



## Notice of Statewide Contract Award

*Official signed contract documents are on file with OMES-Central Purchasing.*

**Contract Title:** Mail and Storage Services

**Statewide Contract # :** SW 096

**Contract Issuance Date:** 09/21/2017

**Total Number of Vendors:** 2 *(For details see: Vendor Information Sheet)*

**Contract Period:** October 1, 2017 through September 30, 2018

**Agreement Period:** October 1, 2017 through September 30, 2022

**Authorized Users:** **All State Departments, Boards, Commissions, Agencies and Institutions, in addition to Counties, School Districts and Municipalities which may avail themselves of this contract.**

**Contract Priority:** Mandatory Statewide

**Type of Contract:** Firm, Fixed Price and Discount from List

**OMES-CP Contact:** Theresa Johnson **Title:** Contracting Officer

**Phone:** 1 - 405 - 521 - 2289 **Email:** [theresa.johnson@omes.ok.gov](mailto:theresa.johnson@omes.ok.gov)



## Awarded Supplier Information

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**Supplier Name:** Presort First Class

**Supplier ID #:** 0000074228

**Supplier Address:** P.O. BOX 2280

**City:** Oklahoma City

**State:** OK

**Zip Code:** 74228

**Contact Person Name:** Roy Walker

**Phone #:** 1 - 405 - 677 - 9633

**Title:** Sales Manager

**Fax #:** 1 - 405 - 677 - 8982

**Email:** rwalker@presortfirstclass.com

**Website:** PresortFirstClass.com

**Authorized Location:** ☐ Locations list attached as *(attachment title)*

☐ Address:

City:

State:

Zip Code:

**Contract ID #:** 4940

**Delivery:** 24 hours - plus assembly time

**Minimum Order:** n/a

**P/Card Accepted:** ☒ Yes

☐ No

**Other:** Prompt Payment Discount - 2%, 30 Calendar Days

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**Supplier Name:** Sashay Corporate Services, LLC DBA Automated Mail Service

**Supplier ID #:** 0000305834

**Supplier Address:** 6915 E. 38<sup>th</sup> Street

**City:** Tulsa

**State:**

**OK Zip Code:** 74145

**Contact Person Name:** Carla Covey

**Phone #:** 1 - 918 - 664 - 2507

**Title:** President

**Fax #:** 1 - 918 - 664 - 5379

**Email:** ccovey@automatedmail.com

**Website:** Automatedmail.com

**Authorized Location:** ☐ Locations listing attached as *(attachment title)*

☐ Address:

City:

State:

Zip Code:

**Contract ID #:** 4942

**Delivery:** not specified

**Minimum Order:** n/a

**P/Card Accepted:** ☒ Yes

☐ No

**Other:** Prompt Payment Discount - 1%, 10 Calendar Days. Services Only Not Postage

Central Purchasing • 5005 N. Lincoln Boulevard, Suite 300 • Oklahoma City, OK 73105  
Telephone: 405-521-0955 • Fax: 405-521-4475 • www.omes.ok.gov

## **CONTRACT SPECIFICATIONS**

### **Contract Period**

The Contract period is October 1, 2017 through September 30, 2018. The contract may be renewed, for up to four (4), one (1) year option periods.

### **Contract Renewal**

Exercise of the renewal option is at the State's sole discretion and shall be conditioned, at a minimum, on the Contractor's performance and the reported spend. The State, if it desires to exercise its renewal option, will provide written notice to the Contractor no later than thirty (30) days prior to the contract expiration date. The renewal term shall be considered separate and shall require exercise of the renewal option should the State choose to renew this Contract.

### **Type of Contract.**

This is a firm fixed price contract for indefinite delivery and indefinite quantity for the supplies/services specified.

### **Contract Priority**

This is a mandatory contract

### **Authorized Users**

All State Departments, Boards, Commissions, Agencies and Institutions. Counties, School Districts and Municipalities may avail themselves of the contract.

