



# Solicitation Cover Page

1. Solicitation #: 0900000382

2. Solicitation Issue Date: 7/11/2019

3. Brief Description of Requirement:

Solicitation to provide statewide Presort Services to the State of Oklahoma

Questions due 7/29/2019, 5:00 p.m.

4. Response Due Date<sup>1</sup>: 8/13/2019

Time: 3:00 P.M. CST/CDT

5. Issued By and **RETURN SEALED BID TO**<sup>2</sup>:

U.S. Postal Delivery Address: 5005 N. Lincoln Blvd,  
Suite 300

Oklahoma City, OK 73105

Common Carrier Delivery Address: same

Electronic Submission Address: N/A

6. Solicitation Type (type "X" at one below):

- Invitation to Bid
- Request for Proposal
- Request for Quote

7. Contracting Officer:

Name: Theresa Johnson  
Phone: 405-521-2289  
Email: [theresa.johnson@omes.ok.gov](mailto:theresa.johnson@omes.ok.gov)

<sup>1</sup> Amendments to solicitation may change the Response Due Date (read GENERAL PROVISIONS, section 3, "Solicitation Amendments")

<sup>2</sup> If "U.S. Postal Delivery" differs from "Carrier Delivery", use "Carrier Delivery" for courier or personal deliveries



“Certification for Competitive Bid and Contract” **MUST** be submitted along with the response to the Solicitation.

1. RE: Solicitation # 0900000382

2. Bidder General Information:

FEI / SSN : \_\_\_\_\_ Supplier ID: \_\_\_\_\_

Company Name: \_\_\_\_\_

3. Bidder Contact Information:

Address: \_\_\_\_\_

City: \_\_\_\_\_ State: \_\_\_\_\_ Zip Code: \_\_\_\_\_

Contact Name: \_\_\_\_\_

Contact Title: \_\_\_\_\_

Phone #: \_\_\_\_\_ Fax #: \_\_\_\_\_

Email: \_\_\_\_\_ Website: \_\_\_\_\_

4. Oklahoma Sales Tax Permit<sup>1</sup>:

YES – Permit #: \_\_\_\_\_

NO – Exempt pursuant to Oklahoma Laws or Rules – Attach an explanation of exemption

5. Registration with the Oklahoma Secretary of State:

YES - Filing Number: \_\_\_\_\_

NO - Prior to the contract award, the successful bidder will be required to register with the Secretary of State or must attach a signed statement that provides specific details supporting the exemption the supplier is claiming ([www.sos.ok.gov](http://www.sos.ok.gov) or 405-521-3911).

6. Workers’ Compensation Insurance Coverage:

Bidder is required to provide with the bid a certificate of insurance showing proof of compliance with the Oklahoma Workers’ Compensation Act.

YES – Include with the bid a certificate of insurance.

NO – Exempt from the Workers’ Compensation Act pursuant to 85A O.S. § 2(18)(b)(1-11) – Attach a written, signed, and dated statement on letterhead stating the reason for the exempt status.<sup>2</sup>

<sup>1</sup> For frequently asked questions concerning Oklahoma Sales Tax Permit, see <https://www.ok.gov/tax/Businesses/index.html>

<sup>2</sup> For frequently asked questions concerning workers’ compensation insurance, see <https://www.ok.gov/wcc/Insurance/index.html>

**7. Disabled Veteran Business Enterprise Act**

- YES – I am a service-disabled veteran business as defined in 74 O.S. §85.44E. Include with the bid response 1) certification of service-disabled veteran status as verified by the appropriate federal agency, and 2) verification of not less than 51% ownership by one or more service-disabled veterans, and 3) verification of the control of the management and daily business operations by one or more service-disabled veterans.
- NO – Do not meet the criteria as a service-disabled veteran business.

Authorized Signature	Date
Printed Name	Title



**Certification for Competitive Bid and/or Contract (Non-Collusion Certification)**

**NOTE:** A certification shall be included with any competitive bid and/or contract exceeding \$5,000.00 submitted to the State for goods or services.

Agency Name: OMES Agency Number: 09000

Solicitation or Purchase Order #: 0900000382

Supplier Legal Name: \_\_\_\_\_

**SECTION I [74 O.S. § 85.22]:**

A. For purposes of competitive bid,

1. I am the duly authorized agent of the above named bidder submitting the competitive bid herewith, for the purpose of certifying the facts pertaining to the existence of collusion among bidders and between bidders and state officials or employees, as well as facts pertaining to the giving or offering of things of value to government personnel in return for special consideration in the letting of any contract pursuant to said bid;
2. I am fully aware of the facts and circumstances surrounding the making of the bid to which this statement is attached and have been personally and directly involved in the proceedings leading to the submission of such bid; and
3. Neither the bidder nor anyone subject to the bidder's direction or control has been a party:
  - a. to any collusion among bidders in restraint of freedom of competition by agreement to bid at a fixed price or to refrain from bidding,
  - b. to any collusion with any state official or employee as to quantity, quality or price in the prospective contract, or as to any other terms of such prospective contract, nor
  - c. in any discussions between bidders and any state official concerning exchange of money or other thing of value for special consideration in the letting of a contract, nor
  - d. to any collusion with any state agency or political subdivision official or employee as to create a sole-source acquisition in contradiction to Section 85.45j.1. of this title.

B. I certify, if awarded the contract, whether competitively bid or not, neither the contractor nor anyone subject to the contractor's direction or control has paid, given or donated or agreed to pay, give or donate to any officer or employee of the State of Oklahoma any money or other thing of value, either directly or indirectly, in procuring this contract herein.

**SECTION II [74 O.S. § 85.42]:**

For the purpose of a contract for services, the supplier also certifies that no person who has been involved in any manner in the development of this contract while employed by the State of Oklahoma shall be employed by the supplier to fulfill any of the services provided for under said contract.

The undersigned, duly authorized agent for the above named supplier, by signing below acknowledges this certification statement is executed for the purposes of:

the competitive bid attached herewith and contract, if awarded to said supplier;

**OR**

the contract attached herewith, which was not competitively bid and awarded by the agency pursuant to applicable Oklahoma statutes.

\_\_\_\_\_  
Supplier Authorized Signature

\_\_\_\_\_  
Certified This Date

\_\_\_\_\_  
Printed Name

\_\_\_\_\_  
Title

\_\_\_\_\_  
Phone Number

\_\_\_\_\_  
Email

\_\_\_\_\_  
Fax Number

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## **A. GENERAL PROVISIONS**

### **A.1. Definitions**

As used herein, the following terms shall have the following meaning unless the context clearly indicates otherwise:

- A.1.1. "Acquisition" means items, products, materials, supplies, services, and equipment a state agency acquires by purchase, lease purchase, lease with option to purchase, or rental pursuant to the Oklahoma Central Purchasing Act;
- A.1.2. "Addendum" means a written restatement of or modification to a Contract Document executed by the Supplier and State.
- A.1.3. "Bid" means an offer in the form of a bid, proposal, or quote a bidder submits in response to a solicitation;
- A.1.4. "Bidder" means an individual or business entity that submits a bid in response to a solicitation;
- A.1.5. "Solicitation" means a request or invitation by the State Purchasing Director or a state agency for a supplier to submit a priced offer to sell acquisitions to the state. A solicitation may be an invitation to bid, request for proposal, or a request for quotation; and
- A.1.6. "Supplier" or "vendor" means an individual or business entity that sells or desires to sell acquisitions to state agencies.

### **A.2. Bid Submission**

- A.2.1. Submitted bids shall be in strict conformity with the instructions to bidders and shall be submitted with a completed Responding Bidder Information, OMES-FORM-CP-076, and any other forms required by the solicitation.
- A.2.2. Bids shall be submitted to the Central Purchasing Division in a single envelope, package, or container and shall be sealed, unless otherwise detailed in the solicitation. The name and address of the bidder shall be inserted in the upper left corner of the single envelope, package, or container. SOLICITATION NUMBER AND SOLICITATION RESPONSE DUE DATE AND TIME MUST APPEAR ON THE FACE OF THE SINGLE ENVELOPE, PACKAGE, OR CONTAINER.
- A.2.3. The required certification statement, "Certification for Competitive Bid and/or Contract (Non-Collusion Certification)", OMES-FORM-CP-004, must be made out in the name of the bidder and must be properly executed by an authorized person, with full knowledge and acceptance of all its provisions.
- A.2.4. All bids shall be legible and completed in ink or with electronic printer or other similar office equipment. Any corrections to bids shall be identified and initialed in ink by the bidder. Penciled bids and penciled corrections shall NOT be accepted and will be rejected as non-responsive. In addition to a hard copy submittal, the bidder will also be required to submit an electronic copy. Electronic responses must be submitted in the identical format contained in the solicitation (for example Microsoft Word, Microsoft Excel, but not Adobe PDF). In the event the hard copy of the price worksheets and electronic copy of the price worksheets do not agree, the electronic copy will prevail.
- A.2.5. All bids submitted shall be subject to the Oklahoma Central Purchasing Act, Central Purchasing Rules, and other statutory regulations as applicable, these General Provisions, any Special Provisions, solicitation specifications, required certification statement, and all other terms and conditions listed or attached herein—all of which are made part of this solicitation.

### **A.3. Solicitation Amendments**

- A.3.1. If an "Amendment of Solicitation", OMES-FORM-CP-011, is issued, the bidder shall acknowledge receipt of any/all amendment(s) to solicitations by signing and returning the solicitation amendment(s). Amendment acknowledgement(s) may be submitted with the bid or may be forwarded separately. If forwarded separately, amendment acknowledgement(s) must contain the solicitation number and response due date and time on the front of the envelope. The Central

Purchasing Division must receive the amendment acknowledgement(s) by the response due date and time specified for receipt of bids for the bid to be deemed responsive. Failure to acknowledge solicitation amendments may be grounds for rejection.

- A.3.2. No oral statement of any person shall modify or otherwise affect the terms, conditions, or specifications stated in the solicitation. All amendments to the solicitation shall be made in writing by the Central Purchasing Division.
- A.3.3. It is the bidder's responsibility to check the OMES/Central Purchasing Division website frequently for any possible amendments that may be issued. The Central Purchasing Division is not responsible for a bidder's failure to download any amendment documents required to complete a solicitation.

#### **A.4. Bid Change**

If the bidder needs to change a bid prior to the solicitation response due date, a new bid shall be submitted to the Central Purchasing Division with the following statement "This bid supersedes the bid previously submitted" in a single envelope, package, or container and shall be sealed, unless otherwise detailed in the solicitation. The name and address of the bidder shall be inserted in the upper left corner of the single envelope, package, or container. SOLICITATION NUMBER AND SOLICITATION RESPONSE DUE DATE AND TIME MUST APPEAR ON THE FACE OF THE SINGLE ENVELOPE, PACKAGE, OR CONTAINER.

