



# Contract Award Notification

<b>Title:</b>	<b>Group 79011 – Small Package Delivery (Statewide)</b>	
<b>Award Number:</b>	<a href="#"><u>PGB-23066</u></a>	<b>(Replaces Award 22892)</b>
<b>Contract Period:</b>	<b>March 21, 2017–March 20, 2021</b>	
<b>Bid Opening Date:</b>	<b>January 30, 2017</b>	
<b>Date of Issue:</b>	<b>March 16, 2017</b>	
<b>Contractor Information:</b>	<b>Appears on Page 2 of this Award</b>	

## 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	<b>Procurement Services</b> <b>Customer Services</b> Phone : 518-474-6717 Fax : 518-474-2437 E-mail : customer.services@ogs.ny.gov

## Description

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.

OGS CONTRACT NUMBER	CONTRACTOR INFORMATION		CONTRACT SPECIFICS
PS67706	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  NJPA Master Agreement

**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 located at:  
[https://www.ogs.ny.gov/purchase/snt/awardnotes/7901123066AcctForm\\_UPS.xlsx](https://www.ogs.ny.gov/purchase/snt/awardnotes/7901123066AcctForm_UPS.xlsx)]

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.)**

AGENCIES SHOULD NOTIFY 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 THE PROCUREMENT SERVICES.

**NOTE TO AUTHORIZED USERS:**

When placing purchase orders under the contract(s), the authorized user should be familiar with and follow the terms and conditions governing its use which usually appears at the end of this document. The authorized user is accountable and responsible for compliance with the requirements of public procurement processes. The authorized user must periodically sample the results of its procurements to determine its compliance. In sampling its procurements, an authorized user should test for reasonableness of results to ensure that such results can withstand public scrutiny.

The authorized user, when purchasing from OGS contracts, should hold the contractor accountable for contract compliance and meeting the contract terms, conditions, specifications, and other requirements. Also, in recognition of market fluctuations over time, authorized users are encouraged to seek improved pricing whenever possible.

Authorized users have the responsibility to document purchases, particularly when using OGS multiple award contracts for the same or similar product(s)/service(s), which should include:

- a statement of need and associated requirements,
- a summary of the contract alternatives considered for the purchase,
- the reason(s) supporting the resulting purchase (e.g., show the basis for the selection among multiple contracts at the time of purchase was the most practical and economical alternative and was in the best interests of the State).

<b>State of New York Office of General Services PROCUREMENT SERVICES Contract Performance Report</b>
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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:**

NEW YORK STATE OGS  
 PROCUREMENT SERVICES  
 Customer Services, 38th Floor  
 Corning Tower - Empire State Plaza  
 Albany, New York 12242  
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