



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

RFP Circulation Date: 01/28/2012

Proposal Submission Deadline: 02/22/2012

CITY OF GALESBURG

PURCHASING

55 West Tompkins Street

Galesburg, IL 61401

Phone: 309/345-3678

Instructions to Offerors

1. An advertisement requesting proposals for the above work was published in the Galesburg Register-Mail on January 28, 2012. As stated in such notice, sealed proposals will be received until 11:00 A.M. local time, **February 22, 2012** 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 words as specified herein 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.
7. 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.
8. 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.

9. 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.
10. 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.
11. These instructions are to be considered an integral part of any proposal.

Dated: January 28, 2012

Kraig Boynton
Purchasing Agent

**RECODIFICATION OF GALESBURG, IL
REQUEST FOR PROPOSAL
CITY OF GALESBURG**

I. INTRODUCTION

The City of Galesburg has an existing lease (including maintenance) with Pitney Bowes for a DM800 machine that will expire May 30, 2012. The City is requesting proposals at this time in order to secure a new agreement prior to the expiration of the existing lease.

II. GENERAL SPECIFICATIONS

Based on current volumes of mail produced by the City, budgetary constraints, and research performed, the City of Galesburg will consider proposals for a five year lease agreement (including four hour response maintenance).

Postage volume in 2011 was as follows:

January 2011	\$1,850.01		February 2011	\$1,567.60
March 2011	\$1,657.10		April 2011	\$2,052.57
May 2011	\$2,351.78		June 2011	\$2,300.01
July 2011	\$1,860.77		August 2011	\$3,178.75
September 2011	\$1,993.67		October 2011	\$1,386.31
November 2011	\$2,286.97		December 2011	\$1,686.15
Total: \$24,171.69				

Based on this volume, the **minimum** machines that will be considered under this proposal request are as follows:

Hasler Brand (IM480)

Neopost Brand (IS480)

Pitney Bowes Brand (DM 800)

At a minimum, proposing vendor will address:

- Detailed information regarding company (location, number of clients serviced, etc)
- Detailed information and specification regarding the machine selection your firm is proposing.
- Detailed pricing for said machine (all options included in lease and pricing terms should be stated in detail)
- In addition, vendor should provide price points for toner/print heads and labels for the five-year lease of this equipment.
- Detailed information regarding service (staff size, location, maximum guaranteed response time, etc.)
- Warranty information
- Anticipated Delivery time from acceptance
- Training Plan (training should be included as a part of this lease)
- Minimum of three references

III. 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 capacity of up to 155 letters per minute
- Must have weigh on weigh 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 100 department capability.
- Must include commercial rates application allowing City to reduce postage costs by qualifying for discounted rates.
- Must have reporting functionality by pin number for accurate internal billing of postage to departments.
- Must be able to manage postage funds from machine.
- Color touch screen that provides simple navigation with easy to use menu selection.
- E-Certified Return Receipt processing
- Barcode Scanner
- Sealer
- Drop Stacker
- Minimum 15lb scale.
- Must have ability to run open and closed flap envelopes.

its power to execute such agreement to any other person, company or corporation without the previous consent and approval in writing by the City.

Sealed proposals will be received until 11:00 A.M. local time, February 22, 2012 in the Purchasing Office located at City Hall, 55 West Tompkins Galesburg, IL. The person, firm or corporation making a proposal shall submit an original proposal and one additional copy in a sealed envelope to the City of Galesburg, Attn: Kraig Boynton, 55 West Tompkins Street, P.O. Box 1387, Galesburg, IL 61402 on or before the hour and day stated above. The words "Proposal to mailing machine lease" shall appear on the outside of the sealed envelope. All offertories shall supply all the information as indicated in the Request for Proposal documents.

The City of Galesburg 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 and ancestry. A copy of this clause may be obtained at the City Clerks Office, City Hall, Galesburg, IL.

Questions regarding the scope of work to be accomplished, the selection process, insurance requirements, or other procedural requirements should be directed via email to kboynton@ci.galesburg.il.us. If a verbal question is necessary, please contact Kraig Boynton, Purchasing Agent, City of Galesburg, 55 West Tompkins Street, P.O. Box 1387, Galesburg, IL 61402. Phone: (309) 345-3678.

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.

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.

The City reserves the right to reject any and all proposals and the right in their sole discretion to accept the proposal it considers most favorable to the entities interest. The City further reserves the right to reject all proposals and seek new proposals when such procedure is deemed reasonable and in their best interest.

V. AWARD CRITERIA

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

- A. Responsiveness to Request for Proposal specifications. (10%)
- B. Qualifications and experience of the staff that would be assigned and have direct daily involvement with this project. (20%)
- C. Scope of services to be provided. (30%)
- D. Cost of Services. (30%)
- E. References. (10%)

The best proposal in the opinion of the negotiating team based upon these weighted priorities will be given the opportunity to negotiate a contract. If the terms of the contract cannot be agreed upon the firm providing the second best proposal offered will be contacted and a contract will be negotiated. Firms are encouraged to take maximum advantage of representing the qualities of the firm through its proposal presentation.

VI. CERTIFICATE OF COMPLIANCE

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

VII. SUBMISSION OF PROPOSAL

Proposals should be submitted to:

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

Submitted proposals will be accepted until 11:00 PM (CST) on February 22, 2012.
Any proposals received after this time will be rejected.

**SPECIAL PROVISIONS TO COVER
CONTRACTOR'S AND MUNICIPAL VENDORS**

The Contractor, or Municipal Vendor, shall not commence work under this contract until he has obtained all insurance required under this paragraph, 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.

<u>COVERAGE</u>	<u>LIMITS</u>
1) Comprehensive General Liability	
Bodily Injury	\$500,000 each occurrence \$500,000 aggregate
Property Damage	\$500,000 each occurrence \$500,000 aggregate
OR	
	\$1,000,000
Combined Single Limit Comprehensive Form Premises-Operations Explosion Collapse Hazard Underground Hazard Products/Completed Operations Contractual Insurance* Broad Form Property Damage Independent Contractors	

*See separate Hold Harmless Agreement for Contractors and Municipal Vendors.

<u>COVERAGE</u>	<u>LIMITS</u>
2) Automobile Liability	
Bodily Injury	\$300,000 each person \$500,000 each accident
3) Property Damage	
Comprehensive Form Hired Non-Owned	\$100,000 OR \$500,000 Combined Single Limit
Workers' Compensation	
A. Statutory B. \$500,000 each accident	

4) Excess Liability - Umbrella Form

Although not a minimum requirement unless specifically stated, all contractors should seriously consider an umbrella policy of at least \$1,000,000.

The above insurance requirements are minimum insurance requirements, however, the City of Galesburg, Illinois reserves the right to demand specific insurance requirements for specific contracts.

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.

All such insurance must include an endorsement whereby the insurer agrees to notify the City at least 30 days prior to non-renewal, reduction, or cancellation. The contractor shall cease operations on the project if the insurance is cancelled or reduced below the required amount of coverage. All costs for insurance as specified herein will not be paid for separately, but shall be considered as incidental to the contract.

**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

THIS FORM IS BASED ON IRS REQUIREMENTS 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

FOR OFFICE USE ONLY

ENTERED INTO SYSTEM

VENDOR NUMBER: _____

Only required to be submitted if your firm is the 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 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 two days prior to the funds being credited to your bank account. If you have any questions, please contact me.

Sharon L. Heiden
Accounts Payable
City of Galesburg
309/345-3674
309/343-4765 fax