In RCW 43.19.720, Department of Enterprise Services (DES) has a responsibility to *“…review current and prospective needs of state agencies for any equipment to process mail throughout state government.”*

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| Mail Equipment/Services Review Notification Form |
| *Please provide all documents that support your request for mail equipment. Your data and rationale will help us make the most informed recommendation to suit your needs. Upon submittal of the form and supporting documents you will receive a confirmation notice including expected turnaround time. Your agency may be contacted for additional information.* *Send completed forms to Consolidated Mail Services (CMS):* *cmsmail@des.wa.gov**If you have any questions, please contact CMS at (360)664-9506.*[*Click here*](#FAQs) *for FAQs about the review process.* |
| AGENCY | **DATE** |
| CONTACT | **EMAIL** | **PHONE #** |
| SUBMITTED BY | **EMAIL** | **PHONE #** |
| MAILING ADDRESS  | **EQUIPMENT ADDRESS** |
| 1. REASON FOR REQUEST / INTENDED USE FOR EQUIPMENT – Please explain the purpose for this request, indicating factors such as lease expiration, changes in functional requirements, office relocation, or operational consolidation. Provide a summary of activities this machine will fulfill.
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| 1. CURRENT EQUIPMENT (MANUFACTURER / MODEL #) If equipment is new and not a replacement, go to section 4.
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| 1. CURRENT PAYMENT (if leased):
 | **LEASE END DATE:** |
| 1. PROPOSED EQUIPMENT (MANUFACTURER / MODEL #) Include optional components being considered. Please attach all vendor proposal documentation.
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| REQUESTED LEASE TERM: |

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| Mail Equipment/Services Costs*Please detail monthly costs associated with the activities for which the requested equipment will be used. Not all categories may be applicable to your operation. If so, please note N/A. These lists, as well as the additional notations, are intended to ensure the full scope of expenses are being considered and captured by both your agency and DES.* *If this is a new equipment purchase, please consider any accompanying costs outside the vendor’s proposal (such as those listed in the “Notes” column below). If this is an upgrade or replacement of existing equipment, please include the costs associated with the activity related to this particular equipment going forward.* |
| **Cost Category** | **Monthly costs** | **Notes** |
| **FTEs****Hrs/day Salary Range/step \_\_\_\_\_\_\_\_\_** | $  | Use employee [salary](http://www.hr.wa.gov/CompClass/JobClassesSalaries/Pages/ClassifiedJobListing.aspx) and benefits average that best represents staff completing work associated with this equipment. Include actual time spent, considering administrative time processing invoices, ordering and managing supplies, etc.  |
| $  |
| ***FTE Total*** | **$**  |  |
| **Vehicle/Courier****[ ] Yes [ ] No** | $  | Will a vehicle be used to transport material to or from the equipment? If yes, please include costs such as vehicle lease, fuel, or overall courier charges.  |
| ***Vehicle Total*** | **$**  |  |
| **Mail Processing Equipment** |  | Much of this information should be obtainable through your vendor proposal(s) |
| **Machine** | $  | Specify monthly purchase or lease costs  |
| **Maintenance** | $  | If not included in the lease amount |
| **Supplies** | $  | Ink, sealant, meter tape, etc. |
| **Other** | $  | Support or peripheral equipment not included in proposal. (e.g. label printers) |
| ***Equipment Total*** | **$**  |  |
| **Facility and/or Other Operating Expenses** | $  | Footprint for operations and supplies**.** Use current agency rate, if known, or $1.87 per sq. ft. monthly rate (corresponds to $22.42 DES annual rate).  |
| **Will the equipment affect your space cost?****[ ] Yes [ ] No** (continue below)**If yes, provide sq. ft. \_\_\_\_\_\_\_\_\_\_\_\_\_\_** |
| **Additional Operating Expenses****[ ] Yes [ ] No** | $  | Include additional considerations separate from above sq. ft. rate; estimate costs such as remodeling, addition of data or phone lines, etc.; refer to [Whitestone Building Operations Cost Reference.](http://www.wbdg.org/resources/lcca.php) |
| ***Facility Total*** | **$**  |  |
| **Total Agency Monthly Expense** | **$**  |  |

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| **IF THE PROPOSED EQUIPMENT IS FOR METERING MAIL PLEASE ANSWER THE FOLLOWING QUESITONS** |
| 1. Does DES’s Consolidated Mail Services currently service the location for campus/interagency mail?
 |
| [ ]  Yes What is the mailstop? \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ |
| [ ]  No |
| 1. How was this particular equipment model chosen?
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| [ ]  Recommended by vendor[ ]  Vendor recommended replacing like for like equipment, or;[ ]  Vendor evaluated volume and type of mail processed and asked about expected future work. |
| [ ]  The work was evaluated by the agency and the machine was matched to the volume and type of mail being processed.  |
| 1. Is prepared mail picked up by the US Postal Service at the location or is it delivered to a USPS location by an employee?
 |
| [ ]  Picked up Pick up time: \_\_\_\_\_\_\_\_\_\_ |
| [ ]  Delivered Time: \_\_\_\_\_\_\_\_\_\_\_ |
| 1. If Certified Mail is prepared, does the office use hard copy Return Receipt (PS Form 3811) or Electronic Return Receipt (ERR) with Certified Mail?
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| [ ]  Hard copy (PS form 3811) |
| [ ]  Electronic |
| [ ]  Neither |
| 1. Are there any statutory requirements related to mailing dates? If so, please cite them.
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| Current Mail Equipment/Services Usage\*Metering/Mail Systems |
| Mail type | **Average volumeper mailing** | **Annualvolume** | **Frequency** | **Timelines*****(Same/next day/other)*** | **Time of day product is available** | **Postage** | **Notes*****(Special requirements, handwritten addresses, etc.)*** |
| 123 SAMPLE JOB | 48 | 12,000 | daily | next day ok | 11:00 a.m. | full rate |  |
|  |  |  |  |  |  |  |  |
| Letters – 1 ounce |  |  |  |  |  |  |  |
| Letters – 2 ounce |  |  |  |  |  |  |  |
| Letters – 3 ounce |  |  |  |  |  |  |  |
| Flats |  |  |  |  |  |  |  |
| Priority |  |  |  |  |  |  |  |
| Parcels |  |  |  |  |  |  |  |
| Certified w/Electronic Return Receipt (ERR) |  |  |  |  |  |  |  |
| Certified w/regular Return Receipt (RR) |  |  |  |  |  |  |  |
| Certified w/o RR |  |  |  |  |  |  |  |
| Other (please specify) |  |  |  |  |  |  |  |
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\*The equipment vendor may be able to provide a usage history from current equipment.

