

Request for Proposal

City of Rochester, NH is seeking proposals for a

Insert-Folder Mailing Machine

BID # 16-07

Proposals must be submitted in a sealed envelope plainly marked: "Sealed RFP Insert-Folder Mailing Machine". **"Bid#16-07."**

City of Rochester, New Hampshire

31 Wakefield St. Rochester, NH 03867

Attn: Mark Sullivan

All bids must be received no later than **"August 20, 2015 "** at **"2:30"** p.m.

Actual RFP opening will begin at **2:45 p.m.** Proposal specifications may be obtained from the City of Rochester's website Purchasing link, www.rochesternh.net, contacting the purchasing agent via email at purchasing@rochesternh.net, calling the Purchasing Agent at 603-335-7602, or visiting the City Hall Business Office, 31 Wakefield Street, Rochester, NH 03867. Bidders should periodically check our purchasing website for addendums related to this RFP.

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INSERTER FOLDER-MAILING MACHINE

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- I. PURPOSE: The purpose of this Request for Proposal is to solicit sealed proposals for a Inserter-Folder Mailing Machine.
- II. BACKGROUND: The City of Rochester has five critical departments involved in the various mailing. General Administration-Payroll and Accounts Payable, Tax Collector-Property Tax Billing, Water-Sewer Utility Billing, Police Department, City Clerks. These departments process significant amounts for bulk mailing pieces per year. These various departments account for approximately 100,000 internal and external mail pieces per year.
- III. SCOPE OF WORK: The City of Rochester is seeking proposals for a quality high or medium speed Inserter-Folder Mailing Machine.

The project scope shall include, but will not be limited to, the following;

- a) Supply a brand new unit
 - b) Installation and complete set up (make user ready)
 - c) Testing demonstration period, including acceptance testing.
 - d) Training for support staff, end users, and administrators.
- IV. PROPOSAL SPECIFICS: Proposals will include the following key components;
- a) **INSTALLATION & TRAINING**- Complete training documentation for users, administrators, and technical support staff must be included. Documentation should include at least (1) complete hard copy manual, with (3) additional copies which can be either CD's or DVDs. In addition Vendor must offer and provide instructor-led onsite training to end users. Vendor shall include documentation for procedures on regular maintenance of the system. Vendor shall provide documentation of the system that includes identification of all physical configuration, parameters, written installation instructions, user manuals, and system administrator manuals.

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- b) **SUPPORT & MAINTENANCE-** Identify Support and Maintenance plan. Maintenance turn around times, and if loaner equipment is available.
- c) **DEMONSTRATIONS-** Vendors who submit a proposal in response to this RFP **will be required** to give on-site product demonstrations. This is a demonstration session only and does not include negotiation. Various End Users will be given an opportunity to test the machine for their specific applications. City of Rochester will schedule the time and location of these presentations and will be during the weeks of **September 14th-19th 2015**. The vendor can demonstrate multiple products if desired.

V. **TECHNICAL SPECIFICATIONS-** The ideal system shall provide the following functionality:

- a) A minimum of (4) feeder trays, and (2) Envelope trays
- b) Linked feeder - jobs need to run quickly and pull properly from the feeders.
- c) Load-on-the-fly – especially for envelopes feeders.
- d) Minimum 3,500 cycles per hour.
- e) Self Sealing of Envelopes
- f) Any other electronic coding or scanning options that will enhance functionality.

VI. **PROPOSAL PREPARATION AND SUBMISSION INSTRUCTIONS:**

A. **GENERAL INSTRUCTIONS:**

- 1. **RFP Response:** In order to be considered for selection, vendors must submit a complete response to this RFP. Please submit one (1) original hard document, (1) hard copy, and (1) electronic copy on either a CD, or USB storage drive. No other distribution of the proposal shall be made by the vendor.
- 2. **Proposal Preparation:**
 - a. Proposals shall be signed by an authorized representative of the vendor. All information requested should be submitted. Failure to submit all information requested may result in the purchasing agency requiring prompt submission of missing information and/or giving a lowered evaluation of the proposal. Proposals which are substantially incomplete or lack key information may be rejected by the purchasing agency. Mandatory requirements are those required by law or regulation or are such that they cannot be waived and are not subject to negotiation.

