

STATE OF OHIO  
DEPARTMENT OF ADMINISTRATIVE SERVICES  
GENERAL SERVICES DIVISION  
OFFICE OF PROCUREMENT SERVICES  
4200 SURFACE ROAD, COLUMBUS, OH 43228-1395

AMENDMENT FOR CHANGE  
AMENDMENT NO. 10

TO: ALL STATE AGENCIES, STATE INSTITUTIONS OF HIGHER EDUCATION AND PROPERLY REGISTERED COOPERATIVE PURCHASING MEMBERS.

FROM: ROBERT BLAIR, DIRECTOR, DEPARTMENT OF ADMINISTRATIVE SERVICES

SUBJECT: CONTRACT FOR EXPEDITED DELIVERY OF SMALL PACKAGES (AIR, GROUND, HUNDREDWEIGHT)

Attached are pages 1, 17, 18 and 19 to this contract. Remove these pages from the existing contract and replace with the attached page on the effective and/or revision date.

This amendment is issued to indicate updates to the Contractor's Contact and local address information, addition of electronic shipping procedures, to indicate a new Analyst and to include OAKS item and UNSPSC numbers.

All other prices, terms and conditions remain unchanged.

Questions regarding this Amendment and/or the Requirements Contract may be directed to:

Janice Fitzpatrick, CPPB  
janice.fitzpatrick@das.state.oh.us

This Amendment, the main Requirements Contract and any additional amendments thereto are available from the DAS Web site at the following address:

<http://www.ohio.gov/procure>

Affected Contractor(s):

87326  
UPS, Inc.  
2450 Rathmell Road  
Obetz, OH 43207  
cassiedyer@ups.com

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DEPARTMENT OF ADMINISTRATIVE SERVICES  
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MANDATORY USE CONTRACT FOR: EXPEDITED DELIVERY OF SMALL PACKAGES (AIR, GROUND, HUNDREDWEIGHT)

CONTRACT No.: RS900709

EFFECTIVE DATES: 12/15/08 to 11/30/11  
Renewal through 03/31/13

The Department of Administrative Services has accepted bids submitted in response to Invitation to Bid No. RS900709 that opened on 12/01/08. The evaluation of the bid response(s) has been completed. The bidder(s) listed herein have been determined to be the lowest responsive and responsible bidder(s) and have been awarded a contract for the items(s) listed. The respective bid response, including the Terms and Conditions for Bidding, Standard Contract Terms and Conditions, and Supplemental Contract Terms and Conditions, special contract terms & conditions, any bid addenda, specifications, pricing schedules and any attachments incorporated by reference and accepted by DAS become a part of this Requirements Contract.

This Requirements Contract is effective beginning and ending on the dates noted above unless, prior to the expiration date, the Contract is renewed, terminated or cancelled in accordance with the Contract Terms and Conditions.

This Requirements Contract is available to all State Agencies, State institutions of higher education and properly registered members of the Cooperative Purchasing Program of the Department of Administrative Services, as applicable.

Agencies are eligible to make purchases of the listed supplies and/or services in any amount and at any time as determined by the agency. The State makes no representation or guarantee that agencies will purchase the volume of supplies and/or services as advertised in the Invitation to Bid.

**SPECIAL NOTE:** State agencies may make purchases under this Requirements Contract up to \$2500.00 using the state of Ohio payment card. Any purchase that exceeds \$2500.00 will be made using the official state of Ohio purchase order (ADM-0523). Any non-state agency, institution of higher education or Cooperative Purchasing member will use forms applicable to their respective agency.

Questions regarding this and/or the Requirements Contract may be directed to:

\*Janice Fitzpatrick, CPPB  
janice.fitzpatrick@das.state.oh.us

This Requirements Contract and any Amendments thereto are available from the DAS Web site at the following address:

<http://www.ohio.gov/procure>

\*Change in the Analyst

Signed: \_\_\_\_\_  
Robert Blair, Director Date

CONTRACTOR INDEX

CONTRACTOR, TERMS, AND SHIPMENT:

BID CONTRACT NO.: RS900709-2 (11/30/11)  
Renewal through 03/31/13

OAKS ID# 0000087326

\* Local Office:

United Parcel Service, Inc.  
2450 Rathmell Road  
Obetz, OH 43207  
Web address: [www.ups.com](http://www.ups.com)

TERMS: Net 30 Days

DELIVERY: As Specified

\* CONTRACTOR'S CONTACT:

Cassie Dyer, Enterprise Customer Support:

\* Phone: (404) 828-3920

\* E-mail address: [cassiedyer@ups.com](mailto:cassiedyer@ups.com)

\* Toll Free: (800) 877-1497

Customers calling the toll free number must state use of the Contract with the state of Ohio to receive correct pricing and services.

