

0310.04 UPS Next Day Air Service  
Issued January 6, 1997

SUBJECT: UPS Next Day Air Service

APPLICATION: Executive Branch Departments and Sub-units, the Judicial and Legislative Branches of State Government.

PURPOSE: To inform agencies about the State's overnight delivery service contract.

CONTACT AGENCY: Department of Technology, Management & Budget (DTMB)  
Agency Services  
Mail and Delivery Services  
7461 Crowner Dr., State Secondary Complex  
Lansing, Michigan 48913

TELEPHONE: (517) 322-1899

FAX: (517) 322-6236

CONTACT AGENCY: Department of Technology, Management & Budget (DTMB)  
Acquisition Services – Logistics  
Transportation Services  
7461 Crowner Dr.  
Lansing, MI 48913

TELEPHONE: (517) 322-1897

FAX: (517) 322-6333

SUMMARY: The State has contracted with United Parcel Service (UPS) so that the state can meet its overnight delivery requirements of extremely urgent correspondence. This is a statewide contract.

APPLICABLE FORMS: None

PROCEDURES:

General Information:

- A copy of the contract with current information on pricing and categories of service is available from the Contract Administrator at (517) 322-6469.
- A system of drop boxes, with posted pick-up times and shipping supplies, are located in high volume areas, throughout the Lansing area. Locations of drop boxes can be obtained by calling the Contract Administrator at (517) 322-6469.
- Out-state agencies and agencies in the Lansing area where parcel volumes do not warrant drop boxes should call their nearest UPS office during regular working hours to request a parcel pick-up.
- If sender and addressee locations are both served by the Interdepartmental Mail (I.D. Mail) system, the parcels can be sent via the I.D. Mail system at no charge to the sender. If there is a question about the appropriate method of shipment, contact either Transportation Services or Mailing Services.

- To comply with the Private Express Statutes of the U.S. Postal Service, the next day air contract should be used only if receipt of the parcel is so extremely urgent that sending it via normal U. S. mail will result in a "Loss of Value" to the state.

Agency:

- Before shipping any parcels, contact the Contract Administrator for assistance with setting up a UPS Next Day Air account.
- Fill out address and billing information forms provided by UPS and take the forms and the parcel(s) to either a drop box location or a UPS retail store, or call UPS to schedule a pick up. Do not put Next Day Air parcels in the I.D. Mail as this will delay their shipment by more than a day.

Contractor:

- Provides, at no additional cost, envelopes to contain and direct the mail including Letter, Legal size and Express packs to accommodate most mailings. They also provide pre-printed air bills with department account information.
- Provides late pick-up of items at no additional charge.
- Collects envelopes from the drop boxes each State workday (Monday through Friday, except State holidays). The times for pick-up are no earlier than 5:30 p.m. for most Capitol Complex boxes, and no earlier than 5:00 p.m. for other Lansing area boxes.

\* \* \*