

PLEASE DO NOT REMOVE ANY SHEETS FROM THIS DOCUMENT

TOWN OF VERNON



REQUEST FOR PROPOSALS (RFP) #2137 POSTAGE METER LEASE & MAINTENANCE SERVICE FOR TOWN OF VERNON AND VERNON PUBLIC SCHOOLS

Date Proposals Due: Thursday, January 25, 2024 at 10:00 am

LATE SUBMITTALS WILL NOT BE ACCEPTED

**REQUEST FOR PROPOSALS
TOWN OF VERNON
CONTRACT#2137 – POSTAGE METER LEASE AND MAINTENANCE SERVICE FOR TOWN OF
VERNON AND VERNON PUBLIC SCHOOLS**

The Town of Vernon and Vernon Public Schools is seeking proposals from qualified vendors to provide leased postage machine and services. The successful vendor shall be a qualified individual or business that possesses experience in leasing and servicing postage machine equipment.

All questions regarding this RFP should be directed to Diane Wheelock by email only to dwheelock@vernon-ct.gov, no later than **Thursday, January 11, 2024 at 3:30 pm**. Answers to questions received will be posted as an addendum by **Thursday, January 18, 2024**, on the Town's website at <https://www.vernon-ct.gov/government/bid-opportunities> and at the Connecticut State Department of Administrative Services (DAS) at <https://portal.ct.gov/das> by referencing Contract #2137. It is the sole responsibility of the respondent to review any or all addendum or question responses related to this RFP.

Three (3) copies of proposals must be submitted in a sealed envelope, clearly marked "**BID DOCUMENT – DO NOT OPEN - CONTRACT#2137**" clearly marked on the outside of the envelope to Michael J. Purcaro, Town Administrator, Town of Vernon, Memorial Building, 14 Park Place, 3rd Floor, Vernon, Connecticut 06066 no later than **Thursday, January 25, 2024 at 10:00 am**. Emailed, faxed or late bids will not be accepted.

Received bids will be opened publicly in person on **Thursday, January 25, 2024 at 10:00 am**. Bid results will be posted on the Town website.

The selected firm must meet all municipal, state, and federal AA and EEO practices and requirements. MBE's, WBE's, SBE's are encouraged to apply. The Town reserves the right to reject any or all proposals in whole or part, to award any one service or group of services or all services, to negotiate with any or all companies submitting proposals, and to enter into an agreement with any contractor for any services mentioned in this RFP; if it is deemed to be in the best interest of the Town.

Confidentiality - If Respondent believes that any information in its proposal should be treated as confidential that material shall be clearly marked. The Town shall endeavor to protect confidential material from disclosure to non-Town employees to the extent permitted by State or Federal law. In no event will the Town be responsible for the inadvertent disclosure of your response to this RFP.

Michael J. Purcaro, Town Administrator

TOWN OF VERNON, CT
CONTRACT#2137 – POSTAGE METER LEASE AND MAINTENANCE SERVICE FOR TOWN OF
VERNON AND VERNON PUBLIC SCHOOLS

INSTRUCTIONS TO BIDDERS

These instructions are standard for all proposals issued by the Town of Vernon, Connecticut for the purchase of all supplies, materials, equipment, and the furnishing of certain services.

1. All questions regarding this RFP should be directed to Diane Wheelock by email only to dwheelock@vernon-ct.gov, no later than **Thursday, January 11, 2024 at 3:30 pm**. Answers to questions received will be posted as an addendum by **Thursday, January 18, 2024**, on the Town's website at <https://www.vernon-ct.gov/government/bid-opportunities> and at the Connecticut State Department of Administrative Services (DAS) at <https://portal.ct.gov/das> by referencing Contract #2137. It is the sole responsibility of the respondent to review any or all addendum or question responses related to this RFP.
2. The contract shall cover a three (3) year period from **March 19, 2024 to March 19, 2027**. Depending on the quality of service and funding, the contract may be extended for up to two one-year periods, if agreed upon by both parties. The Town Administrator, at his option, may renew the contract in one-year increments for a maximum of two (2) additional years upon sending the Contractor thirty (30) days written notice. Within ten (10) days after receipt of said notice, the Contractor shall indicate his/her acceptance or non-acceptance of the proposed renewal. In the event that the contract is renewed, all of the original terms shall remain in full force for the renewal period unless otherwise mutually agreed upon, in writing, between the Town and the Contractor.
3. Deviations: Any and all deletions, variations and exceptions to the specifications must be stated in writing at time of bidding and must be attached to the "Proposal" section of contract. Terms and conditions of any additions or deletions will be subject to negotiation by both parties.
4. The attached proposal is signed by the bidder with full knowledge of, and agreement with, the general specifications, conditions and requirements of this bid.
5. Not responsible for defects to electronically-mailed contracts.
6. **Bids shall be submitted in sealed envelopes which shall be addressed to the Town Administrator, 14 Park Place, Vernon, Connecticut 06066, and shall be clearly marked "BID DOCUMENT - DO NOT OPEN". The bid envelope shall indicate the contract number as shown on the "Request for Proposal". Emailed, faxed or late bids will not be accepted.**

