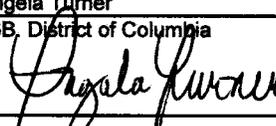


AMENDMENT OF SOLICITATION / MODIFICATION OF CONTRACT			1. Contract Number		Page of Pages	
					1 21	
2. Amendment/Modification Number A0003		3. Effective Date See Block 16		4. Requisition/Purchase Request No.		5. Solicitation Caption Mailing Systems
6. Issued by: Office of Contracting and Procurement 441 4 th Street, NW, Suite 700S Washington, DC 20001			Code	7. Administered by (If other than line 6)		
8. Name and Address of Contractor (No. street, city, county, state and zip code)				X	9A. Amendment of Solicitation No. DCUC-2010-Q-0024	
					9B. Dated (See Item 11) November 12, 2009	
					10A. Modification of Contract/Order No.	
					10B. Dated (See Item 13)	
Code	Facility					
11. THIS ITEM ONLY APPLIES TO AMENDMENTS OF SOLICITATIONS						
<input checked="" type="checkbox"/> The above numbered solicitation is amended as set forth in item 14. The hour and date specified for receipt of Offers <input type="checkbox"/> is extended. <input checked="" type="checkbox"/> is not extended. Offers must acknowledge receipt of this amendment prior to the hour and date specified in the solicitation or as amended, by one of the following methods: (a) By completing Items 8 and 15, and returning <u>1</u> copies of the amendment; (b) By acknowledging receipt of this amendment on each copy of the offer submitted; or (c) BY separate letter or fax which includes a reference to the solicitation and amendment number. FAILURE OF YOUR ACKNOWLEDGMENT TO BE RECEIVED AT THE PLACE DESIGNATED FOR THE RECEIPT OF OFFERS PRIOR TO THE HOUR AND DATE SPECIFIED MAY RESULT IN REJECTION OF YOUR OFFER. If by virtue of this amendment you desire to change an offer already submitted, such may be made by letter or fax, provided each letter or telegram makes reference to the solicitation and this amendment, and is received prior to the opening hour and date specified.						
12. Accounting and Appropriation Data (If Required)						
13. THIS ITEM APPLIES ONLY TO MODIFICATIONS OF CONTRACTS/ORDERS , IT MODIFIES THE CONTRACT/ORDER NO. AS DESCRIBED IN ITEM 14						
	A. This change order is issued pursuant to (Specify Authority): The changes set forth in Item 14 are made in the contract/order no. in item 10A.					
	B. The above numbered contract/order is modified to reflect the administrative changes (such as changes in paying office, appropriation data etc.) set forth in item 14, pursuant to the authority of 27 DCMR, Chapter 36, Section 3601.2.					
	C. This supplemental agreement is entered into pursuant to authority of:					
	D. Other (Specify type of modification and authority)					
E. IMPORTANT: Contractor <input type="checkbox"/> is not <input checked="" type="checkbox"/> is required to sign this document and return <u>1</u> copy to the issuing office.						
14. Description of Amendment/Modification (Organized by UCF Section headings, including solicitation/contract subject matter where feasible.)						
This amendment is for the following changes to the Mailing Systems and Related Products and Services, Solicitation No. DCPO-2010-D-0006 issued on November 12, 2009:						
A. The response to offeror's written questions submitted regarding Request For Delivery Order Proposals No. DCPO-2010-D-0006 are hereby described:						
B. Delete: B.3 PRICE SCHEDULE-REQUIREMENTS						
Insert: B.3 PRICE SCHEDULE-REQUIREMENTS REVISED (December 4, 2009)						
C. Delete: SECTION C: SPECIFICATIONS/WORK STATEMENT						
Insert: SECTION C: SPECIFICATIONS/WORK STATEMENT REVISED (December 4, 2009)						
Except as provided herein, all terms and conditions of the document is referenced in Item 9A or 10A remain unchanged and in full force and effect.						
15A. Name and Title of Signer (Type or print)				16A. Name of Contracting Officer		
				Angela Turner		
15B. Name of Contractor		15C. Date Signed		16B. District of Columbia		16C. Date Signed
(Signature of person authorized to sign)						12/4/09
				(Signature of Contracting Officer)		

RESPONSE TO PROSPECTIVE OFFEROR'S WRITTEN QUESTIONS

The following are responses to questions:

- 1) . **Question:** In Section C under the specifications it states the maintenance should be included in the lease payment. Also, there are 4 different product groupings. Are you looking for the total maintenance for all 4 groups, or individually?