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| Current Mail Equipment/Services UsageInserters |
| Job Name | **Frequency (daily/weekly/monthly, etc.)** | **Annual volumes** | **Job Composition\*** ***(Usual number and type of inserts or return envelopes, etc.)*** | **Source*****(Internal, Production Svcs., Print & Imaging, 3rd Party, etc.)*** | **Time of day product is available** | **General turnaround time needed after printing** | **Notes*****(Special requirements, barcodes, handwritten addresses, etc.)*** |
| 123 SAMPLE JOB | Monthly | 20,100 | Single insert plus return envelope | DES Print & Imaging | 9:00 a.m. | 3-4 days | 2 of 5 barcode |
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*\*In some situations, DES may request samples of mail material.*

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| Current Mail Equipment/Services UsageSingle Function/Purpose Devices(e.g. Folders, Tabbers, Envelope Addressing Systems) |
| Application/Functionof equipment | **Annual Volume** | **Turnaround time after material is produced** | **Time of day product is available** | **Notes** |
| 123 EXAMPLETabber for preparing self-mailers | 4,800 | 3-4 days | 10:00 a.m. | Two-page self-mailers for presort |
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**CONTRACT 05516 MAIL AND POSTAGE MACHINES AND SERVICE**

**FREQUENTLY ASKED QUESTIONS**

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| **QUESTION** | **ANSWER** |
| *What is the purpose of reviewing my mail equipment purchase?* | The Washington state legislature tasked the Department of Enterprise Services (DES) with this responsibility. Per RCW 43.19.720, we are directed to:“…review current and prospective needs of state agencies for any equipment to process mail throughout state government. …”As subject matter experts, we have been charged to assess equipment purchases and ensure agency needs can be met in the most cost effective manner with a statewide impact in mind.  |
| *What type of equipment requires a review?* | A process study tapping the experience and input of our customer base led DES to identify three categories into which most purchases can be classified.**Low-range – no review required**Equipment low in cost and production capability that the potential savings involved in reviewing the purchase would be immaterial compared to the actual reduction in state expenditure. Desktop address printers, envelope openers, and other single-function equipment would fall into this category.**Mid-range – subject to review**Meters and similar production-level machinery are generally evaluated to assess whether the projected activity is properly matched to cost-optimal equipment or a potential enterprise solution.**High-range – subject to review**Inserters or other high capacity mail preparation machines are evaluated for proper placement and capability, as well as to assess the feasibility of a partial or holistic enterprise option. The participating addendum on the contracts describe the non-restricted (not requiring a review) and restricted (requiring a review) items. You can also work with the contractor or the Contract Manager to determine whether or not the item requires a review. |

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| **QUESTION** | **ANSWER** |
| *How long will the review take?* | Not Requiring a Review/Low-range – Five (5) business daysMid-range – Ten (10) Business daysHigh-range – 20 business daysIt is possible that exceptionally complex analyses can require additional time or lead to requests for further data, but these circumstances will be promptly communicated to the customer. Contract 05516:<https://apps.des.wa.gov/DESContracts/Home/ContractSummary/05516> |
| ***How do I submit my information to begin the review?*** | After completing the Mail Equipment/Services Review Notification form, please email it, along with any pertinent vendor documentation to CMSmail@des.wa.gov.  |
| ***What information do you need from me in order to complete a review?*** | The materials you are recommended to provide are identified in the Pricing and Ordering Information ofContract 05516: <https://apps.des.wa.gov/DESContracts/Home/ContractSummary/05516>Generally you will want to send the completed Mail Equipment/Services Review Notification form and supporting materials which your vendor will provide. |
| ***What documentation is needed to make a purchase on restricted equipment?*** | Restricted items require written approval from DES Consolidated Mail Services before a purchase can be made. Vendors should be given a copy of the approval letter before finalizing the purchase. |
| ***What vendors are on contract?*** | The state contracts currently cover Pitney-Bowes and Quadient (formerly Neopost). |
| ***What if someone contacts me claiming to be an authorized dealer?*** | Contract 05516 is awarded to Quadient and Pitney Bowes. For questions please contact your primary contractor Quadient and Pitney Bowes.  |
| ***Who do I contact if I have questions?*** | For questions pertaining to the purchasing process, please contact Office Operations Team at DESContractsTeamCedar@des.wa.gov For questions pertaining to mailing activity or equipment, please contact CMSmail@des.wa.gov. |