

**GOVERNMENT OF THE DISTRICT OF COLUMBIA
Office of Contracting and Procurement**



REQUEST FOR DELIVERY ORDER PROPOSALS

TO: GSA Schedule Contractors

Solicitation No.: DCPO-2010-T-0007

Caption: Mailing Systems and Related Products and Services

Issuance Date: January 26, 2010

Due Date: February 9, 2010

The Government of the District of Columbia (District) Office of Contracting and Procurement (OCP) on behalf of various agencies of District government seeks to enter into a leasing and maintenance agreement, for the period date of award through one (1) year thereafter, with a mailing system provider.

The delivery order proposal should be prepared according to the instructions listed below:

1. Proposal Submission Requirements

The delivery order proposal shall be submitted as “Delivery Order Proposal in response to Solicitation No. DCPO-2010-T-0007 – Mailing Systems and Related Products and Services.” All proposals must be submitted by fax or email, unless otherwise directed in writing.

The proposal shall, at minimum, include:

- a. Specifications of proposed equipment in accordance with Section C;
- b. Terms of proposed lease and maintenance agreement;
- c. Option Year pricing; and
- d. Copy of Offeror’s GSA Price Schedule

2. Delivery of Solicitation

Email or Fax Solicitations to:

Andrei G. Howze
Fax: 202-727-5840
andrei.howze@dc.gov

3. Proposal Submission Date

The closing date for receipt of proposals is **2:00 PM, Local Time, Tuesday, February 9, 2010.**

4. Evaluation for Award

The District will make award to the offeror submitting the lowest-priced technically acceptable proposal. In order to be considered technically acceptable proposals must meet the following minimum requirements:

- a. The offeror must demonstrate that the products offered comply with the Specifications/Work Statement and the Pricing Schedule of the solicitation.

5. Term of Contract

The term of the contract shall be for a period of one (1) year or twelve (12) months from date of award specified on the cover page of the contract.

5.1 Option to Extend the Term of the Contract

- 5.1.1** The District may extend the term of this contract for a period of four (4) one year, option periods, or successive fractions thereof by written notice to the Contractor before the expiration of the contract; provided that the District will give the Contractor a preliminary written notice of its intent to extend at least thirty (30) days before the contract expires. The preliminary notice does not commit the District to an extension. The exercise of this option is subject to the availability of funds at the time of the exercise of this option. The Contractor may waive the thirty (30) day preliminary notice requirement by providing a written waiver to the Contracting Officer prior to expiration of the contract.

- 5.1.2** If the District exercises this option, the extended contract shall be considered to include this option provision.
- 5.1.3** The price for the option period shall be as specified in the contract.
- 5.1.4** The total duration of this contract, including the exercise of any options under this clause, shall not exceed five (5) years.

Questions may be referred to Andrei Howze by email at andrei.howze@dc.gov. Questions regarding the solicitation must be received no later than 5:00 PM on Monday, February , 2010.

Angela Turner
Contracting Officer

The delivery order proposal shall be submitted in a sealed envelope conspicuously marked: “Delivery Order Proposal in response to Solicitation No. DCPO-2010-T-0007—Mailing Systems and Related Products and Services”.

All proposals must be submitted on 8.5” by 11” paper and typewritten. Electronic and fax submission of proposals will not be accepted, unless otherwise directed in writing.

SECTION B: SUPPLIES OR SERVICES AND PRICES

B.1 The Government of the District of Columbia, Office of Contracting and Procurement (OCP), on behalf of the various agencies throughout the District, seeks a Contractor to lease and maintain mail processing equipment at various locations throughout the District.

B.1.2 The District contemplates award of a citywide term contract based on fixed unit prices.

B.2 REQUIREMENTS

The District will purchase its requirements of the articles or services included herein from the Contractor. The estimated quantities stated herein reflect the best estimates available. The estimate shall not be construed as a representation that the estimated quantity will be required or ordered, or that conditions affecting requirements will be stable. They shall not be construed to limit the quantities which may be ordered from the Contractor by the District or to relieve the Contractor of its obligation to fill all such orders.

- a) The District may issue orders requiring delivery to multiple destinations or performance at multiple locations. If the District urgently requires delivery before the earliest date that delivery may be specified under this contract, and if the Contractor shall not accept an order providing for the accelerated delivery, the District may acquire the urgently required goods or services from another source.
- b) There is no limit on the number of orders that may be issued.
- c) Any order issued during the effective period of this contract and not completed within that period shall be completed by the Contractor within the time specified in the order. The contract shall govern the Contractor's and District's rights and obligations with respect to that order to the same extent as if the order were completed during the contract's effective period.

B.3 PRICE SCHEDULE – REQUIREMENTS

B.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 and Arrival 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 and Arrival System	\$ _____	\$ _____
1003	Accounting System	\$ _____	\$ _____
1004	Tracking System	\$ _____	\$ _____
1005	Maintenance	\$ _____	\$ _____
		<i>Total Estimated Amount</i>	\$ _____

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 and Arrival System	\$ _____	\$ _____
2003	Accounting System	\$ _____	\$ _____
2004	Tracking System	\$ _____	\$ _____
2005	Maintenance	\$ _____	\$ _____
		<i>Total Estimated Amount</i>	\$ _____

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 and Arrival 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 and Arrival System	\$ _____	\$ _____
4003	Accounting System	\$ _____	\$ _____
4004	Tracking System	\$ _____	\$ _____
4005	Maintenance	\$ _____	\$ _____
		Total Estimated Amount	\$ _____

SECTION C: SPECIFICATIONS/WORK STATEMENT

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 and arrival 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.