

**Mail Room Services**

**Scope of Work**

Reviewed By: \_\_\_\_\_

Approved By: \_\_\_\_\_

Version:  
Date:  
Author:

## **Mailroom Services Scope of Work**

This Contractor proposes to assume responsibility for staffing and operations of a mailroom facility for the Owners. Services to be provided include:

- Provide 1 Mailroom Attendant
  - Attendant will be classified as clerical/administrative assistant
  - Primary responsibility will be operation of mail room and mail delivery including interoffice mail services
  - Attendant will provide administrative/clerical assistance to THE OWNER PSD as available time permits
  - Mailroom hours will mirror A shift production schedule
- Set Up mailroom equipment in designated space
  - Mailroom equipment to be provided by THE OWNER to include:
    - Postage Meters
    - Envelope Folding/Stuffer Machine
    - Mail Cart
    - Delivery area Cubby holes & in/out baskets
- Design mailroom set-up and routing procedures and policies
- Design courier (package pick up) processes and policies
- Assist with expedites as required

### **Budgeting:**

- Staffing allocations will be defined as an additional clerical/administrative FTE and reported in annual staffing plans.
- An annual operating supplies and postage budget will be established. Actual expenses will be billed on a cost plus basis in accordance with overall PSSP negotiated mark ups. The ISP will report on actual mailing costs and will work with the OWNER to ensure cost effectiveness. Actual mailing costs are under the control of and are the responsibility of the OWNER.
- The mailroom service will support all the OWNER mailing activities including any mass mailings that may be required. Large volume mailings are not understood to be part of the scope and budget and may require outside services that will be the responsibility of the OWNER.

## **Proposed Mail Service Procedures**

### **Inbound Mail Delivery Schedule:**

#### **Incoming Mail**

- a. o USPS delivers to plant (Owner Address) by 1pm daily
- b. o FedEx/DHL/UPS delivers to plant by 10am daily

### **DCC Standards for Mailing Freight:**

Domestic – UPS International -  
DHL

### **Postage Meter Machine:**

An electric postage meter machine will be provided by the OWNER for use by all departments.

### **Mail Slots:**

Mail slots will be located in the West Office, East Office and In Plant

O All Mail slots will be sorted alphabetically by last name, starting from the upper left hand corner moving down and then to the right

O For East and West Block offices, far right trays will be stocked with General Distribution, (Owner Inter Department Mail System) and Expense Report envelopes. For In Plant, these forms can be found in the letter sorter on top of the mail boxes

### **Interdepartmental Envelopes:**

Brown craft interdepartmental envelopes will be available for interdepartmental mail. If not available, letter size paper will be pasted over existing manila envelopes. Plant Manager's Envelopes, which will be used for Bruce's mail, will have the following color system:

Blue: FYI or General Information

Yellow: Assignments or Follow up needed

Red: Urgent and Extremely High Priority Matters

Plant Code Designations will be as follows:

:

SIP

**Mail Room Location (North plant):**

The OWNER mailroom will be located at the Crib on the northwest side of the plant or at a more central location near administrative offices as designated by the OWNER. All mail will be sorted at the Mail Room prior to delivery.

