

**Mail
Transportation
Contracting
Guide**

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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 suppliers 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 continues to play a vital role in providing postal services to our customers — including mail delivery to roadside receptacles along the line of travel (i.e., Contract Delivery Service). The Postal Service awards transportation services contracts worth more than \$4 billion a year. This includes contracts with airline, steamship, highway and one-way, and non-mail transportation service providers.

As the Postal Service implements its Strategic Transformation Plan to ensure the continuation of affordable, universal mail service, improving operational efficiency, obtaining the best value for its expenditures, and achieving the plan's objectives has become more critical than ever.

Air Transportation Contracts

The Postal Service transports more than 7 million pounds of mail daily using air carriers certified to conduct operations under 14 CFR Parts 121 and 135. Air transportation suppliers range in size from large, well-known passenger airlines and cargo integrators to small owner-operators. Our suppliers move mail between nearly all of the nation's largest airports. Most air transportation and air transportation-related contracts are procured by the Air Transportation Category Management Center (CMC) at Postal Service Headquarters in Washington, DC.

Air Contract Types

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

System Contracts

System contracts may transport mail to any point where the carrier has scheduled service. They are purchased competitively through the use of requests for proposals (RFPs). Mail is dispatched to specific flights listed in the *carriers' schedule* based on departure time at origin and arrival time at destination, with preference normally given to direct and nonstop flights. Where alternatives exist, the Postal Service dispatches mail to high-performing airlines as measured by a barcode scanning measurement system. Scanning by the air carrier is a requirement of system contracts. In cases where timely performance is relatively equal, mail is normally tendered to the carrier with the lower rate. System contracts are priced by the pound. As of 2008, the Postal Service had system contracts with eight commercial airlines. The terminal handling associated with system contracts is normally supplied by the airlines.

AMOT and Air Segment Contracts

Alternate Means of Transportation (AMOT) and air segment contracts require suppliers to provide service between a specific origin and a specific destination. Mail is transported either to a specific flight operating on a schedule specified in the contract or within a time specified by the contract. AMOT and air segment contracts are purchased competitively by the Air Transportation CMC through RFPs. The basic service requirements specify the origin and destination, minimum and maximum weights to be flown, frequency of service, scanning and data requirements, and tender and delivery times. These contracts are generally used for air transportation tailored to specific areas such as some locations in the western states, intra-Caribbean (domestic only), and within the Hawaiian Islands. The terminal handling associated with AMOT and air segment contracts is normally supplied by the airlines.

Network Contracts

Network contracts provide for specified windows of service between a matrix of origins and destinations. Weight and/or space and tender and delivery requirements are specified in the contract. The terms and conditions of network contracts vary widely according to the needs of the Postal Service. Network contracts may be purchased competitively through RFPs or negotiated bilaterally among prospective suppliers possessing the necessary capability. Network contracts are usually national in scope and are issued by the Air Transportation CMC. They may contain provisions requiring container and accessorial services (i.e., scanning and electronic data interchange (EDI) transmission, terminal handling, ground drayage between airports and Postal Service facilities, or inter-airport ground drayage).

Terminal Handling Services Contracts

Terminal Handling Services (THS) contracts are used to facilitate the preparation and tender of mail to and from air carriers. These contracts may operate on a nationwide, regional, or local basis. Mail is received at the THS supplier's facility by surface transportation from postal plants, built into airline containers according to contract specifications, and then tendered to the appropriate air carrier. For mail arriving via air, the reverse operation is performed. THS suppliers form a critical link in the supply chain and may be required to perform on-field and off-field drayage. Specialized security requirements are a part of these contracts.

Air Taxi Contracts

Air Taxi contracts serve under highly specialized conditions, usually of a local nature. Contracts are awarded through RFPs. 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.

How Contract Opportunities Are Publicized

It is common practice for the Air Transportation CMC and the Distribution Networks Offices to post notices of RFPs issued on the GSA-operated Federal Business Opportunity (FBO) Web page. It is recommended that interested airlines and terminal handling companies register with the site's Vendor Notification Service as follows:

- Go to www.fbo.gov.
- To register, under "Vendors/Citizens", click *Register Now*.
- To search for information without registering, under "Vendors/Citizens," click *Find Opportunities*.

