



**REQUEST FOR PROPOSAL (RFP)
TO PROVIDE
A MAILING SYSTEM EQUIPMENT LEASE
FOR THE CITY OF GALESBURG, IL**

Kraig Boynton, Purchasing Agent
City of Galesburg
55 W. Tompkins St.
Galesburg, IL 61402

RFP Circulation Date: October 7, 2016

**PROPOSALS DUE NO LATER THAN 11:00 A.M., NOVEMBER 02, 2016
(3 COPIES) TO THE ATTENTION OF KRAIG BOYNTON, PURCHASING AGENT.**

CITY OF GALESBURG

PURCHASING
55 West Tompkins Street
Galesburg, IL 61401
Phone: 309/345-3678

REQUEST FOR PROPOSALS TO PROVIDE A MAILING SYSTEM EQUIPMENT LEASE FOR THE CITY OF GALESBURG, ILLINOIS

Instructions to Offerors

1. An advertisement requesting proposals for the above work was published in the Galesburg Register-Mail on October 07, 2016. As stated in such notice, sealed proposals will be received until 11:00 a.m. local time, November 02, 2016 at City Hall, 55 West Tompkins Street, Galesburg, Illinois. Proposals shall be addressed to the Purchasing Agent.
2. The person, firm or corporation making a proposal shall submit it in sealed envelopes on or before the hour and the date stated above. The notation "Proposal for Mailing System Equipment Lease" shall appear on the outside of the sealed envelopes.
3. Each respondent shall insert the cost, and supply all the information, as indicated in the RFP. The cost inserted shall be net and shall be the full cost for the equipment specified, including all factors whatsoever.
4. No charge will be allowed for taxes from which the City of Galesburg is exempt: the Illinois Retailer's Occupation Tax, the Service Occupation Tax, the Service Use Tax, the Use Tax, Federal Excise and Transportation Tax.
5. Each respondent shall affirm that no official or employee of the City of Galesburg is directly or indirectly interested in this proposal for any reason of personal gain.
6. Delivery and installation of the equipment shall be made as stated in the successful proposal. Delivery and installation charges as well as removal charges at the end of the lease term shall be included in submitted proposal pricing.
7. Questions regarding this project will be accepted by the Purchasing Agent via email regarding this project through the end of the business day on October 24, 2016.
8. Insurance coverage shall be carried by the successful proposer per the attached Special Provisions sheet for Contractor's Insurance. A copy of active insurance shall be provided to the City prior to the start of any work

9. The City of Galesburg reserves the right to reject any and all proposals and to waive any informalities or technicalities in the proposal process. Any proposal submitted will be binding for sixty (60) days after the due date of the proposals.
10. The City has adopted an "Equal Employment Opportunity Clause" which is incorporated into all specifications, purchase orders, and contracts, whereby a vendor agrees not to discriminate against any employee or applicant for employment because of race, color, religion, sex, national origin or ancestry. A copy of this clause may be obtained at the City Clerk's Office, City Hall, Galesburg, Illinois.
11. The City of Galesburg has adopted an Affirmative Action Program. All formal sealed proposals must be accompanied by a properly prepared Certificate of Compliance Form, whereby the vendor certifies the number of employees he has in each class of employment, and that affirmative action has been taken to ensure equality of opportunity in all aspects of employment.
12. Proposer certifies that all laws of the State of Illinois and ordinances of the City of Galesburg in effect at the date of the proposal shall be observed by him. Evidence of any violation during the term of the agreement shall be considered sufficient reason to discontinue purchases by the City from that vendor.
13. The successful proposer is prohibited from assigning, transferring, conveying, subletting, or otherwise disposing of the contract to be signed or its rights, title or interest therein or its power to execute such Agreement to any other person, company or corporation without the previous consent and approval, in writing, by the City of Galesburg
14. The City requires that vendors be paid through ACH (automatic clearing house). The awarded vendor will be required to provide the City with applicable banking information for proper payment. An ACH form is attached to this document for vendor review.
15. These instructions are to be considered an integral part of any proposal.

