REQUEST FOR QUOTATIONS *(THIS IS NOT AN ORDER)*				PAGE OF PAGES 1 | 1
1. SOLICITATION NO. RQ501303	2. DATE ISSUED January 9, 2009	3. REQUEST/PURCHASE REQUEST NO.	4. COMMODITY GROUP AND CLASS	RATING

5A. ISSUED BY Office of Contracting and Procurement 441 4th Street NW., Suite 700 South Washington, DC 20001	6. DELIVER BY *(Date)* *Ddate ofAward*
5B. FOR INFORMATION CALL: *(Name and telephone no.) (No collect calls)* Fax (202) 727-8843	7. DELIVERY ☒ FOB DESTINATION ☐ OTHER *(See Schedule)*
8. TO: NAME AND ADDRESS, INCLUDING ZIP CODE 8a. Vendor Tax ID # 9b. Duns Number	9. DESTINATION *(Consignee and address, including ZIP code)* Department of Employment Services 609-625 H Street, N.E. Washington, DC 20002
10. PLEASE FURNISH QUOTATIONS TO ISSUING OFFICE ON OR BEFORE 2:00 PM on July 15, 2008.	11. BUSINESS CLASSIFICATION *(Check appropriate boxes)* ☐ SMALL ☐ LOCAL ☐ DISADVANTAGED ☐ RESIDENT-OWNED

IMPORTANT: This is a request for information, and quotations furnished are not offers. If you are unable to quote, please so indicate on this form and return it. This request does not commit the Government to pay any costs incurred in the preparation of the submission of this quotation or to contracts for supplies or services. Supplies are of domestic origin unless otherwise indicated by quoter. Any representations and/or certifications attached to this Request for Quotations must be completed by the quoter.

12. SCHEDULE (Include applicable Federal, State and local taxes)

ITEM NO. (a)	SUPPLIES/SERVICES (b)	QUANTITY (c)	UNIT (d)	UNIT PRICE (e)	TOTAL AMOUNT (f)
	SEE ATTACHED STATEMENT OF WORK (Brand equivalents are allowed) Submits Bids by 2:00 p.m. on **January 16, 2009** to: Andrei G. Howze, Contract Specialist Office of Contracting and Procurement 441 4th Street, N.W., Suite 700 South Washington, D.C. 20001 (ph) 202-727-5840 (fax) 202-727-8843				

13. DISCOUNT FOR PROMPT PAYMENT	10 CALENDAR DAYS %	20 CALENDAR DAYS %	30 CALENDAR DAYS %	CALENDAR DAYS %

14. NAME AND ADDRESS OF QUOTER *(Street, city, county, State and ZIP Code)* Government Tax ID number	14. SIGNATURE OF PERSON AUTHORIZED TO SIGN QUOTATION	16. DATE OF QUOTATION
	17. NAME AND TITLE OF SIGNER *(Type or print)*	18. TELEPHONE NO. *(Include area code)*

SECTION B: SUPPLIES OR SERVICES AND PRICE

B.1 The Government of the District of Columbia, Office of Contracting and Procurement, on behalf of the Department of Department of Employment Services is seeking to engage a contractor to lease and maintain mail processing equipment.

B.2 Price Schedule

The District contemplates award of one Firm Fixed Price Contract.

B.3.1 Base Year

CLIN	SERVICE DESCRIPTION	UNIT PRICE PER MONTH	TOTAL PRICE X 12 MONTHS
0001	Folding and Inserting Unit	$_____	$_____
0002	Opener and Arrival System	$_____	$_____
		Total Estimated Amount	$_____

B.3.2 Option Year One

CLIN	SERVICE DESCRIPTION	UNIT PRICE PER MONTH	TOTAL PRICE X 12 MONTHS
1001	Folding and Inserting Unit	$_____	$_____
1002	Opener and Arrival System	$_____	$_____
		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	Opener and Arrival System	$_____	$_____
		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	Opener and Arrival System	$_____	$_____
		Total Estimated Amount	$_____

B.3.5 Option Year Four

CLIN	SERVICE DESCRIPTION	UNIT PRICE PER MONTH	TOTAL PRICE X 12 MONTHS
4001	Folding and Inserting Unit	$_____	$_____
4002	Opener and Arrival System	$_____	$_____
		Total Estimated Amount	$_____

SECTION C: SPECIFICATIONS/WORK STATEMENT

C.1 SCOPE:

The DC Department of Employment Services is seeking to lease mail processing equipment for its headquarters building mailroom which is located at 609-625 H Street, N.E. This procurement must be completed and equipment installed no later than February 1, 2009. The period of performance will be from the date of award through September 30, 2009, with four (4) one year option periods.

C.2 BACKGROUND:

The DC Department of Employment Services receives from, sorts, distributes and mails to citizens of the District of Columbia, various documents and forms on a daily basis via the USPS. The agency also receives and mails 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.

