UCB", "Procurement Services", "Berkeley", "Department", "Buyer", or "Customer"), and **Olsen & Fielding Moving Services as an Agent on behalf of Mayflower**, Mayflower Transit, Inc., LLC ("CARRIER"), bda Aero Mayflower Transit Company (hereafter referred to as "Carrier", "Supplier", "Vendor", "Agent", or "Seller"), as follows:

Add to the Contract Section 2. Contract Period:

The University is exercising its right to extend the Contract for one additional (1) year period, until April 30, 2009, at the same pricing schedule, terms and conditions.

Add to the Contract Section 3. Usage:

3A. Participation

Carrier has offered and Shipper accepts that this Contract is available to all UC campuses, UC Medical Centers, Berkeley National Laboratory, and other UC affiliated locations to which Carrier is able to service and extends the terms and conditions of this Contract, including pricing. This Contract shall, upon the agreement of both parties, be extended to any future locations of the UC or as they may be announced during the term of this Contract.

All contractual administration issues regarding this Contract (e.g., terms and conditions, extensions, renewals, etc.) shall remain the responsibility of UC Berkeley. Operational issues, fiduciary responsibility, payment issues, performance issues and liabilities, and disputes involving locations other than Berkeley shall be addressed, administered, and resolved by each UC affiliated location. Each administrative unit and campus therein is financially separate and shall be responsible for individual financial commitments.

There is no commitment that any location other than Berkeley will issue requirements associated with this Contract.

Revise Contract Section 12. Incentives:

During the term of this Contract and any extensions to such term, Carrier agrees to provide each participating UC location, a quarterly Patronage incentive in the amount equal to two (2) percent of total Contract sales of services billed and paid by the UC locations. Patronage checks are due within 30 days after the close of the quarterly period. Patronage checks are to be issued to the Regents of the University of California. Each UC location is to receive its own separate check. Contacts are listed in attachment 1.

Carrier agrees to provide an electronic detailed summary report showing the calculation breakdown for the incentive amount to each UC location.

Entire Agreement

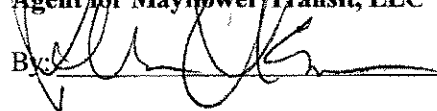
All other terms and conditions for this Contract shall remain unchanged, including the University of California Terms and Conditions of Purchase, Appendix A, Schedule A and Exhibit A. Any terms not covered explicitly in this Agreement shall be governed by the rules, regulations, services and rates set forth in Carrier's Tariff HGB 400-N and Exceptions Tariff HGB 104-G and AERM 403-A for Motor Vehicles, including their additions, supplements, revisions, and modifications which are hereby incorporated by reference and made a part hereof and constitute the entire Contract between the parties.

IN WITNESS THEREOF, the parties hereto have caused this Contract Amendment 2 to be executed by their respective proper officers; thereunto duly authorized the day and year first above written.

The Regents of the University of California

Olsen & Fielding Moving Services
Agent for Mayflower/Transit, LLC

By: 

By: 

Name: David Kolsom

Name: Reid Olsen

Title: Manager, Strategic Sourcing

Title: President

Date: April 23, 2008

Date: 04-16-08

University of California, Berkeley
Strategic Sourcing
6701 San Pablo Ave, Suite 220
Oakland, CA 94608-1214
Phone: (510)643-5709
Fax: (510)643-3911
E-mail: kolsom@berkeley.edu

Olsen & Fielding Moving Services
6350 Sky Creek Drive, Suite 600
Sacramento, CA 95828
Phone: (800) 992-7844 x303
Fax: (916) 383-2362
E-mail: rolsen@mayflower-sac.com