Dated: October 07, 2016

Kraig Boynton
Purchasing Agent

City of Galesburg Information for Offerors

Overview

The City of Galesburg, located in Knox County, Illinois, is seeking proposals for a new mail machine lease (including maintenance). The existing lease with Pitney Bowes will expire in February, 2017. The City of Galesburg wishes to have a new lease agreement in place prior to that lease end.

General

SCOPE OF SERVICES

The City wishes to consider proposals for entering into a five year lease agreement with a company that provides both equipment and service for mail machine solutions. The City's current agreement will expire in February, 2017. The machine currently leased is a Pitney Bowes Connect 2000. This model is being listed for informational purposes only. The City will consider all NEW models from various vendors as long as they meet the minimum specifications requested. **Refurbished machines will not be considered.**

Current postage volumes for the City are as follows:

	Total pieces	Total charge
Jul-15	2,487	\$ 1,934.27
Aug-15	2,446	\$ 1,821.89
Sep-15	2,679	\$ 1,568.33
Oct-15	2,641	\$ 1,314.50
Nov-15	2,595	\$ 1,570.86
Dec-15	1,965	\$ 1,472.82
Jan-16	2,916	\$ 1,271.83
Feb-16	3,793	\$ 2,126.90
Mar-16	2,401	\$ 1,265.85
Apr-16	2,747	\$ 1,623.15
May-16	3,274	\$ 2,023.67
Jun-16	2,915	\$ 1,657.19
Total	32,859	\$ 19,651.26

As a part of this proposal, vendor responses will include at a minimum:

- Detailed information regarding company (location, number of clients served, etc.)
- Detailed information and specification regarding the machine selection your firm is proposing.
- All items included in proposed offering should state "included" or "add-on". If parts of offering include add-ons, specific, clear pricing should be provided for that specific add-on.
- Detailed pricing for said machine (all options included in lease and pricing terms should be stated in detail)
- In addition, vendor should provide pricing for toner, sealer, and labels for the five-year lease of this equipment.
- Detailed information regarding service (staff size, location, maximum guaranteed response time, etc.)
- Warranty information for proposed machine
- Anticipated Delivery time from acceptance
- Training Plan (training should be included as a part of this lease)
- Minimum of three references

DETAILED SPECIFICATIONS

As a part of this proposal request, the following minimums must be met with the machine proposed:

- Must be a new machine. The City will not accept proposals for refurbished equipment.
- Must have a mail processing speed of at least 200 pieces per minute.
- Must have a mixed mail processing speed of at least 100 pieces per minute.
- Must be internet connected.
- Must have weigh on weigh, dynamic scale, (or equivalent) functionality allowing for users to place mixed mail piece in the feeder and the machine will scan each piece for weight and dimension.
- Must have minimum fifty (50) department capability for internal billing to departments as well as reporting functionality for accurate billing.
 - The basic need of the City is to be able to obtain reporting monthly showing the number of pieces as well as cost per accounting code setup. It would be preferred if this information could be obtained via the internet.
- Must include commercial rates application allowing City to reduce postage costs by qualifying for discounted rates.
- Must be able to manage postage funds.
 - Please provide detail on how this works for your system. The City currently is able to refill the meter at the machine with an account that has been setup for this feature.
- Color touch screen that provides simple navigation with easy to use menu selection.
- E-Certified Return Receipt processing
 - Please explain your available processes. We currently scan at machine with barcode.
- Barcode Scanner
- Print heads must last life of machine or be incorporated with each ink cartridge.
- Must be able to print postage on envelope or tape.
- Sealer
- Drop Stacker (A power conveyor stacker is not needed.)
- Minimum 10lb scale.

