

# GENERAL SERVICES ADMINISTRATION (GSA) Federal Supply Service (FSS) Mail Services Inc. (MSI)

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*Authorized Federal Supply Schedule Price List  
Effective April 10, 2013*

*On-line access to contract ordering information, terms and conditions, up-to-date pricing, and the option to create an electronic delivery order are available through GSA Advantage™, a menu-driven database system. The INTERNET address for GSA Advantage™ is: <http://www.fss.gsa.gov>.*

## **Office, Imaging, and Document Solutions GSA Schedule 36**

Contract Number:	GS-25F- 0008U
Contract Period:	April 10, 2013- April 9, 2018
Contractor:	Mail Services, Inc.
Address:	22370 Davis Drive #100 Sterling, VA 20164
Web Site:	<a href="http://www.msiworldwidemail.com">www.msiworldwidemail.com</a>
CAGE Code:	4XBD6
Business Size:	Small Business

For more information on ordering from Federal Supply Schedules click on the FSS Schedules button at INTERNET address <http://www.fss.gsa.gov> or E-mail at [mgmt.service@gsa.gov](mailto:mgmt.service@gsa.gov).

The following telephone number(s) can be used by ordering agencies to obtain technical and/or ordering assistance from MSI.

Main Point of Contact:

**Kathy Olsen**

[kolsen@msiworldwidemail.com](mailto:kolsen@msiworldwidemail.com)

**443-520-3091**

## 1. Corporate Overview

Mail Services Inc., (MSI) is one of the fastest growing private international and Canadian mailing service organizations in the industry today. MSI, founded in July of 2006, has grown to annual revenues of \$10,000,000.00 since opening our doors. The MSI staff is a compilation of true industry professionals that have come together with the purpose of *getting back to the basics* of the mailing industry; excellence in service and extremely personalized customer service. Our philosophy is **“Service Is Back in the Mail Industry”**. While this might sound like a sales pitch we take this credo with extreme seriousness. You will not find a group of better prepared or more dedicated individuals that work as a team. MSI is a small business that focuses on our clients and not a massive international conglomerate that see our customers as an ends to a mean.

MSI operates as a small business entity with headquarters and 35,000 square foot operational facility located in Sterling, VA and a second operational facility located in Chicago, IL. MSI has guaranteed airlift on commercial and freighter airlines departing from Dulles International Airport, Philadelphia International Airport, Newark International Airport, JFK International Airport and O’Hare International Airport. MSI is an IATA (International Air Transport Association) member designating we qualify as a financially secure organization meeting the strict criteria of the IATA codes. Our local presence means immediate processing of client mail within hours of pick up. Our delivery network is an intelligent mixed use of USPS IPA, ISAL and our intricate privatized international distribution network. MSI developed and provides the most advanced web based on-line mail processing and reconciliation system in the industry.