Answer: Delete Section C.6.2.19. Quote prices for maintenance in CLIN 0005. Yes, quote total maintenance for all four components.
- 2) . **Question:** On page 4 Section B.3.1 All CLIN's, is the unit price for "quantity 1" of each equipment in each CLIN?

Answer: Yes.
- 3) . **Question:** Page 4 Section B.3.1 CLIN's 0001,0002,0003,0004
Is cost of maintenance included in the unit price and total price?

Answer: No, quote maintenance for CLINs 0001,0002, 0003 and 0004 in CLIN 0005.
- 4) . **Question:** Page 4 Section B.3.1 CLIN 0002
Is the cost of meter rental and postal rate changes included in the unit price and total price?

Answer: Yes.
- 5) **Question:** Where is the price table for option years 2 through 4?

Answer: See Section B.3. PRICE SCHEDULE-REQUIREMENTS REVISED (December 4, 2009)
- 6) .**Question:** In Section B.3.1 do you want a full product catalog attached to the solicitation, or do you plan include this in the award? There are many different machines in each of the product groups listed. The agencies will be limited to only purchasing one machine in each of the four product categories.

Answer: Provide a price quote in Section B.3.1 based on the specifications in Section C and attach a full product catalog with your bid.
- 7) **Question:** Page 5 Section B.3.1.1 CLIN 0002 (and throughout the solicitation), would you consider removing the word "arrival" from this description, or explain in detail what is requested. This product group is asking for a mailing system. It is unclear what an "arrival system" is.

Answer: See Revised Sections B and C.
- 8) **Question:** Page 5 Section B.3.1.1 CLIN 0004
Is this section requesting an "inbound" tracking system?

Answer: Yes.

- 9) **Question:** Page 6, Section C.5.1, would you consider revising this section to state that in the event a larger piece of equipment could not be fixed within 2 days, a loaner piece of equipment would satisfy the need until the unit is repaired?
- Answer:** Yes.
- 10) **Question:** On page 7, Section C.6, do you require a furniture stand with castors for the folding and inserting unit to sit on?
- Answer:** Yes.
- 11) **Question:** On page 8, Section C.6.2.6 please remove the words “moistened or dry” from tapes on command, and the word “internal” from roll tape dispenser. There is only one vender that can provide these features. With the specification written this way, you are eliminating any other vender from submitting a quote, and therefore not finding the best value for the District of Columbia. External role tapes and self adhesive role tapes are other effective options.
- Answer:** See Revised Section C.
- 12) **Question:** On page 8, Section C.6.2.7 please change the “2 inch” requirement on the moveable indicia to “1 inch”, or remove it entirely, and remove the words “automatically” and “without operator intervention” from this specification. With the current ink jet technology, there is no longer an issue with fall off or wasted postage. Also, according to USPS requirements, posting is to be on the back of a pre-stamped envelope.
- Answer:** In Section C.6.2.7, delete “2 inch”, and insert “1 inch”, delete “automatically” and “without operator intervention.”
- 13) **Question:** Page 9 Section C.6.2.11 please change the number of preset jobs from “19” to “10”. There is only one vender that can provide this feature. With the specification written this way, you are eliminating any other vender from submitting a quote, and therefore not finding the best value for the District of Columbia. Also, most mailrooms do not have the need for that many job presets.
- Answer:** In Section C.6.2.11 delete “19” and insert “10.”
- 14) **Question:** Page 9 Section C.6.2.12 please change the requirement to add the option of using an analog telephone line, or change the verbiage from “using a telephone” to “using an analog telephone line”. There is only one vender with equipment that operates in this manor. With the specification written this way, you are eliminating any other vender from submitting a quote, and therefore not finding the best value for the District of Columbia.
- Answer:** See Revised Section C.

