



Statewide Term Contract

958A – Small Package Delivery Services

Bid Number	NASPO BC16018 & PA #65
Contract Name	Small Package Delivery Services
Effective Dates	November 28, 2021 through November 27, 2026
Awarded Vendor(s) and Contacts	<p>Federal Express (FedEx): To establish accounts, send an email to govt@fedex.com or call (800) 645-9424 for assistance.</p> <p>For all further FedEx inquiries, contact Bobby Bledsoe at rdbledsoe@fedex.com or call (901) 219-6964.</p> <p>United Parcel Service (UPS): To establish accounts, ask service questions or request supplies, send an email to NorthCarolina@ups.com or call (800) 877-1497 for assistance.</p> <p>For all further UPS inquiries, contact: Rich Wegner at rwegner@ups.com or call (618) 406-3543</p>
Contract Covers	<p>FedEx – Offers no money back guarantee (non-MBG) option for small package delivery services for domestic and international deliveries.</p> <p>UPS – Offers a money back guarantee (MBG) option for small package delivery services for domestic and international deliveries.</p> <p>See the FedEx Small Package Delivery Services contract documents and the UPS Small Package Delivery Services contract documents on the NASPO/Value Point website for complete contract details.</p>
Convenience Contract	<p>This Statewide Term Contract is a convenience contract for state departments, most state agencies and higher education institutions (except under the conditions specified in G.S. §115D-58.14(a) and G.S. §116-13). The contract may also be utilized, without further competition, by non-mandatory state agencies and other eligible entities.</p>

Agency Responsibilities and Instructions	<p>Agencies using this contract shall follow the process outlined below:</p> <ol style="list-style-type: none"> 1. The agency must contact the Vendor(s) to establish account setup. 2. Agency shall be responsible for completing all paperwork associated with each shipment. 3. Agency shall review the current pricing schedules and verify the correct pricing is being invoiced for the specific region to which the agency is shipping. 4. Agency shall submit all invoices for payment through its accounts payable office. 5. Agency shall be responsible for tracking and reporting its spend.
Small Package Delivery Pricing	<p>The state has elected a Multiple Vendor Rate Option for FedEx as noted below.</p> <p><u>FedEx – Contract # MA454/effective November 28, 2021</u></p> <p><u>UPS – Contract #MA065/effective November 28, 2021</u></p> <p>UPS Multiple MBG Rate Charts</p> <p>Type “Small Package Delivery Services 2021 – 2026” in the search bar to access the contract page.</p>
Taxes	Prices do not include North Carolina sales or use tax.
Loaded into E-Procurement	No. Ordering instructions only. Items in this contract are not currently listed in the E-Procurement catalog.
Contract Manager	Austin Kiziah (984) 236-0237
Contract Addenda	<p>11/28/16: Effective Date of new contract</p> <p>12/22/16: Replaces previous contract</p> <p>02/02/18: Changed Contract Administrator to Nicole Mathis</p> <p>07/02/18: Changed Contract Administrator to Margaret Serapin</p> <p>02/22/19: Changed Contract Administrator to Steve Hussey</p> <p>01/07/20: Changed Contract Administrator to Myra Welch</p> <p>10/19/21: FedEx Extended Contract, UPS did not Extend Contract</p> <p>6/30/2022: Contract Administrator changed to Wanda Simmons</p> <p>1/24/2023: Contract Administrator changed to Contract Manager Kayla Glenn</p> <p>2/3/2023: UPS added back on Contract.</p> <p>8/21/2023: Contract Manager changed to Melissa Pressley</p> <p>11/22/2023: Contract Manager updated to Austin Kiziah.</p>