

This is a notice of the United States Postal Service's intent to solicit for Terminal Handling Services (THS) at 66 sites throughout the United States and Puerto Rico. The THS provides integrated material handling services in support of the USPS air and ground networks. This is not a Request for Proposal (RFP), and the Postal Service may or may not issue a formal solicitation. In the event of a formal solicitation, the time frame for Solicitation is mid-May 2007 with contract award decisions in July 2007. August 2007. This pre-solicitation notice also provides potential THS suppliers an opportunity to prequalify to participate further in the process. The information in this synopsis allows potential suppliers to explore business opportunities at the various locations, including building options, transportation providers, labor resources and other administrative concerns.

The Supply Management function of the Postal Service follows the guidelines of the USPS Supplying Principles and Practices (P&P) when engaged in procurement activities. The guidelines for prequalification are set forth below. Suppliers must be prequalified to participate in any resultant solicitation. To establish prequalification status, suppliers must submit, in writing, an explanation of how they meet or exceed all the criteria outlined below. All Prequalification Criteria must be addressed and must be received by the Postal Service by Close of Business (COB) May 4, 2007. The mailing address is provided under the Contracting Office Address field in Fed Biz Opps. Requests for Prequalification must be double spaced, no smaller than 10 pt font, and not exceed 15 pages.

#### **Prequalification Criteria:**

##### **Performance**

A company or individual that has performed well on previous contracts and has shown proven results in using supply chain management (SCM) business practices is likely to do the same on similar contracts in the future. Including past performance as an evaluation factor helps ensure quality suppliers. Past performance evaluations should include the following factors:

- Quality - a record of conformance to contract requirements and standards of good workmanship
- Timeliness of performance - adherence to contract schedules, including the administrative aspects of performance
- Business relations - a history of being reasonable and cooperative with customers, a commitment to customer satisfaction, and integrity and ethics
- Cost control - a record of forecasting and containing costs on changes and cost-reimbursement contracts
- Emphasis should be placed on comparison with similar contracts held by the Postal Service when evaluating past performance. If a newly established supplier cannot provide past performance information, past performance of the supplier's key personnel on similar projects may be evaluated.

##### **Supplier Capability**

Supplier capability is evaluated to determine a supplier's ability to perform upon award of a contract. It should be used as a snapshot of the quality and reliability of that performance. Certain key areas must be considered when determining a supplier's capability. To be deemed capable, the supplier must:

- Have, or have the ability to obtain, adequate resources to perform the work (e.g., financial, technical)
- Be able to meet the required or proposed delivery schedule, considering all existing commitments, including awards pending
- Have a good record of integrity and business ethics
- Have a good quality control program that complies with RFP requirements
- Have the necessary organization, experience, accounting and operational controls, technical skills, and production and property controls
- Have, or have the ability to obtain, the necessary production, construction, and technical equipment and facilities
- Be otherwise qualified and eligible to receive an award under applicable laws and regulations

Certain business information must be obtained to determine that a supplier is capable. Sources of such information include:

- The Postal Service list of debarred and suspended suppliers and the General Services Administration (GSA) consolidated list of suppliers debarred, suspended, or declared ineligible
- Whether the Postal Service has decided to decline to accept or consider proposals from the supplier (see CFR 601.108)
- Records and experience data, including the knowledge of other Contracting Officers, purchasing specialists, and audit personnel
- The supplier's proposal information, business profile, financial data, information on production equipment, production data, questionnaire replies, and personnel information
- Subcontractors, customers, financial institutions, and government agencies that have done business with the supplier.
- Business and trade associations

#### **Preliminary Prequalification Survey**

If the required information and discussions do not provide an adequate basis for determining capability, the Purchase/SCM Team may conduct a preliminary prequalification survey. The extent of the survey must be consistent with the dollar value, complexity, or sensitivity of the purchase and may include any of the following:

- Data on hand or from other government or commercial sources
- Examination of financial statements and records
- On-site assessment of plant, facilities, workforce, subcontractors, and other resources to be used in contract performance

Results of the preliminary prequalification survey must be in writing and included with the capability determination and attached to the contract file.

#### **Selecting Suppliers**

After the evaluation team has reviewed and analyzed the supplier-specific information, the best qualified suppliers are placed on the prequalified list. Some suppliers are considerably more qualified than others, so the Purchase/SCM Team should prequalify the best suppliers available.

