



REQUEST FOR QUOTE #2022-01 POSTAGE METER LEASE

Objective:

ChildCareGroup (CCG) is seeking quotes from qualified firms for lease of a postage meter as outlined in the specifications included in this request.

Deadline for questions:

Questions regarding this solicitation will be received until **12:00pm (central time) on Monday February 1, 2022**. All questions shall be forwarded to the attention of the Procurement Department, at procurement@ccgroup.org. **Questions received after this deadline will not be answered.**

Due Date and Time:

Responses to this solicitation are due on **Tuesday February 9, 2022 by 2:00pm (central time)**. Responses will be received in electronic form **only** and shall be sent to the Procurement Department, at procurement@ccgroup.org. **Late responses will not be accepted.**

Scope of Work:

CCG is seeking to lease a postage meter machine. The postage meter will weigh packages and enable CCG to affix the proper postage to the package. It will also stamp standard letters and seal envelopes. CCG is not interested in a machine that folds and places mail into the envelopes. The selected vendor shall enable CCG to purchase postage inventory on an ongoing basis and charge the amount and any respective lease payment directly to its bank account.

The machine must be new and installed at 1420 West Mockingbird Lane, Suite 300 and ready to use as soon as possible (please specify lead time for delivery). The vendor must provide CCG with training and any necessary user manuals. CCG requests a contact service person in case the machine is in need of maintenance. Please note your response time and fully describe the service your company will provide. As the machine will be used by a number of CCG departments CCG requests at least 50 accounts (specify the number available on your recommended machine).

The successful vendor must service the postage machine on an ongoing basis and provide any necessary supplies. CCG estimates that it sends out approximately 60,000 pieces of mail per year as well as other mail items. Please specify your machine specifications, description, make and model as well as speed.

The primary function of the machine will be to seal, weigh stamp and process mail. Please provide details and price of your system along with yearly lease cost. Please provide recommended machinery and any respective warranty. Prices should be expressed in lease amount per year for a maximum of five (5) years and be inclusive of all costs.

Submittals:

Please provide price cost on the pricing sheet marked as **Attachment A** and any detailed plan on how services will be provided.

Contract Term:

This fixed-cost agreement shall be for a period of (1) one-year with the option to renew for (4) four additional one (1) year periods, subject to funding availability.

General Terms and Conditions:

1. **APPLICABILITY:** These standard terms and conditions apply to all goods or services procured by the CCG, unless otherwise stated in the specifications. The instructions contained herein shall be incorporated into the contract as well as any subsequent purchase order(s) issued for goods or services and shall be included as part of the specifications issued herewith.
2. **ADDENDA:** Any revisions to the information contained herein will be issued in the form of addenda. The sole issuing authority shall be vested in the CCG Procurement Division. If addenda contain material changes to the specifications or pricing form, the Proposer shall acknowledge receipt of addenda in the designated section on the Proposal Certification Form. It is the responsibility of the Proposer to obtain and acknowledge any and all addenda. Failure to acknowledge receipt of addenda may be cause to deem such submission non-responsive.
3. **MINOR DEFECT:** CCG reserves the right to waive any minor defect, irregularity, or informality in any proposal. Minor defects, irregularities or informalities will not affect the end product/performance intended by the specifications. CCG also reserves the right to reject any or all proposals with or without cause prior to award.
4. **TAXES:** CCG is exempt from paying federal excise and transportation taxes and Texas State or local sales and use taxes. **Tax shall not be included in prices offered.** A Tax-Exempt Form will be provided by CCG upon request. A request for a Tax-Exempt Form can be submitted in writing to khuff@ccgroup.org or by contacting the Finance Department at 214-905-2408. In no event is it the CCG's responsibility to provide a tax-exempt form without a request for the same.
5. **CHANGE ORDER:** CCG reserves the right to modify or change plans and specifications as deemed necessary after the performance of the contract has commenced, to decrease or increase the quantity of work to be performed, materials, equipment or supplies to be furnished, or address other provisions of the contract as approved by the CEO and/or CFO/COO, the CCG Board of Trustees, and as appropriate under state law. No oral statement of any person shall modify or otherwise change, or affect the terms, conditions or specifications stated in the contract. All change orders or modifications to the contract will be documented in written form by CCG and acknowledged by the contracted proposer. **All change orders and modifications to the contract shall be processed through the Procurement Department only.**
6. **INVOICES:** Invoices shall be submitted to the attention of Accounts Payable Department, 1420 W. Mockingbird Lane, Suite 300, Dallas, Texas 75247.

