



Contract Award Notification

Title	:	Group 79011 – Small Package Delivery (Statewide) Classification Code: 78
Award Number	:	<u>PGB-22892</u> (Replaces Award 20029)
Contract Period	:	January 1, 2015–March 20, 2017
Bid Opening Date	:	N/A
Date of Issue	:	January 02, 2015 Revised 3/7/16
Specification Reference	:	As Incorporated In The Piggyback Agreement
Contractor Information	:	Appears on Page 2 of this Award

Address Inquiries To:

State Agencies & Vendors	Political Subdivisions & Others
Name : Cheri McCullough Title : Contract Management Specialist Phone : 518-402-5552 E-mail : cheri.mccullough@ogs.ny.gov	Customer Services Phone : 518-474-6717 Fax : 518-474-2437 E-mail : customer.services@ogs.ny.gov

**New York State Procurement Services values your input.
Complete and return "Contract Performance Report" at end of document.**

Description

New York State Office of General Services, NYS Procurement has established a statewide contract for Small Package Delivery Services by utilizing the National Joint Powers Alliance (NJPA) contract via piggyback with United Parcel Services, Inc.

PR #22892

OGS CONTRACT NUMBER	CONTRACTOR INFORMATION		CONTRACT SPECIFICS
PS66746	United Parcel Service, Inc. 55 Glenlake Parkway, NE Atlanta, GA 30328 Federal Identification: 362407381 Vendor Identification: 1000004826	Contact Information: Maureen Baer 717-329-0049 Cell 800-877-1497 Toll Free 717-560-3794 Fax No. mebaer@ups.com E-Mail www.ups.com Web Site	OGS Agreement Contract Price Lists Master Agreement Hazardous Materials Form

Startup of New Accounts:

When requesting a new account to be established with UPS, authorized users must complete and email the attached “New Account Setup Request” as outlined on the form.

[UPS New Account Setup Form]

When making the initial contact with UPS for new accounts, it is imperative that UPS be advised that the account must be setup based on all terms and conditions of this New York State contract and a request be made that UPS provide their contract number on all invoices. **Authorized Users shall confirm in writing with UPS that their new or existing account has been set up under the NYS Award/Contract.**

**INVOICES MUST BE SENT DIRECTLY TO THE ORDERING AGENCY FOR PAYMENT.
 (See "Contract Payments" and "Electronic Payments" in this document.)**

- Vendor offers Electronic Access Ordering (EDI)
- Vendor pricing is available on internet
- Vendor will honor orders for less than the minimum order specified in the Master Contract
- Vendor will accept New York State Procurement Card orders not to exceed \$15,000

AGENCIES SHOULD NOTIFY NEW YORK STATE PROCUREMENT SERVICES PROMPTLY IF THE CONTRACTOR FAILS TO MEET DELIVERY OR OTHER TERMS OF THIS CONTRACT. PRODUCTS OR SERVICES WHICH DO NOT COMPLY WITH THE SPECIFICATIONS OR ARE OTHERWISE UNSATISFACTORY TO THE AGENCY SHOULD ALSO BE REPORTED TO NEW YORK STATE PROCUREMENT SERVICES.

State of New York Office of General Services PROCUREMENT SERVICES Contract Performance Report
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Please take a moment to let us know how this contract award has measured up to your expectations. If reporting on more than one contractor or product, please make copies as needed. This office will use the information to improve our contract award, where appropriate. **Comments should include those of the product’s end user.**

Contract No.: _____ **Contractor:** _____

Describe Product* Provided (Include Item No., if available): _____

***Note:** “**Product**” is defined as a deliverable under any Bid or Contract, which may include commodities (including printing), services and-or technology. The term “Product” includes Licensed Software.

	Excellent	Good	Acceptable	Unacceptable
• Product meets your needs				
• Product meets contract specifications				
• Pricing				

CONTRACTOR

	Excellent	Good	Acceptable	Unacceptable
• Timeliness of delivery				
• Completeness of order (fill rate)				
• Responsiveness to inquiries				
• Employee courtesy				
• Problem resolution				

Comments: _____

 _____ (over)

Agency: _____ Prepared by: _____

Address: _____ Title: _____

_____ Date: _____

_____ Phone: _____

_____ E-mail: _____

Please detach or photocopy this form & return by FAX to 518-474-2437 or mail to:

OGS PROCUREMENT SERVICES
 Customer Services, 38th Floor
 Corning 2nd Tower - Empire State Plaza
 Albany, New York 12242

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