During this phase of the prequalification process, the Contracting Officer must ensure that:

- The inclusion or exclusion of a particular supplier is based strictly on business reasons
- Enough suppliers are placed on the list to ensure adequate competition for subsequent purchases

Any sensitive business information provided by a supplier is sufficiently protected from disclosure

All 66 sites which may be solicited for THS Service are to be awarded in August, 2007. If THS sites are awarded, the THS contracts will have staggered start up dates and will take place in two phases. The first phase will be 42 sites with a proposed contract start date on or about August 27, 2007. One site, BDL, has a proposed contract start date of August 25, 2007. The base contract would be for two (2) years, August, 2007 to August, 2009, with two (2) two year options which may extend the contract through August of 2013.

The second phase of the contract implementation will be 23 sites with a proposed start date on or about March 15, 2008. These contracts would have a base contract period of March, 2008 to March, 2010; with one (1) two year option and one (1) one year option which may extend these contracts through March, 2013.

Attached to this notice is an Excel spreadsheet, which lists 65 sites and historic mail volumes except Seattle Part B which is for the handling of First Class Mail Only. Volume data for Seattle Part B will be published under separate Fed Biz Opps notice and will be included in any solicitation that is issued. For each site, there is an historic volume for each two week period from approximately January, 2006 through March, 2007. There are some anomalies at 4-5 sites due to data entry issues. These volumes will be clarified at the time of the actual solicitations. The totals for each site are shown in bold. The numbers reflected in bold type are the averages of the individual two week periods. The total volumes are the averages times the annual service days of 307.

Service Required On	Site	City
3/15/2008	DSMTH	Des Moines
3/15/2008	DTWTH	Detroit
3/15/2008	FSDTH	Sioux Falls
3/15/2008	GFKTH	Grand Forks
Service Required On	Site	City
3/15/2008	GRRTH	Grand Rapids
3/15/2008	ICTTH	Wichita
3/15/2008	INDTH	Indianapolis
3/15/2008	MCITH	Kansas City
3/15/2008	MKETH	Milwaukee
3/15/2008	MSPTH	Minneapolis-St. Paul
3/15/2008	OMATH	Omaha
3/15/2008	ORDTH	Chicago
3/15/2008	HNLTH	Honolulu
3/15/2008	LAXTH	Los Angeles
3/15/2008	OAKTH	Oakland
3/15/2008	ONTTH	Ontario
3/15/2008	SANTH	San Diego
3/15/2008	SFOTH	San Francisco
3/15/2008	SMFTH	Sacramento
3/15/2008	ATLTH	Atlanta
3/15/2008	MCOTH	Orlando
3/15/2008	MIATH	Miami
3/15/2008	TYSTH	Knoxville
8/27/2007	AUSTH	Austin
8/27/2007	BTRTH	Baton Rouge
8/27/2007	DFWTH	Dallas-Fort Worth
8/27/2007	ELPTH	El Paso
8/27/2007	IAHTH	Houston
8/27/2007	LBBTH	Lubbock
8/27/2007	MOBTH	Brookley Air Field
8/27/2007	OKCTH	Oklahoma City
8/27/2007	SATTH	San Antonio
8/27/2007	SHVTH	Shreveport
8/27/2007	SJUTH	San Juan
8/27/2007	TULTH	Tulsa
8/27/2007	ABQTH	Albuquerque
8/27/2007	ANCTH	Anchorage
8/27/2007	BILTH	Billings
8/27/2007	BOITH	Boise
8/27/2007	DENTH	Denver
8/27/2007	GEGTH	Spokane
8/27/2007	GTFTH	Great Falls
8/27/2007	LASTH	Las Vegas
8/27/2007	PDXTH	Portland

8/27/2007	PHXTH	Phoenix
8/27/2007	RNOTH	Reno
8/27/2007	SEATH	Seattle
<b>Service Required On</b>	<b>Site</b>	<b>City</b>
8/27/2007	SEA Part B	Seattle – First Class Mail Operation
8/27/2007	SLCTH	Salt Lake City
8/27/2007	CLETH	Cleveland
8/27/2007	CVGTH	Cincinnati
8/27/2007	LCKTH	Columbus
8/27/2007	PHLTH	Philadelphia
8/27/2007	PITTH	Pittsburgh
8/27/2007	BWITH	Baltimore
8/27/2007	CLTTH	Charlotte
8/27/2007	CRWTH	Charleston
8/27/2007	GSOTh	Greensboro
8/27/2007	IADTH	Washington Dulles
8/27/2007	ORFTH	Norfolk
8/27/2007	RDUTH	Raleigh-Durham
8/27/2007	RICTH	Richmond
8/27/2007	SDFTH	Louisville
8/27/2007	TUSTH	Tucson
8/25/2007	BDLTH	Windsor (Bradley)
8/27/2007	TPATH	Tampa