




PURCHASING OFFICE

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CCNY Procurement Bulletin #5

To: All Departmental Procurement Liaisons

From: Mario Crescenzo, Jr. 
Director of Purchasing and Contracts

Subject: Overnight Delivery Services

Date: December 3, 2008

DHL has recently announced that they will no longer be providing domestic service in the USA effective January 30, 2009. Coincidentally, the New York State Office of General Services Contract with DHL is scheduled to expire on December 31, 2008 and will not be renewed requiring all state agencies to obtain alternative overnight delivery services.

The guidelines below have been prepared in order to provide direction to campus offices that will be transitioning from DHL to another overnight service provider.

In these fiscally difficult times, departments must carefully evaluate the need for overnight delivery service and perhaps choose another viable alternative (i.e. Fax, scan/email, USPS mail). In addition to being more cost effective, faxing and scanning contributes to our campus sustainability efforts. If no other alternative is available, departments should, where possible, select the less expensive "next afternoon" or "two/three day service" in lieu of premium "Priority Overnight/10:30AM" delivery.

Standard, Priority or Express Mail US Postal Service is available through the CCNY Campus Mailroom. Departments looking to utilize this service must contact Peter Russell at extension 7181. Please keep in mind that the campus mail pick-up occurs promptly at 2PM daily.

The State of New York, Office of General Services has established contracts for overnight delivery services with both Federal Express (FedEx) and United Parcel Service (UPS). Departments looking to establish an account with either of these companies must call the government representative listed below. Please reference the State Contract number when calling in order to obtain the New York State pricing.

FedEx – State Contract # PS57504 – Contact: Joe Perrone – 800-448-9961 x 8552

UPS – State Contract # PS57505 – Contact: Monica Butler – 202-675-4223 or
Cathy Cusin 202-675-4224

Once an account is established, departments must submit a requisition to the Purchasing Department in Wingate Hall, Room 112 referencing the vendor selected, the account number and the State Contract number, along with an estimated yearly usage amount, in order to establish a blanket order. For ease of payment and processing, once a blanket order is established, approved invoices can be forwarded directly to the Accounts Payable department. Please reference the PO number on all invoices submitted in order to avoid any unnecessary delays.

Regardless of the service method selected, it is the responsibility of the sender (department) to insure that the package is either brought to the Post Office (after 2PM), or that pick-up is scheduled through the overnight delivery service provider selected.

Should you have any questions, please feel free to contact the Purchasing Department at 212-650-5250.