



Campus Procurement Services

G5C Campus Support Facility

1870 Miner Circle

Rolla, MO 65409-0070

Phone: 573.341.4266

Fax: 573.341.4048

E-mail: umrpurch@umr.edu

Internet: <http://campus.umr.edu/procurement/>

MEMORANDUM

To: All UMR Departments
From: Susan Potrafka, Campus Procurement Services
Date: May 26, 2005
Subject: State of Missouri Express Mail and Package Delivery Contract with United Parcel Service (UPS), Contract Number C304070001

The State of Missouri has awarded a contract for express mail and package delivery to United Parcel Service (UPS). The University of Missouri encourages campus departments to utilize this contract which will result in savings for the university.

Information relating to this contract is listed below. Please contact UMR Campus Procurement Services at extension 4266 or via email at umrpurch@umr.edu if you have questions or concerns.

1. **ESTABLISHING ACCOUNT NUMBERS** - UMR departments can establish an account by calling 1-800-PICK-UPS or via the web site at <http://www.ups.com/content/us/en/shipping/index.html>. If you experience any problems establishing your account, you can send an email to upsmobid@ups.com to be provided with a UPS account number. After establishing the account and for all existing accounts, the campus department should send an email to upsmobid@ups.com with the following information and requesting that your account be added to the State of Missouri account.
 - a. Account Name
 - b. Ship From Address
 - c. Billing Address (if different from Ship From)
 - d. Contact Name and Telephone Number/Email Address
 - e. Number of Pieces shipped on average daily or weekly and what services you use with your current carrier, i.e. Overnight, 2Day, Ground.
 - f. Your current method of processing shipping labels, i.e. via a website, hand written on bills of lading, etc.
 - g. Purchasing Card Number for payment.

Note: The weekly statement will include only a summary of all packages. If your department would like a detailed billing, please include this request when sending the email to upsmobid@ups.com.

A confirmation response will be provided to you within 24 hours.

2. **SUPPLIES** -- Campus departments should call 1-800-PICK-UPS (1-800-742-5877) or go to www.ups.com or <http://www.ups.com/content/us/en/shipping/index.html> to order supplies (e.g. preprinted air labels, envelopes, paks, and pouches to put internet labels into). Campus departments are advised that UPS does not provide shipping containers for ground shipments. The UPS shipping containers are for express shipments only.

3. **PRICING** -- UPS pricing is firm and fixed for the duration of the contract. Discounts, which incorporate the state's total volumes, are incorporated into UPS's unit pricing.

State of Missouri contract pricing is available on-line at <http://www.umsystem.edu/ums/departments/fa/management/procurement/ups/UPS-rates.pdf>. Please note that rates will change on June 30th of each year. Contract pricing will be assigned automatically for all accounts which have been added to the State of Missouri account.

Accessorials pricing is available on-line at <http://www.umsystem.edu/ums/departments/fa/management/procurement/ups/>.

4. **ZONES** – Campus departments can use the Zone and Rates Charts which is available on-line at http://www.ups.com/content/us/en/shipping/cost/zones/on_demand.html to determine the correct zone to be used to calculate contract pricing.

5. As a general cost savings consideration, campus departments should carefully analyze delivery needs before ordering. The savings between morning delivery and afternoon delivery can be significant. Additionally, 8:00 a.m. delivery, in general, is very costly. As an example, UPS rates for a letter sent to a commercial location are as follows:

8:00 a.m (UPS Next Day Air Early A.M.)	\$42.90
10:00 a.m. (UPS Next Day Air)	\$6.26
Afternoon (UPS Next Day Air Saver)	\$5.14
2nd Day (UPS 2nd Day Air)	\$4.28
Ground (UPS Ground)	\$3.45

6. **GROUND DELIVERY IN MISSOURI** -- UPS guarantees one-day ground delivery to 97% of Missouri zip codes. Since deliveries to most Missouri locations can be made in one-day and in order to maximize savings (see example listed above), campus departments should take advantage of the ground delivery in lieu of the more expensive air express. In addition, UPS quoted a rate of \$3.45 for 1 to 9 pound packages shipped to Zone 2.

7. **INBOUND SHIPPING** -- UPS will also honor the contract pricing if campus departments are paying for inbound package shipping, i.e. UPS Freight Collect. This will only apply if the shipper provides their six digit UPS account number to a second party to be used to accept an inbound shipment.

8. **RESIDENTIAL DELIVERIES** -- UPS has provided separate pricing for commercial and residential destinations. UPS's residential surcharge has been included in the residential rates. Therefore, no additional charge will be added to the rates for a residential delivery.

9. **INTERNATIONAL** -- Although campus departments are not required to use the contract for international shipping, departments can obtain UPS's international rates from the *UPS Rate and Service Guide* or the following website: http://www.ups.com/content/us/en/shipping/cost/zones/us_worldwide.html#rate.

