



GALLUP REGIONAL SUPPLY SERVICE CENTER  
**STATEMENT OF WORK**  
**Freight Services**

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**I. Task Order Title**

**Acquire efficient and affordable freight services from a reliable freight company to meet Gallup Regional Supply Service Center's (GRSSC) customer needs.**

**II. Introduction**

**GRSSC is pursuing the service of a freight transportation company to pick up and deliver medical supplies to healthcare facilities.**

**III. Background**

**GRSSC located in Gallup, New Mexico, is under the jurisdiction of the Navajo Area Indian Health Service. GRSSC provides various supplies (medical, dental, janitorial, nutritional supplements, etc.) to hospitals, clinics, housekeeping, dietary and administrative services. Serving over 20 hospitals, clinics within the Indian Health Service, and departments of the Navajo Nation Tribal organizations.**

**IV. Objectives**

**The freight service will support the mission of GRSSC by providing customers with their products timely. In addition, the Contractor shall ensure that the shipment of products remains in compliance with temperature control and unharmed to maintain infection control requirements of medical supplies.**

**GRSSC needs to acquire monthly transportation and delivery services to the following facilities:**

**a. Mescalero Indian Hospital**

**318 Abalone Loop  
Mescalero, NM 88340**

**b. Taos-Picuris Indian Health Center**

1090 Goat Springs Road  
Taos, NM 87571

**V. Scope**

**A. Description of Services**

All medical supplies will be palletized and ready for transport as necessary. GRSSC's Material Handler personnel will complete the preparation for transport. Medical supplies that will be shipped include sterile supplies, pharmaceutical solutions, cleaning liquids, paper products, and hazardous/flammable materials. The freight driver will pick up the supplies from GRSSC, 2400 FUHS Ave, Bldg. 10, Gallup, NM 87301.

**B. Delivery**

GRSSC's regular hours of operation are Monday through Friday, 8:00 am to 4:00 pm, excluding federal holidays. The Contractor shall perform all services during regular work hours. Unless regular work hours may hinder the GRSSC employees' workload, in such cases, work to be performed outside the regular work hours should be in writing and agreed upon among both parties, the Contractor and the Contracting Officer (CO).

The Federal Holidays observed by GRSSC are New Year's Day, Martin Luther King Day, Presidents Day, Memorial Day, Juneteenth National Independence Day, Independence Day, Labor Day, Columbus Day, Veterans Day, Thanksgiving, and Christmas, even if the holiday falls on a Saturday.

The Contractor is responsible for transporting, delivering, loading, unloading, and storing all products.

The Contractor must comply with all safety guidelines and applicable department of transportation codes and regulations.

**C. Requirements**

The Contractor is expected to provide the delivery receipt for the products delivered to their destination.

The primary method of communication shall be via email, but if not possible, phone communication will be an alternate form of communication. All documentation shall be provided on vendor letterhead.

Contract monitoring and record-keeping procedures shall be sufficient to ensure prompt payment and allow audit verification that services were provided.

The Contractor shall submit an invoice upon the completion of the services rendered. The invoice must indicate the dates of delivery and the PRO number.

Any damages or misrouted shipments will require prompt notification to the Contracting Officer Representative (COR) or designee. In addition, any billing to GRSSC for such issues will be negotiated or unauthorized for invoicing and payment.

The Contractor is obligated to comply with generally accepted standards of the transportation industry for operational practices. The Contractor shall comply with all provisions of applicable statutes and agreements which may affect safety and with the Department of Transportation's regulations, directives, orders, rules, and standards of the service provided hereunder.

The Contractor shall agree not to deviate from the schedule unless instructed by the COR. If a route deviation is necessary, the Contractor shall contact the COR and inform the deviation.

**D. Period of Performance**

The performance period will be from March 1, 2023 to December 31, 2023.

**E. Point of Contact(s)**

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