



MINNEAPOLIS
PUBLIC SCHOOLS

Urban Education. Global Citizens.

Facilities Department
Plant Maintenance - Athletic Grounds and Trucking

Minneapolis Public Schools
1225 N 7th Street, Minneapolis, MN 55411
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Material Delivery Guidelines

The purpose for this guideline is to assist you with developing bid specifications for major curriculum material and FFE orders which are expected to be delivered to multiple sites. This guideline will also assist others with coordinating necessary resources in support of your delivery requirements.

Prior to placing material orders:

- Identify the person(s) that are placing the order for materials on behalf of the program or department funding the purchase (Name, E-Mail and Phone numbers)
- Identify items and proposed delivery schedule to MPS.
- Identify how the item(s) are proposed to be transported to MPS (Pallets, Boxes or Loose).
- Orders are required to follow the Plant Maintenance - Material Delivery Check List (attached).
- Charges for trucking/delivery services may apply, especially if vendor services are required.

Delivery Coordination:

- Identify the person(s) responsible for assisting with delivery coordination, if different from the person placing the order (Name, E-Mail, Phone numbers.)
- Identify the vendor's delivery contractor and share contact information to assist with communicating trucking and delivery matters with MPS.
- Determine the means and methods required to transport or truck the items to MPS and/or specific sites (Semi trailer, straight box truck/with lift gate).
- Orders are required to follow the Plant Maintenance – Material Delivery Check List (attached).
- Verify the vendors trucking contractor will or will not assist with unloading at the site(s).

Receiving Coordination:

- Identify the MPS site with a secure staging area
- Identify two (2) authorized persons which will be on-site on to accept the delivery and assist with unloading and staging if applicable.
- Verify if the MPS site is equipped with proper staff and tools (pallet jack, loading dock) refer to the Plant Maintenance - Material Delivery Check list.
- Verify if the item(s) require assembly or post-delivery clean-up is necessary.
- Receiving hours 8:00 A.M to Noon, with a 24 hour notice prior to delivery; no after hour deliveries.
- Over-night parking is not authorized on MPS property.



Plant Maintenance - Grounds and Trucking

Material Deliveries Checklist

SITES	LOADING DOCK	DOCK 4 HEIGHT NO FLAP	PARTIAL DOCK UNDER 4'	EXCEPT A 53' SEMI	PALETT JACK ON SITE	RECOMMENDED DELIVERY TRUCK	DELIVERY HOURS	RECEIVING AREA	Headers	Headers
ANDERSON	X		X		YES	STRAIGHT TRUCK WITH LIFT GATE	8:00AM-12:00	X		
ANTHONY						STRAIGHT TRUCK WITH LIFT GATE	8:00AM-12:00			
ANWATIN			X			STRAIGHT TRUCK WITH LIFT GATE	8:00AM-12:00			
ARMATAGE					YES	STRAIGHT TRUCK WITH LIFT GATE	8:00AM-12:00			
BANCROFT						STRAIGHT TRUCK WITH LIFT GATE	8:00AM-12:00			
BARTON						STRAIGHT TRUCK WITH LIFT GATE	8:00AM-12:00			
BETHUNE						STRAIGHT TRUCK WITH LIFT GATE	8:00AM-12:00			X
BYNMAWR	X				X	SEMI OR TRUCK WITH A LIFT GATE	8:00AM-12:00			
BURROUGHS	X		X		X	SEMI OR TRUCK WITH A LIFT GATE	8:00AM-12:00			
CITYVIEW						STRAIGHT TRUCK WITH LIFT GATE	8:00AM-12:00			
DAVIS CTR	X		X		X	SEMI OR TRUCK WITH A LIFT GATE	8:00AM-12:00			
DOWLING						STRAIGHT TRUCK WITH LIFT GATE	8:00AM-12:00			
EDISON	X				YES	SEMI OR TRUCK WITH A LIFT GATE	8:00AM-12:00			
EMERSON						STRAIGHT TRUCK WITH LIFT GATE	8:00AM-12:00			
ERICSSON						STRAIGHT TRUCK WITH LIFT GATE	8:00AM-12:00			
FOLWELL					YES	STRAIGHT TRUCK WITH LIFT GATE	8:00AM-12:00			
FIELD	X				X	SEMI OR TRUCK WITH A LIFT GATE	8:00AM-12:00			
FRANKLIN	X				X	SEMI OR TRUCK WITH A LIFT GATE	8:00AM-12:00			
GREEN CTRL			X		YES	STRAIGHT TRUCK WITH LIFT GATE	8:00AM-12:00			
HALE	X		X		X	STRAIGHT TRUCK WITH LIFT GATE	8:00AM-12:00			
HALL						STRAIGHT TRUCK WITH LIFT GATE	8:00AM-12:00			
HARRISON						STRAIGHT TRUCK WITH LIFT GATE	8:00AM-12:00			
HENRY					YES	STRAIGHT TRUCK WITH LIFT GATE	8:00AM-12:00			
HIAWATHA			X			STRAIGHT TRUCK WITH LIFT GATE	8:00AM-12:00			
HOWE					X	STRAIGHT TRUCK WITH LIFT GATE	8:00AM-12:00			
JEFFERSON						STRAIGHT TRUCK WITH LIFT GATE	8:00AM-12:00			
JENNY LIND						STRAIGHT TRUCK WITH LIFT GATE	8:00AM-12:00			
JORDAN PARK	X				X	STRAIGHT TRUCK WITH LIFT GATE	8:00AM-12:00			X
KEEMAYDIN	X				YES	STRAIGHT TRUCK WITH LIFT GATE	8:00AM-12:00			X
KENNY						STRAIGHT TRUCK WITH LIFT GATE	8:00AM-12:00			
KENWOOD						STRAIGHT TRUCK WITH LIFT GATE	8:00AM-12:00			
L.H. UPPER						STRAIGHT TRUCK WITH LIFT GATE	8:00AM-12:00			
L.H. LOWER			X			STRAIGHT TRUCK WITH LIFT GATE	8:00AM-12:00			
LONGFELLOW			X			STRAIGHT TRUCK WITH LIFT GATE	8:00AM-12:00			
LORING						STRAIGHT TRUCK WITH LIFT GATE	8:00AM-12:00			
LUCY LANEY	X				X	SEMI OR TRUCK WITH A LIFT GATE	8:00AM-12:00			X
LYNDALE						STRAIGHT TRUCK WITH LIFT GATE	8:00AM-12:00			



