



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: Contract Manager Update

DATE: May 8, 2026

AWARD #: [23267](#)

GROUP #: 79011

AWARD DESCRIPTION: Small Package Delivery (Statewide)

CONTRACT PERIOD: May 27, 2022 – November 27, 2026

CONTACT: Tracey Lake | 518-473-2193 | Tracey.Lake@ogs.ny.gov

CONTRACT NO.: PS70809 **CONTRACTOR:** Federal Express Corporation

TO ALL STATE AGENCIES AND OTHERS AUTHORIZED TO USE STATE CONTRACTS:

The NYS OGS Contract Manager for this Award has changed.

New Contract Manager Information is:

Name: Tracey Lake

Phone: 518-473-2193

Email: Tracey.Lake@ogs.ny.gov

Please see the Contractor Award page for this update:

<https://ogs.ny.gov/Award-23267>

All other terms and conditions of this Award remain the same.



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Contract Award Notification Update

Subject: Small Package Delivery – Price List Update

DATE: January 13, 2026

AWARD #: [23267](#)

GROUP #: 79011

AWARD DESCRIPTION: Small Package Delivery (Statewide)

CONTRACT PERIOD: May 27, 2022 – November 27, 2026

CONTACT: Jordan Flores | 518-474-3166 | Jordan.flores@ogs.ny.gov

CONTRACT NO.: PS69557 **CONTRACTOR:** FedEx Corporate Services, Inc.

Effective immediately, FedEx Corporate Services, Inc. has updated their price list.

Please see the Contractor Information page for this update at:
<https://ogs.ny.gov/Award-23267-CI>

All questions pertaining to this Contract Award Notification Update, should be directed to the OGS contract manager using the above listed contact information.

All other terms and conditions of the contract remain unchanged.



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Contract Award Notification Update

Subject: Contact Information and New Account Request Form Update

DATE: December 9, 2025 **AWARD #:** [23267](#) **GROUP #:** 79011

AWARD DESCRIPTION: Small Package Delivery (Statewide)

CONTRACT PERIOD: May 27, 2022 – November 27, 2026

CONTACT: Jordan Flores | 518-474-3166 | Jordan.flores@ogs.ny.gov

CONTRACT NO.: PS69557 **CONTRACTOR:** FedEx Corporate Services, Inc.

FedEx Corporate Services, Inc. has updated their Invoicing and Billing contact email address. Effective immediately, the new email address is govt@fedex.com.

FedEx Corporate Services, Inc. has updated their New Account Request form.

Please see these updates within the Contractor Information page and the How to Use:
<https://ogs.ny.gov/award-23267-contractor-information>
<https://online.ogs.ny.gov/purchase/snt/awardnotes/7901123267HowtoUse.pdf>

All questions pertaining to this Contract Award Notification Update, should be directed to the OGS contract manager using the above listed contact information.

All other terms and conditions of the contract remain unchanged.



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Contract Award Notification Update

Subject: Small Package Delivery – Contract Manager Update

DATE: October 8, 2025 **AWARD #:** [23267](#) **GROUP #:** 79011

AWARD DESCRIPTION: Small Package Delivery (Statewide)

CONTRACT PERIOD: May 27, 2022 – November 27, 2026

CONTACT: Jordan Flores | 518-474-3166 | Jordan.flores@ogs.ny.gov

CONTRACT NO.: PS69557 **CONTRACTOR:** FedEx Corporate Services, Inc.

The NYS OGS Contract Manager for this Award has changed.

New Contract Manager Information is:

Name: Jordan Flores
Phone: 518-474-3166
Email: Jordan.flores@ogs.ny.gov

Please see the Contractor Award page for this update:
<https://ogs.ny.gov/Award-23267>

All questions pertaining to this Contract Award Notification Update, should be directed to the OGS contract manager using the above listed contact information.

All other terms and conditions of the contract remain unchanged.



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Contract Award Notification Update

Subject: Small Package Delivery – Price List Update

DATE: January 6, 2025

AWARD #: [23267](#)

GROUP #: 79011

AWARD DESCRIPTION: Small Package Delivery (Statewide)

CONTRACT PERIOD: May 27, 2022 – November 27, 2026

CONTACT: Bradford Deforge | 518-473-3876 | bradford.deforge@ogs.ny.gov

CONTRACT NO.: PS69557 **CONTRACTOR:** FedEx Corporate Services, Inc.

FedEx Corporate Services, Inc.'s Price List has been updated effective January 6, 2025.

Please see the Contractor Information page for this update at:
<https://ogs.ny.gov/Award-23267-CI>

All questions pertaining to this Contract Award Notification Update, should be directed to the OGS contract manager using the above listed contact information.

All other terms and conditions of the contract remain unchanged.



