Contract Summary

SHIPPING SERVICES

AWARDED SUPPLIER: UPS – United Parcel Services

CONTRACT NUMBER: K-22-00860 (Cooperative agreement via Sourcewell Contract #090121-UPS)

Effective Date: March 21, 2022

Expiration Date: November 11, 2025

Exclusive: No

HUB Vendor: No

PRODUCTS AND SERVICES

This UH contract is for shipping services. UPS will provide shipping services by express courier, overnight and ground delivery logistics services. UPS offers the ability to open accounts for all divisions and departments.

SUPPLIER CUSTOMER SERVICE CONTACT INFORMATION

Phone Number: 800-877-1497

Email Address: texas@ups.com

Website: https://www.ups.com/us/en/Home.page

PRICING

UPS provides discounted rates for members of the National Association of College and University Mail Services (NACUMS). Pricing information is available once an account is set up and an account user is logged into the account.

HOW TO UTILIZE THE CONTRACT

In order to procure services against this contract, divisions and departments should follow these steps:

1. Divisions and departments must request a UPS account in order to log into the UPS website. The form is located on the UH Finance website at https://uh.edu/finance/pages/References.htm
2. Once the account is set up, the user can log into the UPS website to view the available shipping services and discount pricing. The website is located at https://www.ups.com/us/en/Home.page
3. After viewing the shipping services, an order can be placed online.
4. There are no order minimums in order to receive discounted rates.
5. Orders could be paid by either p-card or vouchers.
6. Frequently asked questions and video tutorial guides are located at https://uh.edu/finance/pages/References.htm
7. UPS will provide training to users to explain mail services and how to use the online ordering system.

ADDITIONAL INFORMATION

This contract summary describes the key elements of the agreement.

Contract Manager:

Karin Livingston

Assistant Vice President, University Controller