Purchasing Air & Marine Charters Checklist
Procurement & Contract Services
University of Alaska Fairbanks

Air Charter – Department must provide:

1. **Itinerary / Scope of Work - Information should include:**
   - Departure and arrival locations, whether round trip or one-way flight
   - What time is departure and arrival?
   - Type of Aircraft (i.e. helicopter, fixed-wing, etc.)
   - Type of work or project to be performed

2. **Period of Performance:**
   - Provide dates for each flight, or time period flights will occur (from what date to what date)

3. **Rate:**
   - Is rate a firm-fixed “quoted” price for the flights, or an estimate based on number of flight hours x rate?
   - Rate can be per flight hour, all inclusive of fuel (wet)
   - Rate can be per flight hour, fuel paid separately (dry)
   - If fuel separate, break out on separate line (30 gal x $6.00/gal = $180)
   - It is best to get a printed quote or estimate from the intended vendor

4. **Other required information / documentation:**
   - Current Certificate of Insurance naming UAF as an additional insured (procurement responsibility)
   - UAF personnel CANNOT fly on carrier until Certificate is in hand
   - Justification for vendor selection will be needed if charter/project is over $10,000
   - Passenger list - UAF & Non-UAF personnel (If Non-UAF personnel, are they other researchers or volunteers)

Marine Charter – Department must provide:

1. **Itinerary / Scope of Work - Information should include:**
   - Departure and arrival locations
   - Type of vessel (small/large, ocean/river)
   - Type of work or project to be performed

2. **Period of Performance**
   - Provide dates for each sailing, or time period of voyage (from what date to what date)

3. **Rate:**
   - Does rate include fuel (wet) or is fuel purchase separately (dry)?
   - Fuel estimate if separate
   - Additional costs (food, equipment, etc.)
   - It is best to get a printed quote or estimate from the intended vendor

4. **Other required information / documentation:**
   - Current Certificate of insurance naming UAF as additional insured
   - Current operator’s license (there are several types, such as Master’s (operators) license USGC)
   - Certificate of Inspection (although smaller vessels that carry less than 6 passengers may be different)
   - Vessel must be registered
   - Justification for vendor selection will be needed if charter/project is over $10,000
   - Passenger list - UAF & Non-UAF personnel (If Non-UAF personnel, are they other researchers or volunteers)
   - ”Special Provisions for Marine Chartered Vessels” will be provided to the charter operator with purchase order

As always, don’t hesitate to contact me if you have any questions.
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