#### **A.5. Certification Regarding Debarment, Suspension, and Other Responsibility Matters**

By submitting a response to this solicitation:

- A.5.1. The prospective primary participant and any subcontractor certifies to the best of their knowledge and belief, that they and their principals or participants:
  - A.5.1.1. Are not presently debarred, suspended, proposed for debarment, declared ineligible, or voluntarily excluded by any Federal, State or local department or agency;
  - A.5.1.2. Have not within a three-year period preceding this proposal been convicted of or pled guilty or had a civil judgment rendered against them for commission of fraud or a criminal offense in connection with obtaining, attempting to obtain, or performing a public (Federal, State or local) contract; or for violation of Federal or State antitrust statutes or commission of embezzlement, theft, forgery, bribery, falsification or destruction of records, making false statements, or receiving stolen property;
  - A.5.1.3. Are not presently indicted for or otherwise criminally or civilly charged by a governmental entity (Federal, State, or local) with commission of any of the offenses enumerated in paragraph A.5.1.2. of this certification; and
  - A.5.1.4. Have not within a three-year period preceding this application/proposal had one or more public (Federal, State, or local) contracts terminated for cause or default.
- A.5.2. Where the prospective primary participant is unable to certify to any of the statements in this certification, such prospective participant shall attach an explanation to its solicitation response.

#### **A.6. Bid Opening**

Sealed bids shall be opened by the Central Purchasing Division at 5005 N. Lincoln Blvd. Suite 300, Oklahoma City, Oklahoma, 73105 at the time and date specified in the solicitation as Response Due Date and Time.

#### **A.7. Open Bid / Open Record**

Pursuant to the Oklahoma Public Open Records Act, a public bid opening does not make the bid(s) immediately accessible to the public. The procurement or contracting agency shall keep the bid(s) confidential, and provide prompt and reasonable access to the records only after a contract is awarded or the solicitation is cancelled. This practice protects the integrity of the competitive bid process and prevents excessive disruption to the procurement process. The interest of achieving the best value for the State of Oklahoma outweighs the interest of vendors immediately knowing the contents of competitor's bids. [51 O.S. § 24A.5(5)]

Additionally, financial or proprietary information submitted by a bidder may be designated by the Purchasing Director as confidential and the procurement entity may reject all requests to disclose information designated as confidential pursuant to 62 O.S. (2012) § 34.11.1(H)(2) and 74 O.S. (2011) § 85.10. Bidders claiming any portion of their bid as proprietary or confidential must specifically identify what documents or portions of documents they

consider confidential and identify applicable law supporting their claim of confidentiality. The State Purchasing Director shall make the final decision as to whether the documentation or information is confidential pursuant to 74 O.S. § 85.10. Otherwise, documents and information a bidder submits as part of or in connection with a bid are public records and subject to disclosure after contract award or the solicitation is cancelled.

#### **A.8. Late Bids**

Bids received by the Central Purchasing Division after the response due date and time shall be deemed non-responsive and shall NOT be considered for any resultant award.

#### **A.9. Legal Contract**

- A.9.1. Submitted bids are rendered as a legal offer and any bid, when accepted by the Central Purchasing Division, shall constitute a contract.
- A.9.2. The Contract resulting from this solicitation may consist of the following documents in the following order of precedence:
  - A.9.2.1. Any Addendum to the Contract;
  - A.9.2.2. Purchase order, as amended by Change Order (if applicable);
  - A.9.2.3. Solicitation, as amended (if applicable); and
  - A.9.2.4. Successful bid (including required certifications), to the extent the bid does not conflict with the requirements of the solicitation or applicable law.
- A.9.3. Any contract(s) awarded pursuant to the solicitation shall be legibly written or typed.

#### **A.10. Pricing**

- A.10.1. Bids shall remain firm for a minimum of sixty (60) days from the solicitation closing date.
- A.10.2. Bidders guarantee unit prices to be correct.
- A.10.3. In accordance with 74 O.S. §85.40, ALL travel expenses to be incurred by the supplier in performance of the Contract shall be included in the total bid price/contract amount.

#### **A.11. Manufacturers' Name and Approved Equivalents**

Unless otherwise specified in the solicitation, manufacturers' names, brand names, information and/or catalog numbers listed in a specification are for information and not intended to limit competition. Bidder may offer any brand for which they are an authorized representative, and which meets or exceeds the specification for any item(s). However, if bids are based on equivalent products, indicate on the bid form the manufacturer's name and number. Bidder shall submit sketches, descriptive literature, and/or complete specifications with their bid. Reference to literature submitted with a previous bid will not satisfy this provision. The bidder shall also explain in detail the reason(s) why the proposed equivalent will meet the specifications and not be considered an exception thereto. Bids that do not comply with these requirements are subject to rejection.

#### **A.12. Clarification of Solicitation**

- A.12.1. Clarification pertaining to the contents of this solicitation shall be directed in writing to the Central Purchasing Contracting Officer specified in the solicitation, and must be prior to the closing date of the solicitation.
- A.12.2. If a bidder fails to notify the State of an error, ambiguity, conflict, discrepancy, omission or other error in the SOLICITATION, known to the bidder, or that reasonably should have been known by the bidder, the bidder shall submit a bid at its own risk; and if awarded the contract, the bidder shall not be entitled to additional compensation, relief, or time, by reason of the error or its later correction. If a bidder takes exception to any requirement or specification contained in the SOLICITATION, these exceptions must be clearly and prominently stated in their response.
- A.12.3. Bidders who believe proposal requirements or specifications are unnecessarily restrictive or limit competition may submit a written request for administrative review

to the contracting officer listed on the solicitation. This request must be made prior to the closing date of the solicitation.

### **A.13 Negotiations**

- A.13.1. In accordance with Title 74 §85.5, the State of Oklahoma reserves the right to negotiate with one, selected, all or none of the vendors responding to this solicitation to obtain the best value for the State. Negotiations could entail discussions on products, services, pricing, contract terminology or any other issue that may mitigate the State's risks. The State shall consider all issues negotiable and not artificially constrained by internal corporate policies. Negotiation may be with one or more vendors, for any and all items in the vendor's offer.
- A.13.2. Firms that contend that they lack flexibility because of their corporate policy on a particular negotiation item shall face a significant disadvantage and may not be considered. If such negotiations are conducted, the following conditions shall apply:
- A.13.3. Negotiations may be conducted in person, in writing, or by telephone.
- A.13.4. Negotiations shall only be conducted with potentially acceptable offers. The State reserves the right to limit negotiations to those offers that received the highest rankings during the initial evaluation phase.
- A.13.5. Terms, conditions, prices, methodology, or other features of the bidders offer may be subject to negotiations and subsequent revision. As part of the negotiations, the bidder may be required to submit supporting financial, pricing, and other data in order to allow a detailed evaluation of the feasibility, reasonableness, and acceptability of the offer.
- A.13.6. The requirements of the Request for Proposal shall not be negotiable and shall remain unchanged unless the State determines that a change in such requirements is in the best interest of the State Of Oklahoma.

### **A.14. Rejection of Bid**

The State reserves the right to reject any bids that do not comply with the requirements and specifications of the solicitation. A bid may be rejected when the bidder imposes terms or conditions that would modify requirements of the solicitation or limit the bidder's liability to the State. Other possible reasons for rejection of bids are listed in OAC 260:115-7-32.

### **A.15. Award of Contract**

- A.15.1. The State Purchasing Director may award the Contract to more than one bidder by awarding the Contract(s) by item or groups of items, or may award the Contract on an ALL OR NONE basis, whichever is deemed by the State Purchasing Director to be in the best interest of the State of Oklahoma.
- A.15.2. Contract awards will be made to the lowest and best bidder(s) unless the solicitation specifies that best value criteria is being used.
- A.15.3. In order to receive an award or payments from the State of Oklahoma, suppliers must be registered. The vendor registration process can be completed electronically through the OMES website at the following link: <https://www.ok.gov/dcs/vendors/index.php>.

### **A.16. Contract Modification**

- A.16.1. The Contract is issued under the authority of the State Purchasing Director who signs the Contract. The Contract may be modified only through a written Addendum, signed by the State Purchasing Director and the supplier.
- A.16.2. Any change to the Contract, including but not limited to the addition of work or materials, the revision of payment terms, or the substitution of work or materials, directed by a person who is not specifically authorized by the Central Purchasing Division in writing, or made unilaterally by the supplier, is a breach of the Contract. Unless otherwise specified by applicable law or rules, such changes, including unauthorized written Addendums, shall be void and without effect, and the supplier shall not be entitled to any claim under this Contract based on those changes. No oral statement of any person shall modify or otherwise affect the terms, conditions, or specifications stated in the resultant Contract.

#### **A.17. Delivery, Inspection and Acceptance**

- A.17.1. Unless otherwise specified in the solicitation or awarding documents, all deliveries shall be F.O.B. Destination. The supplier(s) awarded the Contract shall prepay all packaging, handling, shipping and delivery charges and firm prices quoted in the bid shall include all such charges. All products and/or services to be delivered pursuant to the Contract shall be subject to final inspection and acceptance by the State at 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 by the State at the receiving point in good condition. Title and risk of loss or damage to all items shall be the responsibility of the supplier until accepted by the receiving agency. The supplier(s) awarded the Contract shall be responsible for filing, processing, and collecting any and all damage claims accruing prior to acceptance.
- A.17.2. Supplier(s) awarded the Contract shall be required to deliver products and services as bid on or before the required date. Deviations, substitutions or changes in products and services shall not be made unless expressly authorized in writing by the Central Purchasing Division.

#### **A.18. Invoicing and Payment**

- A.18.1. Upon submission of an accurate and proper invoice, the invoice shall be paid in arrears after products have been delivered or services provided and in accordance with applicable law. Invoices shall contain the purchase order number, a description of the products delivered or services provided, and the dates of such delivery or provision of services. An invoice is considered proper if sent to the proper recipient and goods or services have been received.
- A.18.2. State Acquisitions are exempt from sales taxes and federal excise taxes.
- A.18.3. Pursuant to 74 O.S. §85.44(B), invoices will be paid in arrears after products have been delivered or services provided.
- A.18.4. Payment terms will be net 45. Interest on late payments made by the State of Oklahoma is governed by 62 O.S. § 34.72.
- A.18.5. Additional terms which provide discounts for earlier payment may be evaluated when making an award. Any such additional terms shall be no less than ten (10) days increasing in five (5) day increments up to thirty (30) days. The date from which the discount time is calculated shall be the date of a proper invoice.

#### **A.19. Tax Exemption**

State agency acquisitions are exempt from sales taxes and federal excise taxes. Bidders shall not include these taxes in price quotes.

#### **A.20. Audit and Records Clause**

- A.20.1. As used in this clause, "records" includes books, documents, accounting procedures and practices, and other data, regardless of type and regardless of whether such items are in written form, in the form of computer data, or in any other form. In accepting any Contract with the State, the successful bidder(s) agree any pertinent State or Federal agency will have the right to examine and audit all records relevant to execution and performance of the resultant Contract.
- A.20.2. The successful supplier(s) awarded the Contract(s) is required to retain records relative to the Contract for the duration of the Contract and for a period of seven (7) years following completion and/or termination of the Contract. If an audit, litigation, or other action involving such records is started before the end of the seven (7) year period, the records are required to be maintained for two (2) years from the date that all issues arising out of the action are resolved, or until the end of the seven (7) year retention period, whichever is later.

