

ENVIRONMENTAL HEALTH LABORATORY (EHL) COURIER SERVICES

SCOPE OF WORK

The State of Alaska, Department of Environmental Conservation (DEC), Division of Environmental Health, is soliciting quotes for courier services. The contract duration will be from approximately July 1, 2024, to June 30, 2029, with the option for four (4) one-year renewals at the sole discretion of the State.

NOTE: Deliveries will include live or frozen fish or shellfish, live mice, water samples, etc. These items are time/temperature sensitive and **REQUIRE immediate delivery**. The EHL is open for deliveries Monday – Friday, excluding holidays (see attached State Calendar), from 8:00 AM to 4:30 PM.

The courier will receive the final pickup request via email with air bill information by 8:00 PM the night before. The courier will contact the EHL and the freight carriers listed in this RFQ by phone and email. Two-way communication is expected for clarification and/or information exchange regarding pick-ups or deliveries. The courier is responsible for ensuring that packages delivered to the EHL are addressed to the EHL or one of its aliases. **The EHL will not be responsible for costs associated with mis-delivered packages.**

Deliveries to the Laboratory may be addressed to any one of several aliases at the proceeding address:

Known aliases: State of Alaska, Department of Environmental Conservation, Environmental Health Laboratory; SOA; ADEC; ASEHL; EHL; EH Lab; State Food Lab; Food Safety Lab; Office of the State Veterinarian; State Vet; or OSV.

Delivery address: 5251 Doctor M.L.K. Jr Ave, Anchorage, Alaska 99507

The Division will not be responsible for the cost of delivery or return of misdelivered packages, i.e., packages not addressed to the EHL or one of its aliases.

All deliveries must be accompanied by a receipt containing the date and time of the delivery and signed by an EHL staff member.

Note: Any trip to the airport that does not result in a pick and delivery to the EHL must be documented via email, phone call, or paper delivery slip, which includes the date and time of the trip, name of the airline employee they spoke with, and the name of the driver. This notification must be completed by 10:00 a.m. the same day. Copies of all receipts will be submitted to the EHL at the time of delivery for comparison to the invoice.

The Scope of work includes the following:

TASK I. SCHEDULED DELIVERIES

Daily delivery and/or pick-up to Alaska Air Cargo every morning except weekends and holidays. Due to their time-sensitivity, daily rounds of packages must be delivered to the EHL between 8:00 and 8:30 a.m.

- **Alaska Air Cargo address:** 4100 Old International Airport Road, Anchorage, Alaska 99502
Alaska Air Cargo phone number: +1 (800) 225-2752

This morning delivery run will be charged as a single delivery fee and must be completed even if no requests are sent the night before as samples are shipped after hours that we are unaware of. Calls to the airlines will not be accepted or allowed to invoice.

There may be zero (0) to ten (10) packages per day, with various contents and weights.

Package types may include envelopes, large coolers (approximately 16 inches long by 16 inches wide by 16 inches tall), and multiple box sizes. Please note that while the shipper should properly package all samples, there may be instances of leakage (e.g., melting ice).

- **Live mice:** Shipments of live mice are usually sent out weekly or bi-weekly. There are typically one (1) to five (5) boxes, less than ten (10) pounds (lb) each. No freezing temperatures or excess heat is allowed. Please note that the mice have a distinctive aroma, which is typical and expected.

TASK II. UNSCHEDULED DELIVERIES

Unscheduled deliveries are deliveries requested by the EHL staff that are not part of the scheduled morning run delivery and are not deemed urgent. These instances are not common, possibly occurring once or twice per month. EHL staff will contact the courier with shipment and tracking information. Rush delivery fees will not apply. Packages shall be delivered within four (4) hours of request and/or before 4:00 p.m. of the date of request.

TASK III. RUSH DELIVERIES

The EHL will request a RUSH delivery for approximately two (2) to five (5) shipments per week, to be picked up and delivered within two (2) hours of the request being made. EHL staff must specifically request RUSH delivery, and the courier service must note the name of the staff member requesting the RUSH service on the delivery ticket.

The following locations are commonly used for RUSH delivery requests and are subject to change:

- **Alaska Air Cargo address:** 4100 Old International Airport Road, Anchorage, Alaska 99502
Alaska Air Cargo phone number: +1 (800) 225-2752
- **Ravn Alaska address:** 4700 Old International Airport Road, Suite 1020, Anchorage, Alaska 99502
Ravn Alaska phone number: +1 (907) 243-2761
- **ACE Air Cargo address:** 5901 Lockheed Avenue, Anchorage, Alaska 99502
ACE Air Cargo phone number: +1 (907) 334-5100
- **Lake Clark Air address:** 2541 Merrill Field Drive, Anchorage, Alaska 99501
Lake Clark Air phone number: +1 (907) 278-2054

Please provide quotes for the following:

1. **TASK I. SCHEDULED DELIVERIES** – Monday through Friday, except for State holidays;
2. **TASK II. UNSCHEDULED DELIVERIES** – upon request by EHL staff; and
3. **TASK III. RUSH DELIVERIES** – upon request by EHL staff.

Note: Award will be determined based on the annualized amount of the **TASK I. SCHEDULED DELIVERIES**; **TASK II. UNSCHEDULED DELIVERIES** and **TASK III. RUSH DELIVERIES** activities will be utilized solely for budgeting purposes.