



## How to Use the OFF43 Statewide Contract

**Contract #:** OFF43                      **Contract Duration:** 03/30/2015 to 03/18/2017  
**MMARS #:** OFF43\*                      **Options to renew:** None  
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### Contract Summary

This is a cooperative contract between the Commonwealth of Massachusetts and the National Joint Powers Alliance for UPS domestic and international small package delivery services, for which NJPA is the lead organization.

Additional contract information can be found on COMMBUYS and include this OSD update and pricing information.

### Benefits and Cost Savings

- Competitive pricing on domestic and international small package delivery services
- Weekly pickup fee is waived
- Total annual savings for the Commonwealth of \$254,050.

### Who Can Use This Contract?

**Applicable Procurement Law:** MGL c. 7, § 22; c. 30, § 51, § 52; 801 CMR 21.00

#### Eligible Entities:

1. Cities, towns, districts, counties and other political subdivisions;
2. Executive, Legislative and Judicial Branches, including all Departments and elected offices therein;
3. Independent public authorities, commissions and quasi-public agencies;
4. Local public libraries, public school districts and charter schools;
5. Public hospitals owned by the Commonwealth;
6. Public institutions of higher education;
7. Non-profit, UFR-certified organizations that are doing business with the Commonwealth;
8. Other entities when designated in writing by the State Purchasing Agent.

### Pricing and Purchase Options

#### Purchase Options:

Purchases made through this contract will be direct, outright purchases.

#### Pricing and buying details:

Shipping rates depend upon the destination zone, as determined by UPS. You can download the zone chart as a spreadsheet from UPS at [http://www.ups.com/content/us/en/shipping/cost/zones/continental\\_us.html](http://www.ups.com/content/us/en/shipping/cost/zones/continental_us.html). You will need the ZIP code of your shipping destination to obtain the destination zone.

### Additional Information

A fuel surcharge is allowed on this contract and may change from time to time for different services.

**Service Guarantee:** In lieu of filing claims under the UPS Service Guarantee, Customer shall be entitled to a refund of the Transportation Charges when the overall on-schedule delivery for all of Customer's outbound packages (i.e., packages picked up daily at Customer's Shipping Locations) falls below the agreed upon performance standards listed below ("Minimum Performance Standard"). "On-schedule" or "on-time" delivery as described herein shall have the same meaning as set forth in the UPS Tariff/Terms and Conditions of Service in effect at the time of shipping.

Customer agrees to place a UPS compatible bar-code "smart label" on every package shipped and transmit one hundred (100%) percent PLD at the end of each day for packages tendered to UPS. Only packages with a UPS-traceable bar-code "UPS Smart Label" and with matching PLD information will be eligible for this Minimum Performance Standard. If UPS does not meet the Minimum Performance Standard as set forth herein; compensation will be made by UPS to Customer on the percentage of packages falling below the minimums listed below, during a given quarter based on the average net Transportation Charge per package for each service shipped during the same time period. If the UPS performance is equal to or better than the thresholds stated below, no refund will be due.

## Vendor Contact Information

Maureen Baer, United Parcel Service, Inc., 55 Glenlake Pkwy NE, Atlanta, GA 30328; (717) 329-0049; mebaer@ups.com

## Where to Find Contract Information on COMMBUYS

To obtain in depth contract information please go to the COMMBUYS website ([www.COMMBUYS.com](http://www.COMMBUYS.com)), click on Advanced Search (magnifying glass icon), search for Contracts/Blankets, and type OFF43 into the Brief Description field. Then click "Find It." In the search results, click on the MBPO to access:

- **Contract User Guide** – the latest version of this document
- **Rate Charts** for ground, air and other shipping methods
- **Participating Agreement** – contract for the Commonwealth's participation in the NJPA agreement

### How to place an order

**P.O. FOR ONE-TIME SERVICES:** Once a service and price is determined, the ordering process is as follows:

1. Initiate a new requisition
2. Search for an item (Use OFF43) in the description
3. Select the appropriate catalog line
4. Enter "1" in the Quantity field and the total price in the Unit Cost field
5. Attach the vendor quote and/or a detailed order summary
6. Submit for approval

**P.O. FOR ONGOING SERVICES:** If the price is estimated for ongoing services (monthly pickups, etc.), then you may enter a PO for the full amount of the estimate, as per the instructions above, and place partial receipts as you receive billing from the vendor. In such purchase orders insert the following language in the special instructions box of the PO: "This Purchase Order represents the total estimated expenditure for this engagement (*insert brief description*), against which (*identify department*) will execute partial receipts in COMMBUYS upon receipt and approval of invoices, in order to record the work accomplished according to the agreed upon engagement terms. All estimated expenditures are subject to reconciliation based on invoices rendered for agreed-upon delivery of goods and/or services."

Further direction is available in the "[How to Complete a Partial Receipt in COMMBUYS](#)" Job Aid.