

STATE OF OHIO
DEPARTMENT OF ADMINISTRATIVE SERVICES
GENERAL SERVICES DIVISION
OFFICE OF PROCUREMENT SERVICES
4200 SURFACE ROAD, COLUMBUS, OH 43228-1395

*REQUIREMENTS CONTRACT FOR: FIRST CLASS MAIL PRESORT SERVICES FOR LETTERS UP TO 3 OUNCES AND FLATS UP TO 13 OUNCES

CONTRACT No.: OT904313

EFFECTIVE DATES: 04/15/13 to 03/31/17

The Department of Administrative Services has accepted bids submitted in response to Invitation to Bid No. OT904313 that opened on 03/01/13. The evaluation of the bid response(s) has been completed. The bidder(s) listed herein have been determined to be the lowest responsive and responsible bidder(s) and have been awarded a contract for the items(s) listed. The respective bid response, including the Terms and Conditions for Bidding, Standard Contract Terms and Conditions, and Supplemental Contract Terms and Conditions, special contract terms & conditions, any bid addenda, specifications, pricing schedules and any attachments incorporated by reference and accepted by DAS become a part of this Requirements Contract.

This Requirements Contract is effective beginning and ending on the dates noted above unless, prior to the expiration date, the Contract is renewed, terminated or cancelled in accordance with the Contract Terms and Conditions.

This Requirements Contract is available to All State Agencies, as applicable.

Agencies are eligible to make purchases of the listed supplies and/or services in any amount and at any time as determined by the agency. The State makes no representation or guarantee that agencies will purchase the volume of supplies and/or services as advertised in the Invitation to Bid.

SPECIAL NOTE: State agencies may make purchases under this Requirements Contract up to \$2500.00 using the state of Ohio payment card. Any purchase that exceeds \$2500.00 will be made using the official state of Ohio purchase order (ADM-0523). Any non-state agency, institution of higher education or Cooperative Purchasing member will use forms applicable to their respective agency.

Questions regarding this and/or the Requirements Contract may be directed to:

Dennis Kapenga
dennis.kapenga@ohio.gov

This Requirements Contract and any Amendments thereto are available from the DAS Web site at the following address:

<http://www.ohio.gov/procure>

*Corrected to Requirements Contract.

Signed: _____
Robert Blair, Director Date

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SPECIAL CONTRACT TERMS AND CONDITIONS

AMENDMENTS TO CONTRACT TERMS AND CONDITIONS: The following Amendments to the Contract Terms and Conditions do hereby become a part hereof. In the event that an amendment conflicts with the Contract Terms and Conditions, the Amendment will prevail.

SPECIAL CONDITIONS: The Director, Department of Administrative Services reserves the right to bid large or unusual requirements, for items that may be a part of the awarded Contract, under a separate Bid.

ESTABLISHED BUSINESS: To be considered responsive, the Bidder must, at the time of Bid submission be an established business firm with all required licenses, bonds, facilities, equipment and trained personnel necessary to perform the work in this Bid. Documented Proof may be required upon request by the Office of Procurement Services.

MANDATORY/REQUIRED SUBMISSIONS: As specified, mandatory submissions must be submitted with the Bid Response. Required documentation/materials should be submitted with the Bid. If not submitted with the Bid, the Bidder must provide the said documentation/materials within five (5) business days, after notification, to the Office of Procurement Services. Failure to provide mandatory submissions with the Bid Response or failure to provide the required documentation/materials, as applicable, within the stated time period will result in the Bidder being deemed as not responsive and the Bid Response will be immediately disqualified with no further consideration given for potential awarding of the Contract.

EVALUATION: Bids will be evaluated in accordance with Article 1-5 of the "Instructions to Bidders." In addition, the State will: multiply the Estimated Annual Volume of each item in each Category by the bid price to get an estimated annual total for that item. The sum of all items in a Category will provide an estimated annual Contract cost for that Category. The estimated annual Contract cost for a Category will be used for Contract award. Failure to bid all items in a Category may result in the Bidder being deemed as not responsive. A Bidder may Bid on Category 1 or Category 2 or both.