7. Bids received later than the time and date specified in the "Request for Proposal" will not be considered. Withdrawal of bids received later than the time and date set for the bid opening, will not be considered.
8. Bids received prior to the advertised hour of opening will be securely kept sealed. The officer whose duty it is to open them will decide when the specified time has arrived and no bid received thereafter will be considered.
Town of Vernon office hours:
Monday, Tuesday, and Wednesday - 8:00 am – 5:00 pm
Thursday – 8:00 am – 7:00 pm
Friday - closed
9. All deliveries of commodities hereunder shall comply in every respect with all applicable laws of the Federal Government and the State of Connecticut. Unless otherwise stated herein, all deliveries made under this contract must consist of new merchandise.
10. The bidder shall insert the price per stated unit and extend a total price and supplies for same for each item. IN THE EVENT THAT THERE IS A DISCREPANCY BETWEEN THE UNIT PRICE AND THE TOTAL PRICE EXTENSION, THE UNIT PRICE WILL GOVERN.
11. In accordance with the provisions of Section 12-412 (a) of the Connecticut General Statutes, the Town of Vernon is exempt from the payment of Federal or State tax and such tax or taxes shall not be included in bid prices.
12. The Town reserves the right to reject any and all bids, wholly or in part; to waive technical defects, and to make awards in the manner deemed to be in the best interests of the Town.
13. The Town will not accept any additional charges for freight or shipping for receipt or return of equipment.
15. All bids must be accompanied by bid security in the sum of not less than five percent (5%) of the total bid and shall be in the form of a bid bond, a certified check, a treasurer's or cashier's check drawn on a National or State bank or trust company and shall be made payable to the "Town of Vernon".

The bid security shall secure the execution of the contract by the successful bidder.

Should any bidder to whom an award is made fail to enter into a contract within ten (10) days, exclusive of Saturdays, Sundays and legal holidays, after notice of the award has been mailed to the bidder, the amount so received from the bidder through his/her bond shall become the property of the Town of Vernon, Connecticut as liquidated damages for failure to enter into a contract.

The bid security, exclusive of the successful bidder, will be returned upon execution of the contract, but in no case later than forty-five (45) days after the opening of the bids. The bid security of the successful bidder shall be held until such time as all conditions of the proposal have been met.

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TOWN OF VERNON
CONTRACT#2137 – POSTAGE METER LEASE AND MAINTENANCE SERVICE FOR THE TOWN OF
VERNON AND VERNON PUBLIC SCHOOLS

SPECIFICATIONS

I. INTENT

The Town of Vernon and the Vernon Public Schools hereon referred to as the (“Town”) is requesting proposals from qualified vendors to provide leased postage machine and services. The successful vendor shall be a qualified individual or business that possesses experience in leasing and servicing postage machine equipment that is similar in function to the following machines currently in place:

1. SendPro C200, C300, C400

- Product #: 1H00 - SendPro C Series Meter
- Product #: 2H0R - C Series 2H0R Base
- Product #: 1H00 - SendPro C Series Meter
- Product #: 2H0R - C Series 2H0R Base
- Product #: MP81 - C Series Integrated Scale

2. SendPro P Series

- Product #: 4W00 - Connect+ /SendPro P Series Meter
- Product #: MSD1 - 10in Color Touch Display

3. Relay 3000 Inserting System

- Product/Serial #: F3P7 - Relay 3-4 Inserting System

The successful vendor must provide a leased postage meter similar to the functions presently in place.

II. SCOPE OF SERVICES

The Town is looking for a metering system that will run regular and bulk mailings. The new system should offer the following features:

1. Touch Screen Display.
2. Shall allow for multiple departments to operate machine by key code.
3. Capable of adding postage to meter by means of online, or from machine.
4. Ability to run reports by department /code.
5. Able to download USPS rate updates and machine software updates automatically.
6. Automatic weight and rate calculations.
7. Automatic sealing with the ability to turn the sealing option on/off.
8. Certified mail and a return receipt electronic option.
9. Digital scale linked to system.
10. Full maintenance for the life of the lease contract.
11. Training for all staff.

The vendor should have printable postage labels, postage ink, sealing fluid, and other supplies available for purchase by the Town on an as-needed basis.

III. PURCHASE SPECIFICATIONS

The Town of Vernon is exempt from state and federal sales tax. The bid proposal shall specify, in detail, any fees or additional costs, including transportation, registration, conveyance or any other fees.

IV. PROPOSAL SUBMISSION AND INFORMATION REQUIREMENTS

Incurred Costs

The Town is not liable for any costs incurred by the Vendor in the submission of a proposal, and/ or prior to the issuance of a contract and receipt of all necessary approvals.

All information and material returned with proposals shall become part of any contract, which results from this proposal.

