Wright Patterson Air Force Base

Official Mail Center

Statement of Work

For

Mail Metering Machine Lease -and- Smart Locker Purchase

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I. Mail Metering Machine Lease

1.0 SCOPE: This Statement of Work (SOW) defines the effort required for mail metering at the Wright-Patterson AFB (WPAFB) Official Postal Center (OPC), hereinafter referred to as the WPAFB OPC, located at Wright-Patterson AFB, Ohio. The lease requirement shall be in accordance with (IAW) this SOW.

Background. The WPAFB OPC requires the services of metered postage for mail processed through two high-volume postage meters and machines for use in the Official Postal Center. All users lease meters, and postage meters are only compatible when used on postal equipment manufactured by the same vendor. Therefore, postage metering equipment and meters must be leased from United States Postal Service (USPS) certified vendors. The Government requires the equipment to maintain a 97% operational rate. Further, the Government requires currency on all USPS changes made to rates and methods/types of mailing. These changes are mandated and authorized by the USPS Board of Governors for all commercial mailers, and all vendors require USPS certification prior to implementing the USPS-mandated changes.

APPLICABLE DOCUMENTS & TRAINING

The Contractor shall make available operational handbooks on all leased equipment at the start of the contract. In lieu of printed handbooks, the contractor shall advise the government Contracting Officer Representative (COR) of the online source for operational assistance.

The Contractor shall provide initial training by a factory-trained technician on the postal metering equipment, software capabilities, and report creation and generation when equipment is delivered and be available to respond to questions throughout the life of the contract. Further, training shall be provided by technicians who are trained in all aspects of equipment usage and software capabilities and must be available for further training as changes occur throughout the life of the contract at no additional cost to the Government.

REQUIREMENTS

The contractor shall provide lease equipment to meet the requirements specified in this SOW.

Equipment and Software

Postage metering equipment shall be modular in design.

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All postage metering equipment and software shall be USPS compliant and have the ability to accept GSA Schedule 48 pricing. Further, all future changes to terminology or rates the USPS enacts throughout the life of the contract shall be provided through updated software at no additional cost to the Government.

All postage metering equipment and software must be capable of interpreting P-39 barcode symbology and translating that information to the reports management system. The software shall be able to generate Intelligent Mail Indicia (IMI), which provides the highest standard of integrity and security, ensuring information is securely transmitted to and from postage evidencing systems, making mail flow more efficiently.

The contractor shall provide two (2) high-volume leased digital Postage Meters with dynamic weighing modes, differential weighing, and integrated weighing platforms capable of processing letters and flats simultaneously, specifically, mixed mail.

High-volume postage metering equipment shall be capable of processing a minimum of 300 letters per minute, with a minimum size of 3.5” x 5” and a maximum size of 13” x 15”.

High-volume postage metering equipment shall be capable of automatically adjusting the thickness required for processing mixed mail with a minimum thickness of 0.25” and a maximum thickness of 0.75”.

High-volume postage metering equipment shall be capable of processing 1,500 pieces of mail per day for maximum productivity.

The contractor shall provide two (2) remotely connected weighing platforms for each high-volume postage metering machine capable of weighing mail up to a minimum of 70 lbs.

The contractor shall provide five (5) new standalone computer workstations that will utilize the contractor’s web-based software to process USPS mail. The contractor shall provide five (5) new desktop computers with the most current version of the Windows operating system. The desktop computers will have a minimum of one (1) VGA input, one (1) HDMI input, one (1) ethernet port, and five (5) USB ports, with the following specs: Intel® Core™ Ultra 5-225 processor (10 Cores, 20MB Total Cache, 3.3GHz), 16 GB (1 x 16 GB, DDR5, 5600 MT/s), and a 512 GB, M.2, PCIe NVMe, SSD.

The contractor shall provide five (5) Zebra model ZD421D printers with a print speed of four seconds and 300 DPI print quality.

The contractor shall provide five (5) USB-connected weighing platforms for each standalone station capable of weighing mail up to 70 lbs.

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The contractor shall provide five (5) wired keyboards with numerical keypads and five (5) wired mice.

(2) Handheld scanners

All postal metering equipment shall include the capability to print postage meter tapes and allow users to manually generate meter tape for postage rate corrections. The Contractor shall provide the OPC supervisor with the capability to assign individual user logins for 20 personnel and 3 admin logins.

The contractor shall provide two (2) Thermal printers for the postage meters.

The contractor shall provide two (2) wired keyboards with numeric keypads and two (2) mice for the meters.

All postal metering equipment and software must be capable of processing multiple batches of mail at one time while applying billing to 100+ different accounts.

The contractor shall provide postal metering equipment and software capable of allowing user-defined reports. Reports must be able to capture specific periods of time, for example, from a begin date to an end date.

The contractor shall provide two (2) external laser printers to be used for monthly reports.

The contractor shall supply one hundred and twenty (120) 4"x6" thermal paper rolls for the two (2) postage meters and five (5) standalone stations.

The contractor shall furnish four (4) postage meter ink cartridges for the two (2) postage meters.

The contractor shall ensure all thermal roll paper is compatible with both postage meter printers and standalone printers.

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REPORTS

User-defined reports shall include the following information for each piece of postage metering equipment and standalone operated per day. The installation Technician will provide detailed instructions on how to retrieve reports from USPS, FedEx, and UPS. The generated reports shall provide daily, weekly, monthly, quarterly, and annual analytics that clearly define the class of mail, weight of mail, postage, to/from addresses, OPC employee information for who processed the mail, and the WPAFB customer who was charged for services. It will also have the ability to set up automatic reports generated according to Admin user selection choices.

Total number of pieces mailed, totaled by type of mail and department identification.

Total cost applied for pieces mailed, totaled by type of mail and department identification.

Total pounds and pieces processed, totaled by type of mail and department identification.

Maintenance, Repairs, and Software Updates/Upgrades

The contractor shall be responsible for the maintenance, repairs, and software updates/upgrades for all leased equipment, to include installing the contractor's web-based postage application that supports USPS, FedEx, and UPS.

The contractor shall provide remedial maintenance upon notification that postal metering equipment is inoperable, presenting with errors, or has slow processing speeds that slow down production or cause work stoppages.

Repair requests shall be responded to by a trained technician on-site within 4 business hours of notification. The vendor's repair technician must not ask OPC personnel to troubleshoot hardware equipment or software issues.

The contractor shall complete the repair or remediate problems within 24 business hours of notification, including all mechanical, hard drive, circuit board, and software issues.

The technician that responds to service calls shall be capable of troubleshooting and repairing hardware and software.

The contractor shall export current addresses and preset addresses from the current vendor's meter and standalone platforms and import these address books and preset addresses into their impending postage meter and standalone equipment.

The contractor shall provide the OPC supervisor with administrative passwords for the five (5) standalone computing systems, thereby empowering the supervisor to execute software updates.

The contractor's repair personnel must possess a valid ID and no criminal record to enter WPAFB, and must check in with 88 SFS/Pass & ID to receive a WPAFB visitor pass.

If any equipment requires more than three (3) service calls for mechanical, hard drive, and software failures in any one-month period, that machine will be removed and replaced with new equipment within 3 business days, and the removed unit will not be utilized further on this contract.

Preventative and Remedial Maintenance shall be provided and scheduled Monday through Friday, excluding Federal Holidays, and during the business hours of 0730 (7:30 am) and 1600 (4:00 pm). Holidays are as follows: New Year's Day, Martin Luther King Jr. Day,

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President's Day, Memorial Day, Juneteenth, Independence Day, Labor Day, Columbus Day, Veterans Day, Thanksgiving, and Christmas.

The Contractor shall provide all maintenance and upkeep for two external printers.

Damaged Parts, Tools, and Instruments

The contractor shall be responsible for replacing all parts, module(s), machines, or meters that are damaged during Preventative/Remedial Maintenance or normal wear and tear. Replacement items shall be of equal or better quality and shall be at no additional cost to the government. The Government shall be liable for damage caused by user negligence.

The contractor shall have all postage meter equipment, and web-based and meter software installed, tested, and fully operational at the start of the contract. This shall include installation and successful performance of required testing for all USPS, UPS, and FedEx certifications to ensure compliance.

SERVICE LOCATION

Equipment will be located at: Official Postal Center 5237 Cooper Street Building 258, Door 1 Wright-Patterson AFB, OH 45433

5.0 PERIOD OF PERFORMANCE

The Period of Performance shall be a Base Year with four (4) 1-year options.

6.0 DELIVERY PROCEDURES FOR COMMERCIAL VEHICLES

All vehicles larger than a large pickup truck are required to be inspected at the Wright-Patterson Air Force Base Commercial Vehicle Delivery Gate (CVDG) prior to entering the installation. Vehicles to be inspected include, but are not limited to, the following:

1. Step van/panel truck

2. Tractor/trailer, box, and flatbed containing cargo

3. Tanker trucks

4. Box Trucks

5. Tour buses

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6. Garbage/recycled waste trucks

7. Concrete trucks/mixers, dump trucks

8. Cranes, recreational vehicles, petroleum tankers

This inspection will be conducted at Gate 26A located off State Route 235. The following are exceptions for vehicles utilizing the CVDG:

1. If the vehicle has a product inside (concrete and asphalt trucks) and timely delivery is necessary due to product deterioration, it does not need to enter the CVDG. To bypass the CVDG, the contractor shall submit a list containing drivers' names, social security numbers, and the state in which the driver's license is held for those drivers who will be entering the base. This shall be accomplished 24 hours prior to the requested entry time. If entry is requested on a Monday, this list must be submitted by Friday at 1630 hours. All lists shall be submitted to the 88th ABW/CE Directorate contract inspector. The only gates that may be used under this exemption shall be 15A, 26A, 38A, and gate 6

1B. If the driver's name is not on the list, he/she will not be allowed access to the installation through these gates, and the base will not assume liability for denied access.

2. If a delivery vehicle must exit and then re-enter the base to complete its route, the vehicle shall be resealed upon exiting the base. After initially passing through the commercial vehicle delivery gate, trucks shall be resealed at Gates 15A, 38A, and 22B. The resealing of the trucks will allow them to continue to any other area of the installation (Areas A, B, or Kittyhawk) without reprocessing through the CVDG. To receive resealing assistance, the drivers shall physically stop at one of the three authorized gates and request that the installation entry controller reseal their truck and provide the next location of their delivery. The controller will reseal the truck and give the delivery driver a pre-clearance form. The driver shall present the pre-clearance form to the entry controller at the next point of installation entry. This re-entry can be at any base gate.

3. Per Wright Patterson Integrated Defense Plan, paragraph 3.10.12.9.2, all irregular deliveries will be sent to the CVDG for inspection. All visitors, which include contractors and commercial vendors without proper background checks and contractor passes, will not be allowed on WPAFB unless escorted by the receiving agency. This will take place after the individual(s) are issued a pre-clearance form at the CVDG. After successful completion of the vehicle inspection, the receiving agency will escort the individual to and from their destination on WPAFB. An inspector at the CVDG will contact the receiving agency,

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informing them to send an escort to the CVDG. Escorts will remain with the vehicle at all times while it is on WPAFB.

4. Vehicles may be subject to an inspection at any of the installation entry control points during a directed random antiterrorism measure (RAM). Any commercial vehicle, regardless of size, can be directed to the CVDG at the discretion of the installation entry controller.

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II. Smart Locker Purchase

DESCRIPTION OF SERVICES. The purpose of this acquisition is to procure 413 Smart lockers with Embedded locker software, Hardware Installation, Software Installation, Training Annual Maintenance, Subscription and Support for two locations at Wright Patterson AFB (PSC and Jarvis Gym, Area A).

The contractor is responsible with installing the smart locker system at both locations and ensuring operability. The lockers will be assembled and firmly secured to the ground to deter tampering. Before installation, the contractor may conduct a site visit to determine the optimal setup for the area. After installation, the system must be integrated with software that enables users to receive notifications and access their packages effortlessly. Additionally, the contractor will offer training to both staff and users to enhance the advantages of the locker system, ensuring a seamless transition and continued satisfaction.

EQUIPMENT. The lockers shall have 16 or 18-gauge double reinforced cold-rolled steel construction or any compatible material that can meet the requirement. Operational conditions: control towers feature an industrial-grade touchscreen, a camera for photo capture that will face outward towards the member, a keypad, a scanner for supporting barcode or QR code. If personal information is used for access into the lockers, the system will have safeguards to protect one's identity and any controlled unclassified information (CUI) through data encryption. The speakers, camera and touchscreen shall be optimized for full functionality, Each compartment or door shall have sensors to detect packages and other items. The software shall offer integration capabilities, user-friendly interfaces, and reliable security features. Additionally, it shall enable real-time alerts for users regarding locker status and access permissions while ensuring seamless interaction with the locker hardware, and support various authentication methods to enhance security and user convenience.

INSTALLATION. Installation of the locker system will be at PSC (Bldg 1226). The government will supply access to facilities for 8 hours per day to conduct installation and training activities. The installation should include the total number of lockers that should be between 18 and 22, depending on the dimensions specified by the vendor, which must fit within a space of approximately TBD in the designated indoor area. This configuration is crucial for storing the general-purpose mobility bag (A bag) and the chemical warfare bags (C bags) that will be accessible in the lockers after hours. The dimensions of the individual bags are as follows: A-bag: 24" x 20" x 20" - C-bag: 24" x 15" x 15". Each locker must be

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sized to accommodate both bags. The contractor must include a warranty, and 1 year of maintenance/repairs in their quote and six months of continued service pricing in the event of a contract extension.

ANNUAL SUPPORT & MAINTENANCE. Annual preventative and corrective maintenance for the locker system's hardware and software. Services include all necessary repairs, upgrades, and technical support. Annual support and maintenance for a smart locker system shall ensure its longevity, reliability, and security. This is to prevent operational disruptions and security vulnerabilities by addressing both hardware and software issues before they escalate. The key benefits of regular maintenance include enhanced security through software updates, increased reliability by reducing downtime, and improved operational efficiency. This will lead to long-term cost savings by preventing major repairs and extending the system's lifespan. This plan shall address mechanical failures, software glitches, and security breaches. The plan shall cover all essential components, from the physical lockers and digital locks to the control column and software, ensuring the entire system functions optimally. The smart lockers shall be non-proprietary and shall not require exclusive and or sole source provider support and maintenance. The smart locker system shall allow support and maintenance to be performed by the manufacture or other authorized service providers.

GENERAL INFORMATION

Contract Personnel/Manager. The contractor shall provide a contract manager who shall be responsible for the performance of the work. The name of this person and an alternate or alternates, who shall act for the contractor when the manager is absent, shall be designated in writing to the contracting officer prior to the contract start date. The contract manager or alternate shall have full authority to act for the contractor on all contract matters relating to daily operation of this contract. The contract manager and alternate or alternates must be able to read, write, speak, and understand the English language.

Contractor Employees. Contractor personnel shall comply with all installation and facility safety and security regulations, as well as the health, safety, and security provisions of the contract. Contractor personnel shall report security or safety problems to the Security Police or Contracting Officer (CO) as appropriate.

Place of Performance. Contract performance will occur at WPAFB PSC and Jarvis Gym, Area A. Delivery and installation of equipment shall be the responsibility of the receiver with coordination of the contractor.

Hours of Operations. Normal operation is Monday through Friday, 0800 to 1600, except for Federal holidays. There may be mission situations that require the contractor to work other

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than normal hours. Some of these situations are military exercises, contingency operations, or weather emergencies. When the contractor's access to a work area conflicts with an Air Force mission requirement, the contractor shall schedule the work to minimize the disruption. Such scheduling may require work to be accomplished at times other than normal duty hours.

2.7. Contractor Base Pass and Identification, Special Clearances, and Vehicle Passes. The contractor shall work with the end user to obtain base identification and vehicle passes, if required, for all contractor personnel who make frequent visits to or perform work on the Air Force installation(s) cited in the contract. Contractor personnel are required to wear or prominently display installation identification badges or contractor-furnished contractor identification badges while visiting or performing work on the installation. Ten (10) business days prior to arrival, the Contractor will be responsible for obtaining written permission/ signature from each person's name submitted for a background check to be completed. If a background check cannot be completed, entry onto the installation cannot be granted. Contact the installation site POC for further guidance.

Contractor-owned Vehicle Searches. Contractor-owned vehicles are subject to 100% security search prior to installation access.

Traffic Regulations. Contractor personnel shall comply with all base traffic regulations and are subject to random vehicle speed control checks. Contractor personnel cited for speeding on the installation may suffer loss of base driving privileges, debarment from the base, or other administrative action. The use of cell phones, except hands-free phones, is prohibited while driving on WPAFB.

Weapons, Firearms, and Ammunition. Contractor personnel are prohibited from possessing weapons, firearms, or ammunition, on themselves or within contractor owned vehicles or privately owned vehicles while on WPAFB.

Reporting Requirements. Contractor personnel shall immediately report any information or circumstances of which they are aware may pose a threat to the security of Department of War personnel, contractor personnel, resources, and classified or unclassified defense information to an appropriate Government authority.

Safety. Contractor personnel shall comply with all applicable laws and safety regulations. Compliance with Occupational Safety and Health Administration (OSHA) and other applicable laws and regulations for the protection of employees is exclusively the obligation of the contractor, and the Government will assume no liability or responsibility for the contractor's compliance or non-compliance with such responsibilities.

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Materials storage and clean up. Upon completion of work the contractor must ensure all debris from the work site has been removed and properly disposed of and the site be sanitized to the level it was given. Prior to the acceptance of the completed project, the contractor must arrange through the on-site POC for the appropriate inspections for the acceptance of work to make sure the system is up and running properly and the equipment is professionally and neatly installed.

Deliverables. Set-up shall be completed within 1 weeks on beginning work onsite. The contractor shall protect government property on hand to prevent damage during the period the property is under the control or in possession of the contractor.

Smart Locker configurations as listed below:

Location:	**Quantity**
Postal Service Center Locker Size	
Extra Small	23
Small	48
Medium	31
Large	12
Extra Large	4
Total Lockers	**118**

Location:	**Quantity**
Jarvis Gym Locker Size	
Extra Small	115
Small	74
Medium	68
Large	22

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Extra Large	16
Total Lockers	**295**

SMART Locker to include

Embedded locker software

Site Survey, Project management, Hardware Installation, Software Installation, Training

Annual Maintenance, Subscription and Support

Web Inbound Tracking Solution

One (1) Handheld scanner with Camera

One (1) Wireless barcode scanner

One (1) Single site license subscription

Auto import subscription

Parcel Locker Pre-Advise & Event Subscription

Annual Maintenance, Subscription and Support

Production Mailing Technology

Two (2) Complete Mailing Systems configured with:

• Cloud-based Mailing and Shipping Management Software

• Automated mixed-mail hi-capacity envelope feeder capable of processing nested or non-nested envelopes.

• High-speed mail processing at 300 LPM in batch mode

• Inline Dynamic Weighing Platform to measure and weigh each mail piece without stopping at a speed of 160 LPM

• Capability to handle up to .8” thick mail through system

• 10lb scale for mailing and 70lb weigh platform for shipping

• Postal Rate Wizard to select the correct postal rate and class.

• Jet spray sealing with 5 moisture levels for open or closed flap sealing.

• Powered Output Conveyor/Stacker

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• Functionality to allow mail center users to easily switch between cost centers without stopping the machine

• Automated Rate Shopping to identify the lowest cost or fastest delivery method of processing parcels

• Request to Send capability to allow staff to externally prepare shipment traveler documents from any desktop to bring with their package.

• Desktop Shipping for staff outside the mail center to prepare their shipments complete with carrier selection and label printing permissions.

• Ability to create and automatically run reports on a set schedule based on user-defined parameters

• Four (4) Hi-capacity Ink-tanks rated for 115,000 imprints per tank

• Thermal labels measuring 4” x 6” – total quantity of labels at least 36,000

Five (5) remote shipping workstations with All-in-one PC, thermal label printer and 70lb scale

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