

**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.

Terry Rahlfs, Procurement Officer

474-6471 / [ttrahlfs@alaska.edu](mailto:ttrahlfs@alaska.edu)

