

# REQUEST FOR QUOTES

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**Title:** Lease of Mail System at City Hall

**Issue Date:** December 22, 2011

Sealed QUOTES subject to the conditions made a part hereof will be received until December 22, 2011 at 5:00 pm for furnishing services described herein. Submit one (1) original and two (2) copies.

SEND ALL QUOTES DIRECTLY TO THE ADDRESS AS SHOWN BELOW:

**Delivery by Postal Service/UPS/FedEx/Personal Delivery:**

City of Henderson  
Attn: Peter Sokalski, Director of Engineering  
134 Rose Avenue  
Henderson, NC 27536

**PRE-PROPOSAL CONFERENCE: No pre-proposal is planned at this time.**

**IMPORTANT NOTE:** Indicate firm name on the front of the quote package along with the date for receipt of proposals specified above. **It is the offerer's responsibility to assure that all addenda have been reviewed and attached to the original quote.**

RFQ submittals via telegraph, facsimile (FAX) machine, telephone, and electronic means, including but not limited to email, in response to this RFQ **will not** be accepted.

Submission of bid information and signature pages (currently pages 5 & 6) will be sufficient. Return of the entire package is not necessary.

Direct all inquiries concerning this RFQ to: Judith Woods  
Accounting Supervisor  
(252) 430-5714 / FAX (252) 492-7935  
[jwoods@ci.henderson.nc.us](mailto:jwoods@ci.henderson.nc.us)

## AWARD CRITERIA

As provided by statute, award will be based on the lowest AND best bid(s) (most advantageous to the City) as determined by consideration of:

1. Prices offered.
2. Quality of equipment offered.
3. General reputation and performance capabilities of the bidder.
4. Conformity with specifications herein.
5. Delivery and installation schedule.
6. Location and availability of service and repair facilities and personnel.
7. Suitability of intended use.
8. References provided for proposed equipment.
9. Demonstration of proposed equipment, if required.

**BID EVALUATION**

Bids are requested on the items and/or equipment as hereinafter specified or like items similar in design, function and performance. The City reserves the right to reject any bid(s) on the basis of function, compatibility with user's intended use or application as well as costs. Bidder(s) are cautioned that any/all information furnished or not furnished on this bid may be used as a factor in determining the award of this contract.

**SUITABILITY FOR INTENDED USE**

Bidders are requested to offer only comparable equipment which will provide equivalent capabilities, features and diversity called for herein. The City reserves the right to evaluate all proposals for suitability for the required use and to award the one best meeting requirements and thought to be in the City's best interest.

**MAKE AND MODEL**

Manufacturer's name and model/catalog numbers used are for the purpose of identification and to establish general quality level desired. Such references are not intended to be restrictive and comparable products of other manufacturers will be considered. However, bidders are cautioned that any deviation from specifications must be pointed out in their bid.

**SPECIFICATIONS**

The attached specifications and requirements are drawn around particular equipment for the purpose of establishing the quality level desired. Bidders are requested to offer their units closest to the specifications that will perform the functions required.

The proposed equipment shall meet the following specifications or equal:

**Type:** Connect+ 2000

**Manufacturer:** Pitney Bowes

**DEMONSTRATION**

Bidder must be capable of demonstrating proposed equipment within seven (7) consecutive working calendar days after notification at no additional cost to the City. If required, this will be a comprehensive demonstration at a site designated by the City with hands-on participation by City operator(s) if necessary. Bids which fail to comply with this requirement may be subject to rejection.

**WARRANTY**

The contractor warrants to the owner that all equipment furnished under this specification will be new, or good material and workmanship, and agrees to replace promptly any part or parts which by reason of defective material or workmanship shall fail under normal use for the entire length of the lease of equipment. Such replacement shall include all parts, labor, and transportation cost to the location where the equipment is located, free of any charge to the owner or his representative.

**SERVICE**

Fastest response time is desired for service during normal working hours (8:30 am to 5:00 pm weekdays). State the response time, telephone information, and location from which service will be provided.

**MAINTENANCE**

The lease term must include a maintenance schedule for the equipment. The cost for any items considered consumable shall be borne by the City. All other parts shall be covered by the lease for the length of the term. Non-consumable includes print heads, rollers, tracks, and any other moving parts attached permanently or removable.

**TRAINING**

The bidder shall include cost for training within the lease cost and shall extend the entire length of the lease agreement. Training will include onsite, hands on working of the machine(s) as well as email, internet, and/or telephone assistance with any combination depending on the situation and training needed. The training shall encompass the entire use of the machine use from accounting software, mail finishing products, any hardware use, etc. and shall be a set number per year for the length of the lease term.

**RATE CHANGE PROTECTION**

The cost for the lease of the system shall include any rate change made by the USPS and any labor for updating the system to reflect the most current and latest USPS postage rate for seamless operation.