- 15) **Question:** On page 10, Section C.6.2.20, please include a fixed amount of consumable parts and supplies to the requirement. It is unknown how many of each of these will be needed. The amount of supplies can not be calculated without an exact number of how many will be needed.
- Answer:** Section C.6.2.20 asks for a quote for “ordinary maintenance” for the mailing system in in CLIN 0002. Use your best estimate and include that price in maintenance for CLINS 0001 through 0004 in CLIN 0005.
- 16) **Question:** On page 10 Section C.6.2.20, are the consumable parts and supplies to be included in the lease payment?
- Answer:** No. Quote for these items in CLIN 0005.
- 17) **Question:** On page 10 Section C.6.3, do you require the PC hardware for the accounting system, or is this specification requesting a “software only” solution?
- Answer:** PC hardware is required.
- 18) **Question:** On page 12 Section C.6.4, do you require the PC hardware for the inbound tracking system, or is this specification requesting a “software only” solution?
- Answer:** PC hardware is required.
- 19) **Question:** On page 12 Section C.6.4, how many “portable data collector devises” are needed in the unit and total price?
- Answer:** Include as many as required to meet the specifications.
- 20) **Question:** On page 12 Section C.6.4.5, please change the requirement of “9oz” to “11oz”.The 9oz weight was for the old Palm 1800 which is no longer available. Current Palm devices weight 11oz.
- Answer:** Delete “9 oz.” and insert “11 oz.”
- 21) **Question:** On page 17 Section G.2.10, please remove the requirement for an authorized signature on the invoice. Normal business practices do not include an authorized signature on invoices.
- Answer:** Delete the requirement for “authorized signature” on the invoice.
- 22) **Question:** Page 18 Section G.3and Page 23, Section H.4
Please verify – this procurement is exempted and constitutes a waiver of compliance for the 51% District Residents New Hires Requirement and First Source Agreement Requirement. This is due to the fact that this is a mailing equipment contract and as such we would not hire new employees to work on this contract. We would use our current employees as well as the employees of our local Dealer/Distributor residing in Washington DC to fulfill the requirements under this contract.
- Answer:** These requirements will not be removed.

23) Question: On page 21 Section G.10.5, please clarify what is meant by delivery shall be made within “three (3)” calendar days, or is this a typo? On Page 16 Section F.3.1 it states “thirty (30)” days under the date due column.

Answer: Delete “three (3) calender days and insert “thirty (30) calender days.

24) Question: Is the RFDO available in Electronic Microsoft Word format?

Answer: Yes. Request the RFDO in writing at Andrei.howze@dc.gov.

25) Question: Should the Past Performance Evaluation Form be included with the proposal or sent by the evaluating agencies to the Office of Contracting and Procurement?

Answer: Send completed Past Performance Evaluation Forms with your proposals.

26) Question: There is no mention of the requirement for US Postal Service Commercial Base Pricing. USPS Commercial Base Pricing will allow the DC Government to save a flat 5% on all USPS Express Mail and 3%-9% on USPS Priority Mail. We request this requirement be added in Section C.6.2 for the Mailing System. The Contractor shall provide a Mailing System that contains Commercial Base Pricing and will automatically process Commercial Base Pricing for USPS Priority and Express Mail through the meter without operator intervention or access to another system. The rates will be contained in the system and the meter shall print both the correct Commercial Base Price and Inscription so the District of Columbia can easily take advantage of USPS discounts.

Answer: Insert Section C.6.2.21: The Contractor shall provide a Mailing System that contains Commercial Base Pricing and will automatically process Commercial Base Pricing for USPS Priority and Express Mail through the meter without operator intervention or access to another system.

27) Question: Page 1 of 50 states this acquisition is GSA Schedule. If using the GSA contract (GS25F0010M), there cannot be any modifications to the terms and conditions. Please confirm the intent to use GSA pricing and Terms/Conditions.

28) Question: The Wage Determination Act is not applicable to this contract. Will the District of Columbia delete this provision, or provide a statement of exemption?

Answer: No. The Wage Determination is included in all D.C. government contracts.

