



Contract Award Notification Update

Subject: Notice of Contract Expiration-Additional Information

DATE: April 06, 2022

AWARD #: [PGB-23066](#)

GROUP #: 79011

AWARD DESCRIPTION: Small Package Delivery (Statewide)

CONTRACT PERIOD: March 21, 2017 - March 20, 2022 (EXPIRED)

CONTACT: Cheri McCullough | 518-402-5552 | cheri.mccullough@ogs.ny.gov

CONTRACT NO.: PS67706

CONTRACTOR: United Parcel Service, Inc.

Per OGS Contract Award Notification Update dated February 23, 2022, OGS' contract #PS67706 with United Parcel Service, Inc. (UPS) expired on March 20th, 2022. Unless an Authorized User has another agreement in place, orders placed after the expiration of the contract will be charged at published rates noted in the UPS Rate and Service Guide in effect at the time of shipping. The rates will not be subject to discounts. Fees and tariffs that had been waived or discounted will apply in full. This will likely result in significant additional cost. The UPS Rate and Service Guide may be found at <https://www.ups.com/>.

Authorized Users should be aware that OGS Procurement Services has established a restricted period and has advertised in the Contract Reporter our intent to execute a piggyback contract with FedEx off the NASPO Valuepoint/State of Utah Contract for Small Package Delivery Services (Services). Negotiations are ongoing and we expect to establish a new centralized contract within weeks. OGS will advise Authorized Users of the result of the negotiations via Contract Award Notification Update Memo.

OGS had attempted to negotiate a new contract with United Parcel Service, Inc. (UPS); however, they declined to accept standard terms and conditions that OGS deemed necessary to protect our Authorized Users. OGS advises Authorized Users to review the information below provided by UPS and to proceed in accordance with State Finance Law and their own policies and procedures. For information about the NASPO ValuePoint Contract, where Utah is the lead state, see: <https://www.naspovaluepoint.org/portfolio/small-package-delivery-services/>.

Authorized Users can secure Services from any carrier under their discretionary authority. State Entities that are approaching their discretionary limit should contact OGS Chief Procurement Officer Sean Carroll directly at 518-473-5294 for more information. OGS and OSC recommends that Authorized Users that may exceed their discretionary limit issue a Purchase Order rather than using a procurement card (PCard) for Services where possible.

IMPORTANT UPS, INC. SERVICE AND PRICING INFORMATION

Expiration of the OGS contract on March 20, 2022, did not affect UPS pickups or deliveries. If you were receiving service for a scheduled pickup prior to contract expiration, UPS will continue pickup and delivery service regardless of whether there is a contract in place.

Regarding pricing, Authorized Users that had been aligned to the OGS contract and pricing will revert to published rates once the contract expires. New rates will include a weekly service fee for scheduled pickups. Accounts set up in the UPS system as “scheduled pickups” will be charged a weekly service fee between \$15.50 and \$36.00, depending on the pre-set type of scheduled pickup service.

To avoid additional charges, Authorized Users must change their account to an “occasional” pickup account to avoid the weekly service fee. Shipments can still be processed under accounts set up as “occasional”; however, instead of relying on their scheduled pickup, the Authorized User must schedule their pickup at the time of shipment processing.

To change your account from a “scheduled pickup” to an “occasional” account, you must perform the steps outlined below:

- 1) Email UPS Preferred Customer Support at: preferred.us@ups.com.
- 2) In the subject line, provide your UPS account number and the name of the account.
- 3) In the body of the email, request to have your account changed from “scheduled pickup” to an “occasional” pickup account.

If you are unsure of what kind of pick-up service you are currently set up for you can email UPS’ Preferred Customer Support at: preferred.us@ups.com, or call 800-877-1497 to inquire. You must provide them with your UPS account number.

All questions pertaining to this notification should be directed to the OGS contract manager listed on the expired Award.

All other terms and conditions remain the same.



Office of General Services Procurement Services

Corning Tower, Empire State Plaza, Albany, NY 12242 | <https://ogs.ny.gov/procurement> | customer.services@ogs.ny.gov | 518-474-6717

Contract Award Notification Update

Subject: Notice of Contract Expiration

DATE: February 23, 2022 **AWARD #:** [PGB-23066](#) **GROUP #:** 79011

AWARD DESCRIPTION: Small Package Delivery (Statewide)

CONTRACT PERIOD: March 21, 2017 - March 20, 2022

CONTACT: Cheri McCullough | 518-402-5552 | cheri.mccullough@ogs.ny.gov

CONTRACT NO.: PS67706 **CONTRACTOR:** United Parcel Service, Inc.

