

DEPARTMENTAL INPUT

CONTRACT/PROJECT MEASURE ANALYSIS AND RECOMMENDATION

☒ New ☐ OTR ☐ Sole Source ☐ Bid Waiver ☐ Emergency Previous Contract/Project No. 8058-0/17
☐ Contract
☐ Re-Bid ☐ Other LIVING WAGE APPLIES: ☒ YES ☐ NO
 Requisition No./Project No.: RQID1700062 TERM OF CONTRACT: 5 YEAR(S) WITH NA YEAR(S) OTR

Requisition /Project Title: MAILING SERVICES

Description: The purpose of this solicitation is to establish a contract for the purchase of mailing services for various County Departments.

Issuing Department: ISD Contact Person: TONYA JAMES Phone: 305-375-2038
 Estimate Cost: \$2,749,000.00 Funding Source: GENERAL 2,749,000.00 FEDERAL OTHER

ANALYSIS

Commodity Codes:	<u>915-58</u>	<u>915-59</u>		
Contract/Project History of previous purchases three (3) years Check here <input checked="" type="checkbox"/> if this is a new contract/purchase with no previous history.				
	<u>EXISTING</u>	<u>2ND YEAR</u>	<u>3RD YEAR</u>	
Contractor:				
Small Business Enterprise:				
Contract Value:	\$	\$	\$	
Comments: <u></u>				
Continued on another page (s): <input type="checkbox"/> YES <input checked="" type="checkbox"/> NO				

RECOMMENDATIONS

	Set-aside	Sub-contractor goal	Bid preference	Selection factor
SBE				
Basis of recommendation: <u></u>				
Signed: <u>Tonya James</u>		Date sent to SBD: <u>03/09/2017</u>		
		Date returned to DPM: <u></u>		

SECTION 2 - SPECIAL TERMS AND CONDITIONS

2.1 PURPOSE

The purpose of this solicitation is to establish a contract for the purchase of mailing services for various Miami-Dade County Departments. The selected vendor(s) will be required to furnish all labor, equipment, supervision, transportation, and incidentals required to pick up, presort, process, and/or deliver County mail in conjunction with the County's needs on an as needed when needed basis.

2.2 TERM OF CONTRACT: FIVE (5) YEARS

This contract shall commence on the first calendar day of the month succeeding approval of the contract by the Board of Commissioners, or designee, unless otherwise stipulated in the Notice of Award Letter which is distributed by the County's Internal Services Department, Procurement Management Services Division, and contingent upon the completion and submittal of all required bid documents. The contract shall expire on the last day of the sixty (60) month period.

2.3 METHOD OF AWARD

Award of this contract will be made to the lowest priced responsive, responsible vendor on a group-by-group basis exclusive of the optional items. To be considered for award for a given group, the vendor shall offer prices for all items within the given group. The County will then select the vendor for award for each group by totaling either the unit prices for all of the items within each group, or if so structured, by totaling the extended pricing for each item within each group. If a vendor fails to submit an offer for all items within the group, its offer for that specific group may be rejected.

2.4 PRICE

Price proposed by the bidder(s) shall remain fixed and firm during the term of the contract.

2.5 MIAMI-DADE COUNTY LIVING WAGES SUPPLEMENT GENERAL CONDITION

Bidder(s) providing a covered service are advised that the provisions of Section 2-8.9 (Living Wages) of the Miami-Dade County (Code) as amended by Ordinance [Governing Legislations], will apply to any contract(s) awarded pursuant to this bid or issuance of a GASP/Permit or Service Contract agreement by Miami-Dade County Aviation department. By submitting a bid pursuant to these specifications, a bidder is hereby agreeing to comply with the provisions of Section 2-8.9, and to acknowledge awareness of the penalties for non-compliance. A copy of this Code Section may be obtained online at www.miamidade.gov. A copy of the Administrative Order may be obtained online at <http://www.miamidade.gov/aopdfdoc/aopdf/pdf/files/AO3-30.pdf>. Living Wage Rates, Notices, and Posters may be obtained online at <http://www.miamidade.gov/smallbusiness/living-wage-reports.asp>.

2.6 AVAILABILITY OF CONTRACT TO OTHER COUNTY DEPARTMENTS

Although this Solicitation is specific to some County Departments, it is hereby agreed and understood that any County department or agency may avail itself of this contract and purchase any and all items specified herein from the successful bidder(s) at the contract price(s) established herein. Under these circumstances, a separate purchase order shall be issued by the County, which identifies the requirements of the additional County department(s) or agency (ies).