10. **ELECTRONIC SHIPMENT PROCESSING** --

UPS.com

This easily accessible web site provides many services including the option to create a shipment and print a label to attach to any UPS AIR or GROUND package or letter. You simply need to register as a user by including you UPS six digit account number under the billing options. This will allow you log in for all future needs and will automatically bill your UPS account number weekly.

UPS WORLDSHIP

This user friendly software desktop application is offered to our Daily Pick Up customers. It is ideal for customers who ship multiple items daily and have one or a small staff of individuals processing labels. If you would like to learn more about the software and its capabilities, please note this on your request when sending your email and one of our sales representatives would be happy to assist you.

11. **SCHEDULING A PICKUP / DROPPING OFF A PACKAGE --**

UPS offers several convenient ways to get you packages or letters to UPS.

UPS DROP BOXES

If you do not require a Daily Pick Up, you can access any one of our conveniently located DROP BOXES to drop off Air Letters and Packs.

Two UPS drop boxes have been installed at UMR. An exterior drop box has been installed on the north side of Parker Hall. An interior drop box has been installed in the Havener Center behind the information desk / stairway and across from the restroom entrance. Items deposited in these locations will be picked up by UPS at 5:30 pm daily.

In addition, packages may be left at the UMR Bookstore in the Havener Center for pickup. Pickup times will vary depending on deliveries to the bookstore.

Additional drop box locations can be found by visiting UPS.com and going to the ‘DropBox Locator’ icon.

DAILY PICK UP

If you will need a UPS Driver to come by on a daily basis to pick your packages or letters up, please note that there is a small fee associated with this service:

If you spend \$60 or more on a weekly basis, the fee will = \$7/week which will be reflected on your weekly billing invoice.

If you spend \$16 - \$59.99 on a weekly basis, the fee will = \$11/week.

If you spend \$0 - \$15.99 on a weekly basis, the fee will = \$16/week.

UPS STORES

You may also drop shipments off at any of your local UPS Stores as well.

UPS DRIVERS

If you have processed an electronic label, you can give your packages or letters to any UPS driver that you may have access to throughout the day.

12. **DELIVERY AREA SURCHARGE** – Campus departments are advised that a Delivery Area Surcharge will apply for deliveries to specified zip codes. A listing of the zip codes within the United States for which a surcharge would apply can be found at: http://www.ups.com/content/us/en/shipping/cost/zones/on_demand.html.

13. **DEFINITIONS** -- A listing of the contracted services, the description of each service, and the applicable Pricing Page is listed below:

SERVICE	DESCRIPTION	PRICING PAGE
UPS Next Day Air Early A.M. Letter Commercial	Guaranteed Overnight by 8:00 or 8:30 a.m.	Comm1789F
UPS Next Day Air Early A.M. Letter Residential	Guaranteed Overnight by 8:00 or 8:30 a.m.	Res1791F
UPS Next Day Air Early A.M. Package Commercial	Guaranteed Overnight by 8:00 or 8:30 a.m.	Comm1792F
UPS Next Day Air Early A.M. Package Residential	Guaranteed Overnight by 8:00 or 8:30 a.m.	Res1794F
UPS Next Day Air Letter Commercial	Guaranteed Overnight by 10:30 a.m.	Com7021T
UPS Next Day Air Letter Residential	Guaranteed Overnight by 10:30 a.m.	Res7022C
UPS Next Day Air Package Commercial	Guaranteed Overnight by 10:30 a.m.	Co7024T
UPS Next Day Air Package Residential	Guaranteed Overnight by 10:30 a.m.	Re7025C
UPS Next Day Air Saver Letter Commercial	Guaranteed Overnight by 3:00 p.m.	Comm7026T
UPS Next Day Air Saver Letter Residential	Guaranteed Overnight by 3:00 p.m.	Re7027C
UPS Next Day Air Saver Package Commercial	Guaranteed Overnight by 3:00 p.m.	Comm7028T
UPS Next Day Air Saver Package Residential	Guaranteed Overnight by 3:00 p.m.	Re7029C
UPS 2nd Day Air Letter Commercial	Guaranteed Two-Day	Comm7039T
UPS 2nd Day Air Letter Residential	Guaranteed Two-Day	Res7040C
UPS 2nd Day Air Package Commercial	Guaranteed Two-Day	Com7041T
UPS 2nd Day Air Package Residential	Guaranteed Two-Day	Res7042C
UPS 3 Day Select	Guaranteed Three-Day	Comm7270T
UPS Ground Commercial	Guaranteed Day-Definite	7274T
UPS Ground Residential	Guaranteed Day-Definite	7275C

14. **PAYMENT** -- Campus departments will receive a statement weekly which is a summary of all invoices. If the account has been set up with a purchasing card number, payment will be automatically charged to the purchasing card.

Campus departments must keep a copy of each shipping label and statement for use during purchasing card reconciliation.

Note: Campus department may request a detailed weekly statement listing all shipments individually by including this request in the initial email setting up the account.

15. **ADDITIONAL INFORMATION** -- Additional information about the contract is available on-line at <http://www.umsystem.edu/ums/departments/fa/management/procurement/ups/>.