CONTRACT AWARD: This Contract will be awarded by Category to the lowest responsive and responsible Bidder by estimated annual Contract cost for each Category. A Bidder may be awarded Category 1 or Category 2 or both.

CONTRACT RENEWAL: This Contract may be renewed solely at the discretion of DAS for a period of one month. Any further renewals will be for an appropriate period of time. The cumulative time of all renewals may not exceed twenty-four (24) months unless DAS determines that additional renewal time is necessary.

SUBCONTRACTING: The awarded Contractor shall be solely responsible for the Contract. Subcontracting by the Contractor shall not be permitted under this Contract.

ESCALATOR CLAUSE: During the life of an awarded Contract, changes may occur in postage rates that are applied by the U. S. Postal Service that may substantially increase the expenses of the Contractor. In such cases, the Contractor, upon thirty (30) days prior written notice, may petition the Office of Procurement Services for the exact amount of the increase, provided the Contractor first submits documentary evidence to fully support the claim. If approved, any increase will become effective for the remaining life of the awarded Contract. Approval of said increase is subject to the sole discretion of the Director, Department of Administrative Services. Additionally, no petitions for escalation of any ensuing Contract shall be considered, unless documentation is submitted showing the increase occurred after the opening date of this bid.

FIXED-PRICE WITH ECONOMIC ADJUSTMENT: The quoted cost must be inclusive of all fees, charges, and surcharges. All pick-up and disposal services rendered must be shipped F.O.B. destination, freight prepaid. The Contract prices(s) will remain firm for the first twelve (12) months duration of the Contract. Thereafter, the Contractor may submit a request to increase their price(s) to be effective thirty (30) calendar days after acceptance by DAS. No price adjustment will be permitted prior to the effective date of the increase received by the Contractor from his suppliers, or on purchase orders that are already being processed, or on purchase orders that have been filled and are awaiting shipment. If the Contractor receives orders requiring quarterly delivery, the increase will apply to all deliveries made after the effective date of the price increase.

The price increase must be supported by a general price increase in the cost of the finished supplies, due to increases in the cost of raw materials, labor, freight, Workers' Compensation and/or Unemployment Insurance, etc. Detailed documentation, to include a comparison list of the Contract items and proposed price increases, must be submitted to support the requested increase. Supportive documentation should include, but is not limited to: copies of the old and the current price lists or similar documents which indicate the original base cost of the product to the Contractor and the corresponding increase, and/or copies of correspondence sent by the Contractor's supplier on the supplier's letterhead, which contain the above price information and explains the source of the increase in such areas as raw materials, freight, fuel or labor, etc.

Should there be a decrease in the cost of the finished product due to a general decline in the market or some other factor, the Contractor is responsible to notify DAS immediately. The price decrease adjustment will be incorporated into the Contract and will be effective on all purchase orders issued after the effective date of the decrease. If the price decrease is a temporary decrease, such should be noted on the invoice. In the event that the temporary decrease is revoked, the Contract pricing will be returned to the pricing in effect prior to the temporary decrease.

SPECIAL CONTRACT TERMS AND CONDITIONS

For quarterly deliveries, any decrease will be applied to deliveries made after the effective date of the decrease. Failure to comply with this provision will be considered as a default and will be subject to Provision I.C. "Termination/Suspension" and Provision II. of the "Contract Remedies:" of the "Standard Contract Terms and Conditions". The Price Increase Table on the Bid Price Page will be used to determine the price adjustments to the price per pound pricing for the Contractor.

INCURRED COSTS: The State is not liable for any costs incurred by the Bidder prior to issuance of a Contract.

