

APPENDIX W

Scope of Work

Offerors must be able to perform all of the work described herein (the “Mandatory Requirements”) throughout the Contract Term. Only one Contract will be awarded to a single entity for the provisions of all items described herein.

MANDATORY REQUIREMENTS:

1. **Pick-Up.** Contractor must pick-up a shipment within twenty-four (24) hours of a request (excluding Saturday, Sunday, and State and Federal holidays). Pick-up hours of operation are Monday through Friday, 8:30 a.m. – 12:00 p.m. and 1:00 p.m. - 4:00 p.m.
2. **Delivery.** Contractor must securely deliver shipment to the required destination within seventy-two (72) hours of pick-up (excluding Saturday, Sunday, and State and Federal holidays). Delivery hours are Monday through Friday 9:00 a.m. - 3:30 p.m., unless otherwise directed by recipient.
3. **Experience, Training, and Equipment.** Contractor will utilize only trained and experienced personnel. Contractor must provide its own vehicles and loading equipment, and must ensure that all shipments are adequately protected from the elements, secure from theft or molestation, and kept completely dry during pick-up, transportation, and delivery.
4. **Driver Screening.** All drivers employed by the Contractor shall have been successfully screened by Contractor for criminal background as well as drug & alcohol screenings prior to transporting shipments.
5. **Loading Dock Physical Restrictions and Delivery.** Contractor shall be responsible for providing an appropriately sized transport vehicle that meets the loading dock requirements of the respective pick-up or delivery location. Contractor may need to use straight trucks for records pickup at various identified locations due to unique loading dock physical restrictions at certain delivery locations. Contractor’s personnel must load and unload their own trucks. Some deliveries will be “dock deliveries” while others may require “inside delivery,” which is defined by OTDA as any delivery location other than a “dock delivery” (e.g., delivery to a particular floor and/or room to which the shipment will need to be delivered, which will be accessible by elevator).
6. **Shipment Requirements.** Shipments must remain wrapped with original shrink wrap from the OTDA pick up location to the delivery point. Contractor shall designate OTDA shipments as “freight all kind” (FAK) with a freight classification of 65.

Shipment Tracking and Reporting

7. Contractor must have in place by the Contract start date a system to track OTDA’s shipments. The Contractor shall furnish the Office with a quarterly report of all shipments made for OTDA under this IFB. The report shall include the following data:
 - i. Date and time notified of pick-up request.
 - ii. Pick-up location.
 - iii. Delivery location.
 - iv. Date and time of delivery.
 - v. Name of person making the delivery.