

The City of Columbus, Department of Building and Zoning Services, is requesting a quote for postcard mailing services for an upcoming project. We are seeking pricing for the full scope of services outlined below.

Project Overview:

- Quantity: Approximately 48,605 postcards in two batches, each batch with its own artwork. These batches are to be serviced simultaneously.
 - One mailing batch of approximately 2,200 for properties located within the Downtown District with artwork specifically for Downtown District residents.
 - One mailing batch of approximately 46,405 for the remainder of the City, with artwork specifically for those residents.
- Size: 5.5 x 8.5
- Stock 100lb
- Postcards will be pre-printed with artwork, separated into batches, and ready for pickup.

Please note: The quantity listed above reflects the best estimate of anticipated quantity for pricing purposes. The City reserves the right to adjust quantities within +/- 1,000 postcards based on final mailing lists.

Scope of Services:

Please provide pricing for the following:

- Pickup (One trip)
 - Pickup of postcards from the City Print Shop (98 N. Front Street, Columbus, OH)
 - Pickup to occur during business hours (7:00 a.m. – 3:30 p.m.)
- Mail Preparation (per piece)
 - Address processing (including NCOA/CASS updates if applicable)
 - Printing addresses and Intelligent Mail Barcodes
 - Presorting in accordance with USPS requirements
 - Commingling, if applicable, to achieve best postage rates
- Postage (per piece)
 - First Class postage
- Delivery (One trip)
 - Transport and drop-off of mail at USPS
- Other Costs (In USD, flat rate)
 - Any additional or miscellaneous costs not captured above

Pricing Format:

To allow for consistent comparison, please itemize your quote as follows:

- Pickup (flat rate)
- Mail preparation (per piece)
- Standard postage (per piece)
- First Class postage (per piece)
- Other expenses (total)
- Drop-off (flat rate)

Additional Notes

- Please ensure pricing reflects services as described above.
- Prevailing wage is not required for this project.
- Upon contract execution, the selected vendor will be required to:
 - Be contract compliant with the City of Columbus
 - Details can be found here:
<https://www.columbus.gov/Government/Mayors-Office/Office-of-Diversity-and-Inclusion/Supplier-Diversity/Contract-Compliance-Registration>
 - Provide a certificate of insurance naming the City as an additional insured
 - Provide an active Workers' Compensation certificate
 - Ensure the W9 attached to its City Vendor Services profile is up to date

Schedule

- Anticipated project timeframe:
 - Pickup – August 3, 2026
 - Delivery to residents – August 25, 2026
 - **Delivery must occur no earlier than August 25, 2026, and no later than August 28, 2026.**
 - **The bidder must be able to meet this deadline to be qualified for award, and the City will contact the bidder to confirm this ability.**
- Please confirm your estimated turnaround time for processing and mailing

Submission Deadline

Please submit your quote by 1:00 p.m. on July 9, 2026