

**COMMONWEALTH OF VIRGINIA  
DEPARTMENT OF GENERAL SERVICES  
DIVISION OF PURCHASING AND SUPPLY  
SPECIFICATIONS FOR MAILING EQUIPMENT SYSTEMS**

**I. Scope of Work:**

A. Contractor shall provide equipment, services, and support to meet the mailing needs of the customer within the provisions of the awarded contract. Work shall consist of providing all materials, labor, supervision, tools, equipment, and incidentals necessary to furnish, install (set-in-place), render operational. Contract shall provide training to personnel on the acquired mail processing systems. All equipment and services must meet the approval of the USPS®. The work for all types shall also include three years of rate change insurance for the United States Postal Service (USPS®) and any other carrier included.

B. With the exception of the postage meter, which must be digital technology models, which are allowed by the USPS® beyond 2008, all equipment shall be new and of current manufacture. New equipment used to demonstrate capabilities during the bid review process will be considered as new.

C. The systems are divided into (8) performance levels as detailed in the Specifications Section of this Attachment, and in the table on the last page. Each level contains two purchase/rental choice options, which provides (16) distinct bidding opportunities. Bids will be evaluated using the following life cycle costing (LCC) criteria:

1. Outright Purchase:

$$\text{LCC} = \text{TAC} + \text{M2} + \text{M3} + \text{R3} + 36\text{MR} + \text{RM3}$$

TAC = total acquisition cost including one year warranty (less meter rental).

M2 = full service maintenance cost including preventive maintenance for year two,

M3 = full service maintenance cost including preventive maintenance for year three,

R3 = rate change insurance for a three year period,

36MR = meter reset cost for 36 resets at a rate of one per month,

RM3 = rental of postage meter for a three year period,

The date of installation acceptance shall be used as the beginning for the time periods referenced.

2. 36 Month Rental:

$$\text{LCC} = 36\text{RNTL} + \text{R3} + 36\text{MR} + \text{RM3}$$

36RNTL = total 36 month rental cost (less meter rental).

R3 = rate change insurance for a three year period,

36MR = meter reset cost for 36 resets at a rate of one per month,

RM3 = rental of postage meter for a three year period,

The date of installation acceptance shall be used as the beginning for the time periods referenced.

D. Any work that would require a Virginia Contractor's License will be performed by the ordering agency.

E. The Contractor shall plan and coordinate the performance of the work with the ordering agency's representative to minimize disruption of agency personnel and to complete work in an orderly and expeditious manner. The Contractor shall notify the agency's representative at least five calendar days prior to beginning work.

F. Work shall be performed by competent technicians familiar with the specific equipment. The Contractor shall be responsible for initiating, maintaining, and supervising all safety precautions and programs in connection with the work.

G. The Contractor shall perform the described work in accordance with the manufacturer's recommendations and these specifications. The Contractor shall provide all incidental items necessary to provide a completely operational system. All installation debris shall be picked up and lawfully disposed of off State property at the conclusion of each work day.

H. Any damage to existing utilities, equipment, or finished surfaces resulting from this installation shall be repaired to the agency representatives' satisfaction by the Contractor and the Contractor's expense.

I. At the conclusion of the work, the Contractor shall demonstrate to the agency's representative that the work is fully operational and in compliance with these specifications and codes. Any deficiencies shall be promptly and permanently corrected by the Contractor at the Contractor's sole expense prior to final acceptance of the work.

J. All materials, equipment, and installation work shall meet these specifications; the United States Postal Service (USPS®) Publication 25, July 2003, Designing Letter and Reply Mail; the Virginia OSHA Standards; and the Virginia Uniform Statewide Building Codes.

K. Postage meters shall meet these specifications and shall be Information Based Indicia (IBI) compliant and shall use Postage Security Device (PSD) technology in the system.

## **II: Bidder Instructions:**

A. The following specifications are based on various manufacturers' equipment and are intended to define the level of quality and performance of the requested work and not to be restrictive by manufacturer, brand, method of configuring a system, and method of accomplishing required functions, unless otherwise indicated. The systems offered may consist of interconnected assemblies or a single unit.

### **B. Bidders shall:**

1. Return Attachment A with their response annotated to show compliance.
2. Under "Bid / Offered" indicate compliance to each specification item, or equivalence. Provide all information requested in blanks under "Reference Description".
3. Provide pertinent technical data documenting compliance/equivalence with dimensions, quality, features, functions and performance, by a notation such as "SEE CUT SHEET XYZ", or other descriptive terminology.







