



UNITED STATES
POSTAL SERVICE®

Mail Transportation Contracting Guide

Publication 33
June 2004

Introduction

This publication is designed to inform prospective offerors about the various types of transportation contracts used by the Postal Service™, where to obtain information about specific contract opportunities, and how to be placed on the Postal Service's list of potential offerors.

Transportation of mail is a vital part of the Postal Service's mission of binding the nation together by providing prompt, reliable, and efficient postal services to every community in the United States. From its earliest days, the Postal Service has relied on private transportation contractors to help fulfill this mission by providing contract service for the transportation and delivery of mail.

Contract transportation service is generally purchased through competition. Today, contract transportation, including mail delivery to roadside receptacles along the line of travel (i.e., box delivery service), continues to play a vital role in providing postal services to our customers. The Postal Service awards contracts for transportation services worth more than \$4 billion a year. This includes contracts with airline, railroad, steamship, and highway transportation service providers. As the Postal Service implements its Transformation Plan to ensure the continuation of affordable, universal mail service, improving operational efficiency and obtaining the best value for all of our expenditures have become more critical than ever.



Air Contracts

The Postal Service transports more than 7 million pounds of mail daily using air transportation contractors. The contractors range in size from large, well-known passenger airlines to cargo airlines to small owner-operators. They move mail between more than 24,000 origin-destination pairs.

Air Contract Types

The different types of contracts that the Postal Service uses to procure air transportation services are described below.

System

System contracts utilize a contractor's entire schedule. They are purchased competitively through the use of request for proposals (RFPs). Under this type of contract the Postal Service establishes a uniform rate that applies to all contractors. Mail is dispatched to specific flights listed in the *Official Airline Guide* based on departure time at origin and arrival time at destination, with preference given to direct and nonstop flights. The Postal Service uses a performance-based measurement system to determine which airline receives the most mail within competitive markets. Transportation Portfolio at Postal Service Headquarters contracts with approximately 70 carriers using this type of contract.

Segment

Segment contracts require contractors to provide service between a specific pair of origin-destination locations. They are purchased competitively by Transportation Portfolio through the use of RFPs. The basic service requirements specify the origin and destination, minimum and maximum weights to be flown, frequency of service, and tender and

delivery times. Segment contracts are generally used for air transportation between Hawaii and the South Pacific.

Network

Network contracts provide for specified windows of service between a matrix of origin-destination pairs on a rate-per-trip basis. Weight and/or space and tender and delivery requirements are specified in the contract. They are generally purchased competitively through the use of RFPs. Network contracts are usually national in scope and are issued by Transportation Portfolio. These contracts usually require the use of dedicated aircraft between points where hub transfers are made. They may contain provisions requiring container and accessorial services (i.e., terminal handling, ground drayage between airports and Postal Service facilities, or inter-airport ground drayage).

Air Taxi

Air taxi contracts are purchased under parts 121 and 135 of the Federal Aviation Regulations. Carriers must meet the terms of the solicitation advertised by the Area Distribution Networks Offices or Transportation Portfolio at Headquarters. Contracts are awarded through the use of RFPs. Air taxi contracts fulfill specifications and requirements for air transportation in a distribution networks area. They are generally used to service remote areas of the country not normally serviced by commercial carriers or when commercial carriers cannot meet lift or service requirements.

Contract Awards

Headquarters advertises national transportation contract opportunities for systemwide coverage at www.fedbizopps.gov.

Placement on Mailing List

To request placement on the Postal Service's list of interested offerors or to request additional information regarding system, segment, network, and air taxi contracts, write to:

MANAGER
AIR TRANSPORTATION CMC
US POSTAL SERVICE
475 L'ENFANT PLAZA SW RM 4900
WASHINGTON DC 20260-6210

The type of contract in which you may be interested might be handled at a Postal Service area office. We suggest you contact the office that services the location(s) in which you are interested to request placement on the mailing list. See the list of area offices starting on page 6.



Rail and Water Contracts

Rail

The Postal Service contracts with most of the major railroads, including Amtrak passenger trains, for the transportation of mail. The contracts are for trailer-on-flat-car (TOFC), container-on-flat-car (COFC), and roadrailer service between specific origin-destination city pairs. Service is purchased on a per-unit basis according to our requirements for meeting delivery standards, with incentives for exemplary service and assessments for late arriving service.