SPECIAL CHARGES: There shall be no assessment, surcharge, small order charge, broken case charge, minimum order charge, single item charge nor any other unspecified additional charge allowed by the State that is not specifically mentioned in this Bid or in any Contract awarded pursuant to this Bid. The Contractor must provide merchandise/service in unit quantity(s) as indicated in the Bid/Bid Response/Contract.

USAGE REPORTS: Every twelve (12) months the Contractor must submit a report (written or on disk) indicating sales generated by this Contract. The report shall list usage by customer, by line item, showing the quantities/dollars generated by this Contract. The report shall be forwarded to the Office of Procurement Services, 4200 Surface Road, Columbus, OH 43228-1395, Attn: Contract OT904313 Analyst.

NOTICE ON THE USE OF SOCIAL SECURITY NUMBERS AS FEDERAL TAX IDENTIFICATION NUMBERS: The Department of Administrative Services (Department) requires vendors and Contractors wishing to do business with the State to provide their Federal Taxpayer Identification Number to the Department. The Department does this so that it can perform statutorily required "responsibility" analyses on those vendors and Contractors doing business with the State and, under limited circumstances, for tax reporting purposes. If you are a vendor or Contractor using your Social Security Number as your Federal Taxpayer Identification Number, please be aware that the information you submit is a public record, and the Department may be compelled by Ohio law to release Federal Taxpayer Identification Numbers as a public record. If you do not want to have your Social Security Number potentially disclosed as a Federal Taxpayer Identification Number, the Department encourages you to use a separate Employer Identification Number (EIN) obtained from the United States Internal Revenue Service's to serve as your Federal Taxpayer Identification Number.

EXECUTIVE ORDER 2011-12K: (Governing the Expenditure of Public Funds on Offshore Services) The Contractor must affirm to have read and understand Executive Order 2011-12K must abide by those requirements in the performance of this Contract. Notwithstanding any other terms of this Contract, the State reserves the right to recover any funds paid for services the Contractor performs outside of the United States for which it did not receive a waiver. The State does not waive any other rights and remedies provided the State in this Contract. The Contractor must complete and include with its Bid response the Standard Affirmation and Disclosure Form:

http://procure.ohio.gov/pdf/EO201112K/EO201112K_Announcement.pdf

GENERAL SPECIFICATIONS

I. SCOPE OF SERVICE

The Ohio Department of Administrative Service (DAS), Office of Procurement Services is requesting Bids for the services of a Contractor to pickup, presort, barcode and deliver First Class Mail, to the U.S. Post Office on the date shown on the meter imprint. This is to include mail flats, letters, postcards and residual First Class Mail, weighing up to thirteen (13) ounces per piece.

All mail picked up from agencies that process less than 3,000,000 pieces monthly, that is picked up before 12:00 noon, will be post marked for that same day, and must be delivered to the U.S. Post Office that same day.

All mail picked up from agencies that process less than 3,000,000 pieces monthly, that is picked up after 12:00 noon, will be post marked for the following day, and must be delivered to the U.S. Post Office the next day and will be considered next day mail.

All mail picked up from agencies that process more than 3,000,000 pieces monthly, will be picked up several times during the day, up until 2:30 pm, will be postmarked for that same day, and must be delivered to the U.S. Post Office that same day.

II. DEFINITIONS

A. First Class Mail (up to three (3) ounces)

Letter Size: Letter size mail is rectangular in shape and consists of those letters and postcards with the following dimensions:

1. Minimum (Inches)
Length - 5 inches
Height - 3-1/2 inches
Thickness - .007 inches
2. Maximum (Inches)
Length - 11-1/2 inches
Height - 6-1/8 inches
Thickness - .25 inches

B. First Class Mail Flats (up to thirteen (13) ounces)

Flat-Size: Flat-size mail is rectangular in shape, uniformly thick, flexible and consists of those mail pieces with the following dimensions:

1. Minimum (Inches)
Length - 11-1/2 inches
Height - 6-1/8 inches
Thickness - .009 inches
2. Maximum (Inches)
Length - 12 inches
Height - 9 inches
Thickness - .25 inches

C. Residual Mail

Residual mail consists of mail that for any reason does not meet the U.S. Postal Service presort requirements. Residual mail will normally require additional postage over and above the normal presort postage for acceptance by the U.S. Post Office. The Contractor must bear any additional cost of residual mail as long as the residual mail does not exceed 6% of the total volume for a given month.