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- b. Proposals should be prepared simply and economically, providing a straightforward, concise description of capabilities to satisfy the requirements of the RFP. Emphasis should be placed on completeness and clarity of content.
- c. Proposals should be organized in the order in which the requirements are presented in the RFP. All pages of the proposal should be numbered. Each paragraph in the proposal should reference the paragraph number of the corresponding section of the RFP. It is also helpful to cite the paragraph number, sub-letter, and repeat the text of the requirement as it appears in the RFP. If a response covers more than one page, the paragraph number and sub-letter should be repeated at the top of the next page. The proposal should contain a table of contents which cross-references the RFP requirements. Information which the vendor desires to present that does not fall within any of the requirements of the RFP should be inserted at an appropriate place or be attached at the end of the proposal and designated as additional material. Proposals that are not organized in this manner risk elimination from consideration if the evaluators are unable to find where the RFP requirements are specifically addressed.
- d. As used in this RFP, the terms "must", "shall", "should" and "may" identify the criticality of requirements. "Must" and "shall" identify requirements whose absence will have a major negative impact on the suitability of the proposed solution. Items labeled as "should" or "may" are highly desirable, although their absence will not have a large impact and would be useful, but are not necessary. Depending on the overall response to the RFP, some individual "must" and "shall" items may not be fully satisfied, but it is the intent to satisfy most, if not all, "must" and "shall" requirements. The inability of a Vendor to satisfy a "must" or "shall" requirement does not automatically remove that Vendor from consideration; however, it may seriously affect the overall rating of the Vendors' proposal.
- e. Each copy of the proposal should be bound or contained in a single volume where practical. All documentation submitted with the proposal should be contained in that single volume.
- f. Ownership of all data, materials, and documentation originated and prepared for the City of Rochester pursuant to the RFP shall belong exclusively to the City and be subject to public inspection in accordance with the *New Hampshire Right to Know Law*. Trade secrets or

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proprietary information submitted by a vendor shall not be subject to public disclosure under the *New Hampshire Right to Know Law*; however, the vendor must invoke the protections of § RSA 91-A:5 of the *NH RSA's*, in writing, either before or at the time the data or other material is submitted. The written notice must specifically identify the data or materials to be protected and state the reasons why protection is necessary. The proprietary or trade secret material submitted must be identified by some distinct method such as highlighting or underlining and must indicate only the specific words, figures, or paragraphs that constitute trade secret or proprietary information. The classification of an entire proposal document, line item prices, and/or total proposal prices as proprietary or trade secrets is not acceptable and will result in rejection of the proposal.

B. SPECIFIC PROPOSAL INSTRUCTIONS:

Proposals should be as thorough and detailed as possible so that the City may properly evaluate your capabilities to provide the required goods/services. Vendors are required to submit the following items as a complete proposal:

1. Return the RFP cover sheet with addendum acknowledgments, if any, signed and filled out as required.
2. A written narrative statement to include:
 - a. Experience in providing the goods/services described herein.
 - b. Names, qualifications and experience of personnel to be assigned to the project.
 - c. Resumes of staff to be assigned to the project.
3. Specific plans for providing the proposed goods/services including:
 - a. List of proposed equipment/goods/etc. including operating parameters, illustrations, etc.
 - b. What, when and how the service will be performed.
 - c. Provide for on-site training,
 - d. **Schedule for completion on or before September 30, 2015**
4. Proposed Price. Indicate in the pricing schedule, Section XVIII of the RFP.
5. Vendor Data Sheet and Pricing Schedule shall be included as an attachment to the RFP, as well as any other specific items or data requested in the RFP.

VII. ADDITIONAL PREPARATION DETAILS

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- a. The Bidder shall submit their proposal in a layout described in section VI General Instructions, paragraph (2) above. In addition the bidder should attach the furnished City forms related to XIX Vendor Data Sheet,
- b. The Bidder's proposal must be signed with ink by the individual, by one or more members of the partnership, by one or more members or officers of each firm representing a joint venture, by one or more officers of a corporation, or by an agent of the contractor legally qualified and acceptable to the owner. If the proposal is made by an individual, his name and post office address must be shown; as a joint venture, the name and post office address of each must be shown; by a corporation, the name of the corporation and its business address must be shown, together with the name of the state in which it is incorporated, and the names, titles, and business address of the President, Secretary, Treasurer.
- c. All questions shall be submitted in writing to the Purchasing Agent, no less than seven (7) days prior to the bid opening date. The Purchasing Agent will then forward both the question and the City's response to the question to all prospective bidders.

VIII. IRREGULAR PROPOSALS

Bid proposals will be considered irregular and may be rejected for any of the following reasons:

- a. If the proposal is on a form other than furnished by the Owner, or if the form is altered or any thereof is detached.
- b. If there are unauthorized additions, conditional or alternated bids, or irregularities of any kind which may tend to make the proposal incomplete, indefinite, or ambiguous as to its meaning.
- c. If the bidder adds any provisions reserving the right to accept or reject an award, or to enter into a contract pursuant to an award.
- d. If the proposal does not contain a unit price for each pay item listed, except in the case of authorized alter pay items.

IX. INTERPRETATIONS

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No oral interpretations will be made to any vendor as to the meaning of the specifications or terms and conditions of this sealed proposal invitation. Any such interpretations will be in writing by the purchasing agent of the City.

X. WITHDRAWAL OF BID PROPOSALS

Bidder will be permitted to withdraw his proposal unopened after it has been deposited if such request is received in writing prior to the time specified for opening the proposals.

No bid may be withdrawn, for a period of (60) sixty days subsequent to the opening of bids, without express written consent of the City of Rochester, NH.