Water

The Postal Service contracts for domestic inland, domestic offshore, and international water transportation of mail. Domestic inland water contracts serve addresses that are on rivers, lakes, and other inland

bodies of water that can be accessed only by boat. The Postal Service contracts with steamship companies to provide transportation service to domestic offshore points and to international destinations. Mail is tendered to steamship companies in sea containers or in sacks, depending on the volume.

Contract Awards

Domestic inland water contracts are solicited and awarded by the Area Distribution Networks Offices. See the list of area offices starting on page 6.

Domestic offshore water contracts are solicited and awarded by the New York Metro Area Office and the Southeast Area Office for contracts to Puerto Rico and the Virgin Islands, by the Pacific Area Office for contracts to Hawaii and the Pacific islands, and by the Western Area Seattle Branch Office for contracts to Alaska.

Rail and international ocean contracts are solicited and awarded by Transportation Portfolio.

Placement on Mailing List

To request placement on the Postal Service's list of interested offerors or to request additional information regarding rail and international ocean water contracts, write to:

MANAGER
SURFACE TRANSPORTATION CMC
US POSTAL SERVICE
475 L'ENFANT PLAZA SW RM 4630
WASHINGTON DC 20260-6210



Highway Contracts

Highway Contract Routes

Highway contract routes (HCRs) make up the largest single group of transportation service contracts with more than 17,000 contract routes nationwide. They can be purchased through the use of RFPs. The contracts range in size from long-haul tractor trailers operating between major Postal Service facilities to box delivery routes with owner-operators using their own vehicles operating out of small Post Offices™. HCRs for box delivery contracts provide delivery service to roadside receptacles, generally in rural and remote areas.

Eligibility Requirements

There are specific eligibility requirements for highway contract routes. Box delivery routes also require that the contractor:

- Be at least 21 years of age.
- If an individual, reside in the county of service or an adjacent county.
- If incorporated, be engaged in business in the county of service or in an adjacent county.

Contract Awards

Highway contracts are solicited and awarded by the Area Distribution Networks Offices. See the list of area offices starting on page 6.

Placement on Mailing List

If you or your company are interested in becoming a highway contractor, please complete PS Form 5436, *Mailing List Application - Mail Transportation Services*, provided in this publication and mail it to the contracting officer at the area office that serves you or your company. To determine the appropriate office, see the list of area offices and the ZIP Codes™ they serve starting on page 6. Enter on the form the type of

routes you are interested in, the type of equipment you operate, and the places where you are interested in providing service. The Postal Service will enter the information from your completed form into its database of interested offerors. The Postal Service will notify you by letter when contract opportunities matching the information on the form are available.

Area Distribution Networks Offices

Area, Mailing Address, and Telephone Numbers

ZIP Codes Served (First 3 digits of ZIP Codes)

Capital Metro Area

CONTRACTING OFFICER
CAPITAL METRO DISTRIBUTION NETWORKS
3636 PENNSY DR
LANDOVER MD 20785-1611

200-202, 205-208, 210, 212,
215-220, 224, 226-230, 232,
233, 239, 244

PHONE: 301-618-4419
FAX: 301-618-4444

Eastern Area

TRANSPORTATION CONTRACTS MANAGER
EASTERN AREA OFFICE
5315 CAMPBELLS RUN RD
PITTSBURGH PA 15277-7070

080, 082, 150-164, 166-173,
175-180, 182, 184, 186,
188-195, 197, 199, 240, 242,
243, 245-252, 254-256,
258-263, 265-268, 270-272,
274, 275, 277-280, 282-288,
290-297, 400-405, 407,
410-417, 420-425, 427, 430,
431, 434, 435, 437, 439-442,
444, 446, 448, 450, 452-454,
456-458, 470, 471, 476

PHONE: 412-494-2614
FAX: 412-494-2675

Great Lakes Area

TRANSPORTATION CONTRACTS MANAGER
GREAT LAKES AREA OFFICE
244 KNOLLWOOD DR FL 3
BLOOMINGDALE IL 60117-5040

460-469, 472-475, 478-499,
530-532, 534, 535, 538, 539,
541-545, 549, 600-611,
613-620, 622-635, 650, 652,
653

