



CHIEF PROCUREMENT OFFICE

Ellen H. Daley, General Services

MEMORANDUM

To: State Purchasing Officers
Agency Procurement Staff
State Fiscal Officers
State Mail and Messenger Services
CMS Bureau of Strategic Sourcing
Ben Bagby, CPO Institutions of Higher Education

From: Ellen H. Daley *EHD*

CC: Patrick Boyce, UPS

Date: 12/16/2015

Subject: Master Contract for Small Package Air and Ground Parcel Delivery Services

The State renewed its Statewide Master Contract with United Parcel Service (UPS) for outbound, inbound, third-party and return shipping. This contract is available to all state agencies, including universities, and registered Joint Purchasing entities. This first of four one-year renewals includes a 2% price increase.

Services covered in this contract include:

- Overnight
- Expedited
- Ground
- Letters
- Paks
- Multiple-Package Shipments
- Domestic
- International
- Freight
- Pallets
- Truckloads

The contract is available on the Master Contract > Joint Purchasing page of the Illinois Procurement Bulletin (www.purchase.state.il.us). It is contract number CPOGS15001, Small Package Air & Ground Delivery Services (UPS). The State realizes significant cost savings on its shipping as a result of this contract, as well as reducing its environmental footprint.

Features of the contract:

- UPS Software, hardware & supplies to prepare articles for shipment
- UPS Freight collect routing enabled for each UPS account
- UPS Training, tracking, reporting and electronic billing
- UPS Weekly service charges are waived
- UPS Fuel surcharges capped at 7%
- UPS Money-back guarantee

Patrick Boyce is UPS' Enterprise Account Director for the State's account. Patrick may be reached at Pboyce@ups.com and (317) 292-1626 during normal business hours. UPS created accounts for all known state agency locations. Patrick will assist agencies arrange additional accounts for any locations not presently identified. He will also assist agencies arrange pick-up and delivery schedules, personnel training,



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and provide for other agency operational needs. Training will include an introduction to the master agreement, an explanation of the use of packaging and/or software, and tips for the proper use of the agreement to promote the greatest savings possible to the State.

When procuring items that will be delivered, agencies should consider separating out the cost of shipping in the price proposals. Utilizing the State's UPS account for shipping items to the State may be more cost effective than having a vendor ship and add overhead costs to the shipping.

If an agency has a question about their account, please contact Patrick Boyce at Pboyce@ups.com or (317) 292-1626. If there are any questions regarding this memorandum, please contact the Chief Procurement Office for General Services at (217) 558-2231.