29) Question: Termination for Convenience. If using GSA Contract Terms and Conditions, this clause is already addressed. If not, please confirm that this clause only applies to the overall cancellation of the contract, and not to existing equipment placements. Existing placements would continue to be obligated to the funding that has been appropriated, and may exercise option years in accordance with the initial delivery order issued.

30) Question: GSA terms and conditions require TAA certification which we are compliant with for all products offered under the GSA schedule. Please confirm that this is acceptable for this response.

Answer: Yes.

31) **Question:** GSA Lease to Own terms will apply to this contract. We will also incorporate the Software Licensing and Maintenance Terms and Conditions in our response. Please confirm that Software Licensing and Maintenance Terms and Conditions will be required of all responding vendors?

Answer: A vendor's proposal must conform to the lease and maintenance terms specified in the Request For Delivery Order Proposals. Counteroffers in a vendor's proposal are unacceptable.

32) **Question:** CLIN 0002 asks for a Mailing and Arrival System. The general function of a Mailing System is to process outgoing mail. The function of the Arrival System is to track and account for incoming mail. Is the District of Columbia Government's intention to include both outgoing and incoming mail processing under one CLIN? We request that these systems be separated and included under two separate CLINS; Mailing System under CLIN 0002 and Arrival Incoming Tracking System under CLIN 004.

Answer: Remove the word "Arrival" from CLIN 0002 and quote on the tracking system in CLIN 0004.

33) **Question:** CLIN 0005 asks for Maintenance pricing. As a general standard in the industry, maintenance pricing varies from one system to another. On Page 10 of 50, C.6.2.20 states "The Contractor shall provide parts and labor associated with the ordinary maintenance of the equipment." We request that maintenance be included with each system under CLIN 0001 through CLIN 0004. If the District of Columbia Government wants maintenance to be priced separately, we request that individual CLINS be created for each separate system.

Answer: Quote the total cost for maintenance of equipment in CLIN 0001 through CLIN 0004 in CLIN 0005.

34) **Question:** Sections C.5.1 – C.5.4 calls for minimum one week, on site personnel training. Different systems require different training requirements. Some systems require more time than others for complete operator training. We request the minimum one week requirement be removed and replaced with on site training shall meet specific system and operator requirements.

Answer: The one week requirement is a minimum. If additional training is necessary the contractor may bill for additional hours as required.

35) **Question:** Section C.6.2.20 asks to include consumable parts and supplies. Due to varying volumes of mail processed, each location will utilize different levels of supplies. We request the District of Columbia Government create a Not To Exceed (NTE) requirement or have agencies pay for supplies based on their individual usage. This eliminates the possibility of over or under paying for supplies consumed by the District of Columbia Government.

Answer: Quote on your estimate of the amount of consumable parts and supplies in CLIN 0005 for the equipment you quote on in CLIN 0001 through CLIN 0004 for the time periods specified in Section B.3.1.

36) **Question:** In Section C.6.2.3 US Postal Service regulations require that all letters and flats up to and including 3/4" thick be weighed and measured correctly to meet the USPS Shape Based Ratings requirements. To limit minimum thickness to only the 5/8" requirement, means that letters and flats between 5/8" and 3/4 " will require manual processing to insure that the correct postage is applied. Requiring up to 3/4 "means that District of Columbia Government will be able to automatically process items up to USPS max of 3/4" without manual input and be fully compliant in meeting the USPS Shape Based Rating requirements. Automatically processing thicker mail through the mailing system and printing the postage directly on the envelope saves the agency processing time since the operator can stack the mail on the feeder at production speeds rather than handle each piece separately by printing a postage tape and placing it on the envelope.

Answer: The requirement shall remain unchanged.

37) **Question:** In Section C.6.2.12, current technology eliminates the requirement that a telephone line be used to reset the meter. We request this be changed to include current technology as an option to automatically reset the meter.

Answer: See Revised Section C.

38) **Question:** In Section C.6.2.15 the US Postal Service created a Shape Based Rating structure that replaced the oversized fee. We request this be changed to mailing system must automatically process mail utilizing USPS Shape Based Rating without operator intervention.

Answer: The vendor may utilize either the U.S. Postal Service Shape Based Rating structure or the over-sized fee.

