 MATERIAL LOGISTICS BULLETIN: National Contract Ordering Instructions	ORIGINATOR Daniel H. Jackson C.P.M. Purchasing and Supply Management Specialist, DIE- TEL CMC Phone: 336-665-2867 daniel.h.jackson@usps.gov	APPROVED BY National Supply Management Programs National Materials Customer Service
	DATE ISSUED 12/15/2009	EXPIRATION DATE 11/30/2013
MLB-CO-09-008	SUBJECT: National Contract for Refurbishment of the Outdoor Collection Equipment beginning with the 1170K Collection Boxes awarded to Steel Craft Corporation. Contract # 1CDSEQ-10-B- 0003, November 15, 2009.	

Comment section: Reference MLB-CO-08-010 regarding the ordering of all NEW Outdoor Collection Equipment.

I. Purpose:

To announce and provide ordering instructions for the national strategic partnership between the U.S. Postal Service and Steel Craft Corporation Company for the refurbishment of the Outdoor Collection Equipment beginning with the 1170K Collection Boxes.

II. Background:

On 11/15/2009 the U. S. Postal Service awarded a contract to provide the complete refurbishment of the Outdoor Collection Equipment beginning with the 1170K Collection Boxes to Steel Craft Corporation Contract # 1CDSEQ-10-B-0003. The period of performance for this contract is a base period of (4) years with (3) - two-year renewal options. This contract is a requirements contract and a priority source of supply for all postal locations and must be used for the refurbishment of all Outdoor Collection Equipment beginning with the 1170K Collection Boxes.

III. Effective Date:

Effective 11/30/2009, all postal facilities must order the refurbishment of their 1170K Collection Boxes from Steel Craft Corporation. This process is not currently available for order using eBuy.

IV. Order Placement/Required Action:

Due to the overwhelming amount of collection boxes available for refurbishment throughout the country the decision has been made to have a roll out refurbishment in phases.

In **Phase 1** local District Offices or Field Maintenance Offices will need to inventory and inspect the boxes they currently have on hand to determine if they are eligible for refurbishment. The **1170K Inspection Criteria** (please see attachment) can be found on the DIE-TEL CMC website under downloads or use the link http://blue.usps.gov/purchase/supplies/sup_die_downloads.htm. After the number of refurbishable boxes has been determined, (preferably at least 60-65 which is a truckload quantity) the office will need to contact the contracting officer noted by email with the quantity available, your location and a contact name and number for future reference. The contracting officer will coordinate the shipment.

In order to stimulate the refurbishment process we will be offering the following in **Phase 1**: For every **four** boxes the location sends to the supplier for refurbishment, they will receive **one** back at no charge. The other **three** boxes will be sent to the Topeka MDC for inventory for offices to order on an as needed basis. The Topeka MDC will be paying for the cost of all four boxes being refurbished. The location that sends a truckload of 60 boxes will receive 15 boxes back at no charge as long as all 60 are acceptable for refurbishment. The originating district office will pay for the PSBL shipping the boxes to the supplier and the return of the "free" boxes to their originating office. Due to the large number of boxes being processed at one time you may not necessarily receive the same box you sent in, but you will receive the number of refurbished boxes based on the amount you provided. The refurbished boxes will not be sent to multiple locations from the supplier. The refurbished boxes will be sent directly back to their point of origin. This Phase I process will continue throughout the country based on the response from the field and available funding.

Phase II will consist of local offices inventorying and inspecting their boxes as noted in Phase I however, they will work directly with the supplier on their refurbishment on a one to one basis. The boxes you send in will be the refurbished boxes you receive back. The other models of boxes will be available for refurbishment at this time. This final process is not yet in place and will be announced in detail at a later date. Do not contact the supplier directly regarding any future refurbishment issues at this point in time. An updated MLB will be released as soon as the Phase II is in operation.

V. Transportation:

In Phase I boxes will be shipped (FOB) destination by PSBL. The exception is if delivery is made other than mail stream to postal locations in the Caribbean, Hawaiian Islands and Alaska. If a delivery is made by a Postal Service competitor, advise the Contracting Officer

VI. Delivery requirements:

The refurbished boxes should be returned two weeks after the supplier has received the truckload shipment, (except Saturday, Sunday and Holidays). All deliveries will be made by PSBL (the supplies transportation network or through the U. S. Postal Service mail stream. Deliveries will be made Monday through Friday between the hours of 8:00 AM until 4:30 pm). Boxes will be delivered to the address associated with the requiring office's assigned FEDSTRIP number. Additionally, the finance number assigned to this FEDSTRIP number will be charged for the freight only for the items shipped to and from the supplier for refurbishment in **Phase 1**. In **Phase 2** the freight and refurbishment of the boxes will be paid for by the shipping office in its entirety.

VII. Receipt of Orders:

A packing slip must accompany each order.

The packing slip shows the FEDSTRIP number used to fund the cost of freight only; the "SHIP TO" address including the ZIP+4 of the requiring/receiving office; item description(s), quantity(s) shipped, and unit of measure.

VIII. Obligation and Payment:

Due to the four for one exchange in **Phase I** the local ordering office will have no payment responsibilities. The Topeka MDC will be working directly with Steel Craft regarding payment for the refurbishment. The local office will only be responsible for the freight to the supplier and the freight associated with the boxes being returned. Steel Craft Corporation has the ability to initiate PSBL's and will need the FEDSTRIP of the local office to return the completed boxes.

IX. Payment Reconciliation Procedures:

(Use the reconciliation process directed by this MLB.)

eBuy "On Catalog" Catalog Order Payment Reconciliation Procedures:

As directed in the December 23, 2002, Policy Memorandum (reference eBuy Welcome Page), each ordering office must reconcile the Billing Summary Report against orders received during the specified month.

General

- Obtain Billing Summary Report (print from eBuy, Reports Tab, select Billing Summary, or use mailed copy sent from San Mateo ASC).
- Reconcile for accuracy with "on catalog" purchases made and received during the month.
- Sign and date the Billing Summary report to indicate you have verified its accuracy, attach supporting documentation (packing slips, credit memos, etc.).
- Retain locally for two years, unless a longer period is required in the associated MLB.

Specific

Billing Summary Report

A Billing Summary Report for a specified Month, FY, and Fedstrip may be generated and viewed on line through a link on the eBuy welcome page, an eBuy ID is not required to access this report. There is a link on the eBuy home page (top banner) and the Reports tab menu which requires you to sign in. The Billing Summary Report may be run at any time for your convenience.

Reconciliation Process

This Billing Summary, for orders placed during the month, must be reconciled with the packing slip(s). If the ordering office is different from the receiving office, and the ordering office is doing the reconciliation, the receiving office must forward the packing slip(s) and the Billing Summary to the ordering office. Copies of the packing slips (submitted by the receiving office) must be used as back-up documentation for reconciliation. If pricing discrepancies are found, contact the supplier from whom you received your order (or as identified in the associated MLB). If a satisfactory resolution cannot be reached, notify your assigned (Postal district point of contact CO.) After reconciliation, always sign and date the Billing Summary. The signature and date indicates verification of the accuracy of the Billing Summary. It must be retained locally for two years, unless a longer period is required in the associated MLB.

Purchase Credit Card Payment Reconciliation Procedures for "Off Catalog" eBay Purchases:

Document your purchase and reconcile monthly with other credit card local buys in accordance with the requirements outlined in Handbook, AS-709, Credit Card Policies and Procedures for Local Buying. Any deviations to this policy must be forwarded for approval to the address included in Handbook AS-709. (See Exhibit 1-1).

Other Local Buy payment processes for "Off Catalog" when purchase credit card not available:

Reference ASM, Chapter 72 Purchasing for payment hierarchy. For detailed information on these means of payment see Handbook F-1 and other related finance documents. Follow reconciliation and retention requirements detailed in these policies and at ASM 722.64.

X. Warranty:

Standard manufacturer's commercial warranty applies and varies by manufacturer; however you must contact Steel Craft Corporation to resolve warranty issues. If not resolved to your satisfaction, contact **Dan Jackson C.P.M. (336) 665-2867. daniel.h.jackson@usps.gov**

XI. Product Data:

The contract requires that the suppliers provide a completely refurbished product in conjunction with the current USPS specifications for the 1170K Collection Box.

The contract may/may not require that the suppliers must also provide products that are in compliance with the AbilityOne (formally known as Javits-Wagner-O'Day (JWOD) Act) which requires that Postal Service purchase selected items from the National Industries for the Blind (NIB) and National Institute of the Severely Handicapped (NISH).

XII. Future Updates:

Communications with customers about future events, corrections or changes will be accomplished through updates to this Materiel Logistics Bulletin (MLB), articles in the Postal Bulletin and/or through the eBay web site.

Attachment

PHASE I – Letter Collection Box Refurbishment

Inspection Check List - 1170K Collection boxes:

SHALL NOTs

- 1) Shall NOT have locks installed. (Image 1)
- 2) Shall NOT have any rusted through holes. (Image 2)
- 3) Shall NOT have any excessively bent legs. (Image 3)
- 4) Shall NOT have chutes installed nor a missing chute access panel. (Image 4 & Image 5)
- 1) Shall NOT have hasps for padlocking. (Image 6)
- 2) Shall NOT have any visible dents or dings (Image 7)
- 3) Preferred NOT to have a Time Card cover (D1178B) or frame (D1176A) on the front on the front of the unit. (Image 8)

