

State of Michigan
Administrative Guide to State Government

0310.06 Delivery Services

Issued: January 6, 1997
Revised: February 29, 2012
Reviewed: February 28, 2022

PURPOSE

To explain how to obtain various delivery services.

APPLICATION

Executive Branch Departments and Sub-units, the Judicial and Legislative branches of state government.

CONTACT AGENCY

Department of Technology, Management and Budget (DTMB)
Office of Support Services (OSS)
Logistics & Operations Support (LOS)
Delivery Services
7461 Crowner Drive
Lansing, MI 48913

Telephone: 517-636-7710
Fax: 517-636-7706

SUMMARY

This procedure outlines the purposes of ID mail and the type of items that can be sent through ID mail.

APPLICABLE FORMS

DTMB-0529 Interdepartmental Mail Receipt

[DTMB-0947 Requisition for Moving Services](https://stateofmichigan.sharepoint.com/teams/insidedtmb/work_/DTMB%20Forms/Requisition%20for%20Moving%20Services.docx)

(https://stateofmichigan.sharepoint.com/teams/insidedtmb/work_/DTMB%20Forms/Requisition%20for%20Moving%20Services.docx)

[DTMB-0948 Requisition for Freight Services](https://stateofmichigan.sharepoint.com/teams/insidedtmb/work_/DTMB%20Forms/Requisition%20for%20Freight%20Services.docx)

(https://stateofmichigan.sharepoint.com/teams/insidedtmb/work_/DTMB%20Forms/Requisition%20for%20Freight%20Services.docx)

REFERENCES

[Administrative Guide Procedure 0310.02 Use of Interdepartmental Mail System](https://www.michigan.gov/dtmb/-/media/Project/Websites/dtmb/Law-and-Policies/Admin-Guide/300/031002-Use-of-Interdepartmental-Mail-System.pdf?rev=6ad68f0a18b1427abd67c2b4337a2860&hash=C090E277B10599C6308B91D2DC86A0E4)

(<https://www.michigan.gov/dtmb/-/media/Project/Websites/dtmb/Law-and-Policies/Admin-Guide/300/031002-Use-of-Interdepartmental-Mail-System.pdf?rev=6ad68f0a18b1427abd67c2b4337a2860&hash=C090E277B10599C6308B91D2DC86A0E4>)

PROCEDURES

General Information

- ID Mail System offers two types of services:
 - Service between state offices within the greater Lansing area.
 - Service that links the state offices in Lansing to most state facilities located in the southern half of the Lower Peninsula.
- ID mail stops are listed on DTMB's Intranet site.
- Regulations governing the use of ID mail service are covered by Administrative Guide Procedure 0310.02 Use of Interdepartmental Mail System.

Moving Services

- Delivery Services offers office moving services as well as tailored movement of special cargo.
 - Within a 50 mile radius of Lansing, agencies needing office moving services must contact Delivery Services first to see if Delivery Services can meet the agency's requirements.
 - Outside the 50 mile radius of Lansing, agencies needing office moves are encouraged to contact Delivery Services for assistance and may solicit quotes from the moving vendors on the state contract.

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

- Contact Delivery Services for service or advice on all delivery needs. These include, but are not limited to:
 - Intrastate ID mail services.
 - Dedicated delivery or courier services.
 - Office moving services.
- Must notify Delivery Services of changes in mailing addresses for Lansing ID mail service as soon as possible.
- Can obtain signatures to show chain-of-custody for sensitive or special deliveries by filling out an Interdepartmental Mail Receipt (DTMB-0529) and attaching it to the item being delivered. A signed original of the form will be returned to show receipt of the item.
