

How Do I Buy or Handle...

Express Shipping and/or Freight (Outbound)

Current Contract Vendor(s):

[UPS](#)

[FedEx Corporation](#)

Description of Purchase Process

Express Outbound Shipping Options

UPS

Virginia Tech has access to State contract for Express Delivery Services with UPS. This contract may be used with no dollar limits when the item being delivered weighs less than 150 pounds. Contracts and rate information is available from the [Division of Purchases and Supply \(DPS\) website](#). Process all orders to UPS as non-catalog.

Federal Express

Virginia Tech has access to a negotiated NASPO ValuePoint cooperative contract for Express Delivery Services with Federal Express. This contract may be used with no dollar limits when the item being delivered weighs less than one hundred-fifty (150) pounds. This contract is for express small package air, expedited ground and delivery services. Services included intrastate, interstate and international services for outbound shipping needs. FedEx customer service can be reached at (800) 645-9424. Process all orders to FedEx as Direct Pay Transactions.

Larger Outbound Freight Options

Shipping Outbound Through Freight Companies

When shipping costs are below \$10,000 and the goods being shipped weighs more than 150 pounds, you may use vendors that provide freight services and process as a Direct Pay Transaction, category C-1.

Listed below are companies that have provided these services to Virginia Tech:

1. DunMar Moving Systems
 - a. Vendor Contact: Britt Laliberte, blaliberte@dunmar.com, 800-849-4455
2. Express Contract Fulfillment Services
 - a. Vendor Contact: Ben Dull, info@virginiasmovers.com, 540-521-8091
3. Lawrence Refrigeration
 - a. Vendor Contact: 800-336-9626
4. Reads Moving Systems of Richmond Inc.
 - a. Vendor Contact: Jim Hannon, jhannon@readsmovers.com, 800-456-3094
5. Richmond Commercial Services Inc
 - a. Vendor Contact: Miller Isley, misley@rcsmoving.com, 804-640-8559
6. Southwest Virginia Moving & Storage
 - a. Vendor Contact: Andy Drescher, andyd@swvamoving.com, 540-381-3738

When shipping costs are above \$10,000, [standard purchasing procedures apply](#). A requisition accompanied by the specifications must be sent to the Procurement Department.

For more information contact:

- Procurement 540-231-6221
- Or hokiemarket@vt.edu