

## DOCK REQUIRMENTS FOR DELIVERIES

Dock hours are Monday to Friday 6:00 a.m. to 6:00 p.m. Dock Master has the right to limit the number of vehicles. If a delivery vehicle is asked to come back or move a vehicle, it is expected for drivers to act professionally at all times.

IGC is a smoke free campus. If delivery personnel is caught smoking they will immediately be told to leave the campus. This will be the only warning, next time the person will not be eligible to deliver to the campus.

Drivers will be required to shut off vehicle engines, refrigeration units as soon as entering the dock space.

Speed limit is idle to 5 mph in dock area and ramp.

Limitations are: no trucks over forty two (42') foot in length in lower dock. Height requirement is thirteen foot six inches (13'6"). No vehicle with leaking exhaust or fuel system. Only if weather and availability permits will a fifty three foot (53') truck is allowed in an upper dock space. Parking on the Ohio Street Bridge for unloading will be at the drivers' responsibility. This is the City of Indianapolis' control not the State's jurisdiction. The receiving department will not create havoc to other dock operations. The dock master still controls the area.

Dock space is on a first come first serve basis, but will abide by time schedule given by Dock Master.

Only authorized personnel with proper documentation will be allowed to proceed past the booth or to upper dock. Proper documentation may include at least two of the following:

- #1 State of Indiana purchase order number or requisition number, purchase agreement.
- #2 Bills Of Lading with contact person, telephone number.

Only vehicles with palletized material will be accessible to the lower dock. Dock Master reserves the right to deny access if criteria is not meet.

Dock Master will not sign for the shipments.

Trucks will only remain at dock space for loading and unloading purposes. Once operation is completed the vehicle

must exit the dock and be moved to Contractors Lot for the remainder of the delivery service. Parking elsewhere will be at their expense, none is reimbursable by the State. Towing from State or City property will occur at the owners' expense.

Temporary Identifications badges must be worn at or above the waist and visible to all personnel. It is the responsibility of the visitor to prevent its misuse, loss, theft and/or damage. The ID is for employee use only and can not be transferred or loaned to another. If the ID is stolen, lost or damaged, the delivering company will be charged for replacement cost. The employee will immediately notify the Dock Master and or Department of Administration Facilities Management at 317-232-3156 or Access Control Office at 317-234-3875. Temporary identifications are to be signed for daily and returned daily. If personnel leave the IGC without returning, there will be a replacement fee same as with damage.

Deliveries to departments and other buildings will be made through the Lower Level (LL) underground tunnel system and freight elevators. Use of passenger elevators is strictly FORBIDDEN. No power equipment will be permitted off the concrete floor.

No trash, recyclable goods, skids, paperwork or any other items will be left at the dock. Removal of material will be at the contract holder's expense and organization for dock space. Unauthorized use of any trash or recycle containers or compactors are forbidden.

While communications of shipments are not mandated between Agency and Dock personnel, they are necessary for timely and uninterrupted delivery schedules. When an agent or agency is made aware of an estimated date or time of arrival, a courteous call to the North Dock at 234-4229 and who will be accepting the shipment is greatly appreciated. Should this line be unavailable, Facilities at 232-3156 will relay the message via the radio.

### Indiana Government Center Complex Delivery Instructions

\*\*An agency located in any building within the boundaries of Capitol Avenue, Washington Street, West Street and Ohio Street is considered within the Indiana Government Center Complex

1. Loading dock hours are 6:00 AM – 6:00 PM, Monday through Friday, excluding State Holidays.
2. All Indiana Government Center Complex deliveries, regardless of it being a dock or desktop delivery, must come through the 323 West Ohio Street dock entrance.
3. The State of Indiana primary contact for this specific delivery is:  
Name: \_\_\_\_\_ Phone Number: \_\_\_\_\_  
The State of Indiana secondary contact for this specific deliver is:  
Name: \_\_\_\_\_ Phone Number: \_\_\_\_\_
4. This is a  dock delivery;  desktop delivery.
5. Contractor is to provide their own equipment needed for desktop delivery.
6. Contractor is responsible for removal of all empty skids and trash generated during delivery process.
7. All unattended deliveries on the loading dock will be contractor's responsibility.
8. All deliveries arriving at the loading dock are required to have a copy of the state issued purchase order. The purchase order must contain:
  - o A purchase order number
  - o The State of Indiana primary and secondary contacts for the specific delivery
  - o A description of the item(s) contained in the delivery
  - o A designation of whether the delivery is a "dock delivery" or a "desktop delivery"

\*If the state issued purchase order is not available, the contractor may provide substitute documentation however all above items must be on substitute documentation.