

AUTHORIZATION PROCEDURES FOR COMMERCIAL CONTRACTORS

TOTAL DELIVERY SERVICES

INTERNATIONAL PACKAGE DELIVERY CONTRACTS

CONTRACT NUMBERS

Alaska Airlines/Final Mile Logistics – HTC711-15-D-C001

FedEx – HTC711-15-D-C002

National Air Cargo – HTC711-15-D-C003

Polar/DHL - HTC711-15-D-C004

United Parcel Service, Inc - HTC711-15-D-C005

DOMESTIC PACKAGE DELIVERY CONTRACTS

FedEx – HTC711-15-D-C002

United Parcel Service, Inc - HTC711-15-D-C005

The Contracting Officer determined that it is in the government's best interest to allow certain commercial contractors to use the TDS contract to move international/domestic package shipments made on behalf of the US government. In accordance with paragraphs 1.1.1.3. and 1.2.1.2. Cost-reimbursable contractors (e.g., prime vendor, virtual prime vendor, on-demand manufacturing, quick response, corporate contracts, and Electronic Mall (EMALL) contractors), as approved by the Contracting Officer, may also use the transportation services and rates provided under this contract for official business conducted on behalf of the US Government.

The Contracting Officer who has oversight of cost-reimbursable contracts is responsible for authorizing commercial contractors to use the TDS contract. Contractors submit their written request to participate, by completing paragraphs 1-5 of the attached request form with the responsible government Contracting Officer. The Contracting Officer who has oversight of the cost reimbursable contract shall evidence their confirmation by providing a signature and date in the space provided under paragraph 5.

When the form is completed and signed by the cost reimbursable contracting officer, a copy is maintained by the cost reimbursable contractor to facilitate TDS account set up and a copy is forwarded to the TDS Contracting Officer Representative (COR). (List of CORs can be found on the TDS website <https://private.amc.af.mil/A4/WWX/TDS/index.html>, TDS Account POCs).

CONTRACTOR'S REQUEST TO USE

TOTAL DELIVERY SERVICES CONTRACT (TDS)

**HTC711-15-D-C001, HTC711-15-D-C002, HTC711-15-D-C003, HTC711-15-D-C004, and
HTC711-15-D-C005**

1. Company Submitting Request:

Name of Firm: _____

Address: _____

Telephone Number: _____

2. Company's Contracting Official:

Name: _____

Telephone Number _____

(Please provide address if different than item 1 above.)

3. Government Contract Requiring Package Delivery Service:

Contract Number: _____

Title: _____

Contract Type: _____

Current Option Year Ends: _____

Contract Expiration: _____

**4. Government Contracting Officer (responsible for procuring/administering contract
in para 3. above):**

Name: _____

Agency Address: _____

Telephone Number: _____

Account Approval Form

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5. Agency Billing Office Point of Contact:

Name: _____

Address: _____

Telephone Number: _____

INFORMATION IN PARAGRAPHS 1-5 VERIFIED:

Contracting Officer Signature

Date

6. **Shipment Destination Profile:** List anticipated shipment destination locations, such as military installations, major cities, embassies, etc. Provide projected number of shipments and percentage of shipments to specific countries. For example: 500 total shipments; 200 shipments, 40% to Germany; 100 shipments 20% to England, etc. (If additional space is required, attach a separate page with this information.)

7. **Shipment Weight Profile:** Be as specific as possible, X number of estimated shipments 1-10 lbs, etc.

NOTE: Any commercial contractor receiving approval to use the TDS contract adheres to all its terms and conditions.