C.3 EQUIPMENT INCLUDED IN THIS SOLICITATION:

C3.1 Folding and Inserting Unit

C3.2 Opener and Arrival System

C.4 SUPPORT REQUIREMENTS:

C4.1 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

C4.2 Opener 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. Warranty guarantee with vendor provided supplies

C.5 EQUIPMENT REQUIREMENTS:

Primary Mailing System

The mailing system **must** process mixed mail **(weight, size, thickness)** at a minimum speed of 140 pieces of mail per minute **without operator intervention.**

To maximize throughput, the system **must** be 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.

No feeder adjustments. The system must accept up to a full 7" stack, or 5 pounds of mail automatically without having feeder, side guides or thickness adjustments.

System must be capable of sealing envelopes up to and including ¾" thick. Minimum length and depth 5"x3 1/2", Max. flap 4", Max length and depth 13"x15".

The system **must** process similar weight material at a minimum of 280 to 295 pieces per minute.

The processing speed must be operator variable depending on mail piece size, thickness and weight.

Mail system should have interchangeable tape and produce up to 99 pre moistened or dry tapes at on command, as well as tapes with a peel-off backing. These tapes are to be dispensed via an internal tape roll vs. external strip tapes to avoid additional labor intensive steps of peeling and sticking tapes.

System must automatically without operator intervention, adjust the meter imprint based on the size and thickness of the mail piece. For larger material (flats) the indicia must automatically move up to 2" 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.

The postage meter shall automatically advance to the correct date **without operator intervention** to avoid posting material with the incorrect date.

The system shall have one centralized keyboard for entering account, meter and equipment function.

Mail system must have removable meter for downloading of postage and software

The system **must** have at least 20 job presets for running specific projects to further speed up operation and prevent duplication of effort.

System 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 telephone without having a separate modem or dedicated line.

System **must** be able to store up to 3 meter ads and 3 postal inscriptions and can be changed by the touch of the button.

System **must** be able to automatically process mixed weights up to 16 oz. At a speed of 90 pieces per minute without operator intervention. This is required because of the volume of mixed weight mail that is processed. This will increase speed and accuracy.

System **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.

Accounting System

System **must** be able to produce "meter discrepancy report " with supplied accounting system. This is critical for our mail facility in order to prevent unauthorized use of postage. 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. Discrepancy to be cleared only by supervisor level authorization.

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.

System must have sealed liquid ink cartridge that provides 100,000 clean and sharp postal inscriptions.

Accounting System must be able to communicate to all systems and the ability to handle potential remote stations.

Accounting System must be able to identify accounts with up to 64 character, alpha numeric fields.

Accounting System must be able to report mail center performance by tracking results by job, operator or machine I.D. With the volume of mail that are processed daily, efficiency and effectiveness of all employees is required.

Accounting System should be able to track actual expenses versus budget by reporting status to department managers, or by "locking out" an account when budgets are exceeded.

Accounting System **must** have unlimited transaction capability

Accounting System **must** have an automated search capability to insure quick and accurate charge back to accounts.

Accounting System must have multiple level password accessed security levels to insure the protection of postal revenues.

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.

If connection is lost between the postage meter and the Accounting System system, the proposed system must be able to immediately identify which meter serial number has been removed and how much postage has been spent unaccounted for.

System must provide a time-start and time-end stamping of each transaction. This will provide agencies with accountability of their request.

The minimum reports required by the system are: 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.

System must communicate to the carriers to report to the Agency on delivery status.

System must have delivery objective information by carrier that is update by the vendor on a quarterly basis.

System must process Agency's custom rates for UPS and FedEx.

System must provide for on-the-fly address correction as packages are processed.

System must have delivery objective information by carrier that is updated by the vendor on a quarterly basis.

One computer workstation will be required per mailing system.

Pricing must include all equipment stated plus meter rental, maintenance, installation and training.

C.6 PROPOSAL SUBMISSION REQUIREMENTS

The proposal shall consist of two parts – technical and price. Original and three (3) copies of the proposal must be submitted in a sealed envelope conspicuously marked: "Proposal in response to Solicitation RQ501303" All proposals must be submitted on 8.5' by 11" paper and type written. Electronic and fax submissions will be accepted.

Proposals shall be submitted to:

Andrei G. Howze, Contract Specialist
The Office of Contracting and Procurement
441 4th Street N.W. – Suite 700S
Washington, D.C. 20001
Ph. (202) 727-5840
Fax (202) 727-8843
Email: Andrei.howze@dc.gov

C.7 PROPOSAL SUBMISSION DATE:

The closing date for receipt of proposals is **January 16, 2009 by 2:00 p.m.** eastern standard time.

C.8 EVALUATION FOR AWARD:

The contract will be awarded to the responsible offeror whose offer is most advantageous to the District. The requirements identified herein will guide the District in making an intelligent award decision based on evaluation criteria. The District reserves the right to reject any or all proposals determined to be inadequate or unacceptable. The District may award a contract on the basis of initial offers received, without discussions. Therefore, each initial offer should contain the offeror's best terms from a fixed-price basis and technical standpoint.