D. Move Update

Effective July 1, 1997, U.S. Postal Service regulations required that any mail that receives presort discounts must meet one of the following requirements:

1. Envelope Endorsements
2. Address Change Service
3. National Change of Address Service
4. NCOALink MPE System

The State's choice to meet the Move Update regulations is an NCOALink MPE System with the option of spraying an endorsement that will enable the Contractor to return those pieces receiving a move update. Costs associated

GENERAL SPECIFICATIONS

to meet this U.S Postal Service requirement must be included in the per piece price for letters. For flats, the agency will be responsible for the cost of the service. Approximately 75% of the flats provided to the Contractor meet the Move Update service requirements. Provide the per piece cost on the Bid Price Page for this service to be included for mail flats.

E. Delivery Point Validation (DPV)

The DPV was required by the U.S. Postal Service in August 2007. It was implemented as a tool to eliminate as much undeliverable addressed mail as possible. DPV is an inquiry process the U.S. Postal Service uses to compare records in an address file to its master address tables to validate the accuracy and completeness of an address. Costs associated to meet this U.S Postal Service requirement must be included in the per piece price.

F. Intelligent Mail Barcode (IMB)

In May 2011, the U.S. Postal Service offered discounts on all presorted mail that contained the new IMB. This entails spraying a thirty-one (31) digit bar code versus the current eleven (11) digit bar code. All presorted state mail must receive the IMB.

Costs associated with the IMB must be included in the Offeror's per piece prices.

III. PRESORT MAIL SPECIFICATIONS

A. During the term of the initial Contract or any subsequent Contract extensions, new mail pickup locations may be added and existing mail pickup locations may be deleted or changed. The Contractor is required to adjust its schedules to accommodate such changes at no additional charges to the State. Pickup times and locations are designated by the Administrator of State Mail Services.

The Contractor must be responsible to follow existing pickup schedules and any amendments hereafter. Below is the current existing schedule which must be followed:

Dept of Agriculture	8995 E. Main St.	2:45 PM
State Office Tower 1	30 E. Broad St.	4:30 PM
State Office Tower 2	77 S. High St.	4:10 PM
Dept of Public Safety	1970 W. Broad St.	2:30 PM
Bureau of Workers' Compensation	30 W. Spring St	4:15 PM
Industrial Commission	30 W. Spring St	4:15 PM
Industrial Compliance	6606 Tussing Rd	3:15 PM
Dept of Taxation	4485 Northland Ridge Blvd	4:30 PM
Dept of Rehabilitation and Correction	770 W. Broad St	2:50 PM
Ohio Rehab Services Commission	400 E. Campusview Blvd	4:15 PM
Dept of Natural Resources	2045 Morse Rd	4:40 PM
O.D.O.T	1980 W. Broad St	2:40 PM
Job and Family Services	2088 Integrity Dr. N.	9 AM, 11 AM, 1 PM, 2:30 PM
Board of Cosmetology	1929 Gateway Circle	1:15 PM
Secretary of State	180 E. Broad St.	4:00 PM
PERS	277 E. Town St.	3:45 PM
SERS	300 E. Broad St.	11:15 AM
Deferred Compensation	257 E. Town St	11:00 AM
The Ohio State University	2650 Kenny Road	6:30 PM
Senate - State House	78 S High St	3:15 PM
Supreme Court	65 S. Front St.	4:15 PM
BCI	1560 St Rt 56 SW	4:30 PM
ODOT - Delaware	400 E. William St	On Call

B. All mail picked up daily must be presorted by the Contractor and delivered to the U.S. Post Office on the date shown on the meter imprint.

C. All mail weighing up to 3 ounces will be metered at the automated 3 digit presort rate. It is the Contractor's responsibility to qualify 100% of this mail at this rate either by proper sorting or adding additional postage as required. However, the Contractor will only be paid the cost per piece entered on the Bid Price Page of this Bid. All costs necessary to perform the functions as specified herein must be included in the cost per piece entered on the pricing page of this Bid. No other costs will be accepted or paid by the State unless stated in this Bid.

D. Any presorting beyond the required 3 digit sort rate will be considered value added for the Contractor and all rebates offered by the U.S. Postal Service will be kept by the Contractor. There is one exception. Refer to Section VI, Additional Requirements For Large Customers.

GENERAL SPECIFICATIONS

- E. The State of Ohio's daily volumes must be completely presorted to meet requirements of the U.S. Postal Service. Contractor certifies that all volume will be processed and totally mixed (where possible) with metered volumes from its other customers every mailing day.
- F. During the term of this Contract, achieving complete presorting and no re-dating of the mail is of the utmost importance to the State. Therefore, the State will not pay for services on the day(s) that complete presorting of the mail is not accomplished and/or when re-dating of the mail occurs. The Administrator of State Mail Services may choose to waive this requirement if the situation is completely out of the control of the Contractor.
- G. All non-mailable items and batch route slips must be returned to State Mail Service no later than the next business day as shown on the meter imprint.
- H. All mail, regardless of method in which mail is generated, must be processed for qualification. This includes, but is not limited to, handwritten mail.
- I. The Contractor must provide each agency with an authorized, signed daily report of mail picked up for processing.
- J. It is not the responsibility of the Contractor to process mail that does not meet the mail dimension requirements in Section II or mail that cannot be mechanically processed due to conditions such as mail pieces sticking together, mailing addresses that are not entirely visible (obstructed by envelope window), or mailing addresses not located in the address read area with 1/8" clearance around the address. The Contractor must promptly notify the agency of the problem and upon mutual agreement, the Contractor will either return the mail to the agency or rework the mail and charge the agency any associated labor costs agreed to on a case by case basis.

IV. THIRD PARTY AND PERMIT MAIL SPECIFICATIONS

- A. The Contractor must process state agency mail, which is prepared on behalf of the State by a contracted third party vendor, at the rates, terms, and conditions, specified in the Contract. The contracted third party vendor is responsible for delivering the mail to the Contractor unless the Contractor agrees to other arrangements.
- B. The Contractor must be responsible for processing mail bearing a permit imprint indicia, as the method for paying postage, at the same presort fee assessed to metered mail. It is the responsibility of each participating state agency to obtain a presort indicia/slugs for imprinting their presort First Class Mail identification.
- C. Each agency is responsible for the payment of all U.S. Postal Service fees associated with paying postage via permit imprint indicia and printing the indicia, and any service endorsements required in conjunction with the indicia, on mail pieces.
- D. State agencies must present the Contractor with permit imprinted mail that is separated into groups according to the exact weight and size of individual mail pieces and label the groups accordingly. State agencies must provide permit imprinted mail to the Contractor at least one day before the scheduled mailing date and must arrange the mailing date with the Contractor.
- E. The Contractor must co-mingle letter size mail bearing a permit imprint indicia with metered mail the Contractor processes under the Contract and charge the agency the same postage rates and presort rates specified in the Contract. If the Contractor is unable to co-mingle non-flat size mail bearing a permit imprint indicia with metered mail, the Contractor must process the mail separately at the lowest achievable postage rates and charge the agency the vendor rates specified in the Contract and the actual postage cost. The Contractor must provide the agency a U.S. Postal Service mailing statement stamped by the U.S. Postal Service for each separate mailing of non-flat size pieces that the Contractor is unable to co-mingle with metered mail. The agency is responsible for any additional postage or U.S. Postal Service penalties due to non-compliance with mail piece design requirements. The Contractor must promptly notify the agency in such instances and determine a course of action prior to submitting the mailing to the U.S. Post Office.
- F. The agency must ensure they have sufficient postage funds available for each mailing of permit imprint mail at the time of mailing. Options for paying postage must be mutually agreed upon by the agency and the Contractor and may include the agency providing the Contractor with individual checks for each mailing, establishing an escrow account with the Contractor, or establishing a pre-paid account with the U.S. Postal Service.
- G. If the agency establishes an escrow account with the Contractor to pay postage for permit imprinted mail, the Contractor must maintain a report to track deposits made to, and postage used, from the account. The Contractor must provide an activity statement with each invoice to the agency for each date where funds are deposited or withdrawn from the account. If the agency establishes a pre-paid account with the U.S. Postal Service to pay postage for permit imprinted mail, the Contractor must provide the agency with a copy of the U.S. Postal Service mailing statement stamped by the U.S. Postal Service for each mailing.