2.7 PURCHASE OF OTHER ITEMS

While the County has listed all major items within this solicitation which are utilized by County departments in conjunction with their operations, there may be similar items that must be purchased by the County during the term of this contract. Under these circumstances, a County representative will contact the selected bidder to obtain a price quote for the similar items. The County reserves the right to award these similar items to the selected bidder, another bidder's contract based on the lowest price quoted, or to acquire the items through a separate solicitation.

2.8 FEDERAL, STATE AND COUNTY

Bidder(s) and their employees shall conform to all Federal, State, and County regulations while in performance of this contract. Any individual found not to conform shall not be allowed to start work, or if started, shall be required to leave the job site immediately. Continued violations by a vendor shall result in the immediate termination of that vendor from the contract.

2.9 BANKRUPTCY OR INSOLVENCY OF VENDOR

Upon filing of any bankruptcy or insolvency proceedings by or against a vendor, whether voluntary or involuntary, or upon the appointment of a receiver, trustee, or assignee for the benefit of creditors, the vendor must notify Miami-Dade County's Department of Procurement Management immediately. Upon learning of the actions herein identified, the County reserves the right at its sole discretion to terminate the vendor from the contract.

2.10 COUNTY OBSERVED HOLIDAYS

County buildings will be closed and the successful bidder's services shall not be required, during the following County observed holidays:

New Year's Day, January	Dr. Martin Luther King Jr.'s Birthday January
President's Day, May	Memorial Day, May
Independence Day, July	Labor Day, September
Columbus Day, October	Veterans Day, November
Thanksgiving Day, November	Friday after Thanksgiving, November
Christmas Day, December	

SECTION 3 – TECHNICAL SPECIFICATIONS

3.1 SCOPE OF WORK

Establish a contract for the purchase of mailing services for various Miami-Dade County Departments. The selected bidder(s) will be required to furnish all labor, equipment, supervision, transportation, and incidentals required to pick up, presort, process, and/or deliver County mail in conjunction with the County's needs on an as needed when needed basis.

3.2 TECHNICAL REQUIREMENTS

- A. In addition to the other requirements established within this Invitation to Bid, the successful bidder must be primarily engaged in, and must process on average 150,000 pieces of presort mail per day.
- B. The courier used by the successful bidder shall be an employee of the successful bidder or a dedicated employee of a sub-contractor of the successful bidder. They shall be equipped with two way mobile communication capacity to communicate directly with the contractor as necessary, from anywhere at any time. The courier must carry valid personal as well as employee issued identification. The courier must be able to converse in English with County Staff.
- C. The minimum acceptable performance standard, based on any bi-weekly average, shall have an 11-digit barcode applied to 85% of the volume of First Class letter mail presented for barcoding. Failure to meet this established standard may result in the County terminating the contract.
- D. Minimum performance standards shall apply to postal discount rates. 93% to 95% of the County's letter sized presort first class mail is destined for Section Center Facility (SCF) 330 or 331. During any bi-weekly period the County requires that these discounted postage rates be achieved:
 - 1. A minimum of 68% of this mail must qualify for the USPS Commercial First Class Automation 5 digit letter rate.
 - 2. An average of 16% of the County mail will qualify for the USPS Commercial First Class Automation 3 digit letter rate.
 - 3. Not more than 7% of this mail will be sent at the highest USPS Commercial First Class Automation letter rates Mixed Automated Area Distribution Center (AADC).

Failure to meet these performance standards may result in the County terminating the contract.

- E. For mail requiring special processing such as folding, inserting, tabbing or addressing the successful bidder's processing must be completed no later than the second work day after it is received. The County shall be notified when the mail is delivered to the USPS. For example, mail received by the bidder on Monday will be dropped at the USPS Bulk Mail Entry Unit (BMEU) not later than Wednesday. On occasion the County may require that a special mailing be done on the next business day. When this expedited service is required a representative of the County will call the vendor to establish that they will meet the required deadline. If the vendor cannot meet the required deadline, the County may pursue other options through other vendors.

- F. The regular presort mail must be processed and delivered to the USPS on the day it is picked up from the County. Regular presort mail must never be held overnight by the vendor. Holding mail for any reason may result in the County terminating the contract.
- G. Mail that is rejected on first pass through the Multi Line Optical Character Reader (MLOCR) and that require additional manipulation in order to obtain an 11 digit barcode can be held for additional processing by the vendor until the next business day.

