

<https://columbusvendorservices.powerappsportals.com/OpenRFQs/>

Solicitation #

RFQ033094

Solicitation Type

INF

Document Title

4301 - Mail Services

Delivery Date

8/1/2026

Requesting Department

Building and Zoning Services

Expiry Date Time (ET)

6/26/2026, 10:00:00 AM

Delivery Name

City of Columbus, Building and Zoning Services

Attachment

No

Delivery Address

111 N. Front Street, 2nd FloorColumbus, OH 43215 USA

Description

SCOPE: It is the intent of the City of Columbus, Department of Building and Zoning Services to obtain informal bids to establish a contract for the purchase of Mailing Services to help the City provide important correspondence to the owners and tenants who will be affected by the City's upcoming zoning code update. The awarded bidder will pick up documents upon request from the City's Print Shop at 98 N Front St, Columbus, OH 43215 and transport them to their facility for processing. The proposed contract could be in effect for six months. CLASSIFICATION: The City has estimated its needs for this contract, so bidders must enter firm and fixed prices for the contract period on the bid lines for the quantities specified. The successful bidder will transport, prepare, scan, apply postage, and drop off completed post cards to the U.S. Postal Service. For additional information concerning this bid, including procedures on how to submit a proposal, you must go to the City of Columbus Vendor Services web site at <https://columbusvendorservices.powerappsportals.com/> and view the attachment to this bid number. SPECIFICATION QUESTIONS: Questions will not be accepted regarding this bid RFQ.

Attachments

File Name	Download Link
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Line Details

Line Number	Line Type	Procurement Category	Item Number	Product Description
1	Category	Mailing services		Pickup and delivery of mail
2	Category	Mailing services		Mailing services
3	Category	Mailing services		Stationery and forms
4	Category	Mailing services		First class postage
5	Category	Mailing services		Other mailing services
6	Category	Mailing services		Delivery of mail

Line Attachments

File Name	Line Number
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Bidding Guidance Items

Bidding Guidance Item	Description
Workers compensation	Workers compe
General liability insurance	General liability

Amendments

Amendment Number	Amendment Name	Amendme
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Amendment Attachments

File Name	Amendment Number
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