

SAM—TRANSPORTATION MANAGEMENT

ASSISTANCE TO AGENCIES

3805

(Revised 03/07)

You may request any of the following services from the DGS Transportation Management Unit:

1. **Buying Supplies.** The Unit can give you data and advice to help you develop transportation terms and conditions to be used in invitations to bid and contracts for supplies. The Unit can also give you transportation cost data to help you evaluate bids.
2. **Shipment and Movement of Freight.** Upon request, the Unit will:
 - a. Furnish you with data and advice about rates, routings, commodity classifications, tariff descriptions, packing requirements, methods of obtaining consolidations, stop-in-transit and split delivery provisions, billing requirements, and other technical data and advice needed to ensure economical shipment of freight.
 - b. Advise and assist you to plan the distribution of special traffic. Also they will help you with unusual or emergency movements requiring advance arrangements. The Unit will help you with both the services and tariffs for these special or unusual needs.
 - c. Help expedite shipments, trace and recover strayed and delayed shipments, and divert and reconsign shipments.
3. **Contracts.** The Unit will negotiate, give advice, or review your contracts for freight transportation and incidental services. However, the Unit will not execute your contract for you. The Unit will perform a traffic review of all your service agreements submitted to DGS for approval that involve or contain a reference to any type of transportation service or storage in a public utility warehouse.
4. **General.** The Unit can give you other technical traffic and transportation data, advice and services needed to assure the most advantageous purchase of supplies, the most economical and efficient shipment and movement of property, studies, evaluations and analyses, and other advice to solve your transportation and traffic problems. This includes assisting you to:
 - a. Select storage, warehouse, and processing sites and facilities.
 - b. Determine new or revised systems for the supply of materials, products, supplies, and equipment.
 - c. Use State trucks for moving freight.
 - d. Arrange for moves of State offices and institutions.
 - e. Determine the most cost effective and efficient method of packing and shipping.