- Must have ability to run open and closed flap envelopes.
- Envelope Dimensions: Thickness: Min: .007", max: 5/8"
Width of flap: Min. 1", max. 3"
- Maintenance agreement included in lease with guaranteed:
 - o Maximum four hour response time to speak with technician
 - o Available phone assistance for emergency problems
 - o 24-hour / 7-day a week service
 - o Minimum of two scheduled preventative maintenance calls per year.
 - o Free loaners delivered to facility if there is a wait on replacement part.
 - o On-site service & repair agreement to include all parts, labor, travel time and mileage.
 - o Distance of service center office will be considered.
 - o It is understood that consumables will not be included in maintenance agreement.
- Meter rental, Installation, and training should be included in lease.
- Machine should be capable of automatically updating rates (or at machine with prompt of user).
- Must be capable of calculating postage for international mail.

The vendor should address each one of the items above at a minimum in their submitted proposal.

If there are add on apps available that are not included in your base pricing, please provide information on those add on apps as well as the per month cost to add these to the lease agreement.

REFERENCES

Vendor must provide three references, preferably from other Storm Water Utilities currently utilizing vendor's software. Reference must include: company name, contact person, address, phone number and e-mail address. You must attach your references with the response forms.

CERTIFICATE OF COMPLIANCE

Proposers are required to submit the attached Certificate of Compliance form with their submitted proposal.

SUBMISSION OF PROPOSAL

Proposals should be submitted *in writing* to:

*City of Galesburg
ATTN: Purchasing Agent
55 W Tompkins St
Galesburg, IL 61401*

Submitted proposals will be accepted until 11:00 AM (CST) on November 02, 2016. Any proposals received after this time will be rejected.

The City invites interested and qualified firms to submit proposals for equipment meeting the minimum specifications above. Each submission should include: 1) applicable brochure information regarding proposed product, 2) a letter from company detailing all items and services that are included as a part of the lease agreement including maintenance/service calls, system updates, postage refill, reporting, and warranty information, 3) complete pricing for product being offered for the term of the five year lease agreement., and 4) a list of three references within 100 miles that are

currently using the proposed equipment. Reference information should include company, contact, phone number, and email address.

The experience of the firm, qualifications, experience and ability of assigned staff, resources, pricing, completeness of the level of service proposed and timeliness of service proposed by the firm will all be considered as significant factors in selection of this professional service contract. The City reserves the right to request additional information on any proposals submitted. Refusal to supply additional information may lead to rejection of any proposal submitted.

The City reserves the right to accept or reject any or all proposals and to waive any technicalities or informalities in the proposals. Any proposal submitted will be binding for sixty (60) calendar days after the date the proposals are submitted. Proposals may be withdrawn on written request prior to the time of acceptance. Negligence on the part of the offer or in preparing the proposal confers no right of withdrawal after the time fixed for the acceptance of the proposals.

Each offeror shall affirm that no official or employee of the City of Galesburg is directly or indirectly interested in this proposal for any reason of personal gain.

The successful offeror is prohibited from assigning, transferring, conveying, subletting, or otherwise disposing of the contract to be signed or its rights, title or interest therein or its power to execute such agreement to any other person, company or corporation without the previous consent and approval in writing by the City.

Before submitting a proposal, the firm shall carefully examine the specifications and shall fully inform themselves as to all existing conditions and limitations.

Proposals will be opened and evaluated as soon as practical after the closing date and time set forth in the Request for Proposal.

Proposals shall be delivered by the time and to the place stipulated in the Request for Proposals. It is the sole responsibility of the firm to see that its proposal is received in the proper time. Any proposals received after the closing date and time will be returned unopened. The City is requesting one original and two copies of proposals. Vendors should also provide a copy of proposal and any support brochure information on flash drive.

No proposals will be received by facsimile or e-mail.

When warranted an addendum to the request for proposals will be issued to address any changes or clarifications.

If any questions or responses require revision to the Request for Proposal they will be by formal amendment only. If the Request for Proposal includes a contact person for technical information, offertory are cautioned that any oral or written representations made by this or any person that appear to change materially any portion of the solicitation shall not be relied upon unless subsequently ratified by a written amendment to the Request for Proposal.

