

How to Use the Small Package Delivery Contract

Group 79011 Award 23066

New York State Office of General Services, Procurement Services 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.

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 is located under Contractor Information at:
<https://online.ogs.ny.gov/purchase/snt/awardnotes/7901123066can.htm>

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.

Domestic and International Incentives:

1. UPS shall provide to Customer and approved Affiliates the discount amounts set forth below contingent upon the Transportation Charges tendered to UPS by Customer and upon Customer maintaining its current shipping characteristics under this Agreement.

Discount amounts do not apply to Additional Charges, as defined in the Agreement, unless otherwise specified in Appendix C.

2. UPS will calculate the discount for all locations once per week and will bill Customer net after discount.

3. UPS® Ground – Delivery. The following discounts will apply to packages billed via Prepaid, Freight Collect, Third Party, Return Service and Return Service Third Party. Residential Surcharges apply.

4. UPS® Ground – Commercial and Residential Delivery. The minimum net charge for a package will be the same as the rate for a one pound, zone two Ground package as listed in the attached custom rate charts. UPS and Customer, further, agree that the same rate increase applied to the transportation charges will apply to the custom Minimum Net Charge, 52 weeks from the effective date of this agreement, and every 52 weeks thereafter, for the term agreement. The customer and UPS agree that the customers first annual increase will be March 20, 2019, and every 52 weeks thereafter for the term of the agreement for Domestic and International Transportation and Accessorial rates.

5. UPS® Domestic Air - Delivery. The following custom rates will apply to packages billed via Prepaid, Freight Collect, Third Party, Return Service and Return Service Third Party. Residential Surcharges apply. UPS® Air Service - Commercial and Residential Domestic

Delivery. The minimum net charge for a package will be the same as the rate for a one pound, zone two Ground package as listed in the attached custom rate charts. UPS and Customer, further, agree that the same rate increase applied to the transportation charges will apply to the custom Minimum Net Charge, 52 weeks from the effective date of this agreement, and every 52 weeks thereafter, for the term agreement. The customer and UPS agree that the customers first annual increase will be March 20, 2019, and every 52 weeks thereafter for the term of the agreement for Domestic and International Transportation and Accessorial rates.

6. UPS Hundredweight Service® For shipments billed via Prepaid, Freight Collect, and Third Party, UPS agrees to transport such shipments as Customer may tender to UPS and to provide Customer such transportation and additional services in accordance with the rules of UPS Hundredweight Service in effect at the time of shipping.

UPS agrees to grant Customer, for shipments billed via Prepaid, Freight Collect and Third Party, the following Incentives from the applicable Tier XX UPS Hundredweight Service rates as published in the UPS Hundredweight Service Rate and Service Guide in effect at the time of shipping.

7. UPS Worldwide Express® - Export, UPS Worldwide Express Freight™ _ Export, UPS Worldwide Saver® - Export, UPS Worldwide Expedited® - Export, UPS Standard™ to Canada, UPS Standard™ to Mexico. The following Incentives will apply to all export letters, documents and packages, except for UPS 10 KG Box® and UPS 25 KG Box®, shipped via all available billing options with the exception of Consolidated Clearance, World Ease® and UPS Authorized Return Service®. Please refer to the UPS Tariff/Terms and Conditions for additional information on available billing options. UPS Returns® will be billed at the import service rate.

8. UPS Worldwide Express® - Import, UPS Worldwide Express Freight™ - Import, UPS Worldwide Saver® - Import, UPS Worldwide Expedited® - Import, UPS 3 Day Select® from Canada, UPS Standard™ from Canada, UPS Standard™ from Mexico. The following Incentives will apply to all letters, documents and packages shipped via all available billing options with the exception of Consolidated Clearance, World Ease® and UPS Authorized Return Service® services. Please refer to the UPS Tariff/Terms and Conditions for additional information on available billing options.

Minimum Shipment Charge:

For each shipment, Customer agrees to pay the greater of the net shipment charge based on the Incentives above or the minimum net shipment charge. Minimum net shipment charge is calculated by deducting the applicable amount (by zone) in the applicable table from the published 1 pound rate as listed in the UPS Rate and Service Guide in effect at the time of shipping. UPS and Customer, further, agree that the same rate increase applied to the transportation charges will apply to the custom Minimum Net Charge, 52 weeks from the effective date of this agreement, and every 52 weeks thereafter, for the term agreement. The customer and UPS agree that the customers first annual increase will be March 20, 2019, and every 52 weeks thereafter for the term of the agreement for Domestic and International Transportation and Accessorial rates.