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Contract Award Notification Update

Subject: New Accounts Form and How To Use Updates

DATE: November 22, 2024 **AWARD #:** [23267](#) **GROUP #:** 79011

AWARD DESCRIPTION: Small Package Delivery (Statewide)

CONTRACT PERIOD: May 27, 2022 – November 27, 2026

CONTACT: Bradford Deforge | 518-473-3876 | bradford.deforge@ogs.ny.gov

CONTRACT NO.: PS69557 **CONTRACTOR:** FedEx Corporate Services, Inc.

FedEx Corporate Services, Inc. has updated their New Accounts Form. There is now only one form for all new account requests. The How To Use has been updated to reflect this change.

Please see the Contractor Information page and How To Use for these updates at:

<https://ogs.ny.gov/Award-23267-CI>

<https://online.ogs.ny.gov/purchase/snt/awardnotes/7901123267HowtoUse.pdf>

Questions pertaining to these changes should be directed to the OGS contract manager listed on the Award.

All terms and conditions of the current contract remain unchanged.



Contract Award Notification Update

Subject: Small Package Delivery – Price List Update

DATE: January 23, 2024

AWARD #: [23267](#)

GROUP #: 79011

AWARD DESCRIPTION: Small Package Delivery (Statewide)

CONTRACT PERIOD: **May 27, 2022 – November 27, 2026**

CONTACT: Bradford Deforge | 518-473-3876 | bradford.deforge@ogs.ny.gov

CONTRACT NO.: PS69557 **CONTRACTOR:** FedEx Corporate Services, Inc.

FedEx Corporate Services, Inc.'s Price List has been updated effective January 1, 2024.

Please see the revised Pricing Information page for this update at:
<https://online.ogs.ny.gov/purchase/snt/awardnotes/7901123267PricingInformation.pdf>

All questions pertaining to this Contract Award Notification Update, should be directed to the OGS contract manager using the above listed contact information.

All other terms and conditions of the contract remain unchanged.



Contract Award Notification Update

Subject: Requests for New Accounts

DATE: March 3, 2023

AWARD #: [23267](#)

GROUP #: 79011

AWARD DESCRIPTION: Small Package Delivery (Statewide)

CONTRACT PERIOD: May 27, 2022 – November 27, 2026

CONTACT: Bradford Deforge | 518-473-3876 | bradford.deforge@ogs.ny.gov

CONTRACT NO.: PS69557 **CONTRACTOR:** FedEx Corporate Services, Inc.

Authorized Users that are considering using FedEx for small package delivery service but have not signed up are strongly encouraged to do so prior to March 31, 2023 in order to have their account active and ready when needed. FedEx continues to work toward getting all Authorized Users across the state that are interested in using the Award onboarded to the Contract as quickly as possible; however, requests for new account setup after March 31, 2023 may not be completed as expeditiously as requests made prior to.

The information below outlines how to request the startup of a new account. Full instructions regarding the startup of new accounts, as well as other pertinent information, can be found at: <https://online.ogs.ny.gov/purchase/snt/awardnotes/7901123267HowToUse.pdf>

START UP OF NEW ACCOUNTS:

PLEASE DO NOT ATTEMPT TO OPEN A NEW ACCOUNT AT FedEx | Tracking, Shipping, and Locations.

When requesting a new account(s) to be established with FedEx, Authorized Users must complete and email the appropriate provided “New Accounts Form” to: govtsupport@fedex.com. If you have an existing account with FedEx, you must still complete the “New Accounts Form”. Please indicate on the form that you have an existing account so the terms and conditions for New York State are ported in. The FedEx New Accounts Forms are located on the Contractor Information Page. There are two (2) New Accounts Forms- please utilize the New Accounts Form that corresponds with the number of new account(s) that you are requesting.

When making the initial contact with FedEx for new accounts, it is imperative that FedEx be advised that the account must be setup based on all terms and conditions of this New York State contract.

New Account Requests are processed in 3 to 5 business days. You will receive an email confirmation from FedEx when your new or existing account has been set up under the NYS Award #23267, Contract #PS69557. Once your account is created, you may access your account online at www.FedEx.com. FedEx does not include their contract number on their invoices. It is recommended you add the contract number as a reference on the Billing Details section of your online account. See below.

The screenshot shows a web form titled "4. Billing Details" with a "Help" icon and a "Hide" button. It contains a dropdown menu for "Bill transportation to", a link to "Update the credit card tied to my account", an alert message, and several input fields for "Your reference", "PO no.", "Invoice no.", and "Department no.". There is also a checkbox for "More reference fields" and a link for "Add an account".

If you have questions regarding setting up a new account, please contact Lacie Wade of FedEx at:

Phone: 901-661-0416

Email: lacie.wade@fedex.com

Questions pertaining to the Award should be directed to the OGS contract manager listed above.

All terms and conditions of the current contract remain unchanged.