39) **Question:** In Section C.6.3 is the District of Columbia Government looking for a turn-key system?

Answer: Yes.

40) **Question:** In Section C.6.4 is the District of Columbia Government looking for a turn-key system?

Answer: Yes.

41) **Question:** Will the Request For Task Order Proposal be posted on the GSA ebuy website?

Answer: No.

42) **Question:** Can we bid on the folder inserter only?

Answer: No.

43) **Question:** Our mailing machines might be speeded out due to our advanced technology. How open are you to new technology and the processing of mail?

Answer: All mailing systems that meet the specifications in Section C will be evaluated.

B.3 PRICE SCHEDULE – REQUIREMENTS REVISED (December 4, 2009)

B.3.1 The Government of the District of Columbia, Office of Contracting and Procurement, on behalf of District agencies is seeking to engage a contractor to lease and maintain mail processing equipment.

B.2 Price Schedule

The District contemplates award of one citywide requirements contract.

B.3.1 Base Year

CLIN	SERVICE DESCRIPTION	UNIT PRICE PER MONTH	TOTAL PRICE X 12 MONTHS
0001	Folding and Inserting Unit	\$ _____	\$ _____
0002	Mailing System	\$ _____	\$ _____
0003	Accounting System	\$ _____	\$ _____
0004	Tracking System	\$ _____	\$ _____
0005	Maintenance	\$ _____	\$ _____
		<i>Total Estimated Amount</i>	\$ _____

B.3.2 Option Year One

CLIN	SERVICE DESCRIPTION	UNIT PRICE PER MONTH	TOTAL PRICE X 12 MONTHS
1001	Folding and Inserting Unit	\$ _____	\$ _____
1002	Mailing System	\$ _____	\$ _____
1003	Accounting System	\$ _____	\$ _____
1004	Tracking System	\$ _____	\$ _____
1005	Maintenance	\$ _____	\$ _____
		Total Estimated Amount	\$ _____

B.3.3 Option Year Two

CLIN	SERVICE DESCRIPTION	UNIT PRICE PER MONTH	TOTAL PRICE X 12 MONTHS
2001	Folding and Inserting Unit	\$ _____	\$ _____
2002	Mailing System	\$ _____	\$ _____
2003	Accounting System	\$ _____	\$ _____
2004	Tracking System	\$ _____	\$ _____
2005	Maintenance	\$ _____	\$ _____
		Total Estimated Amount	\$ _____

B.3.4 Option Year Three

CLIN	SERVICE DESCRIPTION	UNIT PRICE PER MONTH	TOTAL PRICE X 12 MONTHS
3001	Folding and Inserting Unit	\$ _____	\$ _____
3002	Mailing System	\$ _____	\$ _____
3003	Accounting System	\$ _____	\$ _____
3004	Tracking System	\$ _____	\$ _____
3005	Maintenance	\$ _____	\$ _____
		<i>Total Estimated Amount</i>	\$ _____

B.3.5 Option Year Four

CLIN	SERVICE DESCRIPTION	UNIT PRICE PER MONTH	TOTAL PRICE X 12 MONTHS
4001	Folding and Inserting Unit	\$ _____	\$ _____
4002	Mailing System	\$ _____	\$ _____
4003	Accounting System	\$ _____	\$ _____
4004	Tracking System	\$ _____	\$ _____
4005	Maintenance	\$ _____	\$ _____
		<i>Total Estimated Amount</i>	\$ _____

SECTION C: SPECIFICATIONS/WORK STATEMENT REVISED (December 4, 2009)

C.1 SCOPE:

The Government of the District of Columbia, Office of Contracting and Procurement (OCP), on behalf of various agencies throughout the District, seeks a Contractor to lease and maintain mail processing equipment at various locations throughout the District. The period of performance will be from the date of award through one (1) year thereafter with four (4) one year option periods.

It is anticipated that there will be a single award from this solicitation. Section C.4 of this Request For Delivery Order Proposal will form the basis for the establishment of a term contract for an initial term of one year, with four one-year options. The District reserves the right to award one contract in the best interest of the District, related to Section C.4 of this solicitation.

