



Materiel Management Branch

8525 Rex Road Pico Rivera, CA 90660

T (562) 654 9006 | F (562) 654 9016

DELIVERY REQUIREMENTS AND LOCATIONS

a. **The Contractor shall be responsible for delivery (F.O.B. Destination)** and shall pay all costs, including drayage, freight, pallets, and packaging, which shall be included in the item's unit cost. No separate charges for the preceding will be allowed nor paid by the District. All deliveries shall be set on the District's dock and/or pallet(s) as required by the District and must include a detailed delivery/packing slip. Regular orders shall be delivered within ten (10) business days or on the date specified on the purchase orders and purchase orders marked "RUSH" shall be delivered within three (3) business days. There shall be no minimum delivery requirement. **Deliveries shall be made to: L.A.U.S.D. Procurement Services Center, 8525 Rex Road, Pico Rivera, 90660.**

b. Purchase Orders issued with "grid deliveries" (each dated delivery with minimum order quantity) shall require it be delivered as stated on the purchase order. Delivery schedule is subject to change by the District. Vendor will be given notice prior to change.

c. All orders for the Procurement Services Center shall be delivered between the hours of 6:00 a.m. and 2:00 p.m. Delivery slips showing purchase order number must be furnished by the Contractor and accompany each shipment. Afternoon deliveries will only be accepted if completed prior to closing time at 2:00 p.m. **Contact the Receiving Office for coordination of delivery Receiving.Stores@lausd.net or (562) 654-9006.**

PALLETIZING:

Delivery shall be made on standard 40" x 48" pallets as specified below, and stacked with a maximum height of 5 ½ feet. All deliveries must be in accordance with a given option (see below).

OPTION 1: Delivery made on pallets which will become the property of the District and meet the following specifications: Pallets: 40" (w) x 48" (L) stringers to be constructed of new Douglas Fir or equal, construction grade or better. **Pressed wood and plastic pallets are unacceptable.** Three (3) stringers to be 2" x 4" x 48" long. Top deck boards - two (2) pieces 1" x 4" x 40" and six (6) pieces 1" x 4" x 40". Bottom deck boards - two (2) pieces 1" x 6" x 40". Three (3) pieces 1" x 4" x 40". Stringers to have two (2) cut-outs 10" length by 1-1/2" high, 6" from the end of each stringer. The deck boards and stringers to be fastened with 2-1/2" drive nails, three (3) per each bearing point and to be machine nailed in a staggered line to lend strength and prevent splitting. nails are to be counter-sunk so that the head of each nail is below the surface of the deck boards, rendering them unable to damage material to be loaded on the pallet.

OPTION 2: Delivery made on pallets not meeting the above specification (Option 1): The vendor or his consignor shall unload pallets onto pallets furnished by the District. All charges shall be indicated in the unit price.

NOTE: All costs for palletizing shall be included in the unit price.

Vendors: A **packing list is required** for all deliveries made to the District Warehouse. The packing list must clearly show the LAUSD Purchase Order number for each item being delivered. The District can't guarantee proper credit/payment and receipt of the item without this information.