### **Oral Agreements.**

No oral statement of any person shall modify or otherwise affect the terms, conditions, or specifications stated in the RFP or the resultant contract. All modifications to the contract must be made in writing by the Central Purchasing Division.

### **F.O.B. Destination.**

All deliveries shall be F.O.B. Destination. Destination shall mean delivered to the receiving dock or other point specified in the purchase order. The State assumes no responsibility for goods until accepted at the receiving point in good condition. Title and risk of loss or damage to all items shall be the responsibility of the contract supplier until accepted by the ordering agency. The successful supplier shall be responsible for filing, processing and collecting all damage claims.

### **Notice of Award**

Notice of award letter resulting from this RFP will be furnished to each successful vendor and shall result in a binding contract without further action by either party. It shall be the successful vendor's responsibility to reproduce and distribute copies to all authorized dealers listed in your RFP response. No additions, deletions or changes of any kind shall be made to this contract without prior approval of Central Purchasing.

### **Extension of Contract**

The State may extend the term of this contract up to 180 days if mutually agreed upon by both parties in writing.

### **Ordering.**

Any supplies and/or services to be furnished under this contract shall be ordered by issuance of written purchase orders or by State Purchase Card (PCard) by state agencies and authorized entities. There is no limit on the number that may be issued. Delivery to multiple destinations may be required. All orders are subject to the terms and conditions of this contract. Any order dated prior to expiration of this contract shall be performed. In the event of conflict between a purchase order and this contract, the contract shall have precedence.

### **Required Delivery**

Delivery shall be made to various locations throughout the State. Deliveries will be as specified in the individual orders.

### **State and Federal Taxes.**

Purchases by the State are not subject to any sales tax or Federal excise tax. Exemption certificates will be furnished upon request.

## **Contractor Invoices**

The vendor shall be paid upon submission of proper certified invoices to the ordering agency at the prices stipulated on the contract. Invoices shall contain the contract number and purchase order number. Failure to follow these instructions may result in delay of processing invoices for payment. The Company or Corporation submitting a proposal shall be the only office authorized to receive orders, invoice and receive payment. If the Vendor wishes to ship or provide service from a point other than the address listed on the face of the RFP, the Vendor will furnish a list of these locations. No ordering or invoicing will be done at these locations.

Invoicing shall be made in accordance with instructions by agency or division issuing the order.

If you are paid more than 45 days after submitting a proper invoice, you may be entitled to claim an interest penalty. Contact the Office of State Finance for a copy of the regulations.

In cases of partial delivery the state agency may make partial payment, dependent on the dollar value, or hold all invoices until final delivery is completed.

## **Inspection, Acceptance:**

Inspection and acceptance will be destination unless otherwise provided. Destination shall mean delivered to the receiving dock, agency stockroom or other point specified in the purchase order. The State accepts no responsibility for goods until accepted at the receiving point in good condition. Title and risk of loss or damage to all items shall be the responsibility of the contract supplier until accepted by the ordering agency. The contract supplier shall be responsible for filing, processing and collecting all damage claims.

## **Warranty**

The Successful vendor agrees the products furnished under this contract shall be covered by the most favorable commercial warranties the contractor gives to any customer for such products; and rights and remedies provided herein are in addition to and do not limit any rights afforded to the State of Oklahoma by any other clause of this contract.

## **Gratuities**

The right of the successful vendor to perform under this contract may be terminated by written notice if the Contracting Officer determines that the successful vendor, or its agent or another representative offered or gave a gratuity (e.g., an entertainment or gift) to an officer, official or employee of Central Purchasing or an evaluation team member.

## **Patents and Royalties**

The Vendor, without exception, shall indemnify and save harmless the State of Oklahoma and its employees from liability of any nature or kind, including cost and expenses for or on account of any copyrighted, patented, or unpatented invention, process, or article manufactured or used in the performance of the contract including its use by the State of Oklahoma. If the vendor uses any design, device or materials covered by letters, patent or copyright, it is mutually agreed and understood without exception that the RFP prices shall include all royalties or cost arising from the use of such design, device, or materials in any way involved in the work.

