

MOVING A MOBILE HOME

3829

(Revised 03/07)

If you are an employee who normally lives in a mobile home and have been authorized by the State to move, you may ask the State to pay for the moving of your mobile home. See CCR, Title 2, Sections 599.714 and 599.720. You may also ask the State to pay for certain costs of preparing the mobile home for movement over the highways, and for set-up at the destination. The additional reimbursed cost is limited to \$2,000 not including maintenance, repairs, and parts. The cost of any permits, tolls, taxes, or charges fixed by the State or local authorities is also not included in the limit. The State will not reimburse maintenance, repair, and parts costs. You may not seek more reimbursement through Section 599.715 for the \$200 miscellaneous allowance since this is specifically prohibited under CCR, Title 2, Section 599.720.

If you have arranged for the State to directly pay the moving company, you must get a copy of Moving Service Authorization/Bid Proposal–Mobile Home, STD. 255A, before the move. See (3800) A–5 in the Appendix.

Competitive Bids. You must get three competitive bids for preparing, transporting, set-up, and service. Transportation must include permits and escort services. These bids must be from licensed mobile home set-up and service companies, and PUC licensed highway carriers. Each bid must be completed by the carrier on STD. 255A. You will then forward the bids to the DGS Transportation Management Unit. According to the instructions on STD. 255A, the carrier must send the invoice directly to DGS Transportation Management Unit for review. The DGS Transportation Management Unit will then send the entire file back to your agency's accounting office for payment. The amount paid by the State Controller can never be more than the amount of the lowest bid.

Additional Information. The mover will transport your mobile home under a released valuation. The contents of your mobile home usually will not be insured. If you want to insure the contents or increase the coverage on the mobile home, you must do so at your own expense.

If you have questions about your mobile home move which your agency cannot answer, call DGS Transportation Management Unit in West Sacramento. The telephone number is (916) 376-1888 or CalNet 8-480-1888.

Refer complaints of poor set-up and service to the Contractors' State License Board's local field office. Refer complaints against the highway carrier who moved your mobile home to the PUC's local field office. See the Yellow Pages of the State Telephone Directory for either agency.