#### **A.21. Non-Appropriation Clause**

The terms of any Contract resulting from the solicitation and any Purchase Order issued for multiple years under the Contract are contingent upon sufficient appropriations being made by the Legislature or other appropriate government entity. Notwithstanding any language to the contrary in the solicitation, purchase order, or any other Contract document, the procuring agency may terminate its obligations under the Contract if sufficient appropriations are not made by the Legislature or other appropriate governing entity to pay amounts due for

multiple year agreements. The Requesting (procuring) Agency's decisions as to whether sufficient appropriations are available shall be accepted by the supplier and shall be final and binding.

#### **A.22. Choice of Law**

Any claims, disputes, or litigation relating to the solicitation, or the execution, interpretation, performance, or enforcement of the Contract shall be governed by the laws of the State of Oklahoma.

#### **A.23. Choice of Venue**

Venue for any action, claim, dispute or litigation relating in any way to the Contract shall be in Oklahoma County, Oklahoma.

#### **A.24. Termination for Cause**

- A.24.1. The supplier may terminate the Contract for default or other just cause with a 30-day written request and upon written approval from the Central Purchasing Division. The State may terminate the Contract for default or any other just cause upon a 30-day written notification to the supplier.
- A.24.2. The State may terminate the Contract immediately, without a 30-day written notice to the supplier, when violations are found to be an impediment to the function of an agency and detrimental to its cause, when conditions preclude the 30-day notice, or when the State Purchasing Director determines that an administrative error occurred prior to Contract performance.
- A.24.3. If the Contract is terminated, the State shall be liable only for payment for products and/or services delivered and accepted.

#### **A.25. Termination for Convenience**

- A.25.1. The State may terminate the Contract, in whole or in part, for convenience if the State Purchasing Director determines that termination is in the State's best interest. The State Purchasing Director shall terminate the Contract by delivering to the supplier a Notice of Termination for Convenience specifying the terms and effective date of Contract termination. The Contract termination date shall be a minimum of 60 days from the date the Notice of Termination for Convenience is issued by the State Purchasing Director.
- A.25.2. If the Contract is terminated, the State shall be liable only for products and/or services delivered and accepted, and for costs and expenses (exclusive of profit) reasonably incurred prior to the date upon which the Notice of Termination for Convenience was received by the supplier.

#### **A.26. Insurance**

The successful supplier(s) awarded the Contract shall obtain and retain insurance, including workers' compensation, automobile insurance, medical malpractice, and general liability, as applicable, or as required by State or Federal law, prior to commencement of any work in connection with the Contract. The supplier awarded the Contract shall timely renew the policies to be carried pursuant to this section throughout the term of the Contract and shall provide the Central Purchasing Division and the procuring agency with evidence of such insurance and renewals.

#### **A.27. Employment Relationship**

The Contract does not create an employment relationship. Individuals performing services required by this Contract are not employees of the State of Oklahoma or the procuring agency. The supplier's employees shall not be considered employees of the State of Oklahoma nor of the procuring agency for any purpose, and accordingly shall not be eligible for rights or benefits accruing to state employees.

#### **A.28. Compliance with the Oklahoma Taxpayer and Citizen Protection Act of 2007**

By submitting a bid for services, the bidder certifies that they, and any proposed subcontractors, are in compliance with 25 O.S.

§1313 and participate in the Status Verification System. The Status Verification System is defined in 25 O.S. §1312 and includes but is not limited to the free Employment Verification Program (E-Verify) through the Department of Homeland Security and available at [www.dhs.gov/E-Verify](http://www.dhs.gov/E-Verify).

**A.29. Compliance with Applicable Laws**

The products and services supplied under the Contract shall comply with all applicable Federal, State, and local laws, and the supplier shall maintain all applicable licenses and permit requirements.

**A.30. Special Provisions**

Special Provisions set forth in SECTION B apply with the same force and effect as these General Provisions. However, conflicts or inconsistencies shall be resolved in favor of the Special Provisions.

## **B. SPECIAL PROVISIONS**

### **B.1. Contract Period**

**B.1.1.** The contract period is Date of award through one year. The contract may be renewed, for up to four (4), one (1) year option periods.

### **B.2. Type of Contract.**

**B.2.1.** This is a firm fixed price contract for indefinite delivery and indefinite quantity for the supplies/services specified.

### **B.3. Contract Priority**

**B.3.1.** This is a mandatory contract

### **B.4. Authorized Users**

**B.4.1.** RFP's shall cover requirements during the specified period for all State Departments, Boards, Commissions, Agencies and Institutions. The Oklahoma Statutes state that Counties, School Districts and Municipalities may avail themselves of the contract subject to the approval of the successful supplier(s).

#### **B.4.1.1. CHECK APPROPRIATE BLOCK**

B.4.1.1.1. \_\_\_\_\_ Yes, permits usage by other than State Agencies

B.4.1.1.2. \_\_\_\_\_ No, permits usage by State Agencies only.

**B.4.2.** Conditions included in this contract shall be the same for local governments. The State has no responsibility for payments owned by local governments. Successful supplier must deal directly with the local governments

### **B.5. Oral Agreements.**

**B.5.1.** 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.

### **B.6. Notice of Award**

**B.6.1.** 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.

### **B.7. Extension of Contract**

**B.7.1.** The State may extend the term of this contract up to 180 days if mutually agreed upon by both parties in writing.

### **B.8. Ordering.**

**B.8.1.** 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.

### **B.9. State and Federal Taxes.**

**B.9.1.** Purchases by the State are not subject to any sales tax or Federal excise tax. Exemption certificates will be furnished upon request.

## **B.10. Price Adjustments.**

**B.10.1.** 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 vendors 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 price index 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. Vendor'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.

**B.10.2.** The Contractor Prices may be adjusted upward or downward annually based on percentage increases or decreases in the Consumer Price Index for all Urban Consumers (CPI-U): U.S. City Average, All items (unadjusted)

**B.10.3.** The annual adjustment to unit prices shall become effective each year on the anniversary of the first day of the month following that in which the contract is dated. The annual increase or decrease in the stated index shall be measured for the twelve month period ending on the anniversary of the last day of the quarter preceding that in which the contract is dated.

## **B.11. Contractor Invoices**

**B.11.1.** 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.

**B.11.2.** Invoicing shall be made in accordance with instructions by agency or division issuing the order.

**B.11.3.** 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.

**B.11.4.** 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.

## **B.12. Inspection, Acceptance:**

**B.12.1.** 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.

## **B.13. Gratuities**

**B.13.1.** 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.

## **B.14. Patents and Royalties**

**B.14.1.** 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.

**B.15. State Purchase Card (P-Card)**

SUPPLIERS PLEASE NOTE - IN ORDER TO BE CONSIDERED FOR AWARD, SUCCESSFUL CONTRACTORS MUST ACCEPT THE STATE OF OKLAHOMA PURCHASE CARD (P-CARD). FAILURE TO ACCEPT THE P-CARD WILL BE CAUSE FOR REJECTION OF YOUR PROPOSAL.

SIGNATURE OF ACCEPTANCE: \_\_\_\_\_ DATE: \_\_\_\_\_

**B.15.1.** B.28.2. Acceptance of the State of Oklahoma Purchase Card (P-Card) requires that no charges be posted to the P-Card prior to the shipping of goods. Only the total of goods shipped may be charged to the P-Card upon shipping. All back-ordered goods cannot be charged until received by the supplier and shipped to the State of Oklahoma end user. Upon shipment, an itemized invoice must be emailed to the order requestor within two (2) business days of the charge.

**B.16. Contract Management Fee**

**B.16.1.** As empowered by State Statute 74 O.S. §85.33 A , the Office of Management and Enterprise Services imposes, and Suppliers agree to pay a contract management fee in the sum of one (1) % of the combined total quarterly expenditures under this contract. This contract management fee is to be noted on the quarterly "Contract Usage Report" and paid by the Supplier, to OMES, Central Purchasing Division within 45 calendar days from the completion of the quarterly reporting period stated under the section titled "Contract quarterly reporting periods". To ensure the payment is credited properly, the supplier must identify the check as a "contract management fee", the contract number and the quarter reporting.

**B.16.2.** The check should be mailed to:

OFFICE OF MANAGEMENT AND ENTERPRISE SERVICES  
ATTENTION: ACCOUNTS RECEIVABLE  
5005 N. LINCOLN BOULEVARD  
OKLAHOMA CITY, OK 73105

**B.17. Contract Usage Reporting Requirements.**

**B.17.1.** Contractor's Report of Sales: Reports shall provide the amounts sold to all political entities that include but are not limited to State Agencies, Counties, Cities, Schools, and Municipalities.

**B.17.2.** The Contract Usage Report will be sent, electronically (format: .XLS) and regardless of quantity, within 45 calendar days upon completion of the quarterly reporting period to:

**B.17.2.1.** [Strategic.Sourcing@omes.ok.gov](mailto:Strategic.Sourcing@omes.ok.gov)

**B.17.3.** Contract quarterly reporting periods for management fees and usage reports shall be as follows:

Reporting Quarter	Due Date
January 1 through March 31.	May 15th
April 1 through June 30	August 15th
July 1 through September 30	November 15th
October 1 through December 31	February 15th

**B.17.4.** Failure to provide contract management fees and usage reports shall result in cancellation or suspension of contract.

## **B.18. Minor Deficiencies or Minor Informalities**

- B.18.1.** "Minor deficiency" or "minor informality" means an immaterial defect in a bid or variation in a bid from the exact requirements of a solicitation that may be corrected or waived without prejudice to other bidders. A minor deficiency or informality does not affect the price, quantity, quality, delivery or conformance to specifications and is negligible in comparison to the total cost or scope of the acquisition.
- B.18.2.** The State Purchasing Director may waive minor deficiencies or informalities in a bid if the State Purchasing Director determines the deficiencies or informalities does not prejudice the rights of other bidders, or are not a cause for bid rejection.

## **C. SOLICITATION SPECIFICATIONS**

### **C.1. Scope**

This contract shall be for statewide presort services. The awarded vendor shall provide presorted mailing service of all First-Class mail for all agencies who qualify as authorized users, primarily this includes all State Agencies and any other authorized user in the service areas covered who meet the eligibility requirements for pre-sorted First Class mail. Current coverage area includes Oklahoma City, Purcell, Norman, Edmond, El Reno, Shawnee, Stillwater and the Tulsa Metropolitan Area. Additional coverage may be required during the contract period. The awarded vendor must be able to service the entire coverage areas as listed above. Vendors should list any additional cities that they service.

### **C.2. Mail Pick-up**

- C.2.1.** Mail shall be picked up at each authorized agency, presorted into the most economical zip code order and delivered to the United States Postal Service for verification and acceptance. Additional postage shall be added if needed to comply with USPS regulations for preparation of mail.
- C.2.2.** Any Presorted mail received from an agency must be deposited with the USPS the same day that it is metered.