Letter Mail Dimensions

<u>Dimension</u>	<u>Minimum</u>	<u>Maximum</u>
Height	3-1/2 inches	6-1/8 inches
Length	5 inches	11-1/2 inches
Thickness	0.007 inch	1/4 inch

Post Card Mail Dimensions

<u>Dimension</u>	<u>Minimum</u>	<u>Maximum</u>
Height	3-1/2 inches	4-1/4 inches
Length	5 inches	6 inches
Thickness	0.007 inch	0.016 inch

as defined in USPS® Publication 25, 2003, with processing defined as the feeding, sealing, metering, imprinting, and stacking,

Actual processing rate: \_\_\_\_\_ pieces per minute

- b. with other mail piece processing, not under the processing speed requirements, with a thickness of 3/8 inch and less, and 10 inches by 13 inches and less in size, with the flap on the long edge of the envelope, (this calls for a wide deck type feeder, with this feeder wide enough to allow mail pieces to flow through the machine without the operator having to push the mail pieces to keep them in line),
- c. with the mailing machine interconnected with an electronic type postage meter,
- d. with a non-power type table top stacker,
- e. with wet/dry or pressure sensitive tape, with the pressure sensitive tape having a grab type tab for ease of tape separation during manual application operation,
- f. with the mail processing system electronically interfaced with the postage scale and postage meter,
- g. with the capability provided for checking the postage meter date prior to postage printing,
- h. with a water envelope sealing system to provide for an even moist seal, with an easy fill reservoir, with this feature for letter mail of 3/8 inch and less in thickness and 10 inch by 13 inch and less in size,
- i. with the following modes of operation for letter mail of 3/8 inch and less in thickness:
  - 1) envelope nested or un-nested (only one required),
  - 2) envelope sealed,
  - 3) envelope unsealed,
  - 4) seal only,

2. Weighing System:

- a. with the capability of handling USPS® and UPS,
- b. and with a postage scale:









- c) International Air/Surface rates,
- d) Overnight Express,

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2) USPS® Services:

- a) Registered,
- b) Certified,
- c) Return Receipt,
- d) Return Receipt with Address,
- e) Insured,
- f) Oversize or Non-standard Surcharge,

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b. Postage Scale:

- 1) with a minimum capacity of at least two pounds,
- 2) with an accuracy of within 0.1 ounce of the true value, with weight increments of 0.5 ounce between 0 and 49 pounds, and 1.0 ounce above 49 pounds,
- 3) with weight displayed as a digital readout,
- 4) and other size scales may be offered as options to the contract, with these other sizes able to connect with the system offered,

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2. Report Printer:

- a. laser or ink jet type, interfaced with the offered system,
- b. for report printing,
- c. using standard 8½ by 11 inch 20 pound paper,
- d. using commercially available toner or ink cartridge,

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NOTE: Price the system in the bid with a printer included.

Provide a deduction to the system price if the using Agency will accept a flash drive or other alternate media to transfer report data to an existing computer:

Deduction from the system price = <\$\_\_\_\_\_> less.

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3. Rental of Postage Meter:

- a. with the capability provided of meter reset over a standard analog or digital central office (CO) telephone line,
- b. with other optional reset communications methods offered as options to the standard CO line method, so long as any other methods are allowed by the USPS®,
- c. with a display for indicating the amount left on the meter, which may be provided as the amount used instead of the amount left on the meter,

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4. Accounting System:

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2. Weighing System:

a. with the following rates for USPS® classes and services provided through the interconnection of the meter and mail processing system:

1) USPS® Classes:

- a) 1st Class/Priority, Pre-sort, and Automation rates (including ZIP plus 4, and Bar Coded rates),
- b) Standard Mail (formerly designated by the USPS® as 3rd/4th Class),
- c) International Air/Surface rates,
- d) Overnight Express,

2) USPS® Services:

- a) Registered,
- b) Certified,
- c) Return Receipt,
- d) Return Receipt with Address,
- e) Insured,
- f) Oversize or Non-standard Surcharge,

b. Postage Scale:

- 1) with a minimum capacity of at least two pounds,
- 2) with an accuracy of within 0.1 ounce of the true value, with weight increments of 0.5 ounce between 0 and 49 pounds, and 1.0 ounce above 49 pounds,
- 3) with weight displayed as a digital readout,
- 4) and other size scales may be offered as options to the contract, with these other sizes able to connect with the system offered,

5. Report Printer:

- a. laser or ink jet type, interfaced with the offered system,
- b. for report printing,
- c. using standard 8½ by 11 inch 20 pound paper,
- d. using commercially available toner or ink cartridges,

NOTE: Price the system in the bid with a printer included.

Provide a deduction to the system price if the using Agency will accept a flash drive or other alternate media to transfer report data to an existing computer:

Deduction from the system price = <\$\_\_\_\_\_> less.

3. Rental of Postage Meter:

