

U.S. District Clerk of Courts Western District of Louisiana

Statement of Work (SOW)

1 DESCRIPTION

1.1 INTRODUCTION:

Organization background:

The District Clerk's Office is in charge of mailing out jury notices and questionnaires. These notices have 3 pages plus 1 BRE (Business Reply Envelope). Currently we own a Pitney Bowes Model DI-600 envelope folder/inserter.

Requirement background:

The District Courts would like to replace the Pitney Bowes Model DI-600 located in the Shreveport Office with a folder/inserter with the following minimum specifications:

- 1) System must be capable of handling a minimum of 2,000 mailings per hour.
- 2) Must have a minimum of 3 insert trays plus BRE feeder insert tray and 1 envelope hopper.
- 3) Insert trays must be capable of holding a minimum of 300 sheets each.
- 4) Envelope hopper must be capable of holding a minimum of 300 envelopes.
Modification 1
- 4a) **Envelope hopper must be capable of holding a minimum of 300 envelopes or capable of adding envelopes to hopper without stopping current job.**
- 5) Must be easy to use, fast, smooth adjustments for different sizes and fold configurations.
- 6) Minimum 90 day warranty.
- 7) Turn key installation and training on use of this equipment.
- 8) Optional quote will be needed for an annual full service and parts maintenance agreement on this equipment for a minimum of 5 years. **Maintenance will be billed in arrears and funded annually at quoted price depending upon availability of funds.**
- 9) Optional height adjustable table capable of supporting complete folder/inserter unit.

1.2 PURPOSE:

The U.S. District Courts have a requirement for a new folder /inserter to replace the existing Pitney Bowes Model DI-600. Training of capabilities and operation of this machine will be needed for the clerk's staff.

1.3 SCOPE:

Replacement of the Pitney Bowes Model DI-600, located at Suite 1167, 300 Fannin Street Shreveport La, 71101 with a folder inserting machine with the capabilities listed in the

requirement background of Section 1.1

1.4 SPECIAL REQUIREMENTS:

The contractor shall supply data needed for system requirements to the contracting officer. Specifications will be sent to the contracting officer for approval before awards will be made. Possible trade- in discount for existing Pitney Bowes model DI-600 shall be quoted in pricing.

1.5 COORDINATION:

Quotes and questions concerning this Statement of Work should be addressed to:
Glenn Richard, U.S. District Courts, 800 Lafayette St. Suite 2100, Lafayette La, 70501.
Phone: 337-593-5123, Fax: 337-593-5090, E-mail Glenn_Richard@lawd.uscourts.gov

2 DESCRIPTION OF DELIVERABLES; SCHEDULE OF PERFORMANCE, AND ACCEPTANCE CRITERIA

Deliverable Description	Deliverable Schedule	Acceptance Criteria
Deliverable 1. Folder /Inserter with the following requirements: 1) System must be capable of handling 2,000 mailings per hour. 2) Must have minimum of 3 insert trays plus BRE feeder and I envelope hopper. 3) All feed trays must be capable of holding up to 300 sheets. 4) Envelope hopper must be capable of holding up to 300 envelopes. 5) Must be easy to use, fast, smooth adjustments for different sizes and fold configurations.	Delivery to be made within six weeks from purchase order issue date.	Within five working days of installation and training.
Deliverable 2. Installation and Training	Delivery to be made within six weeks from purchase order issue date.	Within five working days of installation and training.
Deliverable 3. Minimum 90 day warranty period.	Starting after acceptance of equipment.	Within five working days of installation and training.
Deliverable 4. Optional Maintenance pricing to be billed in arrears and funded annually. See above specifications.	Starting after expiration of warranty period if accepted.	Within five working days of expiration of warranty period.
Deliverable 5. Optional height adjustable table capable of supporting complete folder/inserter unit.	If accepted, Delivery shall be coordinated with installation of equipment.	Within five working days of installation and training.

Deliverable 6. Trade in allowance for existing Pitney Bowes Model DI -600.	Due upon invoice	Due upon invoice
--	------------------	------------------

3 REVIEW PERIOD FOR DELIVERABLES:

The Contracting Officer will review deliverables upon presentation and provide acceptance or rejection within 5 workdays after receipt. The contractor shall correct deficiencies and resubmit within 2 workdays after rejection.

4.1 LOCATION OF PERFORMANCE:

U.S. District Clerk of Courts
300 Fannin St. Suite 1167
Shreveport La. 71101

4.2 GOVERNMENT FURNISHED PROPERTY:

115 volt power

4.3 CONTRACTOR FURNISHED MATERIAL:

Tools, knowledge, and experience to install, train, and maintain the accepted equipment.

4.4 MEETINGS:

Meetings are to be scheduled with the Certifying Office Glenn Richard, by phone 337-593-5123, fax 337-593-5090, or e-mail Glenn_Richard@LAWD.USCOURTS.GOV

4.5 TRAVEL AND PER DIEM REQUIREMENTS:

None Expected

4.6 SOURCES OF INFORMATION AND DATA

All specifications for equipment and maintenance agreements to be submitted to Glenn Richard.