



# Invitation for Bids

## For Postage Equipment and Support Services

IFB No. 2016-ITD-013

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## 1.0 INSTRUCTION TO VENDORS

Vendors are hereby invited to submit bids for the products and services identified herein. This section will describe the submittal requirements and the process to be used for evaluation.

### 1.1 Purpose

- The City of San Rafael is interested in leasing mail processing equipment and related support services. The intent of this project is to:
  1. Select a single vendor specializing in providing leased equipment and related support services for calculating/printing postage and processing various types of outgoing mail items; and
  2. Establish a list of approved equipment that City departments may order as needed to support their individual operations.

### 1.2 Invitation for Bids Format

- The City has elected to use this Invitation for Bids (IFB) process to facilitate its ability to compare bids from vendors where their proposed solutions may vary somewhat in the exact features and functionality while still meeting the City's expressed needs.
- Vendors shall outline their proposal as well as demonstrate their ability and experience in providing the desired deliverables described in Section 3 by submitting a response that includes a required IFB Response Form (Appendix A) and an optional narrative (described in Section 4).
- Vendors shall submit their response to the City's Project Manager, using the contact information provided in section 1.3, below, with delivery date no later than 4pm on November 21, 2016.

### 1.3 Vendor inquiries

- Any questions on this procurement must be submitted in writing by 4 pm, on November 10, 2016, to the City's Project Manager:

Gus Bush  
Information Technology Manager  
1400 5th Avenue  
San Rafael, CA 94901  
gus.bush@cityofsanrafael.org

### 1.4 Timeline

- The anticipated timeline for the complete process is as follows:

IFB release - window opens	10/31/2016
Deadline for questions	11/10/2016, 4:00 pm
Responses to questions published	11/15/2016
Deadline for submitting bids	11/21/2016, 4:00 pm
Preferred vendor(s) selected, onsite demonstrations, negotiations	11/22/2016 through 11/29/2016
Contract execution	12/5/2016

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## **1.5 Contract Award**

- The contract resulting from this IFB shall be awarded to the lowest responsive and responsible bidder. In determining the lowest responsive and responsible bidder, the City will take the following into consideration:
  1. The quality, suitability and efficiency of the supplies, materials, equipment or services;
  2. The total or life cycle cost of the supplies, materials, equipment or services;
  3. The delivery, discount terms, and all other conditions submitted in the bid;
  4. The reputation of the supplies, materials, equipment, the service reputation of the bidder, and all other information and data required to prove the responsibility of the supplier
- The City shall reserve the right to reject any and all bids in whole or in part and may waive any irregularities or informalities in any bids when such action is considered to be in the best interest of the City. All bids received after the designated closing date and time shall be considered nonresponsive and shall be rejected.

## **2.0 BACKGROUND AND PROFILE**

### ***2.1 The City of San Rafael***

San Rafael was incorporated in 1874 and became a charter city in 1913. It is the largest incorporated city in Marin County and is located one-half hour north of the Golden Gate Bridge, on US Highway 101. City staff is comprised of 10 departments, with approximately 420 employees working at more than 20 separate facilities around the city. San Rafael City Hall is located at 1400 5th Avenue.

Additional information about the City of San Rafael can be found on the official City of San Rafael website ([www.cityofsanrafael.org](http://www.cityofsanrafael.org)).

### ***2.2 City of San Rafael Information Technology Division***

#### **2.2.1 Information Technology Division**

The Information Technology Division (ITD) is responsible for technical support, training, implementation and design of all computer and communication systems supporting City of San Rafael staff. ITD serves all City departments including Police, Fire, Community Services, Public Works, Library and many others. ITD supports a total of 400+ individual users, utilizing 500+ technological devices.

#### **2.2.2 Document Center**

In addition to technology services, ITD is also responsible for Document Center operations for all departments, including managing the central mailroom and print shop as well as providing document scanning services.

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## **3.0 FUNCTIONAL SPECIFICATIONS**

This section of the IFB defines in general terms the intended use or function of the equipment and services needed by the City. Regardless of the product names used by the vendor, it is the general description of the functions described herein that specify the intent of the City's procurement.