OR

Account Manager: Leonard Johnson  
Telephone: (614) 593-5001  
Email: [leonardjohnson@ups.com](mailto:leonardjohnson@ups.com)

Corporate Office:

United Parcel Service, Inc.  
55 Glenlake Parkway, NE  
Atlanta, GA 30328

Billing Remittance:

United Parcel Service, Inc.  
P.O. Box 7247-0244  
Philadelphia, PA 19170-0001

Lockbox:

United Parcel Service, Inc.  
Lockbox 577  
Carol Stream, IL 60132-0577

\*Electronic Shipping Procedures:

Web-based:

- UPS.com – Electronic shipping method via the internet. All that's needed is an Internet connection, a My UPS registration (that is completed at [www.ups.com](http://www.ups.com)), and either a payment card or a UPS account for billing. After registering with My UPS, customers can immediately start creating labels and processing shipments. No UPS Account Manager setup is required.
- CampusShip – CampusShip is a shipping system that combines the convenience of desktop shipping with administrative features for monitoring and managing shipping activities. It enables multiple users within an organization to ship packages and perform other shipping-related tasks from any computer connected to the Internet. CampusShip setup must be setup by UPS Account Manager.
- WorldShip: – WorldShip is a Windows-based software program that allows Scheduled Pickup Account shippers to manage all their UPS shipping activities from their desktop. Note: In order to use WorldShip, customers must have an active Scheduled Pickup Account. The software application is available free of charge to all customers who meet this criteria.

Air Shipping Document: The Air Shipping Document (ASD) is a three-part form used to ship air packages. The ASD contains your address label, tracking label, and shipping record. It allows you to choose between several payment options, including a bank check, major payment card (for example a debit or credit card, where applicable), or a UPS-issued billing information number. A red ASD is used for UPS Next Day Air shipments and UPS Worldwide Express shipments. A blue ASD is used for UPS 2nd Day Air shipments.

\*To indicate revised contact information for contractor's contact, local address, and to include electronic shipping procedures.

PRICE LIST AND ACCESSORIAL RATES

\*UNSPSC: 78102200

\*OAKS ITEM NUMBERS:

OAKS ITEM#	DESCRIPTION
14848	Next Day 10:30 AM Delivery
14849	Next Day Afternoon Delivery
14850	Second Day Delivery
14851	Ground Delivery
14852	Hundred Weight Delivery

All pricing information, include the pricelist rate charts, accessorial fees and Exhibit A pricing is available on line on the DAS/GSD Procurement Services Web Site and also in a link at [www.ohio.gov/procure](http://www.ohio.gov/procure), under "find it fast".

\*PART FOUR: ACCESSORIAL FEES

DESCRIPTION	FEES
Address Correction	\$6.00
Delivery area surcharge; based on 33% of the published surcharge	33%
Fuel Surcharge – Ground and Hundredweight shipments; not to exceed	3% cap
Fuel Surcharge – Air; not to exceed	6% cap
Missing or invalid account number	\$10.00
Exceeds weight limits (agency must use direct purchasing authority)	Not applicable
Additional Pick-up attempts **	No charge
***Residential Fee (not applicable – shipping only state of OH business)	Waived
Saturday delivery	See rate schedule
Hazardous material (ground shipment)	\$20.00
Hazardous material (air shipment)	\$30.00
Extended tracking	No charge
Excessive size (agency must use direct purchasing authority)	Not applicable
Declared value; for values exceeding \$100.00	\$0.60 per \$100
Direct delivery/Person-to-Person/chain of custody; allows a package to be tracked by a person from origination to destination	No charge

Note: Only the fees above are permitted. Any invoice received with fees not listed above will be deemed as erroneous and a new invoice will be required. The payment terms of net 30 days will commence upon receipt of a proper and correct invoice by the agency.

Contractor shall establish daily pickup times with each facility. On occasion, the facility may not be prepared for the shipment at the time the driver arrives. The Contractor may assess the fee if requested to return on the same day.

Delivery shall be both business and residential. The State conducts business with a variety of clients and customers which includes delivery to residential addresses. For this reason, residential delivery to a business location as defined in Price schedule, Part 4, shall be at no additional charge. Invoices received with this charge will be returned for a corrected invoice.

\*To include the UNSPSC code, OAKS Item numbers, accessorial fees and current rate charges omitted from last revision.

SUMMARY OF AMENDMENTS

Amendment Number	Revision Date	Description
10	07/11/12	To indicate new contractor's contact and address information; to indicate new Analyst, to include OAKS item and UNSPSC numbers, and electronic shipping procedures; repagination.
9	04/01/12	Renew Contract for twelve (12) months, effective 04/01/12-03/31/13 and updated vendor contact. Revised pricelist effective 04/01/12.
8	01/01/12	Renew Contract for three (3) months, effective 01/01/12-03/31/12.
7	11/04/11	To do a 30 day unilateral extension through 12/31/11.
6	01/18/11	To update Contractor contact and local address information.
5	08/20/10	To indicate a clarification to the delivery service descriptions within the Price List, and an update to the Contractor's contact information.
4	06/07/10	To indicate an update to the Table of Contents, and an update to the contractor's contact information.
3	03/15/10	To indicate repagination, a rate increase update to the pricelist, Accessorial Fees, and Exhibit A pricing, and to indicate that all pricing information is now accessible via the Current Price List link on the Procurement website: <a href="http://www.ohio.gov/procure">www.ohio.gov/procure</a> .
2	02/03/10	To indicate an update to the contractor's contact information.
1	01/02/09	Correct page formatting from page 10 – 41 and add additional contact name for Contractor.