PHONE: 630-539-4702
FAX: 630-539-7093

**Area, Mailing Address, and
Telephone Numbers**

**ZIP Codes Served
(First 3 digits of ZIP Codes)**

New York Metro Area

TRANSPORTATION CONTRACTS MANAGER
NEW YORK AREA OFFICE
JAMES A FARLEY BUILDING RM 459
NEW YORK NY 10199-9792

070-079, 085-098, 100,
102-119, 124-127

PHONE: 646-473-3719
FAX: 646-473-3704

New York Metro Area Caribbean Branch

TRANSPORTATION CONTRACTS MANAGER
NEW YORK METRO CARIBBEAN BRANCH
AMF STATION PO BOX 810319
CAROLINA PR 00981-0319

006-009

PHONE: 787-641-4869
FAX: 787-641-4875

Northeast Area

TRANSPORTATION CONTRACTS MANAGER
NORTHEAST AREA OFFICE
6 GRIFFIN RD NORTH
WINDSOR CT 06006-7070

010-012, 015-021, 023-028,
030-054, 056-069, 120-122,
129, 130, 133, 134, 136-148

PHONE: 860-285-7027
FAX: 860-285-1284

Pacific Area

TRANSPORTATION CONTRACTS MANAGER
PACIFIC AREA OFFICE
2501 RYDIN RD RM 215
RICHMOND CA 94850-9650

850, 852, 853, 855-857, 859,
860, 863, 864, 890, 891,
893-895, 898, 900-902, 907,
910, 911, 913, 917, 920-927,
930, 932-937, 939-942,
945-961, 967-969

PHONE: 510-292-2436
FAX: 510-292-2434

**Area, Mailing Address, and
Telephone Numbers**

**ZIP Codes Served
(First 3 digits of ZIP Codes)**

Southeast Area

TRANSPORTATION CONTRACTS MANAGER
SOUTHEAST AREA OFFICE
225 N HUMPHREYS BLVD STE 4126
MEMPHIS TN 38166-7071

298-318, 320-339, 341, 342,
347, 349, 350, 354-356, 359,
360, 362, 365, 368-373,
376-378, 380-390, 393-397

PHONE: 901-747-7309
FAX: 901-747-7484

Southwest Area

TRANSPORTATION CONTRACTS MANAGER
SOUTHWEST AREA OFFICE
PO BOX 225428
DALLAS TX 75222-5428

700, 701, 703-707, 710-714,
716-721, 723-731, 734-741,
743-766, 768-798, 865,
871-875, 877-884

PHONE: 214-819-8809
FAX: 214-819-8850

Western Area

TRANSPORTATION CONTRACTS MANAGER
WESTERN AREA OFFICE
1745 STOUT ST STE 500
DENVER CO 80299-6200

500, 503-506, 508, 510,
512-516, 520, 521, 523-528,
540, 546-548, 550-554, 556,
557, 559-564, 566, 612,
636-641, 644, 646-648,
654-658, 660, 661, 663, 664,
667-670, 673-680, 683,
686-693, 800-808, 810-816,
820, 822-831

PHONE: 303-313-5136
FAX: 303-313-5190

Western Area Seattle Branch

TRANSPORTATION CONTRACTS MANAGER
SEATTLE BRANCH WESTERN AREA
PO BOX 4099
FEDERAL WAY WA 98063-4099

565, 567, 570-577, 580-588,
590-599, 832-838, 840-847,
970, 971, 973-983, 985, 986,
988-999

PHONE: 253-874-7300
FAX: 253-874-7309



Mailing List Application — Mail Transportation Services

In order for us to know the type of service and equipment you are interested in providing, please print or type the information requested below and return the form to the contracting officer at the Distribution Networks Office in the area where you currently reside. Upon receipt of the completed form, your name will be placed on our list of persons and companies interested in submitting bids or proposals to transport mail under contract with the United States Postal Service®.

I. Applicant Information

Last Name or Trade Name

First Name

Middle Name

Attention To:

Mailing Address

City

State

ZIP + 4®

County

Business Telephone

Residence Telephone

Social Security or Tax ID No.

Privacy Notice: Your information will be used to provide you requested products, services, or information. Collection is authorized by 39 USC 401, 403, & 404.

Providing the information is voluntary, but if not provided, we may not process your request. We do not disclose your information without your consent to third parties, except to facilitate the request, to act on your behalf or request, or as legally required. This includes the following limited circumstances: to a congressional office on your behalf; to financial entities regarding financial transaction issues; to a USPS® auditor; to entities, including law enforcement, as required by law or in legal proceedings; and to contractors and other entities aiding us to fulfill the service (service providers).