GENERAL SPECIFICATIONS

V. CONTRACTOR REQUIREMENTS

- A. All mail and processes are subject to the governing regulations of the U.S. Postal Service and law of the United States affecting the processing of U.S. Mail.
- B. There must be no re-dating of mail without the prior approval of the Administrator of State Mail Services.
- C. Failure to comply with U.S. Postal Service preparation requirements will be the responsibility of the Contractor except for an error in mail preparation such as the application of postage and correct dating of mail by state agencies.
- D. The minimum volume to qualify for same day presort is 3,000 pieces per agency. The Contractor must presort same day mail at the automated 3 digit presort rate when the mail is made available by the State for pickup by 12 noon. The price for next day first class presort mail must also apply for presort same day mail.
- E. The Contractor must accept liability for any law suit(s) arising from any of its actions concerning non-delivery of state mail to the U.S. Post Office.
- F. Any incorrect endorsements (i.e. "Address Service Requested", "Return Service Requested", "Forwarding Service Requested" etc.) should be corrected at agency request.
- G. The Contractor is required to furnish the personnel, vehicles and mail sort production facilities necessary to perform the services specified in this Bid.
- H. All presorting of mail and related functions are to be accomplished at a facility owned or rented by the Contractor for such services. The State reserves the right to visit the Contractor's presorting facilities at any time during the normal Contractor's working hours.
- I. The Contractor must provide adequate security for state mail while in its possession. The Contractor must be responsible for any and all mail losses that may occur as a result of the Contractor's failure to provide adequate security. The Contractor must provide 24 hr. security for state mail either by on-site security guards or a 3rd party monitored security system.
- J. Vehicles utilized for the pickup and delivery of mail must be capable of being locked and must be locked during the transporting of state mail.

VI. ADDITIONAL REQUIREMENTS FOR LARGE CUSTOMERS

- A. Additional requirements are needed for customers that process at least 3,000,000 pieces monthly. Currently, the only agency to achieve this level is Jobs and Family Services (JFS).
- B. JFS mail will be picked up several times during the day, up until 2:30 pm, and will be postmarked for that same day, and must be delivered to the U.S. Post Office that same day.
- C. JFS mail that is paid from a special government account (G-12 mail) and qualifies for presort must be reported daily back to the sending agency. G-12 mail runs daily with approximately 10,000,000 pieces per year.
- D. JFS has special mailings of approximately 600,000 pieces at the end of each month. JFS will postmark with the five digit rate instead the three digit rate. If necessary, the Contractor must pay the difference for this upgrade.

