



***New State of Connecticut Contract #11PSX0001  
Multi-State WSCA Cooperative for Small Package Delivery Services  
FedEx and UPS Changes Effective August 28, 2011***

**Contracts**

**No More Newspapers**

**Changing Business**

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The State of Connecticut has signed the Participating Addendum (PA) Agreement with FedEx and UPS to obtain all of their small packaged delivery services through the Western States Contracting Alliance (WSCA) Multi-State Cooperative Contract #MA 454.

Awarded Contractor's Price Agreements vary based on package weights with the awarded contractor, therefore; the contract users should determine their small package service requirements and review posted price schedules prior to establishing an account and issuing purchase order(s).

Prior to scheduling pickups or issuing purchase orders, Connecticut state agencies and authorized contract users will need to verify their existing account or establish a new account to link them to the Master Price Agreement #MA 454 through the State of Connecticut DAS Contract #11PSX0001.

**Procedures to Establish a New Account:**

**FedEx New Account Number(s) Procedures:**

For Government Account Service (Billing, New Account Set Up) call 1-800-645-9424

For Customer Service, Tracking, Tracing Claims, General Information call 1-800-GO-FEDEX

**UPS New Account Number(s) Procedures:**

To set up an account: email your request to [WSCA@UPS.com](mailto:WSCA@UPS.com)

To set up multiple accounts, call Enterprise Government Support at 1-800-877-1497 and enter 164A87 at the prompt.

To order supplies, tracking information, billing, and all other customer service needs, call Enterprise Government Support: 800-877-1497 enter 164A87 at the prompt.

*continued on next page*



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# Contracts Awarded over the last 14 Days

Click on the category to see the contract  
Adobe Acrobat Required

[11PSX0005](#) - Tow Chains & Accessories

[11PSX0118](#) - Digital Black & White Printer

[11PSX0166](#) - Custodial Services for River Valley Services in Old Saybrook, CT

## Contract #11PSX0001 User Instructions:

Contract users should verify their existing account or establish a new account to link them to the Master Price Agreement #MA 454 through the State of Connecticut DAS Contract #11PSX0001.

- The master price agreement waives all pick up fees and caps fuel surcharges at 7%.
- The current 2011 Service Guides remain frozen through August 27, 2012.
- For all accounts, contract users need to review invoices and verify posted contract pricing.
- If the agency is paying via credit card, contract users need to review all invoices prior to payment.

If you have any questions regarding this contract, please feel free to contact Susanne Hawkins at (860) 713-5064.

DAS recommends agencies and political subdivisions to check the posted contract rates with invoices received for services rendered to ensure the contract number is tied to the WSCA pricing. Connecticut State Agencies and other qualified contract users should examine at least one invoice in September for each carrier account to ensure the account number(s) are properly attached to our state small package delivery pricing. If the invoiced rates do not match the new contract rates, users should immediately contact the carrier to have the account numbers attached to the new contract pricing. State of Connecticut Contract #11PSX0001 Contactor Contact Information:

FedEx Contact: Gayle Gilbert – CT Account Manager / Tel. No.: (703) 599-1580

UPS Contact: Cassie Dyer – CT Director / Tel. No.: (404) 828-3920 or Cell No.: (404) 519-9682

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## No Newspaper Contract Advertising

The Department of Administrative Services (DAS) asks all contractors to note that DAS will no longer be advertising construction invitations to bid in any state newspapers.

In 2009, Connecticut General Statute 4b-91, allowed DAS (and the recently consolidated Department of Public Works) to cease these types of advertisements and direct all interested parties to the state contracting portal website at: [das.ct.gov/portal](http://das.ct.gov/portal)

All bids from this point forward will continue to be posted on the State Contracting Portal.

In consideration of the state's current budget situation, DAS is always looking for ways to reduce spending.

# Changing the Way We Do Business

The April 15, 2011 edition of *BuyLines* highlighted Department of Administrative Service (DAS) initiatives to become a more business friendly agency. Planning has now turned to action due to new legislation, Public Act No. 11-229. With the goal of eliminating redundancy and streamlining the contracting process, DAS is introducing a new procedure to upload required Affidavits and Nondiscrimination Certification forms. Now, instead of the contractor submitting these Bid/RFP forms in hard copy, they can upload them electronically.

Since affidavits are required to be updated on a yearly basis, this new process will reduce the time it takes a contractor to prepare a Bid/RFP response and will greatly decrease the amount of paperwork submitted with each Bid/RFP.

These Affidavits and Nondiscrimination Certification forms will remain on file at DAS and will be accessible to any agency that may also be doing business with a specific contractor. The contractor will be responsible for updating any of these documents if changes occur.

The document upload process will roll-out in the next several months, followed soon by other DAS contracting initiatives designed to make it easier to do business with the state.

Stay tuned to *Buylines* and the DAS Procurement website for updates on this initiative and roll-out dates.

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## DAS Procurement on FaceBook

Keeping up with technical trends is the way to go to maximize the distribution of information and show customers that you're in touch with 21st century technology. In that effort, DAS Procurement Bids and RFP's can now be found on Face-book. Search "DASProcurement" (one word) on Facebook and stay informed.