United Parcel Service, Inc.'s contract (PS67706) for Small Package Delivery will expire on March 20, 2022. The current vendor has notified us that they will not enter into an extension. OGS is actively negotiating with vendors to establish a new statewide agreement with a small package carrier; however, potentially, a lapse in contract service may occur.

In the absence of a statewide contract, major carriers will provide service, but discounted contract rates will not be available. In the short term, OGS advises Authorized Users to review their organization's needs and explore other options for temporary small package delivery services, including the US Postal Service.

All questions pertaining to this notification should be directed to the OGS contract manager listed on the Award.

All other terms and conditions remain the same.



Contract Award Notification Update

Subject: Price List Update

DATE: November 15, 2021 **AWARD #:** [PGB-23066](#) **GROUP #:** 79011

AWARD DESCRIPTION: Small Package Delivery (Statewide)

CONTRACT PERIOD: March 21, 2017 - March 20, 2022

CONTACT: Cheri McCullough | 518-402-5552 | cheri.mccullough@ogs.ny.gov

CONTRACT NO.: PS67706 **CONTRACTOR:** United Parcel Service, Inc.

United Parcel Service, Inc.'s Price List has been updated effective November 15, 2021. The following changes apply:

- All rates for UPS domestic and international small package products have increased by 21.52%
- All accessorial charges for UPS domestic and international small package products have increased by 21.52%
- The peak surcharge waiver has been removed
- Delivery confirmation response service (mailing to the customer with a delivery) has been removed

Please see the Contractor Information Page for this update.

<https://online.ogs.ny.gov/purchase/snt/awardnotes/7901123066ContractorInfo.pdf>

All other terms and conditions remain the same.



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Contract Award Notification Update

Subject: Small Package Delivery – Fuel Surcharge Overcharge Credit

DATE: September 28, 2021

AWARD #: [PGB-23066](#)

GROUP #: 79011

AWARD DESCRIPTION: Small Package Delivery (Statewide)

CONTRACT PERIOD: March 21, 2017 - March 20, 2022

CONTACT: Cheri McCullough | 518-402-5552 | cheri.mccullough@ogs.ny.gov

CONTRACT NO.: PS67706

CONTRACTOR: United Parcel Service, Inc.

UPS made a fuel surcharge billing error between the period of March 19, 2017 through February 28, 2020 and will apply a credit to the accounts impacted by this error. Impacted Authorized Users will see the credit on their invoice described as: "OGS Centralized Contract Fuel Surcharge Credit" until the amount is fully dispersed or through the expiration of the contract on March 20, 2022.

Authorized Users have the following options regarding these credits:

- Do nothing and allow the credit to be applied for the cost of services with UPS until the credit has been applied in full.
- Request UPS provide any remaining credit as a check; such request must be made **prior to March 20, 2022 by contacting** UPS Enterprise Support at 800-877-1497 or enterprisesupport@ups.com. It is recommended that Authorized Users update their invoice information with UPS to ensure the contact information is correct, including their organization's name and billing address, when they contact UPS Enterprise Support
- Request UPS apply these credits to another UPS account; such request must be made, **prior to March 20, 2022**. Contact UPS Billing at the phone number appearing on your invoice to arrange for the credit to be applied to another account.

All questions pertaining to this update notification should be directed to the OGS Contract Management Specialist listed above.

All other terms and conditions remain the same.



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Contract Award Notification Update

Subject: Contact Information Update and Revised How to Use

DATE: July 9, 2021

AWARD #: [23066](#)

GROUP #: 79011

AWARD DESCRIPTION: Small Package Delivery (Statewide)

CONTRACT PERIOD: March 21, 2017 - March 20, 2022

CONTACT: Cheri McCullough | 518-402-5552 | cheri.mccullough@ogs.ny.gov

CONTRACT NO.: PS67706 **CONTRACTOR:** United Parcel Services, Inc.