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Contract Award Notification Update

Subject: Contractor Information and How To Use Page Updates

DATE: February 6, 2023

AWARD #: [23267](#)

GROUP #: 79011

AWARD DESCRIPTION: Small Package Delivery (Statewide)

CONTRACT PERIOD: May 27, 2022 – November 27, 2026

CONTACT: Bradford Deforge | 518-473-3876 | bradford.deforge@ogs.ny.gov

CONTRACT NO.: PS69557 **CONTRACTOR:** FedEx Corporate Services, Inc.

Important Notice – FedEx Purchase Order Information

All Authorized Users must issue purchase orders to Federal Express Corporation (FedEx) with **NYS Vendor ID: 1000032476** (Federal ID: 71-0427007). Please use the following information when issuing purchase orders:

Federal Express Corporation
P.O. Box 371461
Pittsburgh, PA 15250-7461
Federal ID: 71-0427007
NYS Vendor ID: 1000032476

Purchase Orders issued with an incorrect Federal ID may be required to be cancelled and reissued with the correct Federal ID. Authorized Users that the BSC issues Purchase Orders for are encouraged to reach out to the OGS Business Services Center (OGS BSC) at: bscfinance@ogs.ny.gov with questions pertaining to Purchase Orders.

As a reminder, Authorized Users will receive invoices that list Federal Express Corporation (FedEx) (Federal ID: 71-0427007), as well.

The How to Use Page, which provides important guidance for Authorized Users on using the above noted Award, has been updated, effectively immediately. Guidance pertaining to the following has been included and/or revised:

- Purchase Orders

Please see the Contractor Information and How To Use Pages for these updates:
<https://online.ogs.ny.gov/purchase/snt/awardnotes/7901123267can.htm>

Questions pertaining to these changes should be directed to the OGS contract administrator listed on the Award.

All terms and conditions of the current contract remain unchanged.



Contract Award Notification Update

Subject: Small Package Delivery – FedEx Express Shipping Supply Embargo

DATE: November 28, 2022 **AWARD #:** [23267](#) **GROUP #:** 79011

AWARD DESCRIPTION: Small Package Delivery (Statewide)

CONTRACT PERIOD: May 27, 2022 – November 27, 2026

CONTACT: Bradford Deforge | 518-473-3876 | bradford.deforge@ogs.ny.gov

CONTRACT NO.: PS69557 **CONTRACTOR:** FedEx Corporate Services, Inc.

Due to holiday peak customer shipping volumes, there will be an embargo placed on FedEx Express shipping supplies, which include letters, packs, and document boxes. There will be no embargo on shipping labels. The last day to order FedEx Express shipping supplies, to be delivered prior to the holiday hold, will be December 9, 2022. Shipping supplies will not be shipped December 13, 2022 through December 24, 2022.

All questions pertaining to this Contract Award Notification Update, should be directed to the OGS contract manager using the above listed contact information.

All other terms and conditions of the contract remain unchanged.



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Contract Award Notification Update

Subject: Small Package Delivery – Price List Update

DATE: November 28, 2022 **AWARD #:** [23267](#) **GROUP #:** 79011
AWARD DESCRIPTION: Small Package Delivery (Statewide)
CONTRACT PERIOD: **May 27, 2022 – November 27, 2026**
CONTACT: Bradford Deforge | 518-473-3876 | bradford.deforge@ogs.ny.gov
CONTRACT NO.: PS69557 **CONTRACTOR:** FedEx Corporate Services, Inc.

FedEx Corporate Services, Inc.'s Price List has been updated effective November 28, 2022.

Please see the revised Pricing Information page for this update at:
<https://online.ogs.ny.gov/purchase/snt/awardnotes/7901123267PricingInformation.pdf>

All questions pertaining to this Contract Award Notification Update, should be directed to the OGS contract manager using the above listed contact information.

All other terms and conditions of the contract remain unchanged.



Contract Award Notification Update

Subject: Small Package Delivery - How To Use Guidance Update

DATE: October 28, 2022 **AWARD #:** [23267](#) **GROUP #:** 79011

AWARD DESCRIPTION: Small Package Delivery (Statewide)

CONTRACT PERIOD: **May 27, 2022 – November 27, 2026**

CONTACT: Bradford Deforge | 518-473-3876 | bradford.deforge@ogs.ny.gov

CONTRACT NO.: PS69557 **CONTRACTOR:** FedEx Corporate Services, Inc.

The How to Use Page, which provides important guidance for Authorized Users on using the above noted Award, has been updated, effectively immediately.

Additional guidance pertaining to the following has been revised and/or included:

- Daily Pick-Up vs. On-Demand

Authorized Users are strongly encouraged to review all guidance provided within the How to Use Page and reach out to the OGS contract manager with any questions.