Specialized Incentives:

1. Payment Terms. Payment shall be due within sixty (60) days of the date of each invoice. UPS shall not charge any late fees to New York State Agencies. Late payments by State Agencies shall be governed by the New York State Prompt Payment Law (State Finance Law Article 11-A). For Non-State Agency Authorized Users where the New York State Prompt Payment Law does not apply, a late payment fee, as set forth in the UPS Tariff/Terms and Conditions of Service (www.ups.com) in effect at the time of shipping will be assessed if payment is not received within fourteen (14) days of the invoice due date or as mandated by the appropriate governing law.

2. Additional Charges. UPS agrees to grant Customer the following Incentives for Additional Charges, from the charges listed in the UPS Rate and Service Guide in effect at the time of shipping. The Incentives below will only apply to discounted services within the Agreement.

3. Domestic- Additional Handling Exemption. UPS shall apply a 100% discount to the Additional Handling Charge in effect at the time of shipping for the Department of Education shipper number(s), only, provided:

(i) that Customer tenders 250 packages annually;

(ii) maintains its current shipping characteristics as of the Effective Date of this Agreement, avg wt, zone, pkg dimension, etc;

(iii) no more than one percent (0.5%) of packages shipped will be product/wire spools/pails/plastic coolers not packaged in corrugated cardboard shipping containers;

(iv) Customer identifies all Additional Handling Packages (including those for which this charge is waived) in the Package Level Detail ("PLD") supplied to UPS via a UPS compatible shipping system; and (v) Customer identifies to UPS all Over Maximum Limits packages in the PLD supplied to UPS via a UPS-compatible shipping system and pays the applicable Over Maximum Limits Charges on all applicable packages.

4. Domestic- Saturday Air processing Fee and Saturday Stop charge (formerly Saturday Pick up & Saturday Service Fee) Exemption. UPS shall apply a 100% discount to the Additional Handling Charge in effect at the time of shipping for the Department of Health & Newborn Screening Program, shipper number(s), only, provided:

(i) that packages are picked up at 1 centralized location, only.

5. Future Rate Increase(s) - PRODUCER PRICED INDEX INCREASE: Price increases will be applied every twelve, fiscal, months. The increases shall include escalation factors based on the Producer Price Index (PPI), Series Id: PCU4921-4921, Industry: Couriers and express delivery services, Product: Couriers and express delivery services, for Transportation Industries, as published by the Bureau of Labor Statistics, in the Department of Labor, Washington, DC 20212. The increase will be evaluated by using the Percent Change from the prior twelve, fiscal, month period. An example of this is found below. The customer and UPS agree that the customer's first annual increase will be March 20, 2019, and every 52 weeks thereafter for the term of the agreement for Domestic and International Transportation and Accessorial rate

6. Ground Fuel Surcharge Discount - UPS shall provide to Customer a discount of thirty-five percent (35.0%) off the applicable Ground Fuel Surcharge as set forth in the table, below, for the Term of this Agreement. Any changes to the table below, with the exception of additional

surcharges above what is shown in the table, shall be mutually agreed to by both Customer and UPS. [Insert applicable List table] The discount shall apply to the following services:

UPS® Ground

UPS Standard™ to Canada and UPS Standard™ to Mexico

UPS Standard™ from Canada and UPS Standard™ from Mexico

7. Air and International Fuel Surcharge Discount - UPS shall provide to Customer a discount of thirty-five percent (35.0%) off the applicable International and Air Fuel Surcharge as set forth in the table, below, for the Term of this Agreement. Any changes to the table below, with the exception of additional surcharges above what is shown in the table, shall be mutually agreed to by both Customer and UPS. The discount shall apply to the following services:

UPS US domestic air services include: UPS Next Day Air® Early A.M. ®; UPS Next Day Air®; UPS Next Day Saver®; UPS 2nd Day Air A.M. ®; UPS 2nd Day Air®; and UPS 3 Day Select®
UPS US international export services include: UPS Worldwide Express Plus® - Export; UPS Worldwide Express® - Export; UPS Worldwide Express Freight® - Export; UPS Worldwide Saver® - Export; and UPS Worldwide Expedited Services® - Export
UPS US international import services include: UPS Worldwide Express Plus® - Import; UPS Worldwide Express® - Import; UPS Worldwide Express Freight® - Import; UPS Worldwide Saver® - Import; UPS Worldwide Expedited® Service - Import and UPS 3 Day Select® from Canada.

8. Fuel Surcharge Rate Cap - Ground Air & International. UPS agrees to limit the Fuel Surcharge to 7.0% of all transportation charges for the term of this Agreement. Customer will not be billed a Fuel Surcharge greater than the published Fuel Surcharge for any time period and will not be billed a Fuel Surcharge if the published Fuel Surcharge is 0.0%.