### **C.3. Agency Responsibilities**

- C.3.1.** A State Agency requiring the use of presorted mail services shall contact the awarded vendor to arrange for a consultation and evaluation of services needed.
- C.3.2.** The State Agency shall determine scheduled pick up time and location. Reasonable consideration shall be given to the vendor's routing schedule.
- C.3.3.** The Agency shall affix postage on all First Class Mail weighing 13 ounces or less at the presorted First-Class Rate and endorse each piece with "Presorted First-Class" as prescribed by USPS regulations. For those agencies not using a postage meter, pre-canceled Presort First-Class stamps are available at the United States Postal Service locations.
- C.3.4.** The Agency shall be responsible for metering their mail to a minimum 3 digit zip code sort rate. To maximize savings, the Agency shall strive to attain a 5 digit zip code sort rate.
- C.3.5.** When it is deemed to be cost effective, the Agency shall deposit postage funds in a combined mail permit account established by the vendor to provide for those mailings wherein the permit mail is combined with the metered mail.
- C.3.6.** The Agency shall be responsible for the preparation of the mail including counting and placing the mail in trays furnished by the vendor. A daily count shall be recorded on a daily count slip form provided by the vendor.
- C.3.7.** The Agency shall be responsible for implementing any changes in the processes they use for presorted mail when notified by the United States Postal Service or by the awarded vendor. The Agency shall keep abreast of changes to the way mail is processed and provide training for all of its employees who are involved in the daily processing of mail.

### **C.4. Vendor Responsibilities**

- C.4.1.** The vendor shall satisfy all requirements of the United States Post Office with regards to bulk mail preparation, postage costs and any other requirement necessary in preparing mail for the State of Oklahoma.
- C.4.2.** Vendor shall use any necessary mail handling and security procedure that will prevent the loss and theft of any authorized user's mail.
- C.4.3.** The vendor shall provide full service to those agencies that qualify for First Class Presort rates and not assign any interest in the contract without the prior consent of Central Purchasing.

- C.4.4.** The vendor shall provide trays or buckets or any other USPS equipment necessary to transport the agencies mail to their facility.
- C.4.5.** The vendor shall provide pickup services between the hours of 8:00 am and 5:00 pm, Monday through Friday, with the exception of State and Federally recognized holidays. The vendor shall not require pick up prior to 3:00 pm.
- C.4.6.** The vendor shall consult with each agency to schedule mail pick ups at designated locations.
- C.4.7.** The vendor shall sort the mail at its facility, add postage if necessary, and deliver it to the USPS. Pick up from agencies and delivery to the USPS shall be made on the same day. Vendor shall invoice agency for any additional postage added on the regular invoice. Vendor shall provide agency a listing of mailings that additional postage was added on a basis agreed to by the agency.
- C.4.8.** The vendor shall advise State Agencies on how to process their mail using the most economical means. Any rate changes mandated by the United States Postal Service shall be conveyed to the Contracting Officer managing the contract.
- C.4.9.** The vendor shall assume full responsibility for the mail and its contents from the time of pick up until the time of delivery to the USPS acceptance unit.
- C.4.10.** The vendor shall establish:
  - C.4.10.1.** A dependable system to control the progress of each order through all production operations (including those of any subcontractor).
  - C.4.10.2.** An inspection procedure for each production operation to maintain the required quality of workmanship.

## **C.5. Invoices**

- C.5.1.** At intervals of not less than once each quarter, the vendor shall submit a separate, itemized invoice to each participating agency for extra postage added to mail not qualifying for the presort discount.
- C.5.2.** All invoices must include the state contract number and the agency purchase order number. The invoice must specify how many pieces of mail did and did not qualify for discounts.
- C.5.3.** At intervals of not less than once each quarter, the vendors shall submit a separate, itemized invoice to each participating agency for those pieces of mail which qualified for the automation rate.

## **C.6. Employment Relationship / Employees**

- C.6.1.** The vendor shall assume full responsibility for its actions and those of its employees. At no time shall the vendor or its employees be considered employees of the State of Oklahoma. The vendor shall be responsible for Employment taxes, FICA, employee fringe benefits, workers compensation, employee insurance, minimum wage requirements, overtime, and all associated record keeping which is legally required by Federal, State, County, City, or other government body and agrees to comply with the Fair Labor Standard Act, Fair Employment Practices, Equal Employment Opportunity Act.
- C.6.2.** All employees of the vendor shall carry proper identification.

## **C.7. Additional Insurance Requirements**

- C.7.1.** The vendor shall provide certificate of insurance on proof of liability of at two million dollars for the protection of the mail and of State property. The vendor shall maintain vehicular insurance for all vehicles used to transport mail.
- C.7.2.** The required insurance coverage must be in effect no later than 12:01 AM on the day the contract commences and remain in effect for the duration of the contract.
- C.7.3.** The vendor shall be responsible for any and all injury or damage as a result of any service rendered under the terms and conditions of the contract. In addition to the liability imposed upon the vendor on the account of personal injury, bodily injury (including death) or property damage suffered as a result of the vendor's performance under the contract, the vendor agrees that subject to the Oklahoma Governmental Tort Claims Act, the State of Oklahoma agrees to bear all expenses, fines, judgments, and costs which may arise from any acts or omission of its officials or employees in connection with the contract.

## **D. EVALUATION**

### **D.1. Evaluation Criteria**

- D.1.1. This RFP will be evaluated based on Best Value Criteria.
- D.1.2. Evaluation factors will include Adherence to contract requirements, cost, and references.

### **D.2. Evaluation criteria for this RFP will be as follows:**

- D.2.1. Cost – Solicitation Request – Attachment A
- D.2.2. Past Performance – Attachment B
- D.2.3. Implementation Plan – Attachment C
  
- D.2.4. BEST and FINAL – The state may request best and final offers if deemed necessary, and will determine the scope and subject of any best and final request. However, the Bidder should not expect that the state will ask for best and finals to give the Bidder an opportunity to strengthen your proposal. Therefore, the Bidder must submit your best offer based on the terms and condition set forth in this solicitation.

## **E. INSTRUCTIONS TO SUPPLIER**

### **E.1. The Supplier must take the responsibility to:**

- E.1.1. Carefully read the entire RFP;
- E.1.2. Seek clarification by asking questions in a timely manner;
- E.1.3. Submit all required responses, completed to the best of Supplier's ability and submitted, by the required dates and times;
- E.1.4. Carefully re-read the entire RFP before submitting a Proposal.

### **E.2. Past Performance/Customer References**

- E.2.1. The vendor shall provide up to three previous and current contract references consisting of government agencies or private firms which reflect requirements similar to the scope of the contract contemplated herein.
- E.2.2. Please show experience based on a daily average of 75,000 to 100,000 pieces of mail processed per day, over a period of at least six continuous months with the last two years
- E.2.3. First and Third Class mail and experience with the automated application of delivery point barcodes qualifying First and Third Class mail at the rate of 75,000 to 100,000 pieces per work day, over a period of at least six continuous months within the last two years.
- E.2.4. Customer references shall be provided on Attachment B, Customer Reference Form. Customer Reference Forms from any other procurement will not be accepted for this RFP. At least one of the three references must be a Government customer.
- E.2.5. Customers must fully complete the Attachment B, Customer Reference Form, and return directly to the Supplier. The Supplier must then submit the completed exhibit with the Proposal as specified in Section E, explanation to suppliers.
- E.2.6. The vendor shall provide an organizational chart showing the staffing and lines of authority for key personnel to be used in the processing of the State mail. The relationship of the project leader to management and support personnel shall be illustrated.

### **E.3. Vendor's Plan to Implement Contract**

- E.3.1. Please provide a plan for implementing and managing this contract. You may describe the logical progression of the tasks to be accomplished, starting with initial steps and illustrate the sequence of events anticipated in the

implementation and maintenance of the contract. The implementation plan shall be provided on Attachment C as a part of your response.

- E.3.2.** The vendor is invited to provide solutions for the processing of mail and plans for proposed actions to aid the agencies in the processing of their mail. Any value-added services offered by the vendor such as seminars and training sessions that would be supportive of the agency achieving postal rate savings should be addressed in these solutions. The value-added services shall be provided on Attachment D as a part of your response.
- E.3.3.** The vendor shall provide detailed descriptions of all machines used in the processing of the mail. Please describe the procedures used to process the mail and the approximate size of the location where the mail is processed, including the number and types of machines and number and types of vehicles used in the transportation of the mail.

#### **E.4. Response Format**

- E.4.1.** Supplier is to submit one (1) complete hard copy of their response and on Two (2) CD's which includes the completed proposal including the scanned images of the required OMES signed forms. Faxed or emailed responses will not be accepted. Please mark the CD's with the company name, solicitation number, and closing date. Supplier is to submit their response copies to the OMES, Central Purchasing address listed on the front page of this solicitation.
- E.4.2.** Please ensure that your Discs are marked clearly with the RFP Number.
- E.4.3.** PDF is an acceptable format for solicitation responses. This overrides requirements of A.2.4.

#### **E.5. INCLUDE ALL COST COMPONENTS IN PRICING**

Suppliers must identify and include all elements of recurring and non-recurring costs in their pricing. Unless otherwise specified, this must include, but is not limited to, all administrative fees, maintenance, manuals, documentation, shipping charges, labor, travel, training, consultation services, wiring and supplies needed for the installation (including cost of all uncrating, disposal of shipping materials), set-up, testing and initial instruction to Agency personnel.

Notwithstanding the foregoing, in the event that market conditions, laws, regulations, or other unforeseen factors dictate, at OMES's sole discretion, additional charges may be allowed during the contract term.

#### **E.6. Explanation to Suppliers.**

- E.6.1.** Suppliers who need clarification shall contact the Central Purchasing contracting officer shown on the **RFP**. Oral explanations or instructions given before proposal opening will not be binding. Any information given a supplier concerning a solicitation will be provided promptly to all other suppliers as an amendment, if that information is necessary in submitting proposals or if the lack of it would be prejudicial to other suppliers.
- E.6.2.** The proposal must contain all the material requested and address all requirements identified in the RFP.
- E.6.3.** These instructions describe the mandatory proposal format the approach for the development and presentation of the Proposal. Proposals must be submitted in the format described in this sections. Failure to do so may result in rejection of the proposal.
- E.6.4.** Each Supplier is responsible for providing sufficient information and document for their proposal to be thoroughly evaluated. Additional information deemed appropriate by the Supplier should be included. However, material in the Proposal which conflicts with the RFP requirements may be cause for rejection.

#### **E.7. Submission of Responses**

- E.7.1.** All inquiries must be submitted in the form of questions or requests for clarification. Such questions or requests for clarification must be submitted in writing via e-mail to [theresa.johnson@omes.ok.gov](mailto:theresa.johnson@omes.ok.gov) and received by the contracting officer on or before 5:00 p.m. ("CDT"), on July 29, 2019. Questions must reference the identifying solicitation number.
- E.7.2.** Questions or requests for clarification received by telephone or by fax or received after 5:00 p.m. (CDT) July 29, 2019 will not be accepted, reviewed or responded to.

#### **E.8. Product Availability**

- E.8.1.** Product proposed must be a current product model and available for general marketing purposes at the opening of this solicitation. Perceptive supplier must use best effort to assure product availability through duration of contract period.