VII. CONTRACTOR'S QUALIFICATIONS

- A. The Contractor must be a registered mailer with the U.S. Postal Service and pay the applicable annual fees to the U.S. Postal Service.
- B. The Contractor will be required to acquire any licenses necessary to perform the total services required. Further, the Contractor will be responsible to comply with any and all laws, rules and regulations pertaining to the performance and services delivered through this Contract. The Contractor must prepare the most current required U.S. Postal Service Forms 3602.
- C. The Contractor must have at least five (5) years experience in the mail sort business within the last ten (10) years.
- D. The Contractor must furnish three (3) references where similar services as requested in this Bid were successfully performed.
- E. The Contractor must be in compliance with all United States Department of Labor laws. To view, please see the following link: <http://www.dol.gov/compliance>

BID PRICE PAGE

Category 1 - Letters up to 3 Ounces

Contractor: Pitney Bowes Presort Services Inc. OAKS Vendor ID: 0000080926	LETTERS: COST PER PIECE UP TO 3 OUNCES
OAKS ITEM ID.: 8645	
First Class Presort Mail (Letters) up to 3 ounces Presorted at the Automated 3 digit Rate Estimated Annual Volume = 72,000,000 pieces.	\$ -.006 per pc.

Category 2 - Flats up to 13 ounces

Contractor: Pitney Bowes Presort Services Inc. * OAKS Vendor ID: 0000080926	FLATS: COST PER PIECE UP TO 13 OUNCES
OAKS ITEM ID.: 16565	
First Class Presort Mail (Flats) up to 13 ounces Presorted at the Automated 3 digit Rate Estimated Annual Volume = 1,200,000 pieces.	\$ 0.095 per pc.
OAKS ITEM ID.: 24478	
Move Update Service (Flats) Estimated Annual Volume = 300,000	\$ 0.030 per pc.

A Bidder may Bid on Category 1 or Category 2 or both. Award will be made by Category.

All Bid prices must be in U.S. dollars. Only three digits are allowed to the right of the decimal. Any additional digits will be ignored.

The price quoted for handling next day first class presort mail must also include handling same day presort mail metered at the automated 3 digit presort rate.

The Contractor must presort 100% of mail processed for delivery to the U.S. Post Office and must meet the current U.S. Postal Services presort discount price structure as established by the U.S. Postal Service authorities. Any postage cost incurred due to residual mail must be the responsibility of the Contractor to pay.

The cost per piece price must include the total costs to provide mail services as described herein including residual mail costs (with the exception of permit mailing), transportation costs, personnel costs, fringe benefits, direct costs, overhead, profit, insurance, and any other costs relative to providing services under this Bid.

*Update to Contractor Name and OAKS Vendor ID effective 04/15/13.

CONTRACTOR INDEX *

CONTRACTOR, TERMS, AND SHIPMENT:

Category 1 - Letters up to 3 Ounces
Category 2 - Flats up to 13 ounces *

BID CONTRACT NO.: OT904313-1 (03/31/17)



OAKS Vendor ID: 0000080926
Pitney Bowes Presort Services Inc.
10110 I Street
Omaha, NE 68127

TERMS: Net 30 Days

DELIVERY: As Specified

Remit to:
Pitney Bowes Presort Services, Inc.
PO Box 809369
Chicago, IL 60680-9369

CONTRACTOR'S CONTACT: David Overley

Toll Free: (800) 660-6501
Telephone: (402) 339-6500
FAX: (402) 339-7544

E-mail address: david.overley@pbpresortservices.com

PREFERRED METHOD OF RECEIVING PURCHASE ORDERS: E-MAIL: david.overley@pbpresortservices.com

*Rescind award to Mid-West Presort as solutions offered did not meet the needs of the agency and; award Category 2 to Pitney Bowes Presort Services Inc., effective 04/15/13; and update page number.

SUMMARY OF AMENDMENTS

Amendment Number	Revision Date	Description
1	04/15/13	Rescind award to Mid-West Presort as solutions offered did not meet the needs of the agency and; award Category 2 to Pitney Bowes Presort Services Inc., effective 04/15/13; and update page number.