## **Price Adjustments.**

Prices are to remain firm during the first 12 months of the contract. After that date, if there has been an industry-wide price increase suppliers may request an increase in prices. Price increases may be requested only once each year. Pricing changes must be submitted 30 days prior to the date of the effective change and must be approved by the contracting officer. Documentation from the manufacturer/distributor and a detailed item listing with price change suggestions must be submitted. Any increase will not affect any orders issued prior to the effective approval date of any price changes. Supplier's failures to promptly notify the State of any price decreases shall result in the cancellation of their contract. No price reduction may be offered to an agency unless that reduction is offered to all agencies.

## **Introduction**

The direct mailing services will consist of collation, assembly, insertion, sealing, labeling, inventory, distribution, storage, and handling of State Agency program materials.

The pick and pack services will consist of warehousing and inventory management of State Agency program materials, order fulfillment and shipping

There will also be an occasional delivery and/or pick up of materials within the following Central Oklahoma counties: Canadian, Cleveland, Logan, Oklahoma and Pottawatomie.

## **Contractor Duties / Scope of Work**

The Contractor shall provide the following including all staff and supplies.

### **Routine Mailings**

At the beginning of the initial contract period, Contractor shall be required to transfer inventory from previous vendor location to the new storage site.

Throughout the duration of the contract the Contractor shall be required to assemble and mail agency related information packets to agencies, County offices, etc. Each packet shall consist of (handbooks, brochures, guides, maps, flyers, forms, stickers booklets and notices) inserted into catalog envelopes provided by Agency. Each envelope is to be imprinted with the current month and year by the Contractor. The packets shall be boxed and mailed to offices determined by a monthly mailing list issued electronically by agencies the beginning of each month. The turnaround from job initiation to mailing date will be determined by the agency.

Throughout the duration of the contract, the Contractor shall be required to tab, seal, label, process, and mail literature.

The Contractor shall package, seal, label and mail materials. Each packet consists of pieces to be assembled into a catalog envelope provided by the agency. Envelopes will be addressed, processed and mailed using an electronic zip file of names.

The Contractor shall tab, seal, label, process, and mail newsletters for agencies. The publication shall be folded in half and mailed as a self-mailer.

In addition to standard monthly and yearly ongoing mailing obligations, the agency may maintain an online order site which distributes literature and promotional items featuring the agency programs to other agencies, businesses, consumers, etc. within and outside the State of Oklahoma. The Contractor shall warehouse the materials (literature and promotional items); maintain the Internet inventory system which is accessible to both the Contractor and Agency; pull and ship materials to the requesting consumers.

### **Miscellaneous Mailings**

This section pertains to additional mailings not previously discussed in this RFP. Contractor shall complete miscellaneous services within a period of time agreed to by both parties:

Miscellaneous mailing and delivery services are on an "as needed basis" and include but are not limited to the following:

Additional assembly and mailing of packets requested by others.

Local delivery/pick up of materials and packets to the Agency, partner agencies as requested by agency. The local delivery/pick up (s) routinely includes location (s) within the Oklahoma City metropolitan area (i.e. Canadian, Cleveland, Logan, Oklahoma, and Pottawatomie counties).

Labeling and mailing of postcards.

## **General Requirements**

Supplier must complete an Execution of Service with each entity that includes but is not limited to: additional conditions, delivery requirements, Invoicing, and any other area of interest with the agency that is within the scope of the contract.

Contractor shall ensure compliance with applicable United State Postal Service (USPS) requirements.