3.3 EQUIPMENT

- A. To achieve the required postage rate discounts, the successful bidder shall have at their processing facility prior to pre-award inspection, a minimum of three (3) operational Multi Line Optical Character Readers (MLOCR) Barcode systems. If bidder fails to have equipment at pre-award inspection, bidder may be deemed non-responsive.
- B. The successful bidder shall have a minimum of one (1) Remote Video Encoding (RVE) or Manual Encoding system to process poorly addressed mail pieces or hand addressed mail pieces. If bidder fails to have equipment at pre-award inspection, bidder may be deemed non-responsive.
- C. For the metering of postage, the successful bidder shall have a minimum of one (1) USPS authorized Postage Metering system. If bidder fails to have equipment at pre-award inspection, bidder may be deemed non-responsive.
- D. The successful bidder shall have a minimum of two (2) courier vehicles. If bidder fails to have equipment at pre-award inspection, bidder may be deemed non-responsive.
- E. The successful bidder's Multi Line Optical Character Reader (MLOCR) and Remote Video Encoding (RVE) equipment shall a computer software approved and certified by the U.S. Postal Service with address/Zip Code information updated as required by USPS regulations using MASS/CASS (Coding Accuracy Support System) certified software. The successful bidder shall provide current certification documents with its bid pursuant to the bid form. Additional documentation must also be submitted periodically to ensure that the certification of the equipment is maintained current with USPS. Failure to submit these documents may be in default of the terms of the contract. If bidder fails to submit documentation with its bid submittal form, the bidder may be given time after notification to turn-in the document.
- F. Bidders are required to complete and submit their Mail Processing Equipment Inventory. The Mail Processing Equipment Inventory must be submitted with the Bid Submittal Forms. If bidder fails to submit inventory with its bid submittal form, the bidder shall be given sufficient time after notification to turn-in the document. Failure to comply after being notified, the bidder's bid submittal form shall be deemed non-responsive.
- G. The successful bidder must maintain all the equipment necessary to perform the services required by the County in excellent condition at all times.
- H. The successful bidder shall have physical security measures at its mail processing facility and in its courier vehicles to secure and safeguard County mail from theft, forgery, alteration, or exposure to the elements. Upon acceptance of any mail, the successful bidder shall assume sole responsibility and liability for those items or property.

- I. The successful bidder's processing facility's telephone and facsimile (fax) numbers shall be toll free to Miami-Dade County departments.
- J. The successful bidder must be **certified** prior to bid opening as a Bulk Mail Entry Unit (BMEU). This certification avoids delays by bypassing the General Mail Facility (GMF) and delivering mail directly to the USPS BMEU, further expediting mail delivery. A copy of the certification may be turned in with bid submittal forms. If bidder fails to submit certificate with its bid submittal forms, the bidder shall be given sufficient time after notification to turn-in the document. Failure to comply after being notified, the bidder's bid submittal form shall be deemed non-responsive.
- K. The successful bidder must have a Postal One Logistic System on-site. This system speeds the USPS handling of the mail by allowing the mailer to produce routing tags for each tray before the mail is taken to the USPS BMEU. If bidder fails to have equipment at inspection, the bidder may be deemed non-responsive.
- L. MERLIN verification must be available on-site. This USPS system detects incorrect bar codes and addressing that does not meet SPS specifications. These problems can cause unacceptable delays and must be identified and verified on the vendors' premises. If bidder fails to have equipment at pre-award inspection, the bidder may be deemed non-responsive.
- M. In the event of a power outage, the successful bidder must have an emergency backup power generation system capable of providing sufficient electrical power to light the facility and operate the MLOCR Mail Barcoding system. This system must ensure that the successful bidder can remain operational, able to process the County's mail during electrical outages. If bidder fails to have equipment at pre-award inspection, the bidder may be deemed non-responsive.
- N. The successful bidder shall have a written disaster recovery plan available for inspection by the County representative. The intent is to ensure that all mailings shall be protected and completed within the agreed upon timelines in the event of an unforeseen power outages or natural disaster. If bidder fails to have a written disaster recovery plan at pre-award inspection, the bidder may be deemed non-responsive.