COMMUNICATIONS

All proposal responses and/or questions shall be directed to:

Attention: Kraig Boynton, Purchasing Agent

Telephone: (309) 345-3678

E-mail: kboynton@ci.galesburg.il.us

AWARD CRITERIA

The following factors and their weight will be used in evaluating the proposals received:

Responsiveness to RFP specifications (10%)

Qualifications, experience, and logistics of support team assigned to account (20%)

Scope of services to be provided (30%)

Cost of Services (30%)

References (10%)

The best proposal in the opinion of the review team based upon these weighted priorities will be given the opportunity to negotiate the contract. If the terms of the contract cannot be agreed upon, the firm providing the next best proposal will be offered the opportunity to negotiate a contract with the City. Firms are encouraged to provide their best pricing in their original proposal.

SPECIAL PROVISIONS TO COVER
CONTRACTOR'S AND MUNICIPAL VENDORS
(As Amended 05/17/16)

The Contractor, or Municipal Vendor, shall not commence work under this contract until he has obtained all insurance required under this section, and such insurance has been approved by the City; nor shall the Contractor allow any sub-contractor to commence work on his sub-contract until all similar insurance required of the sub-contractor has been approved by the City.

The Contractor shall obtain and thereafter keep in force the following insurance coverages provided by insurance companies acceptable to the City and authorized to transact business under the laws of the State of Illinois. The insurance companies providing coverage shall be rated in the Best's Key Rating Guide. The City will accept companies with a rating not lower than B+ provided the financial size category is VII or larger. Companies rated A- or better shall have a financial size category of not less than VI. Coverage limits shall be written at not less than the minimum specified in this section. Higher minimum limits and additional coverage may be specified by a special provision elsewhere in the contract. Whether stated in this section or elsewhere, the City does not warrant the adequacy of the types of insurance coverage or the limits of liability specified.

- (a) Workers Compensation and Employers Liability
 - (1) Workers compensation shall be provided according to the provisions of the Illinois Worker's Compensation Act, as amended. Notwithstanding the rating and financial size categories stated in this section, coverage may be provided by a group self-insurer authorized in Section 4(a) of the Act and approved pursuant to the rules of the Illinois Department of Insurance.
 - (2) Employers Liability.
 - a. Each Accident \$500,000
 - b. Disease-policy limit \$500,000
 - c. Disease-each employee \$500,000
- (b) Commercial General Liability. Required liability insurance coverage shall be written in the occurrence form and shall provide coverage for operations of the Contractor; operations of subcontractors (contingent or protective liability); completed operations; broad form property damage and hazards of explosion, collapse and underground; and contractual liability. The general aggregate limit shall be endorsed on a per project basis.
 - (1) General Aggregate Limit \$2,000,000
 - (2) Products-Completed Operation Aggregate Limit \$2,000,000
 - (3) Each Occurrence Limit \$1,000,000The coverage shall provide by an endorsement in the appropriate manner and form, the City, its officers, and employees shall be named as additional insureds with respect to the policies and any umbrella excess liability coverage for occurrences arising in whole or in part out of the work and operations performed. The City may accept a separate owner's protective liability policy in lieu of the City, its officers, and employees being insureds on the Contractor's policies.
- (c) Commercial Automobile Liability. The policy shall cover owned, non-owned, and hired vehicles.
 - Bodily Injury & Property Damage Liability Limit Each Occurrence \$1,000,000
- (d) Umbrella Liability. Any policy shall provide excess limits over and above the other insurance limits stated in this Article. The Contractor may purchase insurance for the full limits required or by a combination of primary policies for lesser limits and remaining limits provided by the umbrella policy.

All insurance shall remain in force during the period covering occurrences happening on or after the effective date and remain in effect during performance of the work and at all times thereafter when the Contractor may be correcting, removing, or replacing defective work until notification of the date of final inspection. Termination or refusal to renew shall not be made without 30 days prior written notice to the City by the insurer and the policies shall be endorsed so as to remove any language restricting or limiting liability concerning this obligation.