Surface Transportation Contracts

Water Contracts

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 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 volume. Contracts are awarded as follows:

- Domestic inland water contracts are solicited and awarded by the Area Distribution Networks Offices. See the list of area offices on page [12](#).
- Domestic offshore water contracts are solicited and awarded by the New York Metro Area Office and the Southeast Area Office for contracts from Puerto Rico and the Virgin Islands and by the Western Area Seattle Branch Office for contracts to and from Alaska.
- Pacific Island and International ocean contracts are solicited and awarded by Headquarters, Surface Transportation CMC.

How to Get on the National Offerors List

If you want to be placed on the Postal Service's list of interested offerors or need more information regarding one-way 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

or send an e-mail to: cmc.surfacetransportation@usps.gov

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. HCRs provide two types of services—transportation and delivery.

Transportation Routes

A transportation route is used to move bulk mail between postal facilities. The vehicle requirements for these services may be a straight truck (van) or tractor-trailer. Depending on specific contract requirements, the length of haul may be local or long-distance.

Contract Delivery Service

Contract Delivery Service (CDS) is a contractual agreement between the Postal Service and an individual or company for the delivery and collection of mail. The typical service required at the local Post Office™ is sorting mail for the route, driving to the route, delivering mail to specified addresses, picking up collection mail, and returning to the Post Office. Each contract includes a delivery schedule, a complete route description, and a description of basic responsibilities. Generally, the contract route will operate 6 days per week, Monday through Saturday, and does not include holidays. The carrier is required to use his or her own vehicle for contract delivery service. Specific vehicle requirements are listed in the solicitation. The average route will require approximately 4 to 8 hours per day to complete, depending on the size of the route.

Eligibility Requirements

To serve as a Highway Contract Route carrier, you must:

- Read, write, and speak English.
- Be at least 21 years old.
- Have a valid state driver's license from your state of residence.
- Pass the screening requirements.
- Meet personal and medical suitability requirements.

To serve as a Contract Delivery Supplier, you must also:

- Be available to work morning and afternoon hours.
- Have a reliable vehicle no more than 5 years old from date of manufacture.
- Pass a drug screening test.

How Contract Opportunities Are Publicized

It is common practice for the Surface Transportation CMC and the Distribution Networks Offices to post notices of RFPs issued on the GSA-operated Federal Business Opportunity (FBO) Web page. Companies and individuals interested in Postal Service contracts can obtain information and register with the Vendor Notification Service as follows:

- Go to www.fbo.gov.
- To register, under "Vendors/Citizens," click *Register Now*.
- To search for information without registering, under "Vendors/Citizens," click *Find Opportunities*.

How to Get Placed on the Mailing List

If you or your company are interested in becoming a Highway Contract Route supplier, complete PS Form 5436, *Mailing List Application — Mail Transportation Services*, provided on page [13](#). On the form, enter the service routes you are interested in, the equipment you plan to 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, and will notify you by letter or e-mail when contract opportunities are available that match the information you provided on the form.

Mail PS Form 5436 to the Manager, Transportation Contracts, at the area office that serves you or your company. To determine the correct office, find the office with the first 3 digits of the zip code where you are located.