Effective immediately, United Parcel Services, Inc.(UPS) has updated their contact information, as follows:

Matthew Bracken
UPS Director Enterprise Accounts
Government Sector
mbracken@ups.com
240-694-8282 (cell)

The How to Use document was also updated to reflect the new contact information. Please see the revised Contractor Information for this update at:
<https://online.ogs.ny.gov/purchase/snt/awardnotes/7901123066ContractorInfo.pdf>

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Contract Award Notification Update

Subject: Updated Price List

DATE: March 29, 2021

AWARD #: [23066](#)

GROUP #: 79011

AWARD DESCRIPTION: Small Package Delivery (Statewide)

CONTRACT PERIOD: March 21, 2017 - March 20, 2022

CONTACT: Cheri McCullough | 518-402-5552 | cheri.mccullough@ogs.ny.gov

CONTRACT NO.: PS67706

CONTRACTOR: United Parcel Services, Inc.

Per Contract Award Notification Update dated March 11, 2021, UPS' NYS rates were to be replaced with the Sourcewell Master Contract rates, effected March 21, 2021. The rate increase was delayed.

Effective March 29, 2021, the Appendix C, NYS Rates, are replaced in their entirety with the Sourcewell Master Contract rates.

Please see the Contractor Information page for this update:
<https://online.ogs.ny.gov/purchase/snt/awardnotes/7901123066ContractorInfo.pdf>

All other terms and conditions remain the same.



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Contract Award Notification Update

Subject: First Amendment and Revised How to Use

DATE: March 11, 2021 **AWARD #:** [23066](#) **GROUP #:** 79011

AWARD DESCRIPTION: Small Package Delivery (Statewide)

CONTRACT PERIOD: March 21, 2017 - March 20, 2022

CONTACT: Cheri McCullough | 518-402-5552 | cheri.mccullough@ogs.ny.gov

CONTRACT NO.: PS67706 **CONTRACTOR:** United Parcel Services, Inc.

OGS has completed a First Amendment to Award # 23066 Small Package Delivery - UPS. The Piggyback is amended to include the following:

- The term of this Piggyback Contract is extended through March 20, 2022.
- Appendix C, NYS Rates, is deleted in its entirety. As of March 21, 2021, and for the period of March 21, 2021 through March 20, 2022, pricing shall be as provided in the Sourcewell Master Contract.
- The Contract is amended to add a new Appendix C, Federal Reimbursement.

Additional changes were made including updating Appendix A, Appendix B, Section 4 of PS67706 the Merger of Appendices/Conflict of Clauses, and the How to Use (the Small Package Delivery Contract) has been updated. All updates can be found in the Amendment that is published at: <https://online.ogs.ny.gov/purchase/snt/awardnotes/7901123066can.htm>

All other terms and conditions remain the same.



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Contract Award Notification Update

Subject: **Small Package Delivery - Accessorial Price List Update**

DATE: December 28, 2020

AWARD #: [PGB-23066](#)

GROUP #: 79011

AWARD DESCRIPTION: Small Package Delivery (Statewide)

CONTRACT PERIOD: March 21, 2017 - March 20, 2021

CONTACT: Cheri McCullough | 518-402-5552 | cheri.mccullough@ogs.ny.gov

CONTRACT NO.: PS67706

CONTRACTOR: United Parcel Service, Inc.

United Parcel Service, Inc. (UPS) has updated their contract pricing for the Accessorial Rate Chart under the above referenced contract, effective 12/28/20.

Please see the Contractor Information page for this update:

<https://online.ogs.ny.gov/purchase/snt/awardnotes/7901123066ContractorInfo.pdf>

All other terms and conditions remain the same.



Contract Award Notification Update

Subject: Domestic and International Price List Update

DATE: January 7, 2020 **AWARD #:** [PGB-23066](#) **GROUP #:** 79011

AWARD DESCRIPTION: Small Package Delivery (Statewide)

CONTRACT PERIOD: March 21, 2017 - March 20, 2021

CONTACT: Cheri McCullough | 518-402-5552 | cheri.mccullough@ogs.ny.gov

CONTRACT NO.: PS67706 **CONTRACTOR:** United Parcel Service, Inc.

UPS has updated the Domestic and International Price List effective 1/6/20 under the above referenced contract.

Current contract pricing is available on the Procurement Services website or by accessing the following link <https://ogs.ny.gov/purchase/snt/awardnotes/7901123066ContractorInfo.pdf>

All other terms and conditions remain the same.