The successful Contractor for any and all awards shall provide all stock, supplies, labor, supervision, packing, equipment and delivery necessary to satisfactorily provide goods and services as specified herein.

The term contract awarded from Section C.4 will be available to all agencies of the District of Columbia Government, and all ordering agencies shall be required to use this contract for mailing system orders.

C.2 BACKGROUND

The various agencies of the District of Columbia government receives, sorts, distributes and mails to citizens of the District of Columbia, various documents and forms on a daily basis via the United States Postal Service. The agencies also receive and mail letters and packages from the various overnight delivery services such as FEDEX and UPS. Many of the documents are time sensitive and must go out on a daily basis.

Currently, agencies under the cognizance of the Office of Contracting and Procurement (OCP) are purchasing from various sources and are missing opportunities for economies associated with volume purchasing. The establishment of a term contract for the provision of mailing systems to District agencies will allow for ease of ordering, achievement of economy of scale pricing and highest and best use of technology through the ordering process.

C.3 APPLICABLE DOCUMENTS

Item No.	Document Type	Title	
1	Statute	DCMR Title 27, Chapter 15	Authorizes use of Request For Delivery Order Proposals
2	Statute	DCMR Title 27, Chapter 2416.3	Authorizes use of requirements contracts

C.3.1 Definitions:

C.3.1.1 **Equipment** – Includes mailing system, folding and inserting unit, accounting system, tracking system, software together with all existing and future accessories, embedded software programs, attachments, replacements, updates, additions and repairs upon the terms stated herein.

C.3.1.2 **Freight On Board – (F.O.B) Destination** – The seller retains title and control of goods until they are delivered. The seller selects the carrier and is responsible for the risk of transportation. The seller is responsible for filing claims for loss or damage

C.4 EQUIPMENT INCLUDED IN THIS SOLICITATION:

C.4.1. **Folding and Inserting Unit**

C.4.2. **Mailing and Arrival System**

C.4.3. **Accounting System**

C.4.4. **Tracking System**

C.5 **SUPPORT REQUIREMENTS:**

C.5.1 **Folding and Inserting Unit**

- a. Initial set up and minimum one week , on site personnel training
- b. One day service Monday – Friday and direct vendor interface
- c. Documented escalation procedures with appropriate contact information
- d. Equipment replacement if unit is not repaired in two days
- e. Warranty guarantee with vendor provided supplies
- f. In the event a larger piece of equipment cannot be fixed within two days, a loaner piece of equipment until the unit is repaired.

C.5.2 **Mailing and Arrival System**

- a. Initial set up and minimum one week , on site personnel training
- b. One day service Monday – Friday and direct vendor interface
- c. Documented escalation procedures with appropriate contact information
- d. Equipment replacement if unit is not repaired in two days
- e. Warranty guarantee with vendor provided supplies

C.5.3 **Accounting System**

- a. Initial set up and minimum one week , on site personnel training
- b. One day service Monday – Friday and direct vendor interface
- c. Documented escalation procedures with appropriate contact information
- d. Equipment replacement if unit is not repaired in two days
- e. Warranty guarantee with vendor provided supplies

C.5.4 **Tracking System**

- a. Initial set up and minimum one week , on site personnel training
- b. One day service Monday – Friday and direct vendor interface
- c. Documented escalation procedures with appropriate contact information
- d. Equipment replacement if unit is not repaired in two days
- e. Warranty guarantee with vendor provided supplies

C.6 **EQUIPMENT REQUIREMENTS:**

C.6.1 **Folding and Inserting Unit**

C.6.1.1 Filled envelope throughput of up to 3,500 per hour

C.6.1.2 Support multiple languages

C.6.1.3 Minimum 2 sheet feed stations

C.6.1.4 Sheet feeder capacity up to 325 pages

C.6.1.5 Support multiple thickness material

C.6.1.6 Envelope feeder capacity up to 300 envelopes

C.6.1.7 Job programmable

C.6.2 **Mailing and Arrival System**

C.6.2.1 The Contractor shall provide a mailing system which processes mixed mail (**weight, size, thickness**) at a minimum speed of 130 pieces of mail per minute **without operator intervention**.