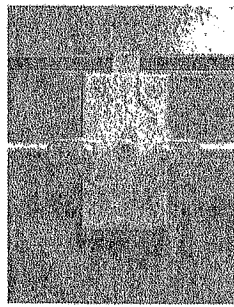


Image 1

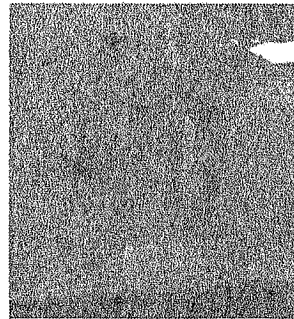


Image 2

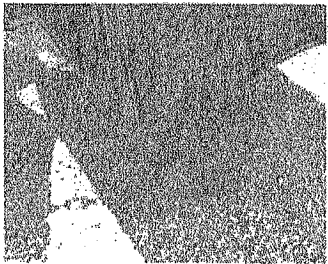


Image 3

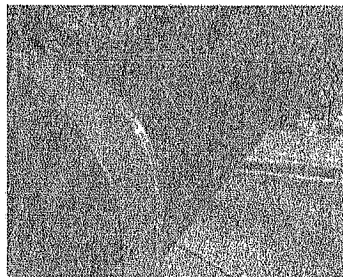


Image 4

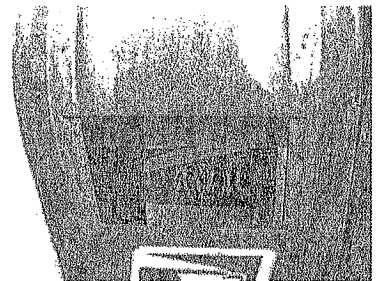


Image 5

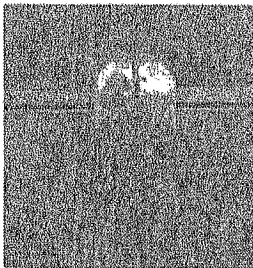


Image 6

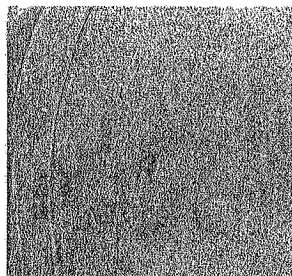


Image 7

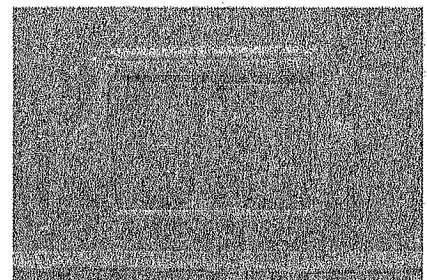
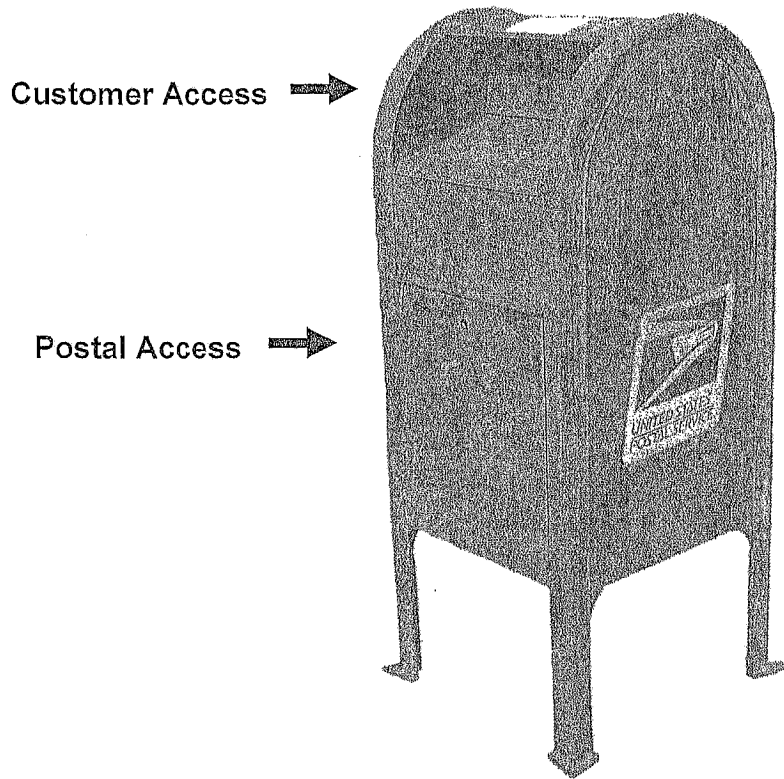


Image 8

SHALLs

- 4) Shall be relatively straight and undamaged. (Image 9)
- 5) Shall have four relatively straight legs. (Image 9)
- 6) Shall have a postal access door and a customer access door. (Image 9)
- 7) Shall have the chute cover plate in place (Image 10)



Chute Cover Plate

