

REQUEST FOR PROPOSAL

Replacement Mailing Systems for United States District Court

Southern District of Ohio

RFP: OHSDCLERK25-2 Mail

Martina Jack
Contracting Officer
United States District Court
Southern District of Ohio
85 Marconi Blvd Room 258
Columbus, OH 43215

**Open Market
Request for Proposal (RFP)
Lowest Price, Technically Acceptable**

RFP Number: OHSDCLERK25-2 Mail
Request Date: 08/11/2025

To: Prospective Contractors

Re: Mailing Systems

The United States District Court, Southern District of Ohio, requests proposals for three mailing systems to replace current end-of-life mailing systems in accordance with the attached Statement of Work. The solicitation number is OHSDCLERK25-2 Mail. Please see attached for the following additional information: Scope of Work and Contract Clauses.

A fixed price award from this RFP will be made on the lowest price, technically acceptable proposal.

Proposals shall be submitted via email to: **OHSDml_Procurement@ohsd.uscourts.gov**
Proposals are due 09/2/2025, by 12:00 p.m. EST.

Proposals and questions concerning this RFP must be emailed to Martina Jack, Contracting Officer at the email address listed above. **Questions must be submitted by 08/26/2025, by 12:00 p.m. EST.**

Sincerely,

Martina Jack
Contracting Officer
614-719-3067
United States District Court
Southern District of Ohio

Scope of Work - Mailing Systems

I. Introduction

The United States District Court for the Southern District of Ohio (OHSD) serves over 5 million citizens in 48 of the 88 counties in Ohio. We have courthouses in three locations, Columbus, Dayton, and Cincinnati.

II. Overview

The US District Court for the Southern District of Ohio is seeking proposals from vendors for the purchase of a new postage machine. Installation, service, and training should be included in the purchase. We send out approximately 1,000 pieces of mail every month per location and do not typically have scheduled spikes. Multiple employees, including those from different court units, will use the machines.

III. General Requirements

Note – If pricing is from an existing GSA contract please notate that contract number in your proposal.

USPS Classes:

Support standard mail classes including First-Class, Priority, Express, and Parcel Post.

Shipping Carrier Integration:

Integrated use of non-USPS accounts such as FedEx and UPS.

Shipment tracking for packages.

Shipping label printing.

Weighing platform that can accommodate up to 30lbs for smaller packages.

Envelope Processing:

Processing speeds of at least 75 LPM envelope handling.

Automatic envelope feeding.

Mixed mail processing with differential weighting feature to provide most accuracy in determining postage required for each envelope/item.

Can process mail items up to 5/8 of an inch thick.

Envelope sealing capabilities.

Ability to handle various sizes, from postcards to large flats measuring 10"x12".

Postage and Shipping Management Software/Web Platform:

Online Analytics Portal.

Departmental and Location Accounting – Ability to have different codes for different business units and locations.

Ability to transfer funds between any of the three machines via an online portal.

Security Features:

PIN Protection to restrict access to machines.

Connectivity:

Hardwired Connectivity.

Service/Maintenance Providers:

Service provider must be a part of or owned by seller of the equipment.

Customer support contacts should be on shore.

Training:

On site training for using the new machines as part of the installation process.

Maintenance Agreement:

Please quote a maintenance and service agreement price to be billed quarterly over a one-year period.

Warranty Period:

Please provide details of the warranty coverage and period for the machines being proposed.

Preferred but not required:

Please indicate whether trade-in or disposal services are available for our existing Pitney Bowes SendPro P2000 machines, acquired in late 2016.

IV. Solicitation Clauses**Clause B-1, Clauses Incorporated by Reference (*March 2025*)**

This solicitation incorporates one or more solicitation provisions by reference, with the same force and effect as if they were given in full text. Upon request, the contracting officer will make their full text available. The offeror is cautioned that the listed provisions may include blocks that must be completed by the offeror and submitted with its quotation or offer. In lieu of submitting the full text of those provisions, the offeror may identify the provision by paragraph identifier and provide the appropriate information with its quotation or offer. Also, the full text of a solicitation provision may be accessed electronically at this address: <http://www.uscourts.gov/procurement.aspx>.

V. Contract Clauses

Clause B-5, Clauses Incorporated by Reference (*March 2025*)

This contract incorporates one or more clauses by reference, with the same force and effect as if they were given in full text. Upon request, the contracting officer will make their full text available. Also, the full text of a clause may be accessed electronically at this address: <http://www.uscourts.gov/procurement.aspx>

Clause Number	Clause Title	Clause Date
3-3	Provisions, Clauses, Terms and Conditions - Small Purchases (incorporated by reference and indicated by * below)	Jun 2024
1-15*	Disclosure of Contractor Information to the Public	August 2004
2-25A*	Delivery Terms and Contractor's Responsibilities	January 2003
2-45*	Packaging and Marking	August 2004
2-60*	Stop-Work Order	January 2010
3-155*	Walsh-Healy Public Contracts Act	June 2012
3-205*	Protest After Award	January 2003
7-20*	Security Requirements	April 2013
7-30*	Public Use of the Name of the Federal Judiciary	June 2014
7-35*	Disclosure or Use of Information	April 2013
7-85*	Examination of Records	January 2003
7-125*	Invoices	April 2011
7-130*	Interest	January 2003
7-135*	Payments	April 2013
7-140*	Discounts for Prompt Payment	January 2003
7-150*	Extras	January 2003
7-185*	Changes	April 2013
7-200*	Judiciary Delay of Work	January 2003
7-210*	Payment for Emergency Closures	April 2013
7-235*	Disputes	January 2003
2-50	Continuity of Services	January 2003
2-55	Privacy or Security Safeguards	January 2003
2-60	Stop-Work Order	January 2010
2-140	Judiciary IT Security Standards	April 2013
3-35	Covenant Against Contingent Fees	January 2003
3-40	Restrictions on Subcontractor Sales to the Government	June 2014
3-45	Anti-Kickback Procedures	June 2012
3-50	Cancellation, Rescission, and Recovery of Funds for Illegal or Improper Activity	June 2012
3-55	Price or Fee Adjustment for Illegal or Improper Activity	June 2012

3-120	Order of Precedence	January 2003
3-140	Notice to the Judiciary of Labor Disputes	January 2003
3-160	Service Contract Act of 1965	March 2019
3-300	Registration in the System for Award Management (SAM)	October 2023
3-305	Payment by Electronic Funds Transfer – System for Award Management (SAM)	April 2013
7-25	Indemnification	August 2004
7-110	Bankruptcy	January 2003
7-130	Interest (Prompt Payment)	January 2003
7-215	Notification of Ownership Changes	January 2003
7-220	Termination for Convenience of the Judiciary (Fixed Price)	January 2003
7-223	Termination for Convenience of the Judiciary (Short Form)	August 2004
7-230	Termination for Default (Fixed Price - Products and Services)	January 2003