Certified copies of the original policies or certificate(s) of insurance by the insurer(s) issuing the policies and endorsements setting forth the coverage, limits, and endorsements shall be filed with the City before the City will execute the contract. A certificate of insurance shall include a statement "the coverage and limits conform to the minimums required by Article 107.27 of the Standard Specifications for Road and Bridge Construction". Any exception or deviation shall be brought to the attention of the City for a ruling of acceptability. In no event shall any failure of the City to receive policies or certificates or to demand receipt be construed as a waiver of the Contractor's obligation to obtain and keep in force the required insurance.

All costs for insurance as specified herein will be considered as included in the cost of the contract. The Contractor shall, at his/her expense and risk of delay, cease operations if the insurance required is terminated or reduced below the required amounts of coverage. Coverage in the minimum amounts set forth herein shall not be construed to relieve the Contractor from his/her obligation to indemnify in excess of the coverage according to the contract.

The contractor, prior to execution of the contract, shall file with the City copies of completed certificates of insurance, satisfactory to the City, to afford protection against all claims for damages to public or private property, and injuries to persons, arising out of and during the progress of the work to its completion, being whenever the improvement called for by the contract shall have been completely performed on the part of the contractor and all parts of the work have been approved and accepted by the City, and the final payment made. The policy of insurance shall include the City as an additional insured or provide separate coverage with an Owner's Protective policy.

**Language of coverage in this section taken from IDOT Standard Specifications adopted April 1, 2016*

RETURN WITH BID
TO THE CITY OF GALESBURG, ILLINOIS
CERTIFICATE OF COMPLIANCE

EMPLOY- MENT	SUPER- VISORY	SALES	OFFICE	SKILLED	SEMI- SKILLED	NON- SKILLED
WHITE						
BLACK						
OTHER						
MALE						
FEMALE						

(PLEASE FILL IN THE NUMBER OF EMPLOYEES IN EACH CLASS)

1. THE CONTRACTOR OF COMPANY WILL NOT DISCRIMINATE AGAINST ANY EMPLOYEES OR APPLICANT FOR EMPLOYMENT BECAUSE OF RACE, CREED, COLOR, SEX, AGE, NATIONAL ORIGIN, HANDICAPPING CONDITION UNRELATED TO ABILITY TO PERFORM THE JOB; AND, WILL TAKE AFFIRMATIVE ACTION TO ENSURE THAT APPLICANTS ARE EMPLOYED WITHOUT REGARD TO THEIR RACE, CREED, COLOR, SEX, AGE, HANDICAP OR NATIONAL ORIGIN. SUCH ACTION SHALL INCLUDE, BUT NOT BE LIMITED TO, THE FOLLOWING: EMPLOYMENT, UPGRADING, DEMOTION OR TRANSFER, RECRUITMENT OR RECRUITMENT ADVERTISING, LAYOFF OR TERMINATION, RATES OF PAY OR OTHER COMPENSATION, AND SELECTION FOR TRAINING, INCLUDING APPRENTICESHIP. THE CONTRACTOR OR COMPANY AGREES TO POST, IN CONSPICUOUS PLACES, AVAILABLE TO EMPLOYEES AND APPLICANTS FOR EMPLOYMENT, NOTICES SETTING FORTH THE PROVISIONS OF THIS NON-DISCRIMINATION CLAUSE.

2. THE CONTRACTOR OR COMPANY WILL, IN ALL SOLICITATIONS OR ADVERTISEMENTS FOR EMPLOYEES OR ON THEIR BEHALF, STATE THAT ALL QUALIFIED APPLICANTS WILL RECEIVE CONSIDERATION FOR EMPLOYMENT WITHOUT REGARD TO RACE, CREED, COLOR, SEX, AGE, HANDICAPPING CONDITION UNRELATED TO ABILITY OR NATIONAL ORIGIN. THE SAME SHALL HOLD TRUE WHEN RECRUITMENT SOURCES ARE USED TO SECURE APPLICANTS.

