

REQUEST FOR PROPOSALS

MAILING MACHINE FOR THE

VILLAGE OF BROCKPORT
49 STATE STREET
BROCKPORT, NEW YORK 14420

FIVE YEAR LEASE CONTRACT

PROPOSALS MUST BE SENT TO

Daniel P. Hendricks, Treasurer

By 2 P.M. - March 16, 2016

REQUIRED FOR USE BY THE VILLAGE OF BROCKPORT
REQUEST FOR PROPOSALS
RFP - MAILING MACHINE
Village of Brockport

Notice of Invitation – On behalf of the Village of Brockport ,New York the Village invites qualified vendors to submit a proposal in response to this Request for Proposals ("RFP") to lease a mailing machine to the Village of Brockport (the Village). There is no express or implied obligation for the Village to reimburse responding vendors ("Proposers") for any expenses incurred in preparing proposals in response to this RFP.

Proposals will be accepted by Daniel P. Hendricks, Treasurer by 2 P.M., March 16, 2016 at which time all proposals will be opened and publicly acknowledged. All proposals must be received prior to the date and time shown above.

Address the proposal to:

Village of Brockport
Daniel P. Hendricks, Treasurer
49 State St.
Brockport, New York 14420

I. INTRODUCTION

A. General Information

1. Proposal cover letters should designate who can answer questions concerning the submitted proposals. A representative empowered to bind the Proposer must sign the Proposal.
2. Proposal Format. The proposal should be submitted in the format outlined in Section III, "Proposal Document Instructions." Questions: Call Daniel P. Hendricks at 585-637-5300 ext. 15 with any questions.
3. Contract Terms. The contract term for the mailing machine lease will be five (5) years commencing on or about June 1, 2016. All Proposers shall agree that the Village shall not hold harmless or indemnify any Proposer or any other person, partnership, association, corporation or other form of entity for any reason. By responding to the RFP, the Proposer is agreeing to the terms, conditions and requirements set forth herein, unless expressly noted in writing in the firm's written submission.
4. Schedule of key dates.
 - A. 03/16/2016 submit sealed proposals by 2:00 PM.
 - B. 03/30/2016 after this date Proposers will be notified which proposal, if any, has been chosen.
 - C. 06/01/2016 lease begins
5. The RFP is not to be construed as creating a contractual relationship between the Village and any Proposer.
6. The Village shall have no obligation or liability to any Proposer. All costs associated with responding to this RFP are borne solely by the Proposer.
7. The Village may require follow-up oral interviews with selected Proposers.
8. The Village reserves the right to reject any or all proposals, to accept or reject any part or parts of any proposals, to modify the scope of any proposals, and to waive any/all requirements of this RFP when the Village deems such waiver to be in its best interest.
9. By submitting a proposal the Proposer represents that it has examined, understands, And has become fully informed of all the requirements of this RFP. The Proposer Acknowledges and agrees that all terms and conditions set forth in this RFP shall be Incorporated into all proposals and any lease agreement with the Proposer.
10. By submitting a proposal, the Proposer represents that it has the financial capacity, Skills, experience, and ability to meet the requirements set forth in this RFP.
11. After evaluation of all proposals, the Village will select the proposal, if any, that the the Village determines, in its sole and absolute discretion, is in the best interest of the Village. This RFP is not intended to create a public bidding process, and the proposal with the lowest quoted fees will not necessarily be accepted. The Village reserves the right to privately negotiate a lease agreement for a mailing machine with any vendor, whether or not the vendor submits a proposal in response to this RFP.

RFP - MAILING MACHINE
Village of Brockport
Page 4 of 6

B. Evaluation and Selection of Proposals

The Village will perform the evaluation of proposals in accordance with the following criteria:

1. The Proposer has no conflicts of interest with regard to any other work performed for the Village.
2. The Proposer adheres to the instructions in this RFP.
3. The Proposer's past experience and performance on comparable engagements.
4. The quality of the Proposer's professional personnel to be assigned to the engagement and the quality of the Proposer's management support personnel to be available for consultation.
5. Other criteria that the Village, in its sole and absolute discretion, deems prudent.
6. The Village reserves the right to retain all proposals submitted and use any idea in a proposal regardless of whether that proposal is selected.