1.a. **Services Offered**

<b>Special Item Numbers (SINs).</b>	<b>Description</b>
733-3	<p><b>Miscellaneous Mail Services</b></p> <ul style="list-style-type: none"> <li>* Mail Services Inc. is headquartered and operates a 35,000 square foot mail processing facility located in Sterling, VA. MSI also operates a second mail processing facility in Chicago, IL. Each facility is TSA inspected and fully complies with all TSA and USPS stated regulations. Each facility is readily available for inspection by CDC personnel with a minimum one hour phone call notification. TSA dictates that all visitors must have valid identification and that MSI be notified of the arrival of visitors in advance. The MSI facility is fully secure with physical security and access control systems in all entrances and access locked at all times per TSA regulation. MSI also maintains a real time security video monitoring and recording system for security which covers each of the entire mail processing facilities.</li> <li>* MSI operates 24 hours per day 365 days per year.</li> <li>* MSI is a USPS PQW provider as well as a resource for private network distribution second to none in the international mailing industry. MSI provides direct entry into over 70 nations. MSI offers worldwide regional hub distribution utilizing multiple foreign postal administrations to include the Royal Mail, Swiss Post, Swedish Post, La Poster (France), Belgian Post, Australian Post, New Zealand Post, Qatar Post, Hong Kong Post, Singapore Post, Canada Post and the USPS.</li> <li>* MSI operates and has in each facility high speed poly and on site video jet operations. Complete Data processing services are available via <a href="mailto:files@mailservicesinc.com">files@mailservicesinc.com</a> with 24 hour or less response time on all file processing and address validation guaranteed.</li> <li>* MSI provides complete international address verification and correction. MSI mail sorters are trained in address evaluation while performing the daily processing of mail. If we identify an incorrect or correctable address we will make the required correction, expedite the mail for delivery and then fax to the agency the following day the incorrect as well as corrected versions of the processed addresses.</li> <li>* MSI provides free of charge a web based mail processing system. MSI On Line enables the agencies mailroom staff to enter each departments mail identifying each item's departmental chargeback code, internal reference or required chargeback information. The system also immediately identifies the rate/cost of each entry. Once the daily processing is completed, the operator closes the daily "Bill of Lading" and an encrypted PDF of the MSI shipper's waybill is generated for printing. The printed copy is tendered along with the mail to the MSI pick up agent. The 'MSI On Line' system also provides multiple management reports that identify all historical data by Bill of Lading or internal reference code both chronologically and cumulatively. There is also a USPS Saving Analysis report that readily identifies by line item or internal reference code/s the savings the agency realizes versus the USPS International First Class Air Mail service. MSI On Line also provides a report identifying complete departmental identification of costs and resulting savings.</li> <li>* MSI offers international Priority Service (3-9 day average delivery), international Standard service (7-14 average day delivery) for both international and Canadian delivery. All Canadian mail is routed utilizing the USPS IPA (International Priority Airmail 2-7 average day's delivery) or USPS ISAL (International Surface Air Lift 7-14 average day's delivery).</li> </ul>

	<p>* MSI is a USPS PQW provider of IPA and ISAL service providing all sort and manifesting services as regulated by the USPS. Mail is deposited nightly via MSI vehicle to the USPS ISC (International Service Center) located on JFK international airport in New York.</p> <p>* Undeliverable or returned mail is typically returned to the client mailroom at no charge. Return of undeliverable mail will be sent to client on a weekly basis.</p> <p>* MSI guarantees delivery of all Priority mailings. If any item is not delivered within the specified time period of 3 to 9 business days regardless of cause MSI will re ship a duplicate item via DHL Express Courier at no charge to the agency.</p> <p>* Invoices are typically generated on a weekly basis. The format of the invoice may be customized to include the specific informational requirements of the agency. There is no additional fee for the customization of the invoice. All invoice inquiries should be directed to Ms. Amy Beilfuss of Mail Services Inc. at 1-800-377-4196, ext #2 for Customer Service.</p>
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**1.b. Pricing**

**Applicable SIN Codes:**

**SIN 733-3 – Miscellaneous Mail Services**

<b>SIN CODE</b>	<b>SERVICE</b>	<b>PER POUND*</b>	<b>PER PIECE*</b>
SIN 733-3	INTERNATIONAL PRIORITY (3 TO 9 AVERAGE BUSINESS DAYS DELIVERY)	\$10.15	\$0.48
SIN 733-3	INTERNATIONAL STANDARD (7 TO 14 AVERAGE BUSINESS DAYS DELIVERY)	\$6.75	\$0.48
SIN 733-3	CANADA PRIORITY (3 TO 7 AVERAGE BUSINESS DAYS DELIVERY)	\$5.90	\$0.50
SIN 733-3	CANADA STANDARD (7 TO 14 AVERAGE BUSINESS DAYS DELIVERY)	\$5.15	\$0.50
<b>SIN CODE</b>	<b>SERVICE</b>	<b>Fees</b>	<b>UOI</b>
SIN 733-3	Over Label of Pre-Printed Indicia CN-22 Customs	\$0.07	Each
SIN 733-3	Form Completion/Attachment	\$0.35	Each
SIN 733-3	Address Correction	\$0.35	Each
SIN 733-3	Sealing of Envelopes	\$0.07	Each
SIN 733-3	Supply TyVek Envelopes	\$0.35	Per Envelope
SIN 733-3	Supply Boxes and Packing	\$0.85	Per Box
SIN 733-3	Security Surcharge	\$0.16	Per Pound