C.6.2.2 The Contractor shall provide a mailing system which is capable of processing both sealed and unsealed material, as well as processing material with the flaps either open or closed at the same time. This is also referred to as sealing both flapped and non flapped envelopes. This feature is required to insure speed and accuracy of processing.

C.6.2.3 The Contractor shall provide a mailing system that requires no feeder adjustments. The system must accept up to one pound of mail automatically without having feeder, side guides or thickness adjustments. The system must be capable of sealing envelopes up to and including 5/8" thick.

C.6.2.4 The Contractor shall provide a mailing system which processes similar weight material at a minimum of 250 pieces per minute.

C.6.2.5 The Contractor shall provide a mailing system whose processing speed must be operator variable depending on mail piece size, thickness and weight.

- C.6.2.6** The Contractor shall provide a mailing system with interchangeable tape and produce up to 99 tapes on command, as well as tapes with a peel-off backing. These tapes are to be dispensed via either internal or external tape roll or self adhesive role tapes.
- C.6.2.7** The Contractor shall provide a mailing system which adjusts the meter imprint based on the size and thickness of the mail piece. For larger material (flats) the indicia must automatically move up to 1” to the left to avoid the possibility of fall-of and wasted postage. The indicia must be moveable to avoid overprinting existing postage on pre-stamped envelopes.
- C.6.2.8** The Contractor shall provide a mailing system which automatically advances the postage meter to the correct date **without operator intervention** to avoid posting material with the incorrect date.
- C.6.2.9** The Contractor shall provide a mailing system which shall have one centralized keyboard for entering account, meter and equipment function.
- C.6.2.10** The Contractor shall provide a mailing system that includes at a minimum an integrated 15 pound electronic postal scale.
- C.6.2.11** The Contractor shall provide a mailing system which has at least 10 job presets for running specific projects to further speed up operation and prevent duplication of effort.
- C.6.2.12** The Contractor shall provide a mailing system which must be compatible with a single postage meter that has the ability to print from .001 cents to 99.999 cents to take advantage of Post Office cost avoidance programs, heavier parcels and Express Mail pieces. Meter must be able to be reset by using current technology or analog telephone line without having a separate modem or dedicated line.
- C.6.2.13** The Contractor shall provide a mailing system which must be able to store up to 3 meter ads and 3 postal inscriptions and can be changed by the touch of the button.
- C.6.2.14** The Contractor shall provide a mailing system which must be able to automatically process mixed weights up to 16 oz.

- C.6.2.15** The Contractor shall provide a mailing system which must be able to automatically add in the class/fee list. The system must automatically determine if a one ounce letter requires an extra \$.10 fee for oversized mail. The system may automatically process mail utilizing USPS Shape Based Rating without operator intervention.
- C.6.2.16** The Contractor shall provide a mailing system which uses **USPS Compliant** Digital technology. The system must be fully compliant with USPS requirement for secure postage printing.
- C.6.2.17** The Contractor shall pay all taxes related to the equipment during the term of the lease.
- C.6.2.18** The Contractor shall retain ownership of the postage meter and keep the postage meter in good working condition during the term of the lease.
- C.6.2.19** The Contractor shall provide parts and labor associated with the ordinary maintenance of the equipment as required due to normal wear and tear. Maintenance shall include consumable parts (felt, brushes, etc.) and supplies (ink, roll tape, labels, etc.).
- C.6.2.20** The Contractor shall provide the District with Rate Change Protection (“RCP”) by giving updates to the postage meter or equipment to accommodate changes in rates charged by the United States Postal Service for postage and updates for zip or zone changes. RCP shall be included in the monthly lease payment.
- C.6.2.21:** The Contractor shall provide a Mailing System that contains Commercial Base Pricing and will automatically process Commercial Base Pricing for USPS Priority and Express Mail through the meter without operator intervention or access to another system.

C.6.3 Accounting System

- C.6.3.1** The Contractor shall provide a mailing system which must be able to produce a “meter discrepancy report” with supplied accounting system. The accounting system upon start up and initialization is to verify funds are correct in the postage meters and display an error message to the operator in the case of a discrepancy. Discrepancies are to be cleared only by supervisor level authorization.

