

SOLICITATION NOTICE FOR JURY SUMMONS OUTSOURCING

The United States District Court for the Southern District of Florida is seeking proposals to enter into a contract for outsourcing the mail fulfillment functions of the juror summonses for the district to take advantage of the efficiencies available through an organization where this type of work is a core responsibility. The geographical confines of the district include Miami, Ft. Lauderdale, West Palm Beach, Ft. Pierce, and Key West. The contractor shall provide all labor, materials, equipment, and facilities, unless otherwise stated herein, to print juror summonses and perform the necessary fulfillment services for the first-class mailing of approximately 100,000 summonses to prospective jurors per year. The fulfillment services include printing, sorting, folding, inserting, finishing, pre-sorting, applying Zip+4 and 11-digit bar code, CASS certifying mailing addresses, commingling, and mailing the juror summonses.

The Court currently sends out approximately 8,000 to 10,000 finished juror summons packets per month. The finished juror summons packet consists of the following components:

- a. an 8 ½ x 11 x 11" single-sided *summons* (Attachment A);
- b. an 8 ½ x 11 x 11" double-sided *pre-printed qualification questionnaire* (Attachment B);
- c. an 8 ½ x 11 x 11" double-sided *information sheet* (Attachment C);
- d. an 8 ½ x 11" Yellow e-Juror Notification (Attachment D);
- e. a #9 green preprinted Permit Mail business reply envelope (Attachment E);
- f. a #10 white Permit Mail window envelope (Attachment F).

The Court intends to award one (1) contract based on lowest price technically acceptable.

If you are interested in obtaining a copy of the solicitation, you may request one via email by sending an email to:

Randy Barreiro, Contracting Officer
United States District Court
301 North Miami Avenue, Rm 396
Miami, FL 33128
Phone: (305) 523-5645
Email : randy_barreiro @flsd.uscourts.gov
melissa_camillo-castillo@flsb.uscourts.gov

Question due date: *Tuesday April 10, 2018 – 10.00 A.M. EST* . All questions regarding this solicitation must be submitted in writing via email at the above address. Answers to questions will be issued in writing to all vendors on the bidders list for this solicitation.

Response to Solicitation due date: *April 18, 2018 – 10.00 A.M. EST*. All responses regarding this solicitation must be submitted in writing via email at the above address.