C. Subcontracting

Proposers are not permitted to subcontract or assign any part of the work covered under the scope of the agreement, without the express prior written consent of the Village.

II. NATURE OF SERVICES REQUIRED

A. Mail processing requirements; The Village currently utilizes a Pitney Bowes DM 400C mailing machine for weighing, sealing and imprinting postage on outgoing USPS mail. The current lease expires May 31, 2016 and the Village desires to replace the current machine with a new machine equal or equivalent to the current model, under a new lease agreement.

The new mailing machine must possess the following characteristics:

- A. Must be extremely "user-friendly" to operate.
- B. Must have the ability to download USPS rate updates and software updates over the Internet.
- C. Must be capable of processing:
 - 88 pieces per minute
 - Automatic envelope feeding
 - Envelopes of mixed weight, thickness and size
 - Mixed flap orientations (e.g. open/closed, sealed/unsealed)
- D. Must have following automated capabilities:
 - Weighs each piece
 - Calculates rate and imprints postage on envelope
- E. Process batches of mail containing mixed weights, mixed thicknesses and mixed sizes.
- F. Integrated scale option
- G. Cost accounting software that accommodates at least 20 departments must be included

RFP - MAILING MACHINE

Village of Brockport

Page 5 of 6

H. Must have a touch display screen

I. Total machine dimensions including scale should not significantly exceed the following: 33" (W) x 17.5" (D) x12.3" (H)

J. Time and date stamp feature for incoming mail

K. Auto strip tape dispenser

L. Hardware and software maintenance services must be included for the term of the lease.

III. PROPOSAL DOCUMENT INSTRUCTIONS

A. General Requirements

Proposals should include the following:

1. Name, address, phone number of the bidder's contact person.
2. The name and address of the Proposer.
3. A brief statement as to the proposers understanding of the work to be performed, the commitment to perform the work, and a statement as to why the Proposer believes it to be the best qualified to perform the engagement.
4. A signature of the person authorized to commit the Proposer.

B. Body of Proposal

The purpose of the proposal is to demonstrate the qualifications, competence, and capacity of the Proposers seeking to provide the mailing machine system for the Village in conformity with the requirements of this request for proposals. As such, the substance of proposals will carry more weight than their form or manner of presentation. The qualifications proposal should demonstrate the qualifications of the Proposer and of the technicians to be assigned to this engagement. It should also specify an approach that will meet the requirements of the request for proposals.

The proposal should address all of the requirements set forth in Section II of this RFP. The proposal should be prepared simply and economically, providing a straightforward, concise description of the proposer's capabilities to satisfy the requirements of the request for proposal. Please include the following:

- Proposer Qualifications and Experience.
- Cost - The proposal should contain all pricing information relative to performing the duties as described in this request for proposals.
- Other Expenses – the Village will not be responsible for expenses incurred in preparing and submitting the proposal. Such costs should not be included in the proposal.

RFP - MAILING MACHINE

Village of Brockport

Page 6 of 6

IV. SPECIAL PROGRAMS

A. the Village reserves the right to reject any or all proposals.

B. Contract Period - the mailing machine lease and associated support services will be for a five (5) year period beginning around June 1, 2016.

C. Assignability - the contractor cannot transfer any interest or provide for the assignment of the lease or services contract with the Village either in whole or in part, without the expressed written permission or written consent of the Village.

D. Payment - payment for lease and services rendered based upon receipt of an itemized invoice from the Proposer.

E. Invoices should be submitted on a quarterly basis, commencing immediately upon delivery and acceptance of the new equipment by the Village. Invoices should be sent to:

**Village of Brockport
Attn: Accounts Payable Department
49 State Street
Brockport, New York 14420**