**Inbound/Outbound Mail Run: Route and Tasks (within THE OWNER):**

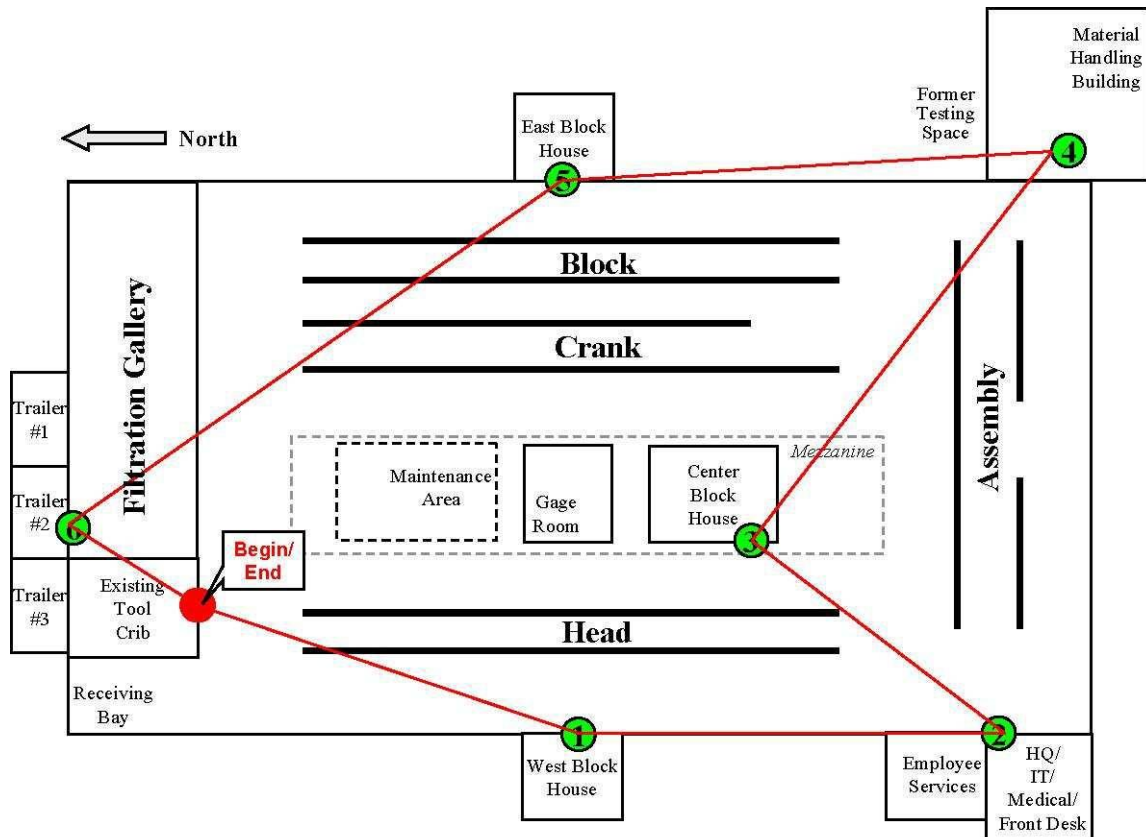
The mailroom attendant will be responsible for mail pickup, sorting and delivery. Three scheduled mail runs will be made each day to deliver/pickup mail and freight. During these mail runs, inbound USPS mail will be picked up once a day (at 3pm) and inbound Fed/Ex/DHL/UPS freight will be picked up once a day (at 11am) at the front desk in the Administration Building.

Note: Inter-plant mail delivery/pickup is will be included in scheduled mail runs.

**(1) Schedule: 8:00am to 8:30am**

a. Example of Route: Mailroom Examples:

- West Block Office
- HQ/Medical/Front Desk
- Center Offices
- Material Handling Office
- East Office
- North Trailers
- Back to Mailroom



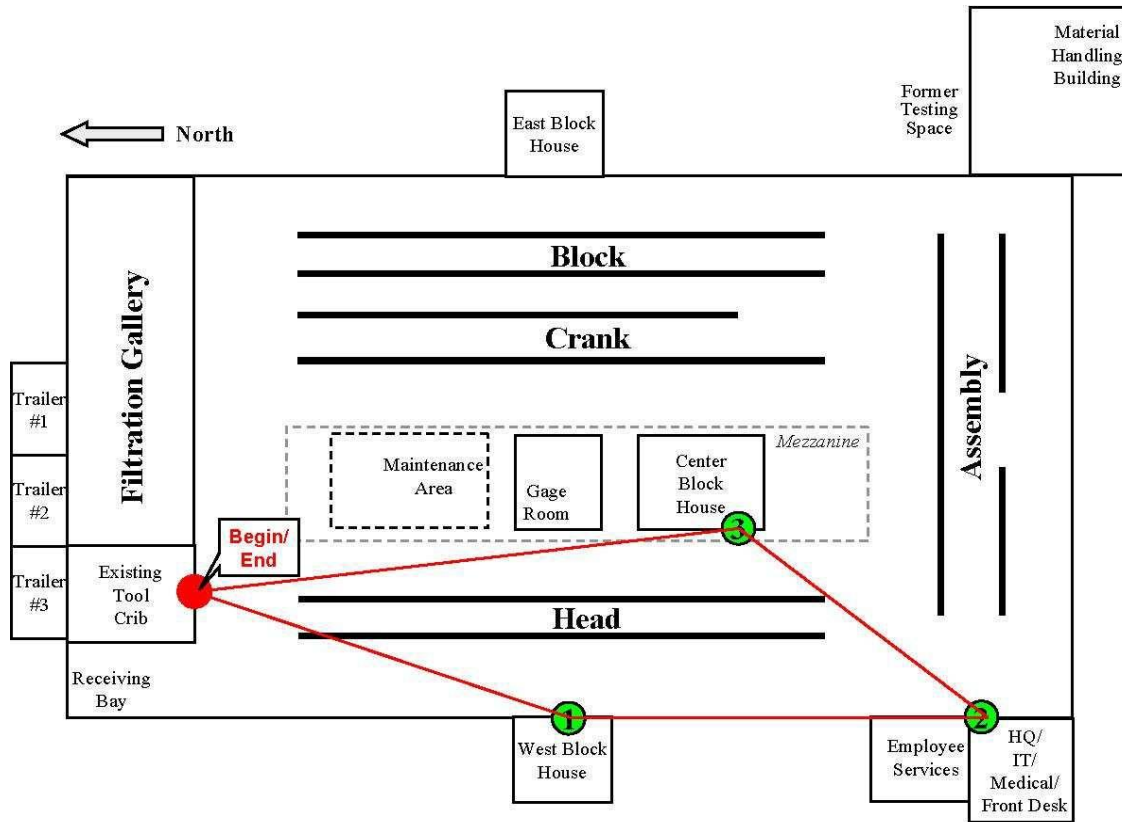
b. Tasks:

- i. Mail/Freight pickup within Plant
- ii. Send outgoing Mail/Freight

(2) **Schedule: 11:00am to 11:30am**

a. Route: Mailroom

- West Office
- HQ/Medical/Front Desk
- Center Office
- Back to Mailroom



b. Tasks:

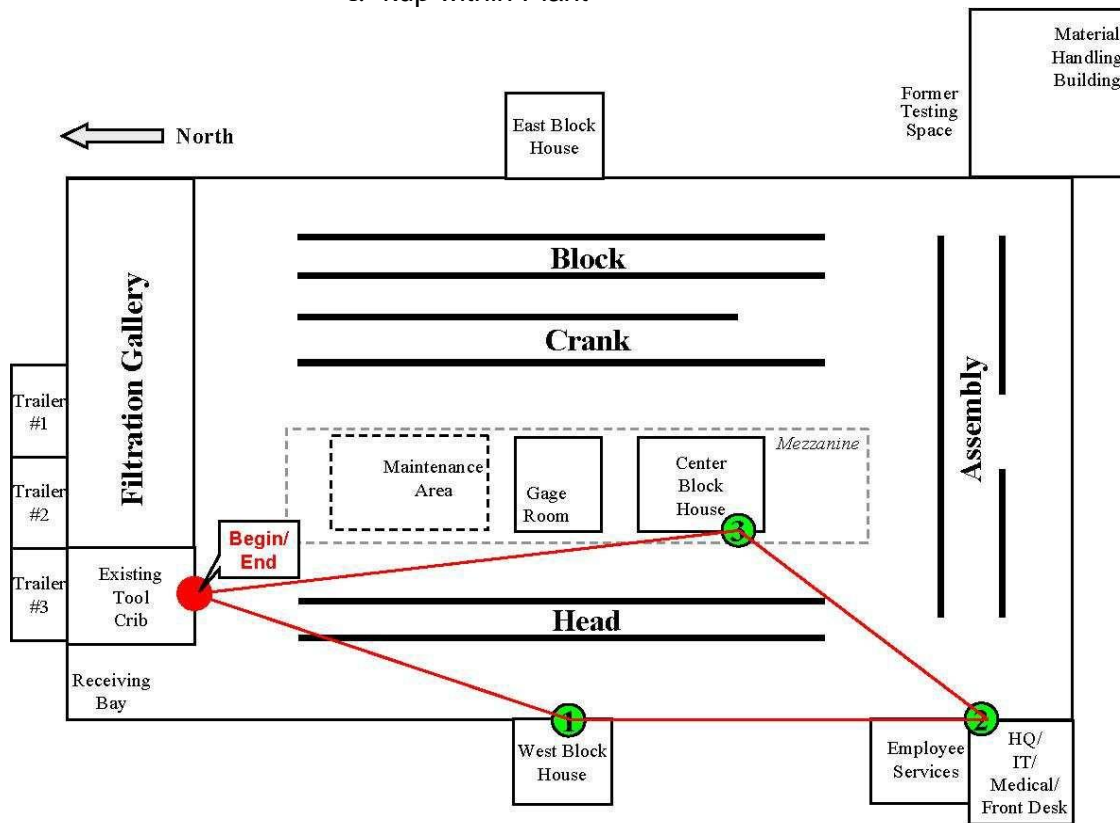
- i. Pickup incoming freight at Front Office
- ii. Mail/Freight pickup within Plant

**(3) Schedule: 3:00pm to 3:30pm**

a. Route: Mailroom

- West Office
- HQ/Medical/Front Desk
- Center Office
- Back to Mailroom

i. kup within Plant



b. Tasks:

- i. Pickup incoming freight at Front Office
- ii. Mail/Freight picture
- iii. Send outgoing Mail/Freight

Get more great examples from IFMA's Knowledge Library.  
Visit [ifma.org](http://ifma.org) to learn more.