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MARCY						STRAIGHT TRUCK WITH LIFT GATE	8:00AM-12:00			
M.O BUILDING	X		X			SEMI OR TRUCK WITH A LIFT GATE	8:00AM-12:00		X	
NELLIE STONE	X				X	SEMI OR TRUCK WITH A LIFT GATE	8:00AM-12:00		X	
NORTH						STRAIGHT TRUCK WITH LIFT GATE	8:00AM-12:00		X	
NORTHEAST			X		X	STRAIGHT TRUCK WITH LIFT GATE	8:00AM-12:00			
NORTHSTAR	X				X	STRAIGHT TRUCK WITH LIFT GATE	8:00AM-12:00			
NUTRITION CTI	X				X	SEMI OR TRUCK WITH A LIFT GATE	8:00AM-12:00		X	
OLSON						STRAIGHT TRUCK WITH LIFT GATE	8:00AM-12:00			
PILLSBURY						STRAIGHT TRUCK WITH LIFT GATE	8:00AM-12:00		X	
PRATT						STRAIGHT TRUCK WITH LIFT GATE	8:00AM-12:00			
RAMSEY						STRAIGHT TRUCK WITH LIFT GATE	8:00AM-12:00			
ROOSEVELT					YES	STRAIGHT TRUCK WITH LIFT GATE	8:00AM-12:00		X	
SANFORD			X			STRAIGHT TRUCK WITH LIFT GATE	8:00AM-12:00			
SHERIDAN					YES	STRAIGHT TRUCK WITH LIFT GATE	8:00AM-12:00			
SOUTH					YES	STRAIGHT TRUCK WITH LIFT GATE	8:00AM-12:00		X	
SOUTHWEST	X				YES	STRAIGHT TRUCK WITH LIFT GATE	8:00AM-12:00			
SULLIVAN	X				YES	STRAIGHT TRUCK WITH LIFT GATE	8:00AM-12:00		X	
T-CENTER					YES	SEMI OR TRUCK WITH A LIFT GATE	7:00AM-2:00PM			
TUTTLE					YES	STRAIGHT TRUCK WITH LIFT GATE	8:00AM-12:00		X	
WAITE PARK						SEMI OR TRUCK WITH A LIFT GATE	8:00AM-12:00			
WASHBURN						STRAIGHT TRUCK WITH LIFT GATE	8:00AM-12:00			
WEBSTER						STRAIGHT TRUCK WITH LIFT GATE	8:00AM-12:00			
WENONAH	X					STRAIGHT TRUCK WITH LIFT GATE	8:00AM-12:00		X	
W.H.D.A						STRAIGHT TRUCK WITH LIFT GATE	8:00AM-12:00			
WHITTIER						STRAIGHT TRUCK WITH LIFT GATE	8:00AM-12:00			
WILDER	X					STRAIGHT TRUCK WITH LIFT GATE	8:00AM-12:00			
WINDOM						STRAIGHT TRUCK WITH LIFT GATE	8:00AM-12:00			