Area Distribution Networks Offices

Area Office Address	Telephone/Fax	Zip Codes Served
Capital Metro Area DN 3636 Pennsy Dr. Landover, MD 20785-1611	T-301-618-4425 F-301-618-4444	200-203, 205-239, 244, 270-297
Eastern Area DN 5315 Campbells Run Rd. Pittsburgh, PA 15277-7070	T-412-494-2615 F-412-494-2675	080-084, 150-173, 175-195, 197-199, 240-243, 245-268, 400-418, 420-427, 430-454, 456-459, 470-471, 476-477
Great Lakes Area DN 244 Knollwood Dr., Flr. 3 Bloomington, IL 60117-5040	T-630-539-6776 F-630-539-7093	460-469, 472-475, 478-499, 530-539, 541-545, 549, 600-6611, 613-635, 650-653
Headquarters Surface Transportation CMC 475 L'Enfant Plaza SW, Rm. 4630 Washington, DC 20260-6210	T-202-268-4388 F-202-268-7473	204
New York Metro Area DN 142-02 20 th Avenue - 2 nd Flr. Flushing, NY 11351-0110		004-005, 070-079, 085-098, 100-119, 124-127
NY Metro Area Caribbean Branch AMF Station PO Box 810319 Carolina, PR 00981-0319	T-646-473-3726/ 646-473-3700 F-787-641-4875	006-009
Northeast Area DN 6 Griffin Rd. N Windsor, CT 06006-7070	T-860-285-7125 F-860-285-1284	010-069, 120-123, 128-149
Pacific Area DN 2501 Rydin Rd., Rm. 215 Richmond, CA 94850-9650	T-510-292-2435 F-510-292-2434	900-908, 910-928, 930-960, 962-969, 987
Southeast Area DN 225 N. Humphreys Blvd., Ste. 4126 Memphis, TN 38166-7071	T-901-747-7442 F-901-747-7484	298-340, 341-342, 344-347, 349, 352, 354-368, 369-397, 399
Southwest Area DN PO Box 225328 Dallas, TX 75222-5428	T-214-819-8808 F-214-819-8799	700-701, 703-708, 710-714, 716, 731, 733-741, 799, 865-885
Western Area DN (Denver) 1745 Stout St., Ste. 500 Denver, CO 80299-6200	T-303-313-5135 F-303-313-5190	500-516, 520-528, 540, 546-548, 550-564, 566, 612, 636-641, 644-648, 654-658, 660-663, 664-681, 683-693, 739, 800-816, 820-831
Western Area DN (Seattle) PO Box 4099 Federal Way, WA 98063-4099	T-253-874-7317/ 253-874-7314 F-253-874-7309	565, 567, 570, 572-577, 580, 582-588, 590-599, 832-838, 840, 841, 843, 845-847, 850, 852-853, 855-856, 859-860, 863-864, 890-891, 893-895, 898, 961, 970-979, 980-986, 988-994, 995-999

PS Form 5436



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

[Grid for Last Name or Trade Name]

First Name

[Grid for First Name]

Middle Name

[Grid for Middle Name]

Attention To:

[Grid for Attention To]

Mailing Address

[Grid for Mailing Address]

DUNS

[Grid for DUNS]

DOT

[Grid for DOT]

City

[Grid for City]

State

[Grid for State]

ZIP + 4®

[Grid for ZIP + 4]

County

[Grid for County]

Email

[Grid for Email]

Business Telephone

[Grid for Business Telephone]

Residence Telephone

[Grid for Residence Telephone]

Social Security or Tax ID No.

[Grid for 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 the Supplying Principles and Practices, section Define Supplier Diversity Objectives 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)

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

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.

- | | | | |
|--|-----------------------------------|---|--|
| <input type="checkbox"/> A. CDS Delivery | <input type="checkbox"/> C. Water | <input type="checkbox"/> E. Freight | <input type="checkbox"/> G. Trailer Services |
| <input type="checkbox"/> B. Highway (trucks) | <input type="checkbox"/> D. Air | <input type="checkbox"/> F. One-Way Service | |

- A. CDS Delivery — Routes that provide for delivery and collection of mail from homes and businesses.
 Individuals: An individual must be at least 21 years of age and able to work legally in the United States. A partnership is qualified if any partner meets the foregoing qualifications of an individual.
- B. Highway — Routes that involve the transport of mail between points designated by the United States Postal Service® and do not include CDS 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. Freight — Non-Mail Service. Covers all items other than mail.
- F. One-Way Services — Mail Transport Equipment and other mail as directed by Distribution Network Office.
- G. Trailer Services — Leased and assigned to Bulk Mail Centers and Processing Centers for short and long term use based on needs of the Area Distribution Networks offices.

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).

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