3. THE CONTRACTOR OR COMPANY AGREES TO NOTIFY ALL OF ITS SUBCONTRACTORS OF THEIR OBLIGATION TO COMPLY WITH THE NON-DISCRIMINATION POLICY.

4. IN THE EVENT OF THE CONTRACTOR'S OR COMPANY'S NON-COMPLIANCE WITH THE NON-DISCRIMINATION CLAUSES OF THE CONTRACT OR PURCHASE OR WITH ANY OF SUCH RULES, REGULATIONS OR ORDERS, THE CONTRACT OR PURCHASE MAY BE CANCELLED, TERMINATED OR SUSPENDED IN WHOLE OR IN PART AND THE CONTRACTOR OR COMPANY MAY BE DECLARED INELIGIBLE FOR FURTHER CITY CONTRACTS OR PURCHASES IN ACCORDANCE WITH THE AFFIRMATIVE ACTION PROGRAM ADOPTED BY THE GALESBURG CITY COUNCIL AT THEIR MEETING ON AUGUST 6, 1990

BY: _____
BIDDER

RETURN WITH BID

THIS FORM IS BASED ON IRS REQUIRMENTS FOR THE SAME ESSENTIAL INFORMATION AS A W-9

RETURN TO: CITY OF GALESBURG
ATTN: A/P
55 W TOMPKINS ST
GALESBURG, IL 61401

OR FAX TO: 309-343-4765

The following information is needed to complete your vendor file and to comply with IRS requirements. Please fill out this form as completely as possible to ensure proper payment to you. Please return completed form as soon as possible to The City of Galesburg at the above address or fax number. Please call 309-345-3674 with any questions.

BUSINESS NAME: _____

INDIVIDUAL NAME: _____
(for Sole Proprietors as appears on Social Security Card)

BUSINESS ADDRESS: _____

CITY, STATE, ZIP: _____

YOUR TAXPAYER IDENTIFICATION NUMBER: _____
(FEIN or business tax ID. No.)

OR, YOUR SOCIAL SECURITY NUMBER: _____
(If using SSN, enter the name on the card above as Individual Name.)

PLEASE CHECK APPROPRIATE BOX:

Individual/Sole Proprietor Corporation Partnership Other _____

YOUR COMPANY PROVIDES:

Legal Services Services Materials Other _____

ARE YOU SUBJECT TO BACKUP WITHHOLDING?

Yes No

PERSON TO CONTACT: _____

PHONE NUMBER: _____

UNDER PENALTY OF PERJURY, I CERTIFY THAT THE INFORMATION PROVIDED ABOVE IS CORRECT AND COMPLETE.

Signature

Date

Title

REQUIRED IF AWARDED VENDOR



City of Galesburg

Operating Under Council – Manager Government Since 1957

The City of Galesburg will no longer be issuing checks for vendor payments. The City will pay vendors through ACH by automatically depositing payments to a bank checking/savings account (once a month) or payment to vendors can be made by credit card at the time of purchase.

In order to process your next payment, please fill out the following information and provide a copy of a void check. Please mail to City of Galesburg, Accounts Payable, P.O. Box 1589, Galesburg, IL 61402-1589 or fax the completed form and a void check, if the funds are being deposited to a **checking** account, to the fax number listed below.

Vendor Name: _____

Address: _____

City, State, Zip Code: _____

Phone Number: _____

Email Address: _____

Bank Name: _____

Checking/Savings Acct Number: _____

(Please indicate type of account by circling Checking or Savings)

Bank Routing Number: _____

Signature: _____

Payment information will be e-mailed to you approximately 2 days prior to the funds being credited to your bank account. If you have any questions, please contact me.

Tifani Miller
Accounts Payable
City of Galesburg
309/345-3674
309/343-4765 fax

City Hall • 55 West Tompkins Street • Galesburg, IL 61401 • 309/ 343-4181