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Contract Award Notification Update

Subject: Accessorial Price List Update

DATE: December 30, 2019

AWARD #: [PGB-23066](#)

GROUP #: 79011

AWARD DESCRIPTION: Small Package Delivery (Statewide)

CONTRACT PERIOD: March 21, 2017 - March 20, 2021

CONTACT: Cheri McCullough | 518-402-5552 | cheri.mccullough@ogs.ny.gov

CONTRACT NO.: PS67706

CONTRACTOR: United Parcel Service, Inc.

UPS has updated pricing effective 12/30/19 for the Accessorial Rate Chart covered under the above referenced contract.

Current contract pricing is available on the Procurement Services website or by accessing the following link <https://ogs.ny.gov/purchase/snt/awardnotes/7901123066ContractorInfo.pdf>

All other terms and conditions remain the same.



Contract Award Notification Update

Subject: Small Package (UPS) – Updated New Account Set Up Form

DATE: July 15, 2019

AWARD #: [PGB-23066](#)

GROUP #: 79011

AWARD DESCRIPTION: Small Package Delivery (Statewide)

CONTRACT PERIOD: March 21, 2017 – March 20, 2021

CONTACT: Cheri McCullough | 518-402-5552 | cheri.mccullough@ogs.ny.gov

CONTRACT NO.: PS67706 **CONTRACTOR:** United Parcel Services Inc.

UPS has updated the Account Set Up Form for the above referenced contract.

The new form is available on the Procurement Services website by accessing the following link
<https://ogs.ny.gov/purchase/snt/awardnotes/7901123066ContractorInfo.pdf>

All other terms and conditions remain the same.



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Contract Award Notification Update

Subject: Small Package (UPS) - Electronic Shipping Guidance and How to Use Update

DATE: May 7, 2019

AWARD #: [PGB-23066](#)

GROUP #: 79011

AWARD DESCRIPTION: Small Package Delivery (Statewide)

CONTRACT PERIOD: March 21, 2017 – March 20, 2021

CONTACT: Cheri McCullough | 518-402-5552 | cheri.mccullough@ogs.ny.gov

CONTRACT NO.: PS67706 **CONTRACTOR:** United Parcel Services Inc.

OGS Procurement Services is reminding Authorized Users that there is an additional cost associated with using paper shipping documents under the Small Package Award #23066. As such, OGS strongly recommends that all Authorized Users of the Small Package (UPS) Award transition over to one of the electronic shipping platforms outlined below if you are still using the paper shipping documents. The electronic methods are 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.

The How to Use document has been updated to provide complete guidance on how to transition to electronic shipping with UPS and can be found at:

<https://online.ogs.ny.gov/purchase/snt/awardnotes/7901123066can.htm>

All other terms and conditions of the contract remain the same.



Contract Award Notification Update

Subject: Accessorial Price List Update

DATE: December 24, 2018 **AWARD #:** [PGB-23066](#) **GROUP #:** 79011

AWARD DESCRIPTION: Small Package Delivery (Statewide)

CONTRACT PERIOD: March 21, 2017 - March 20, 2021

CONTACT: Cheri McCullough | 518-402-5552 | cheri.mccullough@ogs.ny.gov

CONTRACT NO.: PS67706 **CONTRACTOR:** United Parcel Service, Inc.

UPS has updated pricing effective 12/24/18 for the Accessorial Rate Chart covered under the above referenced contract.

Current contract pricing is available on the Procurement Services website or by accessing the following link <https://ogs.ny.gov/purchase/snt/awardnotes/7901123066ContractorInfo.pdf>

All other terms and conditions remain the same.



Contract Award Notification Update

Subject: Accessorial Price List Update

DATE: December 26, 2017 **AWARD #:** [PGB-23066](#) **GROUP #:** 79011

AWARD DESCRIPTION: Small Package Delivery (Statewide)

CONTRACT PERIOD: March 21, 2017 - March 20, 2021

CONTACT: Cheri McCullough | 518-402-5552 | cheri.mccullough@ogs.ny.gov

CONTRACT NO.: PS67706 **CONTRACTOR:** United Parcel Service, Inc.

UPS has updated pricing effective 12/25/16 for the Accessorial Rate Chart covered under the above referenced contract.

Current contract pricing is available on the Procurement Services website or by accessing the following link <https://ogs.ny.gov/purchase/snt/awardnotes/7901123066ContractorInfo.pdf>

All other terms and conditions remain the same.