7. **PAYMENT TERMS:** Payment terms are net 30 days, unless otherwise specified by CCG in the proposal document.
8. **PRICE ESCALATION:** Unless otherwise stated in the Special Provisions or specifications herein, prices must remain firm for the initial term of the contract. The contracted proposer may request an adjustment at the time of contract renewal by submitting a request in written form to the Procurement Manager. The basis for price escalation should be based on the Consumer Price Index for the most recent twelve-month period reported for the Dallas-Fort Worth area. The contracted proposer shall provide CCG with copies of the appropriate indices for verification purposes. CCG reserves the right to approve or reject any and all requests for price escalations.
9. **PRICE REDUCTION:** If during the life of the contract, the contracted proposer's net prices to other customers for the same goods or services are lower than CCG's contracted prices, an equitable adjustment shall be made in the contract price in favor of CCG.
10. **INDEMNITY:** The proposer agrees to release, defend, indemnify and hold harmless CCG, its officers, agents and employees from and against any and all costs, expenses, suits, demands, claims, liabilities, liens, encumbrances or damages, including attorneys' fees and costs of suit, of any character, name and description, incurred or resulting from any injuries or damages received or sustained by any person, persons or property on account of any intentional wrongful conduct whether intentional or unintentional or any negligent act, omission, or fault of the successful proposer, or of any agent, employee, authorized representative, subcontractor, or supplier in the execution of, or performance under this contract or any contract which may result from the proposal and the proposer so agrees upon the submission of the proposal. The proposer must deliver, if requested by CCG, a written release of all liens or other proper evidence of same, to the satisfaction of CCG prior to the issuance of final payment by CCG.
11. **TERMINATION FOR DEFAULT:** ChildCareGroup reserves the right to enforce the performance of this contract in any manner prescribed by law or deemed to be in the best interest of CCG in the event of breach or default of this contract. CCG reserves the right to terminate the contract immediately in the event the contracted proposer fails to meet delivery schedules, or otherwise perform in accordance with the specifications contained herein or in the contract documents. Breach of contract or default authorizes CCG to award the contract to another proposer, or purchase from an alternate source, and charge the full increase in cost to the defaulting contracted proposer.
12. **TERMINATION FOR CCG CONVENIENCE:** Whenever CCG, in its discretion, deems it to be in CCG's best interests, it may terminate this contract for CCG's convenience. Such termination shall be effective thirty (30) days after CCG delivers written notice of such termination for convenience to the contracted proposer. Upon receipt of such notice from CCG, proposer shall not thereafter incur, and CCG shall have no liability for, any costs under this contract that are not necessary for actual performance of the contract between the date of the notice of termination for convenience and the effective date of that termination for convenience. In the event of a termination for convenience hereunder, CCG shall have no liability to proposer for lost or anticipated profit resulting therefrom.

PRICING SHEET
ATTACHMENT A

Machine Recommended (please attach specifications): _____

Lease Amount (per year): _____ Lease Amount (5-years): _____

Response time after service call: _____

Maintenance Schedule: _____

Scrubber Software (optional item): _____ Cost: _____

****Vendor may include additional information when submitting a response to this request.**

Submitted by:

Company: _____ Date: _____

Authorized Representative (please print): _____

Signature: _____

Mailing Address: _____

Email: _____ Phone: _____