## **E.9. Preparation of Proposals.**

- E.9.1.** (a) Suppliers are expected to examine the solicitation, statement of work, instructions, and all amendments. Failure to do so will be at the supplier's risk.
- E.9.2.** (b) Each supplier shall provide the information required by the solicitation. Proposals shall be typewritten or written in ink; Penciled proposals will not be accepted. Erasures or other changes **shall be initialed** by the person signing the proposals.
- E.9.3.** (c) Any usage amounts specified are estimates only and are not guaranteed to be purchased.
- E.9.4.** (d) Unit price shall be entered on the form provided or a copy thereof.
- E.9.5.** (e) If supplier wishes to propose "all or none" this must be clearly shown on the proposal.
- E.9.6.** (f) Recipients of this solicitation not responding with a response shall return only the front sheet (CP-01 form) annotated with "No Bid", their company and address.
- E.9.7.** (c) The State reserves the right to accept by item, groups of items or by the total proposal.
- E.9.8.** (d) The State may award multiple contracts for the same or similar supplies to two or more sources under this solicitation.
- E.9.9.** Contractors who believe proposal requirements or specifications are unnecessarily restrictive or limit competition may submit a request for administrative review, in writing, to the Central Purchasing Division. To be considered, a request for review must be received no later than the due date and time for submission of questions. The Central Purchasing Division shall promptly respond in writing to each written review request, and where appropriate, issue all revisions, substitutions or clarifications through a written amendment to the RFP. Requests for administrative review of technical or contractual requirements shall include the reason for the request, supported by factual information, and any proposed changes to the requirements.
- E.9.10.** If a supplier claims any portion of its bid as financial or proprietary confidential information, the Supplier shall submit the information separate and apart from the bid and mark it as such (Proprietary, Confidential). A Bid marked, in total, as financial or proprietary and/or Confidential shall not be considered.

## **E.10. Amendments to Request for Proposal.**

- E.10.1.** If this solicitation is amended, then all terms and conditions which are not modified remain unchanged.
- E.10.2.** Suppliers should acknowledge receipt of any amendment to this solicitation by signing and returning the amendment. Central Purchasing must receive the acknowledgment by the opening time and date specified for receipt of proposals.

## **E.11. Proposal Compliance.**

- E.11.1.** The state reserves the right to reject any proposal that does not comply with the requirements and specifications of the RFP. A proposal shall be rejected when the supplier imposes terms or conditions that would modify requirements of the RFP or limit the supplier's liability to the State.

## **E.12. Proposal Conformity.**

- E.12.1.** By submitting a response to this solicitation, the supplier attests that the supplies or services conform to specified contract requirements.

## **E.13. Energy Conservation**

- E.13.1.** Oklahoma is an energy conservation State and we welcome any comments on your RFP that would indicate energy savings.

## **E.14. Conflict of Interest**

- E.14.1.** The Request for Proposal hereunder is subject to the provisions of the Oklahoma Statutes. All Vendors must disclose with the RFP the name of any officer, director or agent who is also an employee of the State of Oklahoma or any of its agencies. Further, all Vendors must disclose the name of any State Employee who owns, directly or indirectly, an interest of five percent (5%) or more in the suppliers firm or any of its branches.

**F. CHECKLIST**

None

**G. OTHER**

None

**H. PRICE AND COST**

H.1. Attachment A - Vendor shall submit pricing in accordance with the attached bid sheet.



# SOLICITATION REQUEST

Request for Quote     Request for Proposal     Request for Bid

**Dispatch via Print**

<b>Request Quote ID.</b>	<b>Date</b>	<b>Buyer</b>	<b>Page</b>
0900000382	05/30/2019	Theresa Johnson (580)	1
<b>Payment Terms</b>	<b>DateTime Quote Open</b>	<b>Closing</b>	
0 Days	07/10/2019 02:42 AM	08/13/2019 03:00 AM	

Requisition Number Reference: From Req ID - 0900012987

**Mgmt and Enterprise Services**  
OFFICE OF MANAGEMENT AND ENTERPRISE SERVICES  
ADMINISTRATION  
122 STATE CAPITOL BUILDING  
OKLAHOMA CITY OK 73105

**Ship To:** OMES - CENTRAL PURCHASING DIVISION  
5005 N. LINCOLN BLVD.  
SUITE 300  
OKLAHOMA CITY OK 73105

**Supplier:** NAME \_\_\_\_\_  
Address: \_\_\_\_\_  
Address: \_\_\_\_\_  
City: \_\_\_\_\_ ST: \_\_\_\_\_ ZIP: \_\_\_\_\_

**Bill To:** OMES  
5005 N. LINCOLN BLVD  
OKLAHOMA CITY OK 73105-3324

**Supplier Responses**

Line	Cat CD / Item # - Descr	Qty.	UOM	Unit Cost	Ext. Cost
1	80141800 / 1000008847 MAIL SERV: Metered Letters, Presort 1st Class Mail	1	PC	_____	_____

Meets all USPS Automation Standards - Metered at the 3-digit automation rate

**Freight Terms:** FOB DEST      **Ship Via:** COMMON

Lead Time: \_\_\_\_\_

**Supplier Remarks:**

2	80141800 / 1000008848 MAIL SERV: Permit Letters, Presort 1st Class Mail	1	PC	_____	_____
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Meets all USPS Automation Standards - Permit Postage Paid from Agency USPS Postage Account

**Freight Terms:** FOB DEST      **Ship Via:** COMMON

Lead Time: \_\_\_\_\_

**Supplier Remarks:**

3	80141800 / 1000008854 MAIL SERV: Metered Flats, Presort 1st Class Mail	1	PC	_____	_____
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Meets all USPS Automation Standards - Metered at the 3-digit automation rate

**Freight Terms:** FOB DEST      **Ship Via:** COMMON

Lead Time: \_\_\_\_\_

**Supplier Remarks:**

4	80141800 / 1000008853 MAIL SERV: Postcards, Presort 1st Class Mail	1	PC	_____	_____
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Meets all USPS Automation Standards

**Freight Terms:** FOB DEST      **Ship Via:** COMMON

Lead Time: \_\_\_\_\_

**Supplier Remarks:**

**This is NOT AN ORDER**

All returned quotes and related documents must be identified with our request for quote Number.

**Authorized Signature**



# SOLICITATION REQUEST

Request for Quote     Request for Proposal     Request for Bid

**Dispatch via Print**

Request Quote ID.	Date	Buyer	Page
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Payment Terms	DateTime Quote Open	Closing	
0 Days	07/10/2019 02:42 AM	08/13/2019 03:00 AM	

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**Mgmt and Enterprise Services**  
OFFICE OF MANAGEMENT AND ENTERPRISE SERVICES  
ADMINISTRATION  
122 STATE CAPITOL BUILDING  
OKLAHOMA CITY OK 73105

**Ship To:** OMES - CENTRAL PURCHASING DIVISION  
5005 N. LINCOLN BLVD.  
SUITE 300  
OKLAHOMA CITY OK 73105

**Supplier:** NAME \_\_\_\_\_  
Address: \_\_\_\_\_  
Address: \_\_\_\_\_  
City: \_\_\_\_\_ ST: \_\_\_\_\_ ZIP: \_\_\_\_\_

**Bill To:** OMES  
5005 N. LINCOLN BLVD  
OKLAHOMA CITY OK 73105-3324

### Supplier Responses

Line	Cat CD / Item # - Descr	Qty.	UOM	Unit Cost	Ext. Cost
5	80141800 / 1000008849 MAIL SERV: Permit/Metered, Presort 1st Class Mail	1	PC		

Meets all USPS Automation Standards - Permit Postage Paid by funds deposited by Agency to Awarded Vendor's USPS Combined Permit Postage Account.

**Freight Terms:** FOB DEST                      **Ship Via:** COMMON

Lead Time: \_\_\_\_\_

**Supplier Remarks:**

6	80141800 / 1000008856 MAIL SERV: Automation Rate, Non-Automation Letters Metered at Agency Location at Automation Rate, Presort 1st Class Mail,	1	PC		
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Non-Automation, Unreadable, Unable to Affix Barcode

**Freight Terms:** FOB DEST                      **Ship Via:** COMMON

Lead Time: \_\_\_\_\_

**Supplier Remarks:**

7	80141800 / 1000008857 MAIL SERV: Non-Auto Letters Metered at Agency Location at Non-Automation Rate, Presort 1st Class Mail	1	PC		
---	---	---	----	--	--

Non-Automation, Unreadable, Unable to Affix Barcode. Additional Postage Required.

**Freight Terms:** FOB DEST                      **Ship Via:** COMMON

Lead Time: \_\_\_\_\_

**Supplier Remarks:**

### This is NOT AN ORDER

All returned quotes and related documents must be identified with our request for quote Number.

**Authorized Signature**



# SOLICITATION REQUEST

 Request for Quote Request for Proposal Request for Bid**Dispatch via Print**

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 OKLAHOMA CITY OK 73105

**Ship To:** OMES - CENTRAL PURCHASING DIVISION  
 5005 N. LINCOLN BLVD.  
 SUITE 300  
 OKLAHOMA CITY OK 73105

**Supplier:** NAME \_\_\_\_\_  
 Address: \_\_\_\_\_  
 Address: \_\_\_\_\_  
 City: \_\_\_\_\_ ST: \_\_\_\_\_ ZIP: \_\_\_\_\_

**Bill To:** OMES  
 5005 N. LINCOLN BLVD  
 OKLAHOMA CITY OK 73105-3324

**Supplier Responses**

Line	Cat CD / Item # - Descr	Qty.	UOM	Unit Cost	Ext. Cost
8	80141800 / 1000008858 MAIL SERV: Non-Auto Flats Metered at Agency Location at Automation Rate, Presort 1st Class Mail	1	PC		

Non-Automation, Unreadable, Unable to Affix Barcode. Additional Postage Required.

**Freight Terms:** FOB DEST**Ship Via:** COMMON

Lead Time: \_\_\_\_\_

**Supplier Remarks:**

9	80141800 / 1000008859 MAIL SERV: Non-Auto Flats Metered at Agency Location at Non-Automation Rate, Presort 1st Class Mail	1	PC		
---	---	---	----	--	--

Non-Automation, Unreadable, Unable to Affix Barcode. Additional Postage Required.

**Freight Terms:** FOB DEST**Ship Via:** COMMON

Lead Time: \_\_\_\_\_

**Supplier Remarks:**

10	80141800 / 1000008860 MAIL SERV: Non-Auto P/Cards Metered at Agency Location at Automation Rate, Presort 1st Class Mail	1	PC		
----	---	---	----	--	--

Postcards - Non-Automation, Unreadable, Unable to Affix Barcode. Additional Postage Required.

**Freight Terms:** FOB DEST**Ship Via:** COMMON

Lead Time: \_\_\_\_\_

**Supplier Remarks:****This is NOT AN ORDER**

All returned quotes and related documents must be identified with our request for quote Number.

**Authorized Signature**



# SOLICITATION REQUEST

Request for Quote     Request for Proposal     Request for Bid

**Dispatch via Print**

<b>Request Quote ID.</b>	<b>Date</b>	<b>Buyer</b>	<b>Page</b>
0900000382	05/30/2019	Theresa Johnson (580)	4
<b>Payment Terms</b>	<b>DateTime Quote Open</b>	<b>Closing</b>	
0 Days	07/10/2019 02:42 AM	08/13/2019 03:00 AM	

Requisition Number Reference: From Req ID - 0900012987

**Mgmt and Enterprise Services**  
OFFICE OF MANAGEMENT AND ENTERPRISE SERVICES  
ADMINISTRATION  
122 STATE CAPITOL BUILDING  
OKLAHOMA CITY OK 73105

**Ship To:** OMES - CENTRAL PURCHASING DIVISION  
5005 N. LINCOLN BLVD.  
SUITE 300  
OKLAHOMA CITY OK 73105

**Supplier:** NAME \_\_\_\_\_  
Address: \_\_\_\_\_  
Address: \_\_\_\_\_  
City: \_\_\_\_\_ ST: \_\_\_\_\_ ZIP: \_\_\_\_\_

**Bill To:** OMES  
5005 N. LINCOLN BLVD  
OKLAHOMA CITY OK 73105-3324

**Supplier Responses**

Line	Cat CD / Item # - Descr	Qty.	UOM	Unit Cost	Ext. Cost
11	80141800 / 1000008861 MAIL SERV: Non-Auto P/Cards Metered at Agency Location at Non-Automation Rate, Presort 1st Class Mail	1	PC		

Postcards - Unreadable, Unable to Affix Barcode. Additional Postage Required.