Contractor shall store, administer the handling and processing, as well as keep inventory of Agency materials. Materials are stored on industry standard pallets

For the delivery of agency material referred to in this solicitation, the Contractor shall initiate and maintain through all of the renewal periods a contract with a shipping company {i.e. DHL, Fed Ex, UPS (United Parcel Service), or similar}. This contract must be executed no later than 10 working days after the contract award. Administrative costs to prepare the packages for mailing and/or delivery will be paid at the rate submitted during the RFP process. Actual mailing and/or delivery costs are to be paid by the Contractor and then reimbursed by the Agency. NCOA or DSF processing are to be included in the compliance with applicable USPS requirements

## **Reporting Requirements**

Contractor shall maintain an inventory of all agency materials stored at the Contractor's facility. This inventory shall be accessible online and updated a minimum of once every business day.

Contractor shall maintain a tracking system from job initiation to job completion to report on job status when inquired by the agency.

## **Payments/Reimbursement**

In consideration of satisfactory performance of the Duties of the Contractor enumerated in this RFP, the agency shall pay the Contractor in accordance with the price and cost submitted during the RFP process. Section H price and cost reflect the first year of the contract, and the subsequent option years (the second, third, four and fifth year pricing). The firm fixed per item cost submitted shall be inclusive of all costs necessary to prepare the items for mailing or shipment. These costs may include but are not limited to the following:

- Labor (personnel to perform folding, inserting, sorting, mailing list processing, i.e. de-duplication, pre-sorting, and/or bar coding)
- Supplies (envelopes, labels, tape, boxes, toner cartridges, etc.
- USPS requirements including National Change of Address (NCOA), Delivery Sequence File (DSF), Coding Accuracy Support System (CASS) Certification, and other requirements as they become applicable.
- Any requirements of the shipping carrier (s) utilized by the Contractor.

Contractor shall submit a proper invoice for services rendered in order to receive payment. A proper invoice is one which contains, at a minimum, the following information: 1) Contractor name; 2) FEI or vendor number; 3) invoice number; 4) purchase order number; 5) description of service(s); 6) date(s) of service; 7) detail of amount(s) billed. Contractor shall maintain documentation of all billed charges and shall make such documentation available to the agency upon request or as otherwise stated in this Contract.



# CONTRACT

## State of Oklahoma

Dispatch via Print

**Supplier** 0000074228  
PRESORT FIRST CLASS INC  
PO BOX 2280  
OKLAHOMA CITY OK 73101-2280  
USA

<b>Contract ID</b> 0000000000000000000000004940			Page 1 of 1	
<b>Contract Dates</b> 10/01/2017 to 09/30/2018		<b>Currency</b> USD	<b>Rate Type</b> CRRNT	<b>Rate Date</b> PO Date
<b>Description:</b> From Req ID - 0900009922			<b>Contract Maximum</b> 0.00	
<b>TYPE: STATEWIDE</b>				

Tax Exempt? Y Tax Exempt ID:736017987

### Contract Lines:

Line #	Cat CD / Item ID / Item Desc	UOM	Minimum Order		Maximum / Open	
			Qty	Amt	Qty	Amt
1	80141800 / Mail and Storage Services	EA	1.00	0.00	0.00	0.00
Contract Base Pricing			1.00000	EA	0001	

COMMENTS:

Final = The price is final after adjustments  
Hard = Apply adjustments regardless of other adjustments  
Skip = Skip adjustments if any other adjustments have been applied

Authorized Signature

## H. PRICE AND COST – PRESORT FIRST CLASS

H.1. Transfer of current inventory to new location site: Price per transfer  
\$ \_250.00

H.2. Charge for envelopes including printing  
\$ \_\_\_\_\_ 0.135 \_\_\_\_\_ /PIECE      \$ \_\_\_\_\_ 135.00 \_\_\_\_\_ /M

H.3. Fold in half, tab and mail as self- mailer  
  
\$ \_\_\_\_\_ 0.068 \_\_\_\_\_ /PIECE      \$ \_\_\_\_\_ 68.00 \_\_\_\_\_ /M

H.4. Tri-fold  
\$ \_\_\_\_\_ 0.01 \_\_\_\_\_ /PIECE      \$ \_\_\_\_\_ 10.00 \_\_\_\_\_ /M

H.5. Insert two (2) publications, SEAL, label and mail (Pick & Pack)  
\$ \_\_\_\_\_ .273

