

ITEM	DESCRIPTION OF ITEM	PERCENTAGE % REBATE	COMMENTS
	<p>Before completing any portion of this bid, each bidder should be completely familiar with all conditions and specifications enumerated below, as well as in the special conditions.</p> <p>Note: Rebate is a percentage of the savings in postage which result from this service, not a percentage of actual postage paid.</p>		
	<p>Twice daily mail pickup at the School Board's mailroom, located at 1450 NE 2nd Avenue, Miami, Florida. Pickup is required twice a day, Monday through Friday, except on regularly scheduled holidays. The first pickup should be between 10:30 and 11:30 am. The second pickup should be between 4:00 and 5:00 pm.</p> <p>Pick up location & times subject to change.</p> <p>The contractor shall be required to expeditiously meter all pieces of mail on the same day presented and shall deposit all mail at the United States Postal Services General Mail Facility, located at 2200 NW 72nd Avenue in Miami, on the same day as that of the postmark.</p> <p>Contractor shall supply all outgoing mail trays/tubs and any other necessary equipment.</p> <p>All outgoing mail shall be presorted and co-mingled at the contract's site. Mail shall be sorted to qualify for United States Postal Services presort automated postage rates, including, but not limited to, sorting to Postal Code sequence, bundling and labeling.</p> <p>A Charge-Back System for not more than 25 departments using a four-digits department code is required. (The mail pick up will be pre-bundled and labeled according to these codes).</p> <p>The contractor must have a system in place to capture daily, the four digit code and postal rate to report back to the Board in the form of a monthly report itemizing each department's total mail usage and cost.</p> <p>The Board will not be subject to any charges for pick/up dropoff.</p> <p>Any resultant contract may not be inclusive of all Board mail.</p>	<p>82.50%</p> <p>Percentage Rebate</p>	