

0310.06 Delivery Services

Issued January 6, 1997

SUBJECT: Delivery Services

APPLICATION: Executive Branch Departments and Sub-units, the Judicial, and Legislative branches of State Government.

PURPOSE: To explain the types of delivery services provided and how to obtain these services.

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Agency Services
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SUMMARY:

This administrative guide procedure outlines the types of delivery services offered by the Mail and Delivery Services Division (MDSD).

- Interdepartmental (ID) mail service between state offices,
- Dedicated delivery or courier services,
- Scheduled freight delivery services,
- Office moving services,
- Movement of Surplus Office Systems

APPLICABLE FORMS: DMB-947, Requisition for Freight Services
DMB-948, Requisition for Moving Services
DMB-529, Interdepartmental Mail Receipt

PROCEDURES:

General Information:

ID Mail. There are two types of services;

- Service between state offices within the greater Lansing area. This service is paid through the general fund appropriation and agencies are not billed for these services. Deliveries are made to one location per agency within a building.
- Service that links the State offices in Lansing to most State facilities located in the southern half of the Lower Peninsula. Agencies are charged a set monthly fee for this service. Any customer paying for this service can send ID mail or parcels to any State office served by the State's ID mail system.
- All ID mail stops are listed on DTMB's Intranet site.
- Regulations governing the use of the ID mail service are covered by Administrative Guide 0310.02, Use of Interdepartmental Mail System.

Dedicated Delivery or Courier Services:

- Agencies can have a driver and delivery vehicle dedicated to them to meet their delivery needs. Agencies can also use Delivery Services to regularly courier mail and/or parcels between locations in Lansing when the ID mail system does not meet their needs. Agencies are also charged a fee for this service.

Scheduled Freight:

- Delivery Services provides truck deliveries between State offices in Lansing daily and to outstate locations in the southern half of the Lower Peninsula at least once a week. Service is also provided to the Upper Peninsula once a month. Agencies are charged each time they use this service.

Moving Services:

- Delivery Services offers office moving services as well as tailored movement of special cargo. These services are fee for service based on an hourly rate. As specified in Acquisition Services' Letter #124, Procurement of Moving Services, those State agencies needing office moving services within a 50 mile radius of Lansing must contact Delivery Services first to see if Delivery Services can meet the agency's requirements. Agencies needing office moves outside the 50 mile radius of Lansing may use the state contracted mover but must contact Delivery Services for a competitive quote.

Movement of Surplus Office Systems Furniture:

- Delivery Services must be contacted for the movement of office systems. They will work with the agency to determine the most cost effective manner to move them either through their services, the State contract for moving or the office systems vendors.

Agency:

- Must notify Mail and Delivery Services of changes in mailing addresses for Lansing ID mail service as soon as possible at the phone number provided above.
- Can sign up for intrastate ID mail service by contacting Mail and Delivery Services Division at the phone number provided above.
- Can inquire about dedicated delivery or courier services by contacting mail and Delivery Services Division at the number provided above.
- Can request scheduled freight deliveries by going to the DTMB Mail and Delivery Services Intranet site and filling out a DMB-948, Requisition for Freight Services.
- Can request office moving services by going to the DTMB Mail and Delivery Services Intranet site and filling out a DMB-947, Requisition for Freight Services.
- Can obtain signatures to show chain-of-custody for sensitive or special deliveries by filling out a DMB-529, Interdepartmental Mail Receipt, and attaching it to the item being delivered. A signed original of the form will be returned to you to show receipt of the item you sent.
- Should utilize the ID mail system whenever available in lieu of paying for postage, package services, or couriers as a cost savings measure.

- Must obtain a quote from MDS&D as well as quotes from the State contract moving vendors (if so desired) for office moves outside of the 50 mile radius of Lansing. If the MDS&D quote is less than the contract vendors, agencies must utilize the moving services of MDS&D. If MDS&D declines to provide a quote, the agency may solicit quotes from the moving vendors on the State contract.

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