**GSA TARIFF RATES (Rates include .75% IFF Fee)**

\*Rate Changes: Rates and Additional Discounts are subject to change due to any approved USPS rate case or additional increase in postal fees by foreign postal administrations. Rate may vary by agency based on the characteristics of each location's mailing requirements. Rates will not exceed the above to the above rates under any circumstance.

1.c. Not Applicable

**2. Maximum Order: \$1,000,000.00**

**3. Minimum Order: \$100.00**

**4. Geographic Coverage (delivery area):**

The geographic scope of the contract is worldwide.

**5. Point(s) of Production (city, county, and state or foreign country)**

Primarily based in Sterling, Loudon, VA USA

**6. Discount from list prices or statement of net price:**

Prices shown herein are NET prices.

**7. Quality Discounts:**

Negotiated on a task-by-task order basis based on size and complexity of the scope of work.

**8. Prompt Payment**

Not offered.

**9. Government Purchase Cards**

9.a. Government purchase cards are accepted at or below the micro-purchase threshold

9.b. Government purchase cards will be accepted for payment at and above the micro-purchase threshold.

**10. Foreign items (list items by country of origin)**

Not Applicable.

**11. Delivery**

11.a. Time of Delivery. MSI will deliver to destination all service related deliverables within the number of calendar days after receipt of order (ARO), unless otherwise stated on the individual task order, as set forth below:

Special Item Numbers	Delivery Time (Days ARO)
733-3	30 Days or as Stated on Order

**11.b. Expedited Delivery.** Items available for expedited delivery are noted in this price list.

**11.c. Overnight and 2-Day Delivery.** Items available for overnight and 2-day delivery are noted in this price list.

**11.d. Urgent Requirements.** Agencies can contact Kathy Olsen, ordering contact, for urgent delivery requirements.

## **12. F.O.B. Point(s)**

Destination

## **13. Ordering**

### **13.a. Ordering Address**

22370 Davis Drive #100 Sterling, VA 20164

### **13.b. Ordering Procedures**

For supplies and services, the ordering procedures, information on Blanket Purchase Agreements (BPA's) are found in Federal Acquisition Regulation (FAR) 8.405-3

## **14. Payment Address**

22370 Davis Drive #100 Sterling, VA 20164

## **15. Warranty Provisions**

Standard Commercial Warranty

## **16. Export Packaging Charges**

Not Applicable

## **17. Terms and Conditions of Government Purchase and Acceptance**

Not Applicable

## **18. Terms and Conditions of Rental, Maintenance and Repair**

Not Applicable

## **19. Terms and Conditions of Installation**

Not Applicable

## **20. Terms and Conditions of repair parts including date of part price lists and any other discounts from list prices.**

Not Applicable

**21. Terms and Conditions for any other services**

Not Applicable

**22. List of Participating Dealers**

Not Applicable

**23. Preventive maintenance**

Not Applicable

**24.**

- 24.a.** Special attributes such as environmental attributes (e.g., recycled content, energy efficiency, and/or reduced pollutants).

Not Applicable

- 24.b.** If applicable, indicate that Section 508 compliance information is available on Electronic and Information Technology (EIT) supplies and services and show where full details can be found (e.g. contractor's website or other location.) The EIT standards can be found at: [www.Section508.gov/](http://www.Section508.gov/).

**25. Data Universal Number System (DUNS) Number**

DUNS # [783125144](#)

**26. Notification regarding Registration in Central Contractor Registration (CCR) Database**

MSI has registered with the Central Contractor Registration (CCR) database.