### ***3.1 Postage Machine Requirements***

#### **3.1.1 Low Volume Postage Machine**

The City requires an option to lease one or more postage machines capable of handling up to 1000 pieces of mail per month. The proposed solution shall include, as a minimum, the following features:

- Management for up to 10 accounts with funds/meter reports and PIN code/password security
- Automatic postage calculation with integrated weighing platform, minimum 5 lb capacity
- Automatic or semi-automatic feeder capable of at least 25 pieces per minute
- Ability to program up to 5 job presets
- Date and time stamping with auto-dating, incoming mail dating, and over-ride features
- Ability to process standard USPS postcard, letter, flat, and small parcel items
- Ability to download updates and funds via phone line or Internet connection

#### **3.1.2 Moderate Volume Postage Machine**

The City requires an option to lease one or more postage machines capable of handling more than 1000 but not normally more than 5000 pieces of mail per month. The proposed solution shall include, as a minimum, the following features:

- Management for at least 20 accounts with funds/meter reports and PIN code/password security
- Automatic postage calculation with integrated weighing platform, minimum 10 lb capacity
- Differential weighing feature included (or available as a separate option)
- Automatic feeder capable of at least 45 pieces per minute, with tray(s) for postcards/letters/flats
- Integrated sealer with modes for sealing, no sealing, and seal only
- Ability to program at least 10 job presets
- Date and time stamping with auto-dating, incoming mail dating, and over-ride features
- Label dispenser for printing postage onto stick-on labels for large or irregular items
- Ability to process standard USPS postcard, letter, flat, and small/medium parcel items
- Ability to download updates and funds via phone line or Internet connection

### ***3.2 Length of Lease***

The City desires, for comparison purposes, to entertain vendor proposals based on a 48 month lease for each piece of equipment. It is possible that after a vendor is selected, the City will exercise the right to negotiate shorter or longer lease terms should it be advantageous to the City.

### ***3.3 Expected Participation by City Departments***

The City anticipates that, as a minimum, ITD will participate in this procurement by ordering one moderate volume postage machine (as described in section 3.1.2, above). It is likely that other City departments will also participate by placing orders for up to 5 additional devices.

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Most likely these devices will be low volume postage machines, but it is possible one or two may be for high volume.

### ***3.4 Cooperative Purchasing Programs***

Where it is deemed most advantageous to the City, the City would prefer to participate on an existing competitively-bid contract that a vendor has already successfully been awarded by another government entity. To be able to do so may simplify and shorten this procurement process while also providing the best possible value in exchange for public funds. If this approach is not deemed a viable option for the City, the City would then consider opening this procurement as a cooperative purchasing program for other government entities to participate in the newly negotiated terms and conditions.

## **4.0 IFB RESPONSE FORMAT (OPTIONAL)**

It is the intent of this IFB to ascertain if vendors are able to fulfill all or most of the functional requirements outlined in Section 3, by submitting the required IFB Response Form at Appendix A. Vendors may, **at their option**, submit additional information to further describe their proposal by following the narrative format described below.

### ***Executive Summary***

Vendors may briefly outline their overall approach to fulfilling the City's stated requirements in this IFB and identify any key elements to which readers should pay particular attention.

### ***Section A - Vendor Profile***

Vendors may describe in narrative form the nature and history of their company, level of experience providing products such as those outlined in this IFB, relationships with other vendors if proposing jointly, etc. A summary of this information shall be provided on the IFB Response Form (Appendix A), including references for up to 3 clients who have received from vendor in the last two years the same or similar products as requested in this IFB.

### ***Section B - Service and System Specifications***

Vendors may outline and summarize their proposals in narrative form. Specific exceptions to the City's specifications may be described in more detail here as well as any additional information the vendor feels is relevant to their offering. Vendor may also provide details on required or optional services related to the primary products in their proposal (especially where they may provide additional value to the City).

### ***Section C - Sample Contract Documents***

Vendors may submit copies of their standard leasing and support services documents for the City to begin initial review of the proposed terms and conditions. Should the City determine that a more formal contract services agreement is required to document the relationship, the City's Project Manager will subsequently provide a copy of the City's boilerplate services agreement as a starting point for a formal agreement.

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***Section D - Additional Documentation***

As needed, vendors may submit additional documentation such as: Vendor Brochures, Equipment Specifications, Project Plan, Implementation Timeline, etc.

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## Appendix A: IFB Response Form (Required)

{see attachment}