**Freight Terms:** FOB DEST      **Ship Via:** COMMON

Lead Time: \_\_\_\_\_

**Supplier Remarks:**

12	80141800 / 1000008862 MAIL SERV: Std Metered Letters, Presort Standard Mail, Bulk Mail Preparation, Metered Letters	1	PC		
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Automation Compatible

**Freight Terms:** FOB DEST      **Ship Via:** COMMON

Lead Time: \_\_\_\_\_

**Supplier Remarks:**

13	80141800 / 1000008850 MAIL SERV: Std Permit Letters, Presort Standard Mail, Bulk Mail Preparation	1	PC		
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Automation Compatible

**Freight Terms:** FOB DEST      **Ship Via:** COMMON

Lead Time: \_\_\_\_\_

**Supplier Remarks:**

**This is NOT AN ORDER**

All returned quotes and related documents must be identified with our request for quote Number.

**Authorized Signature**



# SOLICITATION REQUEST

Request for Quote     Request for Proposal     Request for Bid

**Dispatch via Print**

<b>Request Quote ID.</b>	<b>Date</b>	<b>Buyer</b>	<b>Page</b>
0900000382	05/30/2019	Theresa Johnson (580)	5
<b>Payment Terms</b>	<b>DateTime Quote Open</b>	<b>Closing</b>	
0 Days	07/10/2019 02:42 AM	08/13/2019 03:00 AM	

Requisition Number Reference: From Req ID - 0900012987

**Mgmt and Enterprise Services**  
OFFICE OF MANAGEMENT AND ENTERPRISE SERVICES  
ADMINISTRATION  
122 STATE CAPITOL BUILDING  
OKLAHOMA CITY OK 73105

**Ship To:** OMES - CENTRAL PURCHASING DIVISION  
5005 N. LINCOLN BLVD.  
SUITE 300  
OKLAHOMA CITY OK 73105

**Supplier:** NAME \_\_\_\_\_  
Address: \_\_\_\_\_  
Address: \_\_\_\_\_  
City: \_\_\_\_\_ ST: \_\_\_\_\_ ZIP: \_\_\_\_\_

**Bill To:** OMES  
5005 N. LINCOLN BLVD  
OKLAHOMA CITY OK 73105-3324

### Supplier Responses

Line	Cat CD / Item # - Descr	Qty.	UOM	Unit Cost	Ext. Cost
14	80141800 / 1000008851 MAIL SERV: Std Flats, Metered, Presort Standard Mail, Bulk Mail Preparation	1	PC	_____	_____

Automation Compatible

**Freight Terms:** FOB DEST      **Ship Via:** COMMON

Lead Time: \_\_\_\_\_

**Supplier Remarks:**

15	80141800 / 1000008863 MAIL SERV: Std Flats, Permit, Presort Standard Mail, Bulk Mail Preparation	1	PC	_____	_____
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Automation Compatible

**Freight Terms:** FOB DEST      **Ship Via:** COMMON

Lead Time: \_\_\_\_\_

**Supplier Remarks:**

16	80141800 / 1000008864 MAIL SERV: Std P/Cards, Metered, Presort Standard Mail, Bulk Mail Preparation	1	PC	_____	_____
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Postcards - Automation Compatible.

**Freight Terms:** FOB DEST      **Ship Via:** COMMON

Lead Time: \_\_\_\_\_

**Supplier Remarks:**

### This is NOT AN ORDER

All returned quotes and related documents must be identified with our request for quote Number.

**Authorized Signature**



# SOLICITATION REQUEST

Request for Quote     Request for Proposal     Request for Bid

**Dispatch via Print**

<b>Request Quote ID.</b>	<b>Date</b>	<b>Buyer</b>	<b>Page</b>
0900000382	05/30/2019	Theresa Johnson (580)	6
<b>Payment Terms</b>	<b>DateTime Quote Open</b>	<b>Closing</b>	
0 Days	07/10/2019 02:42 AM	08/13/2019 03:00 AM	

Requisition Number Reference: From Req ID - 0900012987

**Mgmt and Enterprise Services**  
OFFICE OF MANAGEMENT AND ENTERPRISE SERVICES  
ADMINISTRATION  
122 STATE CAPITOL BUILDING  
OKLAHOMA CITY OK 73105

**Ship To:** OMES - CENTRAL PURCHASING DIVISION  
5005 N. LINCOLN BLVD.  
SUITE 300  
OKLAHOMA CITY OK 73105

**Supplier:** NAME \_\_\_\_\_  
Address: \_\_\_\_\_  
Address: \_\_\_\_\_  
City: \_\_\_\_\_ ST: \_\_\_\_\_ ZIP: \_\_\_\_\_

**Bill To:** OMES  
5005 N. LINCOLN BLVD  
OKLAHOMA CITY OK 73105-3324

### Supplier Responses

Line	Cat CD / Item # - Descr	Qty.	UOM	Unit Cost	Ext. Cost
17	80141800 / 1000008855 MAIL SERV: Std P/Cards, Permit, Presort Standard Mail, Bulk Mail Preparation	1	PC		

Postcards - Automation Compatible

**Freight Terms:** FOB DEST      **Ship Via:** COMMON

Lead Time: \_\_\_\_\_

**Supplier Remarks:**

18	80141800 / 1000008870 MAIL SERV: Std Metered Letters, Presort Standard Mail, Bulk Mail Preparation, Non-Automation	1	PC		
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Unreadable, Unable to Affix Barcode, Additional Postage Required.

**Freight Terms:** FOB DEST      **Ship Via:** COMMON

Lead Time: \_\_\_\_\_

**Supplier Remarks:**

19	80141800 / 1000008871 MAIL SERV: Std Permit Letters, Presort Standard Mail, Bulk Mail Preparation, Non-Automation	1	PC		
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Unreadable, Unable to Affix Barcode. Additional Postage Required.

**Freight Terms:** FOB DEST      **Ship Via:** COMMON

Lead Time: \_\_\_\_\_

**Supplier Remarks:**

### This is NOT AN ORDER

All returned quotes and related documents must be identified with our request for quote Number.

**Authorized Signature**



# SOLICITATION REQUEST

Request for Quote     Request for Proposal     Request for Bid

**Dispatch via Print**

<b>Request Quote ID.</b>	<b>Date</b>	<b>Buyer</b>	<b>Page</b>
0900000382	05/30/2019	Theresa Johnson (580)	7
<b>Payment Terms</b>	<b>DateTime Quote Open</b>	<b>Closing</b>	
0 Days	07/10/2019 02:42 AM	08/13/2019 03:00 AM	

Requisition Number Reference: From Req ID - 0900012987

**Mgmt and Enterprise Services**  
OFFICE OF MANAGEMENT AND ENTERPRISE SERVICES  
ADMINISTRATION  
122 STATE CAPITOL BUILDING  
OKLAHOMA CITY OK 73105

**Ship To:** OMES - CENTRAL PURCHASING DIVISION  
5005 N. LINCOLN BLVD.  
SUITE 300  
OKLAHOMA CITY OK 73105

**Supplier:** NAME \_\_\_\_\_  
Address: \_\_\_\_\_  
Address: \_\_\_\_\_  
City: \_\_\_\_\_ ST: \_\_\_\_\_ ZIP: \_\_\_\_\_

**Bill To:** OMES  
5005 N. LINCOLN BLVD  
OKLAHOMA CITY OK 73105-3324

**Supplier Responses**

Line	Cat CD / Item # - Descr	Qty.	UOM	Unit Cost	Ext. Cost
20	80141800 / 1000008865 MAIL SERV: Std Flats, Metered, Presort Standard Mail, Bulk Mail Preparation, Non-Automation	1	PC	_____	_____

Unreadable, Unable to Affix Barcode. Additional Postage Requirement.

**Freight Terms:** FOB DEST      **Ship Via:** COMMON

Lead Time: \_\_\_\_\_

**Supplier Remarks:**

21	80141800 / 1000008866 MAIL SERV: Std Flats, Permit, Presort Standard Mail, Bulk Mail Preparation, Non-Automation	1	PC	_____	_____
----	--	---	----	-------	-------

Unreadable, Unable to Affix Barcode. Additional Postage Required.

**Freight Terms:** FOB DEST      **Ship Via:** COMMON

Lead Time: \_\_\_\_\_

**Supplier Remarks:**

22	80141800 / 1000008867 MAIL SERV: Std P/Cards, Metered, Presort Standard Mail, Bulk Mail Preparation, Non-Automation	1	PC	_____	_____
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Postcards - Unreadable, Unable to Affix Barcode. Additional Postage Required.

**Freight Terms:** FOB DEST      **Ship Via:** COMMON

Lead Time: \_\_\_\_\_

**Supplier Remarks:**

**This is NOT AN ORDER**

All returned quotes and related documents must be identified with our request for quote Number.

**Authorized Signature**



# SOLICITATION REQUEST

 Request for Quote Request for Proposal Request for Bid**Dispatch via Print**

Request Quote ID.	Date	Buyer	Page	
0900000382	05/30/2019	Theresa Johnson (580)	8	
Payment Terms	Date	Time	Quote Open	Closing
0 Days	07/10/2019	02:42 AM	08/13/2019	03:00 AM

Requisition Number Reference: From Req ID - 0900012987

**Mgmt and Enterprise Services**  
 OFFICE OF MANAGEMENT AND ENTERPRISE SERVICES  
 ADMINISTRATION  
 122 STATE CAPITOL BUILDING  
 OKLAHOMA CITY OK 73105

**Ship To:** OMES - CENTRAL PURCHASING DIVISION  
 5005 N. LINCOLN BLVD.  
 SUITE 300  
 OKLAHOMA CITY OK 73105

**Supplier:** NAME \_\_\_\_\_  
 Address: \_\_\_\_\_  
 Address: \_\_\_\_\_  
 City: \_\_\_\_\_ ST: \_\_\_\_\_ ZIP: \_\_\_\_\_

**Bill To:** OMES  
 5005 N. LINCOLN BLVD  
 OKLAHOMA CITY OK 73105-3324

**Supplier Responses**

Line	Cat CD / Item # - Descr	Qty.	UOM	Unit Cost	Ext. Cost
23	80141800 / 1000008868 MAIL SERV: Std P/Cards, Permit, Presort Standard Mail, Bulk Mail Preparation, Non-Automation	1	PC		

Unreadable, Unable to Affix Barcode. Additional Postage Required.