3.4 **DESCRIPTION OF SERVICES**

- A. The successful bidder shall apply an eleven (11) digit delivery point barcode to 1-3 oz. First Class machine and hand-addressed letter mail.
- B. The successful bidder shall process the County mail in the following sequence to ensure that the greatest postage discount is obtained for each piece: Letter mail that does not receive an 11-digit barcode on the first pass through a MLOCR will be re-run through redundant companion equipment; Letter mail that still does not receive an 11-digit barcode will be sent to RVE; Letter mail pieces that still do not qualify for an 11-digit barcode shall then be processed and upgraded to the next postage discount level.
- C. Each piece of mail presented by the County to the vendor's courier will be ready for processing on high-speed equipment. The County will strive to conform to these minimum conditions:
 - i. Mail pieces will not be stuck together.
 - ii. Metered mail will be sealed.

- iii. Every effort will be made to separate mail by: class, Weight, Size and Mail Piece Style (regular envelope and self mailer).
 - iv. Mail pieces will be inspected before processing to eliminate staples, paperclips, metal pins and magnets before the mail is given to the vendor.
 - v. Endorsement text, meter amount and meter number will be printed legibly on each piece of metered mail.
 - vi. Return address information will appear on all presort first class mail. It will be located on the envelope per USPS requirements.
 - vii. Every effort will be made for address information to be printed in standard fonts and single-spaced in the designated area. The area reserved by the USPS for OCR barcodes will be kept free of information, marks or logos.
 - viii. Relevant endorsements will appear on the mail – e.g. Presort First Class, Move Update or Presort Standard.
 - ix. Mail addressed with barcodes will use the current USPS 11-digit barcode. Barcodes will be printed within the OCR area and meet USPS physical requirements.
 - x. To achieve the best postage discounts every effort will be made for envelopes to be white, tan, manila or other light colors. Dark color envelopes do not qualify for presort discounts.
 - xi. Postcards can achieve presort postage discounts only if the correct 11-digit barcode is printed at the time of addressing and meets all USPS specifications.
- D. Flat Mail and Fat Mail (letter pieces weighing more than 3 ounces) may be given to the successful bidder for processing. This mail will be machine processed where possible to qualify for the greatest applicable presort postage discounts. Approximately 5% General Services Administration's (GSA) and Clerk of Courts (COC) total output is Flat or Fat mail. Approximately 20% of M-DWASD's total output is Flat mail or Fat mail.
- E. Hand-addressed letter mail (1-2 oz.) is also available to the successful bidder for processing via manual or remote encoding, however, is not a requirement for award. Between 5% and 10% of the daily output is hand addressed letter mail (1-2 oz.). This mail will be processed by the successful bidder at the same service fee as that of the encoded machine-addressed letter mail.
- F. Approximately 95% of all letter mail will be directed to zip codes with the prefixes 330, 331, or 332.

3.5 REIMBURSEMENT

The County will reimburse the successful bidder for necessary postage upgrades or additional required postage at 100% of the amount applied. These charges must be included and clearly identified in the successful bidders invoice.

3.6 STANDARD MAIL

The successful bidder will occasionally process Standard Mail (A), both Regular and Enhanced Carrier Route. This processing may include the metering of postage on the mail pieces. Postage applied shall be reimbursed to successful bidder at 100% of the amount applied.

3.7 ADDRESS CORRECTION "FAST FORWARD" AND "RETURN SERVICE REQUIRED"

The vendor shall routinely provide "FAST Forward" service for the County's mail. The latest USPS Move Update Requirements will be used. This service is an integral part of the Multiline Optical Character Reader (MLOCR) processing and allows the County mail to meet USPS mail address standards, which are evaluated by MERLIN. However, there are times when the County will request that the "FAST Forward"

service not be activated due to statutory restriction on the forwarding of mail to new addresses. In those instances, the necessary legally required endorsements shall be printed on the envelopes.

3.8 MAIL PIECES RETURNED TO THE COUNTY

Envelopes without metered postage, clearly defined date or postage markings, or which require upgrading to an international postage rate shall be returned "as is" to the appropriate County Department the following business day.

3.9 MONTHLY REPORTS FOR CLERK OF COURTS

- A. With the inception of this contract, the Clerk's Office will implement a program designed to better track the volume and categories of mailed coming out of this department. To further this objective, the successful contractor shall furnish a monthly report detailing the items purchased under this contract. The report shall be broken down by category and totals of all mail processed during each of the previous weeks in the billing period. A sample report is located below. The contractor may include this reporting date with their invoice or as a separate report document. Minimum data required as described below.

REPORT EXAMPLE

Week of		Date		
	Type of Mail	# of Pieces	3 Digit	5 Digit
1.	First Class (1-3 Oz)	2000	500	1500
2.	First Class (3-11 Oz)	600	300	300
3.	First Class Flats (1-9 Oz)	200	150	50
4.	Misc Flats (Over 9 Oz)	100	N/A	N/A
5.	International	100	N/A	N/A
6.	Certified	50	N/A	N/A
7.	Priority	6	N/A	N/A
8.	Express	5	N/A	N/A
9.	Post Cards	30	N/A	N/A

- B. The contractor shall provide a count sheet form for mail picked up at each location, which will be completed by the user agency and placed in the vendor's supplied mail tub. The count sheet shall include all categories of mail picked up at the particular location. The Contractor may format the count sheet in any manner convenient; however, the numbers filled in on the sheet must be consistent with the categories of mail picked up at the particular locations, including the number of mail tubs. Flats, certified, priority, express, and international mail pieces must also be documented by number of pieces. A copy of all count sheets for billing period must accompany the monthly invoice. The contractor must send a monthly accounting summary of all COC divisions in an electronic spreadsheet format. The spreadsheet must include the current rates, fees, division name, and original form sent with mailing quantities.

3.10 MAIL DELIVERY SERVICE REQUIREMENT

The bidder shall process and deliver the mail to a U.S. Postal Service Bulk Mail Entry Unit in the South Florida Postal Region by the acceptance deadline on the date metered on the mail. If the bidder chooses to deliver the County's mail to a USPS facility other than the Miami General Mail Facility located at 2200 NW

72nd Ave (where the County's postage meters are registered) it shall be the bidder's responsibility to ensure that the County's mail is not held, delayed, or interrupted. The bidder shall prepare the necessary registration forms and file them with the U.S. Postal Service.

In the event of a power outage, see paragraph 3.3 (13), hurricane or inclement weather situation, the successful bidder will remain in operation so long as the USPS is open and receiving mail and so long as the County mail remains secure and undamaged.

3.11 MAIL PROCESSING FOR CLERK OF COURTS REQUIREMENT

All mail shall be picked up by the contractor and delivered to the USPS on the same day mail is picked up from the various Clerk of Court locations.

- A. The contractor shall qualify 100% of Clerk of Court mail, including flats, weighing up to 9 ounces to obtain the deepest postage discounts possible. To accommodate this requirement, the contractor shall maximize potential savings by commingling Clerk of Court permit and metered mail with other customer mailings to increase the department's qualification rates, provided such commingling does NOT delay the delivery of any pieces of mail to final destination.

Exceptions to the above requirement are acceptable if the non-bar-coded mail pieces are due to machine rejection. Acceptable reasons for machine rejection are:

1. Illegible hand writing on the envelope
 2. Printing on address label or envelope is too large for machine read.
 3. Address label or background markings on envelope interfere with or prevent barcode.
 4. Envelope size or material does not meet postal barcode standards
 5. Obstructive items contained in the envelope which prevent machine read and/or feed.
- B. The contractor shall notify the department if mail volume falls below the amount required for the contractor to obtain postage discounts for the specific category. The contractor shall not increase services fees due to reduction in volume unless prior written notice of such price increase has been provided to the department.
- C. The contractor shall notify the department if there are an inordinate number of mail pieces being picked up that fall outside established Postal Services guidelines, and which prevent the contractor from applying the postage discounts that would otherwise be available.
- D. The contractor shall report to the department all postal discounts that occur during the term of this contract and how those discounts will be applied toward reducing the contractor's service fees.
- E. The Clerk's Office will pay additional postage required for processing residual mail and other non-qualifying mail pieces. However, any other additional costs associated with processing this category of mail shall be the responsibility of the contractor. The contractor should consider this when proposing his/her prices for the Clerk's Office portion of this solicitation.
- F. The contractor shall provide full postage mail pickup at no charge for stamped mail. This mail should be delivered to the Post Office on the same day as other mail picked up by the contractor that day.
- G. The contractor will return any mailing items that are un-mailable according to USPS current standards. Rejected mail pieces must be returned to the Clerk of Courts mail centers.