H.6. Insert three (3) publications, SEAL, label and mail (Pick & Pack)  
\$ \_\_\_\_\_ .283 \_\_\_\_\_

H.7. Insert four (4) publications, SEAL, label and mail (Pick & Pack)  
\$ \_\_\_\_\_ .293 \_\_\_\_\_

H.8. Insert five (5) publications, SEAL, label and mail (Pick & Pack)  
\$ \_\_\_\_\_ .343 \_\_\_\_\_

H.9. Insert six (6) publications, SEAL, label and mail (Pick & Pack)  
\$ \_\_\_\_\_ .373 \_\_\_\_\_

H.10. Insert seven (7) publications, SEAL, label and mail (Pick & Pack)  
\$ \_\_\_\_\_ .403 \_\_\_\_\_

H.11. Insert eight (8) to ten (10) publications, SEAL, label and mail (Pick & Pack)  
\$ \_\_\_\_\_ .453 \_\_\_\_\_

H.12. Insert eleven (11) to fifteen (15) publications, SEAL, label and mail (Pick & Pack)  
\$ \_\_\_\_\_ .503 \_\_\_\_\_

H.13. Insert sixteen (16) to twenty-five (25) publications, SEAL, label and mail (Pick & Pack)



\$\_\_\_\_.553\_\_\_\_\_

**H.14. Insert more than twenty-five (25) publications, SEAL, label and mail (Pick & Pack)**

\$\_\_\_\_.683\_\_\_\_\_

**H.15. Print mailing address on provided envelopes or print address insertion sheet**

\$\_\_\_\_.04\_\_\_\_\_

**H.16. Miscellaneous assembly and mailing**

\$\_ \_\_\_\_\_.683\_\_\_\_\_

**H.17. Label and mail postcards**

\$\_\_\_\_.04\_\_\_\_\_

**H.18. Storage of Agency Literature, Materials (including any administration of handling and inventory charges)**

\$\_\_\_\_12.50\_\_\_\_\_/SKID, PALLET PER MONTH

**H.19. Bulk (boxed materials) Mailing Services**

\$\_\_\_\_30.00\_\_\_\_\_/HOUR

**H.20. Materials Charge ofr boxes used for bulk orders**

\$\_\_\_\_.50\_\_\_\_\_/ BOX

**H.21. Materials Charge for Small Postal Boxes used for Individual Orders**

\$\_\_\_\_.75\_\_\_\_\_/BOX

**H.22. Materials Charge for Large Postal Boxes used for Individual Orders**

\$\_\_\_\_.75\_\_\_\_\_/BOX

**H.23. Pick up or delivery literature to or from Agency Locations**

\$\_\_\_\_30.00\_\_\_\_\_

**H.24. Please detail any other charges that may be incurred by agencies to provide these services:**

**H.24.1.1.** DESCRIPTION: \_\_Programming fee, if needed\_\_\_\_\_

**H.24.2.** \$\_\_50.00 per hour\_\_\_\_\_



# CONTRACT

State of Oklahoma

Dispatch via Print

**Supplier** 0000305834  
SASHAY CORPORATE SERVICES LLC  
AUTOMATED MAIL SERVICE  
6915 E 38TH ST  
TULSA OK 74145-3202  
USA

<b>Contract ID</b> 000000000000000000004942			Page 1 of 1	
<b>Contract Dates</b> 10/01/2017 to 09/30/2018		<b>Currency</b> USD	<b>Rate Type</b> CRRNT	<b>Rate Date</b> PO Date
<b>Description:</b> From Req ID - 0900009922			<b>Contract Maximum</b> 0.00	
<b>TYPE: STATEWIDE</b>				

Tax Exempt? Y Tax Exempt ID:736017987

## Contract Lines:

Line #	Cat CD / Item ID / Item Desc	UOM	Minimum Order		Maximum / Open	
			Qty	Amt	Qty	Amt
1	80141800 / Mail and Storage Services	EA	1.00	0.00	0.00	0.00
Contract Base Pricing			1.00000	EA	0001	