**Freight Terms:** FOB DEST **Ship Via:** COMMON

Lead Time: \_\_\_\_\_

**Supplier Remarks:**

24	80141800 / 1000008869 MAIL SERV: Clear Zone Labeling, Presort Standard Mail, Bulk Mail Preparation, Non-Automation	1	PC		
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Unreadable, Unable to Affix Barcode. Additional Postage Required.

**Freight Terms:** FOB DEST **Ship Via:** COMMON

Lead Time: \_\_\_\_\_

**Supplier Remarks:**

25	80141800 / 1000008846 MAIL SERV: Address Correction made by Vendor. Fast Forward Service	1	PC		
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Conforms with USPS Update Requirements

**Freight Terms:** FOB DEST **Ship Via:** COMMON

Lead Time: \_\_\_\_\_

**Supplier Remarks:****This is NOT AN ORDER**

All returned quotes and related documents must be identified with our request for quote Number.

**Authorized Signature**



# SOLICITATION REQUEST

 Request for Quote Request for Proposal Request for Bid**Dispatch via Print**

<b>Request Quote ID.</b>	<b>Date</b>	<b>Buyer</b>	<b>Page</b>
0900000382	05/30/2019	Theresa Johnson (580)	9
<b>Payment Terms</b>	<b>DateTime Quote Open</b>	<b>Closing</b>	
0 Days	07/10/2019 02:42 AM	08/13/2019 03:00 AM	

Requisition Number Reference: From Req ID - 0900012987

**Mgmt and Enterprise Services**  
 OFFICE OF MANAGEMENT AND ENTERPRISE SERVICES  
 ADMINISTRATION  
 122 STATE CAPITOL BUILDING  
 OKLAHOMA CITY OK 73105

**Ship To:** OMES - CENTRAL PURCHASING DIVISION  
 5005 N. LINCOLN BLVD.  
 SUITE 300  
 OKLAHOMA CITY OK 73105

**Supplier:** NAME \_\_\_\_\_  
 Address: \_\_\_\_\_  
 Address: \_\_\_\_\_  
 City: \_\_\_\_\_ ST: \_\_\_\_\_ ZIP: \_\_\_\_\_

**Bill To:** OMES  
 5005 N. LINCOLN BLVD  
 OKLAHOMA CITY OK 73105-3324

**Supplier Responses**

Line	Cat CD / Item # - Descr	Qty.	UOM	Unit Cost	Ext. Cost
26	80141800 / 1000008852 MAIL SERV: USPS National Change of Address Correction Service	1	PC	_____	_____

Agencies to provide list of Addresses for Processing Address Corrections

**Freight Terms:** FOB DEST**Ship Via:** COMMON

Lead Time: \_\_\_\_\_

**Supplier Remarks:**

27	80141800 / 1000008951 MAIL SERV: Inserting by Hand, Bulk Mail Preparation	1	PC	_____	_____
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**Freight Terms:** FOB DEST**Ship Via:** COMMON

Lead Time: \_\_\_\_\_

**Supplier Remarks:**

28	80141800 / 1000008952 MAIL SERV: Inserting by Machine, Bulk Mail Preparation	1	PC	_____	_____
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**Freight Terms:** FOB DEST**Ship Via:** COMMON

Lead Time: \_\_\_\_\_

**Supplier Remarks:**

29	80141800 / 1000008953 MAIL SERV: Folding by Hand, Bulk Mail Preparation	1	PC	_____	_____
----	---	---	----	-------	-------

**Freight Terms:** FOB DEST**Ship Via:** COMMON

Lead Time: \_\_\_\_\_

**Supplier Remarks:****This is NOT AN ORDER**

All returned quotes and related documents must be identified with our request for quote Number.

**Authorized Signature**



# SOLICITATION REQUEST

Request for Quote     Request for Proposal     Request for Bid

**Dispatch via Print**

<b>Request Quote ID.</b>	<b>Date</b>	<b>Buyer</b>	<b>Page</b>
0900000382	05/30/2019	Theresa Johnson (580)	10
<b>Payment Terms</b>	<b>DateTime Quote Open</b>	<b>Closing</b>	
0 Days	07/10/2019 02:42 AM	08/13/2019 03:00 AM	

Requisition Number Reference: From Req ID - 0900012987

**Mgmt and Enterprise Services**  
OFFICE OF MANAGEMENT AND ENTERPRISE SERVICES  
ADMINISTRATION  
122 STATE CAPITOL BUILDING  
OKLAHOMA CITY OK 73105

**Ship To:** OMES - CENTRAL PURCHASING DIVISION  
5005 N. LINCOLN BLVD.  
SUITE 300  
OKLAHOMA CITY OK 73105

**Supplier:** NAME \_\_\_\_\_  
Address: \_\_\_\_\_  
Address: \_\_\_\_\_  
City: \_\_\_\_\_ ST: \_\_\_\_\_ ZIP: \_\_\_\_\_

**Bill To:** OMES  
5005 N. LINCOLN BLVD  
OKLAHOMA CITY OK 73105-3324

**Supplier Responses**

Line	Cat CD / Item # - Descr	Qty.	UOM	Unit Cost	Ext. Cost
30	80141800 / 1000008954 MAIL SERV: Folding by Machine, Bulk Mail Preparation	1	PC	_____	_____

**Freight Terms:** FOB DEST      **Ship Via:** COMMON

Lead Time: \_\_\_\_\_

**Supplier Remarks:**

31	80141800 / 1000008955 MAIL SERV: Sealing by Hand, Bulk Mail Preparation	1	PC	_____	_____
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**Freight Terms:** FOB DEST      **Ship Via:** COMMON

Lead Time: \_\_\_\_\_

**Supplier Remarks:**

32	80141800 / 1000008956 MAIL SERV: Sealing by Machine, Bulk Mail Preparation	1	PC	_____	_____
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**Freight Terms:** FOB DEST      **Ship Via:** COMMON

Lead Time: \_\_\_\_\_

**Supplier Remarks:**

33	80141803 / 1000008957 MAIL SERV: Addressing by Label, Bulk Mail Preparation	1	PC	_____	_____
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**Freight Terms:** FOB DEST      **Ship Via:** COMMON

Lead Time: \_\_\_\_\_

**Supplier Remarks:**

**This is NOT AN ORDER**

All returned quotes and related documents must be identified with our request for quote Number.

**Authorized Signature**



# SOLICITATION REQUEST

 Request for Quote Request for Proposal Request for Bid**Dispatch via Print**

<b>Request Quote ID.</b>	<b>Date</b>	<b>Buyer</b>	<b>Page</b>
0900000382	05/30/2019	Theresa Johnson (580)	11
<b>Payment Terms</b>	<b>DateTime Quote Open</b>	<b>Closing</b>	
0 Days	07/10/2019 02:42 AM	08/13/2019 03:00 AM	

Requisition Number Reference: From Req ID - 0900012987

**Mgmt and Enterprise Services**  
 OFFICE OF MANAGEMENT AND ENTERPRISE SERVICES  
 ADMINISTRATION  
 122 STATE CAPITOL BUILDING  
 OKLAHOMA CITY OK 73105

**Ship To:** OMES - CENTRAL PURCHASING DIVISION  
 5005 N. LINCOLN BLVD.  
 SUITE 300  
 OKLAHOMA CITY OK 73105

**Supplier:** NAME \_\_\_\_\_  
 Address: \_\_\_\_\_  
 Address: \_\_\_\_\_  
 City: \_\_\_\_\_ ST: \_\_\_\_\_ ZIP: \_\_\_\_\_

**Bill To:** OMES  
 5005 N. LINCOLN BLVD  
 OKLAHOMA CITY OK 73105-3324

**Supplier Responses**

Line	Cat CD / Item # - Descr	Qty.	UOM	Unit Cost	Ext. Cost
34	80141803 / 1000008958 MAIL SERV: Addressing by Ink Jet, Bulk Mail Preparation	1	PC	_____	_____

**Freight Terms:** FOB DEST      **Ship Via:** COMMON

Lead Time: \_\_\_\_\_

**Supplier Remarks:**

35	80141803 / 1000008959 MAIL SERV: Addressing Full Envelope, Bulk Mail Preparation, to include any and all of the following services, Permit, Address and Return Address	1	PC	_____	_____
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**Freight Terms:** FOB DEST      **Ship Via:** COMMON

Lead Time: \_\_\_\_\_

**Supplier Remarks:**

36	80141803 / 1000008960 MAIL SERV: List Processing for Delivery Point Validation, works in conjunction with NCOA Address Correction Service.	1	PC	_____	_____
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**Freight Terms:** FOB DEST      **Ship Via:** COMMON

Lead Time: \_\_\_\_\_

**Supplier Remarks:**

37	80141800 / 1000008961 MAIL SERV: Daily Pickup Charge per Occurrence (To be billed weekly)	1	EA	_____	_____
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**Freight Terms:** FOB DEST      **Ship Via:** COMMON

Lead Time: \_\_\_\_\_

**Supplier Remarks:****This is NOT AN ORDER**

All returned quotes and related documents must be identified with our request for quote Number.

<b>Authorized Signature</b>
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# SOLICITATION REQUEST

 Request for Quote Request for Proposal Request for Bid**Dispatch via Print**

<b>Request Quote ID.</b>	<b>Date</b>	<b>Buyer</b>	<b>Page</b>
0900000382	05/30/2019	Theresa Johnson (580)	12
<b>Payment Terms</b>	<b>DateTime Quote Open</b>	<b>Closing</b>	
0 Days	07/10/2019 02:42 AM	08/13/2019 03:00 AM	

Requisition Number Reference: From Req ID - 0900012987

## Mgmt and Enterprise Services

OFFICE OF MANAGEMENT AND ENTERPRISE SERVICES  
 ADMINISTRATION  
 122 STATE CAPITOL BUILDING  
 OKLAHOMA CITY OK 73105

**Ship To:** OMES - CENTRAL PURCHASING DIVISION  
 5005 N. LINCOLN BLVD.  
 SUITE 300  
 OKLAHOMA CITY OK 73105

**Supplier:** NAME \_\_\_\_\_  
 Address: \_\_\_\_\_  
 Address: \_\_\_\_\_  
 City: \_\_\_\_\_ ST: \_\_\_\_\_ ZIP: \_\_\_\_\_

**Bill To:** OMES  
 5005 N. LINCOLN BLVD  
 OKLAHOMA CITY OK 73105-3324

**Supplier Responses**

Line	Cat CD / Item # - Descr	Qty.	UOM	Unit Cost	Ext. Cost
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**This is NOT AN ORDER**

All returned quotes and related documents must be identified with our request for quote Number.