Please see the revised How to Use Page for this update at:
<https://online.ogs.ny.gov/purchase/snt/awardnotes/7901123267HowtoUse.pdf>

All questions pertaining to this Contract Award Notification Update, should be directed to the OGS contract manager using the above listed contact information.

All other terms and conditions of the contract remain unchanged.



Contract Award Notification Update

Subject: Small Package Delivery - How To Use Guidance Update

DATE: October 18, 2022

AWARD #: [23267](#)

GROUP #: 79011

AWARD DESCRIPTION: Small Package Delivery (Statewide)

CONTRACT PERIOD: **May 27, 2022 – November 27, 2026**

CONTACT: Bradford Deforge | 518-473-3876 | bradford.deforge@ogs.ny.gov

CONTRACT NO.: PS69557 **CONTRACTOR:** FedEx Corporate Services, Inc.

The How to Use Page, which provides important guidance for Authorized Users on using the above noted Award, has been updated, effectively immediately.

Additional guidance pertaining to the following has been revised and/or included:

- Scheduling a Daily FedEx Express or FedEx Ground Pickup
- Daily Pick-Up vs. On-Demand
- Saturday Pick-Ups

Authorized Users are strongly encouraged to review all guidance provided within the How to Use Page and reach out to the OGS contract manager with any questions.

Please see the revised How to Use Page for this update at:
<https://online.ogs.ny.gov/purchase/snt/awardnotes/7901123267HowtoUse.pdf>

All questions pertaining to this Contract Award Notification Update, should be directed to the OGS contract manager using the above listed contact information.

All other terms and conditions of the contract remain unchanged.



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Contract Award Notification Update

Subject: Pricing Information Page Update

DATE: October 13, 2022 **AWARD #:** [23267](#) **GROUP #:** 79011

AWARD DESCRIPTION: Small Package Delivery (Statewide)

CONTRACT PERIOD: **May 27, 2022 – November 27, 2026**

CONTACT: Bradford Deforge | 518-473-3876 | bradford.deforge@ogs.ny.gov

CONTRACT NO.: PS69557 **CONTRACTOR:** FedEx Corporate Services, Inc.

The Pricing Information page has been updated to include the allowable FedEx Transportation-Related Fees under the Award. These fees can be found on pages 100-114 of the FedEx Service Guide. A copy of the full Service Guide is located on the NASPO Value Point Master Agreement website.

Please see the Contractor Information Page for this update:

<https://online.ogs.ny.gov/purchase/snt/awardnotes/7901123267Contractorinfo.pdf>

Questions pertaining to these changes should be directed to the OGS contract administrator listed on the Award.

All terms and conditions of the current contract remain unchanged.



Contract Award Notification Update

Subject: Contractor Information and How To Use Page Updates

DATE: September 23, 2022 **AWARD #:** [23267](#) **GROUP #:** 79011
AWARD DESCRIPTION: Small Package Delivery (Statewide)
CONTRACT PERIOD: **May 27, 2022 – November 27, 2026**
CONTACT: Bradford Deforge | 518-473-3876 | bradford.deforge@ogs.ny.gov
CONTRACT NO.: PS69557 **CONTRACTOR:** FedEx Corporate Services, Inc.

Important Notice – FedEx Invoicing Information

Authorized Users will receive invoices that list Federal Express Corporation (FedEx) (Federal ID: 71-0427007), rather than FedEx Corporate Services, Inc. (Federal ID: 62-1808017), which is the contracting entity under the Award. OGS has verified these invoices are acceptable for payment. Remittance will be received by Federal Express Corporation (FedEx) (Federal ID: 71-0427007); listed on invoices, as follows:

FedEx
P.O. Box 371461
Pittsburgh, PA 15250-7461
Federal ID: 71-0427007

Please see the Contractor Information and How To Use Pages for these updates:
<https://online.ogs.ny.gov/purchase/snt/awardnotes/7901123267can.htm>

Questions pertaining to these changes should be directed to the OGS contract administrator listed on the Award.

All terms and conditions of the current contract remain unchanged.



Contract Award Notification Update

Subject: How To Use Page Update

DATE: July 22, 2022

AWARD #: [23267](#)

GROUP #: 79011

AWARD DESCRIPTION: Small Package Delivery (Statewide)

CONTRACT PERIOD: May 27, 2022 – November 27, 2026

CONTACT: Bradford Deforge | 518-473-3876 | bradford.deforge@ogs.ny.gov

CONTRACT NO.: PS69557 **CONTRACTOR:** FedEx Corporate Services, Inc.

The How To Use page has been updated, effective immediately.

Please see the How To Use Page for this update:

<https://online.ogs.ny.gov/purchase/snt/awardnotes/7901123267can.htm>

Questions pertaining to these changes should be directed to the OGS contract administrator listed on the Award.

All terms and conditions of the current contract remain unchanged.