**DELIVERY, INSTALLATION AND PICK UP**

All delivery and pick up charges for any equipment at the beginning of the lease, anytime during the lease for any reason (termination of lease, equipment change out, etc.) and at the end of the lease shall be included in the lease cost. No additional charges shall be billed to the City for the delivery and/or pick up of any equipment attached or associated with the equipment. Installation of equipment shall be performed by qualified staff and at no additional fee. A list of needed connections for the equipment must be provided to the City prior to installation. Any special connections beyond wifi, ethernet or telephone connections shall be included in the price of the equipment provided. If the equipment requires additional connections or attachments at the location and not specifically attached to the machine, the City will negotiate with the bidder the fees (if any) for the installation of the work, labor and material costs for that specific installation only.

Delivery of the equipment shall be within 30 consecutive calendar days after receipt of signed contract. If unable to meet this requirement, please enter the earliest date thereafter you can complete delivery/installation.

The City reserves the right to make the delivery/installation offered a factor in the award of any contract resulting from this RFQ.

**TERMS AND AGREEMENTS**

The City will accept the use of bidder's terms and agreement for lease and maintenance. However, the City reserves the right to add, change, modify any of the terms for any reason prior to signing the agreement. If the City and the bidder cannot come to an agreement on any changes proposed to the

terms, the City reserves the right to cancel the agreement in its entirety and proceed with negotiations with another bidder/contractor. All terms and agreements must be attached to the bid document at the time of submission. If all the terms and agreements are not attached, the City reserves the right to reject the bid/quote in its entirety.

**LENGTH OF LEASE**

The length of lease shall not be less than 24 months and shall not exceed 60 months. Automatic renewal of the lease will not be allowed without the prior consent of the City. At such time, a new contract/lease agreement must be made and signed by the City for any extension unless authorized and agreed upon by both the City and leaser.

**REFERENCES**

List below references where your company has supplied equipment similar to that proposed. The City reserves the right to require upon its request a list of users of the exact model of equipment bid. The City may contact these users to determine the quality level of the offered equipment. Such information may be considered in the evaluation of the bid.

**BID**

QTY.	UOM	DESCRIPTION	LEASE LENGTH	UNIT COST PER MONTH	TOTAL COST PER LEASE
1	System	Mailing system per specifications or in substantial compliance MFR _____ MODEL _____	_____	\$ _____	\$ _____
1	System	Service Maintenance Fee	_____	\$ _____	\$ _____
<b>TOTALS</b>			_____	\$ _____	\$ _____

**ADDITIONAL FEES/COSTS:**

All pricing below shall be firm for one year following the award of this contract. The additional cost may be used the

A. List and Cost of Consumables

NAME/TYPE	UNIT	UNIT PRICE	UNIT COST
		X	=
		X	=
		X	=
		X	=

**SERVICE**

Maximum response time to this location after receipt of service call: \_\_\_\_\_ hours

Bidder has toll-free number for service calls (yes/no): \_\_\_\_\_

If yes, state toll-free number: \_\_\_\_\_

State telephone number: \_\_\_\_\_

Address of service facility: \_\_\_\_\_

**MAINTENANCE**

Number of Scheduled Maintenance per year: \_\_\_\_\_

**DELIVERY/INSTALLATION**

Delivery/Installation within: \_\_\_\_\_

**TRAINING**

TRAINING TYPE	AMOUNT PER YEAR

**REFERENCES**

	SITE	DATE OF DELIVERY	CONTACT PERSON	TELEPHONE
1.	_____			
2.	_____			
3.	_____			

**BID AFFIDAVIT**

The Bidder agrees to provide information or documentation requested by the City for clarification of the request to confirm the above statements and quotes within five (5) business days or request. Bidder understands and agrees that if Bidder fails to provide the City with the additional information requested within five (5) business days or the City determines that the quotes or information provided in this bid is false at any time after the contract is awarded, the City may:

- (1) Cancel the Bidder’s contract and/or lease agreement and the Bidder shall be liable for all costs incurred as a result of the cancellation and all increased costs of the City through awarding the contract/lease to the next available bidder;
- (2) Bidder will be debarred from doing business with the City on future projects/acquisitions for a period determined by the City.
- (3) Action may be taken against the Bidder for any damage and civil penalties allowed by law..

The undersigned hereby certifies that he/she has read this certification and is an office, partner, owner, or such managing employee of the Bidder (the “Authorized Representative”) that is authorized to execute this affidavit and to bind the Bidder to the certifications, statements and agreements, herein.

Name of Authorized Representative: \_\_\_\_\_

Signature: \_\_\_\_\_

Title: \_\_\_\_\_

Date: \_\_\_\_\_

State of \_\_\_\_\_, County of \_\_\_\_\_

Subscribed and sworn to before me this \_\_\_\_\_ day of \_\_\_\_\_, 20\_\_

Notary Public: \_\_\_\_\_

My commission expires: \_\_\_\_\_

**END OF RFQ**