<b>Authorized Signature</b>
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# SOLICITATION REQUEST

 Request for Quote Request for Proposal Request for Bid**Dispatch via Print**

<b>Request Quote ID.</b>	<b>Date</b>	<b>Buyer</b>	<b>Page</b>
0900000382	05/30/2019	Theresa Johnson (580)	13
<b>Payment Terms</b>	<b>DateTime Quote Open</b>	<b>Closing</b>	
0 Days	07/10/2019 02:42 AM	08/13/2019 03:00 AM	

Requisition Number Reference: From Req ID - 0900012987

**Mgmt and Enterprise Services**  
 OFFICE OF MANAGEMENT AND ENTERPRISE SERVICES  
 ADMINISTRATION  
 122 STATE CAPITOL BUILDING  
 OKLAHOMA CITY OK 73105

**Ship To:** OMES - CENTRAL PURCHASING DIVISION  
 5005 N. LINCOLN BLVD.  
 SUITE 300  
 OKLAHOMA CITY OK 73105

**Supplier:** NAME \_\_\_\_\_  
 Address: \_\_\_\_\_  
 Address: \_\_\_\_\_  
 City: \_\_\_\_\_ ST: \_\_\_\_\_ ZIP: \_\_\_\_\_

**Bill To:** OMES  
 5005 N. LINCOLN BLVD  
 OKLAHOMA CITY OK 73105-3324

**Supplier Responses**

Line	Cat CD / Item # - Descr	Qty.	UOM	Unit Cost	Ext. Cost
38	80141800 / 1000008962 MAIL SERV: Rush Fee, for same day expedited service of Bulk Mail Preparation of First Class or Standard Mail	1	EA	_____	_____

**Freight Terms:** FOB DEST**Ship Via:** COMMON

Lead Time: \_\_\_\_\_

**Supplier Remarks:**

39	80141800 / 1000008948 MAIL SERV: Single Tab Services, as required by USPS Regulations for discounted Mail	1	PC	_____	_____
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**Freight Terms:** FOB DEST**Ship Via:** COMMON

Lead Time: \_\_\_\_\_

**Supplier Remarks:**

40	80141800 / 1000008949 MAIL SERV: Double Tab Services, as required by USPS Regulations for discounted Mail	1	PC	_____	_____
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**Freight Terms:** FOB DEST**Ship Via:** COMMON

Lead Time: \_\_\_\_\_

**Supplier Remarks:**

41	80141800 / 1000008950 MAIL SERV: Three or More Tab Services, as required by USPS Regulations for discount Mail	1	PC	_____	_____
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**Freight Terms:** FOB DEST**Ship Via:** COMMON

Lead Time: \_\_\_\_\_

**Supplier Remarks:****This is NOT AN ORDER**

All returned quotes and related documents must be identified with our request for quote Number.

**Authorized Signature**



# SOLICITATION REQUEST

Request for Quote     Request for Proposal     Request for Bid

**Dispatch via Print**

<b>Request Quote ID.</b>	<b>Date</b>	<b>Buyer</b>	<b>Page</b>
0900000382	05/30/2019	Theresa Johnson (580)	14
<b>Payment Terms</b>	<b>DateTime Quote Open</b>	<b>Closing</b>	
0 Days	07/10/2019 02:42 AM	08/13/2019 03:00 AM	

Requisition Number Reference: From Req ID - 0900012987

## Mgmt and Enterprise Services

OFFICE OF MANAGEMENT AND ENTERPRISE SERVICES  
ADMINISTRATION  
122 STATE CAPITOL BUILDING  
OKLAHOMA CITY OK 73105

**Ship To:** OMES - CENTRAL PURCHASING DIVISION  
5005 N. LINCOLN BLVD.  
SUITE 300  
OKLAHOMA CITY OK 73105

**Supplier:** NAME \_\_\_\_\_  
Address: \_\_\_\_\_  
Address: \_\_\_\_\_  
City: \_\_\_\_\_ ST: \_\_\_\_\_ ZIP: \_\_\_\_\_

**Bill To:** OMES  
5005 N. LINCOLN BLVD  
OKLAHOMA CITY OK 73105-3324

### Supplier Responses

Line	Cat CD / Item # - Descr	Qty.	UOM	Unit Cost	Ext. Cost
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### This is NOT AN ORDER

All returned quotes and related documents must be identified with our request for quote Number.

**Authorized Signature**



# SOLICITATION REQUEST

Request for Quote     Request for Proposal     Request for Bid

**Dispatch via Print**

<b>Request Quote ID.</b>	<b>Date</b>	<b>Buyer</b>	<b>Page</b>
0900000382	05/30/2019	Theresa Johnson (580)	15
<b>Payment Terms</b>	<b>DateTime Quote Open</b>	<b>Closing</b>	
0 Days	07/10/2019 02:42 AM	08/13/2019 03:00 AM	

Requisition Number Reference: From Req ID - 0900012987

**Mgmt and Enterprise Services**  
OFFICE OF MANAGEMENT AND ENTERPRISE SERVICES  
ADMINISTRATION  
122 STATE CAPITOL BUILDING  
OKLAHOMA CITY OK 73105

**Ship To:** OMES - CENTRAL PURCHASING DIVISION  
5005 N. LINCOLN BLVD.  
SUITE 300  
OKLAHOMA CITY OK 73105

**Supplier:** NAME \_\_\_\_\_  
Address: \_\_\_\_\_  
Address: \_\_\_\_\_  
City: \_\_\_\_\_ ST: \_\_\_\_\_ ZIP: \_\_\_\_\_

**Bill To:** OMES  
5005 N. LINCOLN BLVD  
OKLAHOMA CITY OK 73105-3324

**Supplier Responses**

Line	Cat CD / Item # - Descr	Qty.	UOM	Unit Cost	Ext. Cost
42	80141800 / 1000030698 IMPB: First Class Intelligent Mail Package Barcode	1	EA		

**Freight Terms:** FOB DEST      **Ship Via:** COMMON

Lead Time: \_\_\_\_\_

**Supplier Remarks:**

43	80141800 / 1000030699 IMPB: Priority Mail Intelligent Mail Package Barcode	1	EA		
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**Freight Terms:** FOB DEST      **Ship Via:** COMMON

Lead Time: \_\_\_\_\_

**Supplier Remarks:**

COMMENTS:

**This is NOT AN ORDER**

All returned quotes and related documents must be identified with our request for quote Number.

**Authorized Signature**

## CUSTOMER REFERENCE FORM ATTACHMENT A

<b>Contractor's (Proposer) Name:</b>	
<b>Customer Name (Proposer's Customer):</b>	
<b>Contract Number:</b>	
<b>Contract Duration:</b>	
<b>Dollar Amount of Contract:</b>	
<b>Products/Services Provided:</b>	
<b>Customer (Proposer's Customer) Contact Name and Title:</b>	
<b>Customer Phone Number:</b>	
<b>Customer Fax Number:</b>	
<b>Customer E Mail Address:</b>	

**Ratings:** Please summarize contractor performance and circle in the column on the right the number which best corresponds to the performance rating for each question. If the score is either 1 or 5, please kindly provide an explanation.

Please follow the rating guidelines below for description of rating scale:

Rating Guidelines and Description of Rating Scale:		
<b>Exceptional</b>	<b>(5)</b>	Best-in-class performance. Performance met all contract requirements and exceeded several to the customer's benefit. No issues were encountered.
<b>Very Good</b>	<b>(4)</b>	Performance met all contract requirements and exceeded some to the customer's benefit. There were a few minor issues, which were negligible.
<b>Satisfactory</b>	<b>(3)</b>	Performance met contract requirements. There were some minor issues, and corrective actions taken by the contractor were acceptable.
<b>Marginal</b>	<b>(2)</b>	Performance did not meet the contractual requirements. There were issues, some of a serious nature, for which corrective action was only somewhat effective.
<b>Unsatisfactory</b>	<b>(1)</b>	Performance did not meet contractual requirements. There were serious issues and the contractor's corrective actions were ineffective.

**CUSTOMER REFERENCE FORM**

Factors Rated	Questions	Comments <i>(continue on additional sheets if desired)</i>	Rating
<b>Timeliness</b>	1. How would you rate the contractor's geographic coverage and ability to deliver on time throughout all your locations?		① ② ③ ④ ⑤
	2. How would you rate the contractor's product availability?		① ② ③ ④ ⑤
	3. How would you rate the contractor's turnaround time when contacted to provide on-site assistance?		① ② ③ ④ ⑤
<b>Contract Management</b>	4. How would you rate the experience of the contractor in managing large accounts?		① ② ③ ④ ⑤
	5. How would you rate the service provided by the contractor's assigned Contract Administrator and/or Project Manager?		① ② ③ ④ ⑤
<b>Quality</b>	6. How would you rate the quality of the contractor's value-added services?		① ② ③ ④ ⑤
	7. How would you rate the performance of contractor's products compared to that of its competitors?		① ② ③ ④ ⑤
<b>Ordering</b>	8. How would you rate the contractor's ordering system?		① ② ③ ④ ⑤
<b>Reporting</b>	9. How would you rate the contractor's ability to provide ad hoc reports in an accurate and timely manner?		① ② ③ ④ ⑤
<b>Customer Satisfaction</b>	10. How would you rate your level of overall satisfaction with the contractor?		① ② ③ ④ ⑤

**RATER'S SIGNATURE:** \_\_\_\_\_

**DATE:** \_\_\_\_\_

## Attachment C Implementation Plan

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This template should be used. The Implementation Plan should identify the Respondent's **capability to meet the project's requirements** with a plan for implementing and managing this contract. Describe the logical progression of the tasks to be accomplished, starting with initial steps and illustrate the sequence of events. The Respondent may add or delete lines as needed, but do not exceed a **2-page** limit for this section.

**#1 Process:**

---

**#2 Process:**

---

**#3 Process:**

---

**#4 Process:**

---

**#5 Process:**

---

**#6 Process:**

---

**#7 Process:**

---

# Attachment G

## Value Added Plan

This template must be used. The Value Added Plan should identify any **value added options or ideas that may benefit the Owner**. The value added claims should be prioritized (identify the most important claims first). The Respondent may add or delete Value Added Claim table templates, but do not exceed the **2-page** limit for this section. Information listed under the “Documented Performance” line may describe where the Respondent has used the approach or solution previously, and what the results were in terms of verifiable metrics.

*Example (this example can be deleted to accommodate more claims)*

**Item:** \_\_\_\_\_  
*This would be the place to offer service/package/optional remittance method (etc) not requested in the solicitation-insert description here*

**How will this add value?** \_\_\_\_\_  
*How would the item described above add value to the State's contract?*

**Documented Performance:** \_\_\_\_\_  
*State in general terms where offered and the results*

**Cost Impact:** \_\_\_\_\_ **UOM:** \_\_\_\_\_  
*What is cost or hourly rate? What is the unit of measure for the cost?*

**Item #1:** \_\_\_\_\_

**How will this add value?** \_\_\_\_\_

**Documented Performance:** \_\_\_\_\_

**Cost Impact:** \_\_\_\_\_ **UOM:** \_\_\_\_\_

**Item #2:** \_\_\_\_\_

**How will this add value?** \_\_\_\_\_

**Documented Performance:** \_\_\_\_\_

**Cost Impact:** \_\_\_\_\_ **UOM:** \_\_\_\_\_

**Item #3:** \_\_\_\_\_

**How will this add value?** \_\_\_\_\_

**Documented Performance:** \_\_\_\_\_

**Cost Impact:** \_\_\_\_\_ **UOM:** \_\_\_\_\_

**Item #4:** \_\_\_\_\_

**How will this add value?** \_\_\_\_\_

**Documented Performance:** \_\_\_\_\_

**Cost Impact:** \_\_\_\_\_ **UOM:** \_\_\_\_\_

**Item #5:** \_\_\_\_\_

**How will this add value?** \_\_\_\_\_

**Documented Performance:** \_\_\_\_\_

**Cost Impact:** \_\_\_\_\_ **UOM:** \_\_\_\_\_