

**Variable Print and Mail Presort Services
Solicitation 5400013781**

[Terms & Conditions \(See Amendment 2\)](#)

Max Contract Period: 4/16/2019 – 4/15/2024

Page last updated: 7/23/2019

ITMO Procurement Manager

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The purpose of this contract is to obtain print and mail presort services. Required services include: document design, data processing of variable data, black-and-white printing, processing of first-class mail, high-quality offset, digital printed materials and short turn-around timelines.

The State's objectives are to establish efficient partnerships between the Contractor and Using Governmental Units (UGUs) that were served previously by the DTO Print and Mail Center, to support document production of varying size and scale for the transitioning UGUs and new UGUs, to deliver quality documents efficiently and cost-effectively and maintain the highest level of confidentiality, privacy, and security for all UGU information, documents, and materials during production and transport activities.

Contractor must provide a mutually agreed upon Service Level Agreement (SLA) for each UGU for each job to be performed. A sample SLA template is provided as Attachment G below. Although it is not necessary that the SLA be in the sample format, it should address all the types of information included on the sample at a minimum. The Contractor's SLA shall reference this Contract and be in keeping with the terms and conditions of the Contract. DO NOT SIGN ANY DOCUMENT THAT CONTAINS ADDITIONAL OR CONFLICTING TERMS AND CONDITIONS FROM THOSE CONTAINED IN THIS CONTRACT.

**Consolidated Mailing Services, LLC
1141 Silstar Road
West Columbia, SC 29170**

Contract #: 4400020871

[Sample SLA Template](#)

[Price List](#)

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