II. Type of Business Organization (Check applicable items only. See Purchasing Manual section 3.2.1.d for definitions.)

- Small Business Concern
- Woman-Owned Business
- Labor Surplus Area Concern
- Educational or Other Non-Profit Organization
- Minority-Owned Business (Check one if applicable)
 - Black American
 - Hispanic American
 - Native American
 - Asian-Pacific American
 - Asian-Indian American

III. Type of Equipment (Check applicable items only)

- 0. Passenger Car or Station Wagon
- 1. Pickup Truck/Van (100-250 cubic feet)
- 2. Light Truck (251-499 cubic feet)
- 3. Medium Truck (500-899 cubic feet)
- 4. Heavy Truck (900 cubic feet and above)
- 5. Tractor-Trailer
- 6. Motive Power (Tractor units only)
- 7. Boat
- 8. Ship (Ocean transportation)
- 9. Aircraft (FAR 135)
- 10. Aircraft (FAR 121)

IV. Type of Route/Contract

Please indicate the type of operation you are interested in (as explained below) by checking ONLY the boxes applicable to your operation.

- A. Box Delivery
- B. Highway
- C. Water
- D. Air
- E. Emergency

A. Box Delivery — Routes that provide for delivery and collection of mail from homes and businesses.

1. Individuals: An individual must be at least 21 years of age and must reside in a county traversed by the route or a county adjoining a county traversed by the route prior to the date on which the bid or proposal is submitted and must continue to so reside during the contract term and any renewal periods. A partnership is qualified if any partner meets the foregoing qualifications of an individual.
2. Corporations: A corporation must meet the residency requirements of IV.A.1 above, and must have been engaged in business, other than as a mail contractor, in a county traversed by the route or a county adjoining a county traversed by the route prior to the date on which its bid or proposal is submitted.

Identify the names of the counties in which you are engaged in some business other than transportation of mail under contract, and in which you are interested in operating. If business is conducted on an extensive basis, statewide, or within broad areas, so state.

County	State

- B Highway — Routes that involve the transport of mail between points designated by the United States Postal Service® and do not include box delivery service.
- C Water — Routes that involve the transport of mail over water between points designated by the United States Postal Service.
- D Air — Routes that involve the transport of mail by aircraft between points designated by the United States Postal Service. Air carriers must possess the mandatory FAR certification for the size and type of equipment required.
- E Emergency — Contracts that may be obtained for any type of route. These contracts are awarded for the duration of the emergency and may not be renewed.

V. Areas of Operation

The following is a list of state codes for specified route types. Please indicate ONLY the areas in which you wish to operate by checking the appropriate box(es).

- AL - Alabama
- AK - Alaska
- AZ - Arizona
- AR - Arkansas
- CA - California
- CO - Colorado
- CT - Connecticut
- DE - Delaware
- DC - District of Columbia
- FL - Florida
- GA - Georgia
- HI - Hawaii
- ID - Idaho
- IL - Illinois
- IN - Indiana
- IA - Iowa
- KS - Kansas
- KY - Kentucky
- LA - Louisiana
- ME - Maine
- MD - Maryland
- MA - Massachusetts
- MI - Michigan
- MN - Minnesota
- MS - Mississippi
- MO - Missouri
- MT - Montana
- NE - Nebraska
- NV - Nevada
- NH - New Hampshire
- NJ - New Jersey
- NM - New Mexico
- NY - New York
- NC - North Carolina
- ND - North Dakota
- OH - Ohio
- OK - Oklahoma
- OR - Oregon
- PA - Pennsylvania
- PR - Puerto Rico
- RI - Rhode Island
- SC - South Carolina
- SD - South Dakota
- TN - Tennessee
- TX - Texas
- UT - Utah
- VT - Vermont
- VA - Virginia
- WA - Washington
- WV - West Virginia
- WI - Wisconsin
- WY - Wyoming

NOTE: Should any of the information change or you no longer wish to receive advertisements, please notify the contracting officer at your area Distribution Networks Office so they may correct the mailing list accordingly.



**UNITED STATES
POSTAL SERVICE**

475 L'ENFANT PLZ SW RM 4900
WASHINGTON DC 20260-6210

First-Class Mail
Postage & Fees Paid
USPS
Permit No. G-10