3.12 PICK UP

The County reserves the right to change pick-up times and locations with reasonable prior notice to the successful bidder. Should the above schedules change, the contractor must adjust its schedules to accommodate such changes at no additional charges to the department.

1. Miami-Dade County Internal Services Department (ISD) /Administration and Business Services

The successful bidder's courier shall pick up mail from ISD Mail Center located at: 111 NW 1st Street, Suite 1820 (Attention: Audie Thompson, (305) 375-1087) at least twice daily: between 11:30 AM and 12:30 PM and between 4:00 PM and 4:30 PM Monday through Friday, excluding County observed holidays.

On occasion, pick up services will be required at the ISD Print Shop at 2225 NW 72nd Ave Miami, Florida.

2. Clerk of Courts (COC)

The contractor shall be responsible for the following existing pickup schedules and any amendments hereafter during the term of this contract. Below is the current existing schedule of Clerk's Office which must be followed:

Facility Location	Contact Information	Pick-up Times
Parking Violations Bureau 22 NW 1st Street, 4th Floor, Miami, FL	Lourdes Lomando (305) 679-1062	3:00 PM / 3:30 PM
Downtown COC Main Mailroom 101 W. Flagler Street, Miami, FL	Kevin Stephens (305) 349-7472	2:45 PM / 3:15 PM
Stephen P. Clark Center 111 NW 1st St., Room 17-202, Miami, FL	Francisco Gonzalez (305) 375-3467	2:00 PM / 2:30 PM
Central Depository Section 601 NW 1st Court, 16th Floor, Miami, FL	Monica Swain-Allen (786) 469-3708	1:30 PM / 2:00 PM
Richard Gerstein Bldg Mailroom (basement) 1351 NW 12th Street, Miami, FL	Victor Coats (305) 548-52672	11:00 AM / 11:30 AM

3. Miami-Dade Water and Sewer Department (WASD)

The successful bidder(s) shall pick-up mail from the WASD Mail Centers on a daily basis, excluding Saturdays, Sundays, and County holidays. These daily pick-ups shall be made at 4:00 P.M. The successful bidder(s) shall pick-up mail from WASD Mail Center located at Douglas Building-3071 S.W. 38th Ave, Miami, FL 33146.

4. Miami-Dade County Aviation Department (AV)

Pending input

3.13 ESTIMATED QUANTITIES

1. Miami-Dade County Internal Services Department (ISD)

The number of qualifying mail pieces metered daily by GSA will average ten thousand (10,000) pieces, varying from a low of approximately three thousand (3,000) to over fifty thousand (50,000) pieces per day. The annual total is estimated at one million three hundred thousand (1,300,000) pieces.

In addition, ISD mails approximately 275 presort first class and standard postage mailings each year. These mailings total 5.5 million pieces of permit mail annually. These mailings vary in size from a few hundred pieces to 800,000 pieces.

2. Clerk of the Courts (COC)

The number of qualifying mail pieces metered daily by COC will be approximately 2,000 to 40,000 per day (approximately 3 million per year). A high percentage of this mail will be impact printed self-mailers, which may necessitate MLOCR barcode equipment running at slower speeds to allow for maximum readability of the mail.

2. Miami-Dade Water and Sewer Department (WASD)

The number of qualifying pieces metered daily by WASD will average thirty thousand (30,000) pieces, varying from a low of approximately three thousand to over seventy thousand (70,000) pieces per day. The annual total is estimated at seven million two hundred thousand (7,200,000) pieces. Approximately one-half of WASD's annual qualifying piece total, or over three million six hundred thousand (3,600,000) pieces will be impact printed self-mailers, which in addition to the processing sequence described in paragraph 3.4.2 above, may also require that Multiline Optical Character Reader (MLOCR) barcode equipment be operated at about one-half of normal processing speed to allow the equipment necessary time to read and look-up the imprinted addresses and apply an 11-digit barcode.

3. Miami-Dade Public Library (LB)

Pending input

4. Miami-Dade County Finance Department (FN)

Pending input

5. Miami-Dade Aviation (AV)

Pending input

3.14 PERIODIC TRAINING

The selected bidder(s) shall provide periodic training free of charge, as necessary, to County departments on how to prepare mail for presort. As the selected bidder(s) sees opportunities to presort and process mail at a more economical rate, the selected bidder(s) will point out these opportunities to the County.

3.15 OPTIONAL ITEMS:

Additional inserts may be added which will include folding and inserting. Bidders are to provide the cost per piece for the following:

1 Piece	.001 per envelope
2 Pieces	.002 per envelope
3 Pieces	.003 per envelope
4 Pieces	.004 per envelope
5 Pieces	.005 per envelope

Other Charges: *(Any charges not indicated above must be explained in detail on a separate sheet attached to bid submittal.)*

SECTION 4
BID SUBMITTAL FOR:
MAILING SERVICES

FIRM NAME: _____

4.1 GROUP A – INTERNAL SERVICES DEPARTMENT

ITEM	WEEKLY ESTIMATED QUANTITIES	DESCRIPTION	UNIT PRICE
1	5,000 Pieces (Daily Average)	Pick-up, Process, Barcode/Presort and Deliver First Class to the USPS, 1- 3.5oz. Machine, Addressed Mail Per Technical Specifications	\$ _____/Piece
2	1,000 Pieces	Encoding/Presort First Class (1-3.5oz.) machine and hand addressed mail pieces	\$ _____/Piece
3	750 Pieces	Presort Flats and Fats (Hand and Machine Addressed)	\$ _____/Piece
4		PROCESS SERVICE FEES:	
A	999 Pieces	Direct Imprint Metering-less than 1,000 pieces	\$ _____/Piece
B	999 Pieces	Label Application Metering-less than 1,000 pieces	\$ _____/Piece
C	999 Pieces	Addressing (1-head Ink Jet) – less than 1,000 pieces	\$ _____/Piece
D	999 Pieces	Addressing (2-head Ink Jet) - less than 1,000 pieces	\$ _____/Piece
E	999 Pieces	Cheshire Address Vehicle Labeling - less than 1,000 pieces	\$ _____/Piece
F	999 Pieces	Crack-n-peal Address Vehicle Hand Labeling - less than 1,000 pieces	\$ _____/Piece
G	999 Pieces	Folding - less than 1,000 pieces	\$ _____/Piece
H	999 Pieces	Inserting (One Piece) - less than 1,000 pieces	\$ _____/Piece
I	999 Pieces	Inserting (Additional Pieces) - less than 1,000 pieces	\$ _____/Piece

J	999 Pieces	Folding and Inserting (One Piece) less than 1,000 pieces	\$ _____/Piece
K	999 Pieces	Tab Sealing (One Tab) - less than 1,000 Pieces	\$ _____/Piece
L	999 Pieces	Tab Sealing (Two Tabs) - less than 1,000 Pieces	\$ _____/Piece
M	Up to 30 Intelligent Mail project per year.	Intelligent Inserter Machine Set Up – Fix rate	\$ _____/Piece
N	999 Pieces	Intelligent - Fold and Inserting (One Piece) - less than 1,000 pieces	\$ _____/Piece
O	999 Pieces	Intelligent – Fold and Inserting (Two Pieces) - less than 1,000 pieces	\$ _____/Piece
P	999 Pieces	MLOCR - Multiline Optical Character Reader Sort Service - less than 1,000 pieces	\$ _____/Piece
Q	999 Pieces	Fast Forward Service - less than 1,000 pieces	\$ _____/Piece
R	999 Pieces	Dedupe / Householding List - less than 1,000 pieces	\$ _____/Piece
S	999 Pieces	NCOA List - less than 1,000 pieces	\$ _____/Piece
T	999 Pieces	Non-machine Manual Inserting (One Piece) - less than 1,000 pieces	\$ _____/Piece
U	999 Pieces	Non-machine Manual Inserting (Additional Pieces) - less than 1,000 pieces	\$ _____/Piece
5	900,000 – 1 Million Pieces	Annual (October) Tax Collector Mass Mailing: Mass mailing consisting of up to (7) unique notice types with between 1-4 pieces per envelope. Bundled Piece must include the insertion of between 1 – 4 pieces, and MLOCR sort services.	\$ _____/Piece

SECTION 4
BID SUBMITTAL FOR:

MAILING SERVICES

FIRM NAME: _____

4.2 GROUP B – CLERK OF COURTS

ITEM	WEEKLY ESTIMATED QUANTITIES	DESCRIPTION	UNIT PRICE
1	50,000/Week	Pick-up, Process, Barcode/Presort and Deliver First Class to the USPS, 1- 3.5oz. Machine, Addressed Mail Per Technical Specifications	\$ _____ /Piece
2	45,000/Week	Encoding/Presort First Class (1-3.5oz.) machine and hand addressed mail pieces	\$ _____ Piece
3	1,000/Week	Presort Flats and Fats (Hand and Machine Addressed)	\$ _____ Piece
4		PROCESS SERVICE FEES:	
A	45,000/Week	Machine Barcode of First Class 1 to 3 ounces	\$ _____ Piece
B	5,000/Week	Manual Sort of First Class 1 to 3 ounces (RVE)	\$ _____ Piece
C	500/Week	Machine Barcode of First Class 3-11 ounces	\$ _____ Piece
D	250/Week	Non-Barcode Sort of First Class 3-11 ounces (RVE)	\$ _____ Piece
E	40,000/Week	Presort (1-3oz)	\$ _____ Piece
F	4,000/Week	Presort (3-11oz)	\$ _____ Piece
G	600/Week	First Class Flats Up to 9 Ounces	\$ _____ Piece
H	2,500/Week	Certified Mail	\$ _____ Piece
I	10/Week	Express Mail	\$ _____ Piece
J	110/Week	International Mail	\$ _____ Piece
K	600/Week	Postcards	\$ _____ Piece
L	6,000/Week	Postage Affix (Metering Fee)	\$ _____ Piece
M	50,000/Week	Fast Forward Services	\$ _____ Piece

SECTION 4
BID SUBMITTAL FOR:

MAILING SERVICES

FIRM NAME: _____

4.3 GROUP C – MIAMI DADE WATER & SEWER DEPARTMENT

ITEM	WEEKLY ESTIMATED QUANTITIES	DESCRIPTION	UNIT PRICE
1	60,000/Week	Pick-up, Process, Barcode/Presort and Deliver First Class to the USPS, 1- 3.5oz. Machine, Addressed Mail Per Technical Specifications	\$ _____ /Piece
2	300,000/Week	Encoding/Presort First Class (1-3.5oz.) machine and hand addressed mail pieces	\$ _____ Piece
3	10,000/Week	Encoding/Presort First Class (1 & 3oz) hand addressed mail pieces	\$ _____ Piece
4	300,000/Week	Presort Flats and Fats (Hand and Machine Addressed)	\$ _____ Piece
5	60,000/Week	"FAST forward" & Address Correction Information	\$ _____ Piece

SECTION 4
BID SUBMITTAL FOR:

MAILING SERVICES

FIRM NAME: _____

4.4 GROUP D – AVIATION

ITEM	WEEKLY ESTIMATED QUANTITIES	DESCRIPTION	UNIT PRICE
1			\$ _____ /Piece
2			\$ _____ Piece
3			\$ _____ Piece
4			\$ _____ Piece
5			\$ _____ Piece

SECTION 4
BID SUBMITTAL FOR:

MAILING SERVICES

FIRM NAME: _____

4.5 GROUP E – LIBRARY

ITEM	WEEKLY ESTIMATED QUANTITIES	DESCRIPTION	UNIT PRICE
1			\$ _____ /Piece
2			\$ _____ Piece
3			\$ _____ Piece
4			\$ _____ Piece
5			\$ _____ Piece

4.6 OPTIONAL ITEMS – (See Section 3, Paragraph 3.15)

Additional inserts may be added which will include folding and inserting.

A	1 Piece	.001 per envelope	\$ _____
B	2 Pieces	.002 per envelope	\$ _____
C	3 Pieces	.003 per envelope	\$ _____
D	4 Pieces	.004 per envelope	\$ _____
E	5 Pieces	.005 per envelope	\$ _____

SECTION 4
BID SUBMITTAL FOR:

MAILING SERVICES

FIRM NAME: _____

4.7 MAIL PROCESSING EQUIPMENT INVENTORY

Per Section 3.3, Paragraph 6, bidders are required to complete and submit their mail processing equipment inventory based on the following systems listed below.

Multi-Line Optical Character Reader Barcode Systems:			
Model	Manufacturer	Model Year	Additional Information

Video or Manual Encoding Systems:			
Model	Manufacturer	Model Year	Additional Information

USPS Authorized Postage Metering Systems:			
Model	Manufacturer	Model Year	Additional Information

Courier Vehicles			
Model	Manufacturer	Model Year	Additional Information

ATTACH ADDITIONAL SHEETS IF NECESSARY
FAILURE TO COMPLETE AND SUBMIT INVENTORY WITH YOUR PROPSAL MAY
RENDER YOUR BID NON-RESPONSIVE