XI. PUBLIC OPENING OF PROPOSALS

Proposals will be opened and read publicly at the time and place indicated in the invitation for bids. Bidders, their authorized agents, and other interested parties are invited to be present.

XII. DISQUALIFICATION OF PROPOSALS

The following reason may be considered as being sufficient for the disqualification of a bidder and the rejection of his proposal of proposals:

- a. Evidence of collusion among bidders.
- b. Failure to supply complete information as requested by bid specifications.

XIII. CONSIDERATION OF PROPOSALS

- c. Bids will be made public at the time of opening and may be reviewed only after they have been properly recorded. In case of discrepancy between the prices written in words and those written figures, the written in words shall govern. In case of discrepancy between the total shown in the proposal and that obtained by adding the products of the quantities of items and bid prices, the latter shall govern.

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- d. The right is reserved to reject any or all proposals, to waive technicalities or to advertise for new proposals, if in the judgment of the City, the best interest of the City of Rochester will be promoted thereby.

XIV. AWARD OF CONTRACT & TERMS

The award will be made to the most responsible and qualified bidder whose proposal complies with all the requirements prescribed as soon as practical after the bid opening. Functionality, performance, ease of use will prevail over pricing when selecting a final vendor. The City of Rochester reserves the right to award multiple firms if in the best interest of the City. Upon completion of the City's approval process the contract will proceed through the implementation, installation and support of the system.

XV. INSURANCE REQUIREMENTS

Winning bidder will be required to present to the City a certificate of insurance, with a minimum of Five Million Dollars (\$5,000,000) General Liability, One Million Dollars (\$1,000,000) Workmen's Compensation, and Five Hundred Thousand (\$500,000) Automobile Liability.

XVI. CANCELLATION OF AWARD

The City reserves the right to cancel the award of any contract at any time before the execution of such contract by all parties without any liability against the City.

The City also reverses the right to cancel the award as a result of non performance by winning bidder related to any of the terms, conditions, and specifications identified in the bid. Notice of intent to cancel due to non performance issues will be delivered in writing.

XVII. BID EVALUATION

In addition to the bid amount, additional factors will be considered as an integral part of the bid evaluation process including, but not limited to:

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- a. The bidder's ability, capacity, and skill to perform within specified time limits.
- b. The bidder's experience, reputation, efficiency, judgment, and integrity.
- c. The quality, availability and adaptability of the supplies and materials sold.
- d. Bidder's last performance.
- e. Sufficiency of bidder's financial resources to fulfill the contract.
- f. Bidder's ability to provide future maintenance and/or services.
- g. Other applicable factors as the City determines necessary or appropriate (such as compatibility with existing equipment).

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XVIII. PRICING SCHEDULE ATTACHMENT A: Subtotal a, b & c, then all total a-e

Item	Quantity	Per Unit Price	\$ Total Amount-Numeric	\$ Total Amount Written	Comments
a) Machine Base Price		\$	\$		
b) Installation-Training		\$	\$		
		\$	\$		
Sub-Total		\$	\$		
c) Annual Maintenance		\$	\$		
Annual % Increase					
d) Other		\$	\$		
e) ALL TOTALS		\$	\$		

Is Loaner Equipment Available YES NO

Will Vendor Commit to a (4) Hour Service Turn Around ____YES ____NO
(If NO identify Service Time _____)

Use this area below to describe any other costs that require consideration

Explanation for any additional cost associated with your proposal that is not included in the above pricing schedule.

If necessary provide additional attachments-section XX, reference XVIII Pricing Schedule

This image shows a blank sheet of white paper with horizontal blue ruling lines. The lines are evenly spaced and run across the width of the page. There are no margins, text, or other markings on the paper.

XIX. VENDOR DATA SHEET ATTACHMENT-B

Note: The following information is required as part of your response to this solicitation. Failure to complete and provide this sheet may result in finding your bid nonresponsive.

2. Vendor's Primary Contact:

3. Years in Business: Indicate the length of time you have been in business providing this type of good or service:

4. Vendor Information:

FIN or FEI Number: _____ If Company,
Corporation, or Partnership

Social Security Number: _____ If Individual

5. Indicate below a listing of at least three (3) current or recent accounts, either commercial or governmental, that your company is servicing, has serviced, or has

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provided similar goods. Include the length of service and the name, address, and telephone number of the point of contact.

A. Company:_____Contact: _____

Phone:(____)_____Fax (____)_____

Project:_____

Dates of Service: _____

\$ Value: _____

B. Company:_____Contact: _____

Phone:(____)_____Fax (____)_____

Project:_____

Dates of Service: _____

\$ Value: _____

C. Company:_____Contact: _____

Phone:(____)_____Fax (____)_____

Project:_____

Dates of Service: _____

\$ Value: _____

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- XX. OTHER OPTIONAL ATTACHMENTS- Any other attachment or supplemental information proposer feels is necessary to include.