Supplemental Terms and Conditions Applicable to UPS Shipments of Hazardous Materials:

Instructions:

This form is the only one to be used when shipping Hazardous Materials (also known as dangerous goods) with UPS, which is as an accessorial service under the contract and can be found at <https://online.ogs.ny.gov/purchase/snt/awardnotes/7901123066ContractorInfo.pdf>

Authorized Users are hereby instructed not to sign any other forms other than this newly developed form. Authorized Users that need to ship items constituting of hazardous materials or dangerous goods should fill out and remit the signed form to:

UPS
Maureen Baer
316 Pennsylvania Ave, SE, Suite 500
Washington, DC 20003
mebaer@ups.com

To avoid delays at the time of shipping, authorized users who anticipate requiring hazardous materials shipping services are advised to remit the signed form at their earliest opportunity. Authorized Users only need to fill out the form once. The form will be retained on file for the authorized user. It is not be necessary to fill out for each shipment.

New York State OGS Guidance for Transitioning to Electronic Shipping with UPS at www.ups.com:

NYS OGS strongly recommends that all Authorized Users of the Small Package (UPS) Award #23066 transition over to one of the electronic shipping platforms outlined below if you are still using the paper shipping documents. There is an additional cost associated with the paper documents; the electronic method is free and should be utilized whenever possible.

Benefits of Electronic Shipping:

- Print shipping labels on your printer
- Compare discount shipping rates and delivery times
- Track shipments and obtain proof of delivery
- Save your shipping preferences
- Store addresses or share contacts in address books
- Retrieve shipping history
- Send email ship notifications
- Order UPS supplies (you can order plastic label pouches for your shipping labels)

UPS Electronic Shipping Systems:

- UPS Internet Shipping – web-based shipping platform at www.ups.com
- WorldShip® - shipping software for larger shipping sites, download at www.ups.com
- UPS CampusShip® - web based shipping for larger campus environments with multiple users. Please call or email UPS Enterprise support at 800-877-1497 or enterprisesupport@ups.com for assistance with set up. Please have your account number on hand when you call.

How to Begin Using UPS Web Based Shipping Application at www.ups.com

Please visit www.ups.com to register your account for electronic shipping. You will need a recent copy of an invoice to register. If you have any problems registering please call the UPS Enterprise Support Group at 1-800-877-1497 or email them at enterprisesupport@ups.com. Have your account number on hand when you call.

Once You Are Registered at www.ups.com

Use the User ID and initial password you created when you registered to login to www.ups.com. **UPS Internet shipping** is a web-based shipping application that lets you prepare UPS shipping labels easily and quickly from your desktop.

How to Begin Using UPS Worldship Shipping Application at www.ups.com

Please visit <https://www.ups.com/us/en/services/shipping/worldship.page> to register your account for electronic shipping via UPS Worldship. You will need a recent copy of an invoice to register. If you have any problems registering please call the UPS Enterprise Support Group at 1-800-877-1497 or email them at enterprisesupport@ups.com. Have your account number on hand when you call.

How to Begin Using UPS CampusShip Shipping Application

Please visit <https://www.ups.com/us/en/services/shipping/campusship.page> for more information on UPS CampusShip. Please call the UPS Enterprise Support Group at 1-800-877-1497 or email them at enterprisesupport@ups.com for setup. Have your account number on hand when you call.

Enroll in UPS Billing Center to Track and Pay Shipment Invoices

You can register to use the online UPS Billing Center to pay your shipping invoices with your Purchase or Payment Card. The UPS Billing Center offers a simplified, accelerated billing and payment process and a reduced environmental impact. It offers a secure, online interface to view, manage and pay UPS shipping charges for all shipments under your account. The system also provides convenient email notifications to let you know when new invoices are available for review and payment.

Features of the New UPS Billing Center Include:

- Ability to view and track invoices
- Download billing data
- Make payments with your Purchase or Payment Card
- Access one year of billing history
- Simplified and accelerated billing and payment process
- Reduced environmental impact

Use the link below to register and enroll in the UPS billing center:

<http://www.ups.com/billing>

Begin Using Your Purchase/Payment Card to Pay Invoices Via the Billing Center

Once you are registered, you can pay for all future invoices using the UPS Billing Center. All **prior invoices** you have received before registering at the Billing Center must be paid manually by calling the UPS Credit Services group at **1-800-811-1648**. The billing center offers a secure, online interface to view, manage and pay UPS shipping charges for all shipments under your account.

For Additional Information

If you need further assistance on the transition to electronic shipping with UPS, please call or email the UPS Enterprise Support Group with your account number and they can assist you with all shipping and pickup questions or concerns.

The UPS Enterprise Support phone number is 1-800-877-1497 or email them at enterprisesupport@ups.com.