COMMENTS:

Final = The price is final after adjustments  
Hard = Apply adjustments regardless of other adjustments  
Skip = Skip adjustments if any other adjustments have been applied

Authorized Signature

## H. PRICE AND COST – SASHAY CORPORATION SERVICES

H.1. Transfer of current inventory to new location site: Price per transfer  
\$ \_NO CHARGE

H.2. Charge for envelopes including printing  
\$ \_\_\_\_\_.04 \_\_\_\_/PIECE      \$ \_\_\_\_\_40.00 \_\_\_\_/M

H.3. Fold in half, tab and mail as self- mailer  
  
\$ \_\_\_\_\_.0245 \_\_\_\_/PIECE      \$ \_\_\_\_\_24.50 \_\_\_\_/M

H.4. Tri-fold  
\$ \_\_\_\_\_.01 \_\_\_\_/PIECE      \$ \_\_\_\_\_10.00 \_\_\_\_/M

H.5. Insert two (2) publications, SEAL, label and mail (Pick & Pack)  
\$ \_\_\_\_\_.19 \_\_\_\_\_

H.6. Insert three (3) publications, SEAL, label and mail (Pick & Pack)  
\$ \_\_\_\_\_.285 \_\_\_\_\_

H.7. Insert four (4) publications, SEAL, label and mail (Pick & Pack)  
\$ \_\_\_\_\_.38 \_\_\_\_\_

H.8. Insert five (5) publications, SEAL, label and mail (Pick & Pack)  
\$ \_\_\_\_\_.475 \_\_\_\_\_

H.9. Insert six (6) publications, SEAL, label and mail (Pick & Pack)  
\$ \_\_\_\_\_.57 \_\_\_\_\_

H.10. Insert seven (7) publications, SEAL, label and mail (Pick & Pack)  
\$ \_\_\_\_\_.665 \_\_\_\_\_

H.11. Insert eight (8) to ten (10) publications, SEAL, label and mail (Pick & Pack)  
\$ \_\_\_\_\_.855 \_\_\_\_\_

H.12. Insert eleven (11) to fifteen (15) publications, SEAL, label and mail (Pick & Pack)  
\$ \_\_\_\_\_1.33 \_\_\_\_\_

H.13. Insert sixteen (16) to twenty-five (25) publications, SEAL, label and mail (Pick & Pack)

\$\_\_\_\_\_2.40\_\_\_\_\_

**H.14. Insert more than twenty-five (25) publications, SEAL, label and mail (Pick & Pack)**

\$\_\_\_\_\_7.50\_\_\_\_\_

**H.15. Print mailing address on provided envelopes or print address insertion sheet**

\$\_\_\_\_\_.025\_\_\_\_\_

**H.16. Miscellaneous assembly and mailing**

\$\_ \_\_\_\_\_.085\_\_\_\_\_

**H.17. Label and mail postcards**

\$\_\_\_\_\_.02\_\_\_\_\_

**H.18. Storage of Agency Literature, Materials (including any administration of handling and inventory charges)**

\$\_\_\_\_\_7.00\_\_\_\_\_/SKID, PALLET PER MONTH

**H.19. Bulk (boxed materials) Mailing Services**

\$\_\_\_\_\_35.00\_\_\_\_\_/HOUR

**H.20. Materials Charge for boxes used for bulk orders**

\$\_\_\_\_\_1.00\_\_\_\_\_/ BOX

**H.21. Materials Charge for Small Postal Boxes used for Individual Orders**

\$\_\_\_\_\_1.00\_\_\_\_\_/BOX

**H.22. Materials Charge for Large Postal Boxes used for Individual Orders**

\$\_\_\_\_\_1.00\_\_\_\_\_/BOX

**H.23. Pick up or delivery literature to or from Agency Locations**

\$\_\_\_\_25.00 PER DELIVERY TRIP\_\_\_\_\_