- C.6.3.2** The Contractor shall provide a mailing system which has connectivity between the accounting system and the postage meters is to be an “electronic lock”. Postage must not be able to be processed by the postage equipment without a valid charge back account number. The operator is to enter an account number into the accounting system for the item (s) to be processed. Meter unlocks and pieces processed and then the meter automatically electronically re-locks.
- C.6.3.3** The Contractor shall provide a mailing system which must have sealed liquid ink cartridge that provides 100,000 clean and sharp postal inscriptions.
- C.6.3.4** The Contractor shall provide a mailing system in which the accounting system must be able to communicate to all systems and the ability to handle potential remote stations.
- C.6.3.5** The Contractor shall provide a mailing system in which the accounting system must be able to identify accounts with up to 64 character, alpha numeric fields.
- C.6.3.6** The Contractor shall provide a mailing system in which the accounting system must be able to report mail center performance by tracking results by job, operator or machine I.D.
- C.6.3.7** The Contractor shall provide a mailing system in which the accounting system must be able to track actual expenses versus budget by reporting status to department managers, or by “locking out” an account when budgets are exceeded.
- C.6.3.8** The Contractor shall provide a mailing system in which the accounting system must have unlimited transaction capability
- C.6.3.9** The Contractor shall provide a mailing system in which the accounting system must have an automated search capability to insure quick and accurate charge back to accounts.
- C.6.3.10** The Contractor shall provide a mailing system in which the accounting system must have multiple level password accessed security levels to insure the protection of postal revenues.
- C.6.3.11** System must be able to search and printout of transaction detail for any time frame. Proposed system must be able to track and account for any meter discrepancies, report, meter serial numbers, and any changes to the Accounting System data in conjunction with the meter serial number.

- C.6.3.12** The Contractor shall provide a mailing system in which the accounting system must be able to immediately identify which meter serial number has been removed and how much postage has been spent unaccounted for. if connection is lost between the postage meter and the accounting system.
- C.6.3.13** The Contractor shall provide a mailing system in which the accounting system must provide a time-start and time-end stamping of each transaction. This will provide agencies with accountability of their request.
- C.6.3.14** The Contractor shall provide a mailing system in which the accounting system must supply the following minimum reports: Account Class Charge Profile by Account, Carrier, Class; Account Transaction; Edited Account Transaction by Transaction Code; Performance vs. Budget Analysis; Postage Expense Charge back; Unverified Transaction; Job ID Transaction; Operator Performance Reports; Mail Machine Performance Reports; Terminal Transaction; Mailroom Class Charge Profile by Carrier, Class; Mailroom Class Charge Profile by Transaction; Mailroom Performance Profile by Period; Meter Discrepancy; Meter Status.
- C.6.3.15** The Contractor shall provide a mailing system in which the accounting system must communicate to the carriers to report to the Agency on delivery status.
- C.6.3.16** The Contractor shall provide a mailing system in which the accounting system must have delivery objective information by carrier that is update by the vendor on a quarterly basis.
- C.6.3.17** The Contractor shall provide a mailing system in which the accounting system must have built in noise cancellation allowing for operation in a typical mail center environment.
- C.6.3.18** The Contractor shall provide a mailing system in which the accounting system produces reports for tracking mail volumes, operator productivity, system activity, and the overall productivity of your network.

C.6.4 Inbound Tracking System

- C.6.4.1** The Contractor shall provide a mailing system in which the tracking system must produce an electronic delivery manifest on the portable data collectors.
- C.6.4.2** The Contractor shall provide a mailing system in which the tracking system must have portable data collectors which can store up to 15,000 combined record look up tables.
- C.6.4.3** The Contractor shall provide a mailing system in which the tracking system must have portable data collectors which can store up to 1,000 receipt transactions.
- C.6.4.4** The Contractor shall provide a mailing system in which the tracking system must have portable data collectors which can store up to 1,000 delivery transactions with signatures.
- C.6.4.5** The Contractor shall provide a mailing system in which the tracking system must have portable data collectors which do not to exceed 11 oz. in weight and have integrated laser scanners.
- C.6.4.6** The Contractor shall provide a mailing system in which the tracking system must have portable data collectors which have a drop test up to 4 feet.