Proposal Submission Requirements

Responding firms must be capable of performing the aforementioned services in full compliance with all federal and state statutes and regulations. Responding firms will provide the following information:

1. Any proprietary information should be submitted in a separate sealed envelope plainly marked as "proprietary information." The Town will disclose this information only to those involved in the selection process.
2. The Proposal is to include the following:
 - a. Title Page showing the request for proposal's subject; the submitting vendor's name; the name, address, and telephone number of a contact person; and the date and contract number of the proposal.
 - b. Contact information of persons to receive notifications and reply to the Town's inquiries.
 - c. A list of all personnel who would be involved with the Town's account including Name, Title, primary responsibilities.
 - d. A signed letter of transmittal briefly stating the Submitting Vendor's understanding of the work to be done, the commitment to perform the work within the time period, a statement why the vendor believes itself to be best qualified to be done, the commitment to perform the work within the time period, a statement why the vendor believes itself to be best qualified to perform the engagement and a statement that the proposal is a vendor and irrevocable offer for the period covered.
 - e. The detailed proposal should address all the points outlined in the request for proposals.
 - f. Provide information on the equipment being offered. Include specifications, duty cycles, warranties, etc.

V. WARRANTY

Service: Each Vendor shall provide full warranty service on all software and services for the period of the contract agreement. The level and scope of this service shall be described in detail as a part of each Vendor's proposal. At minimum, the service proposal should highlight the following:

1. Experience level of staff
2. Management and supervision of the technical staff
3. Typical response time and typical resolution time
4. Escalation procedures

VI. TERMS OF ENGAGEMENT

The contract shall cover a three (3) year period from **March 19, 2024** to **March 19, 2027**. Depending on the quality of service and funding, the contract may be extended for up to two one-year periods, if agreed upon by both parties. The Town Administrator, at his option, may renew the contract in one-year increments for a maximum of two (2) additional years upon sending the Contractor thirty (30) days written notice. Within ten (10) days after receipt of said notice, the Contractor shall indicate his/her acceptance or non-acceptance of the proposed renewal. In the event that the contract is renewed, all of the original terms shall remain in full force for the renewal period unless otherwise mutually agreed upon, in writing, between the Town and the Contractor.

VII. EVALUATION OF PROPOSALS

The Town shall be the sole judge as to whether a proposal complies with these instructions and specifications, and such a decision shall be final and conclusive.

Proposals submitted in response to this RFP and become the sole property of the Town. Proposals may not be withdrawn for sixty (60) days from the proposal due date. The Town reserves the right to reject any or all proposals received, and further reserves the right to waive non-material deficiencies in any proposal.

Firm(s) may be asked to present and explain their proposals before a panel comprised of the Town and/or committee. If selected, key personnel assigned to this project must be present at the interview.

The selected Firm must meet all municipal, state, and federal AA and EEO practices and requirement. The Town reserves the right to reject any or all proposals in whole or part, to award any one service or group of services or all services, to negotiate with any or all companies submitting proposals, and to enter into an agreement with any company for any services mentioned in this RFP; if it is deemed to be in the best interest of the Town.

The contents of the successful proposal may, at the Town's option, become part of the contract entered into by the selected Firm and the Town. Selection as the preferred proposal does not provide any contract rights to that Firm. Any such rights shall accrue only when the

Town and the Firm execute a binding contract. The Town reserves the right to negotiate with the successful Firm in any manner necessary to best serve the interests of the Town. If the Town fails to reach an agreement with the successful bidder, the Town may commence negotiations with an alternative bidder or reject all bids and reinstitute the RFP process.

Proposals will be evaluated based on what is deemed to be in the best interests of the Town, including such factors as the bidder's experience in providing services, the clarity and completeness of the proposal, the persons to be assigned to the project by the bidder, and total cost. Cost will not be the sole factor in evaluating bids.

Additional criteria for the selection of the Vendor will be as follows:

1. Demonstrated ability to provide the services
2. A submitted Fee Proposal
3. The qualifications of the company.
4. Experience of key personnel to be assigned to the Town.
5. The ability of the Firm to commence work in a timely manner.
6. Compliance with the information listed in the RFP.

VII. INDEPENDENT CONTRACTOR

The selected firm is an independent contractor and is not an employee, partner, or co-venturer of, or in any other service relationship with the Town of Vernon. The firm is not authorized to speak for, represent, or obligate the Town of Vernon in any manner without the prior expressed written authorization from the Town of Vernon.

VIII. INDEMNIFICATION/HOLD HARMLESS

The selected firm agrees to defend, indemnify and hold harmless the Town of Vernon, its respective officers, employees, elected officials, agents, servants and volunteers from and against any and all claims, liabilities, obligations, causes of action of whatsoever kind and nature for damages, including but not limited to damage to the premises or other property, and costs of every kind and description arising from its entry upon the premises, or arising from work or other activities conducted thereon, alleging but not limited to bodily injury, personal injury, medical malpractice, property damage caused by the firm and its employees, contractor, sub-contractors and agents, this indemnification includes the firm's duty to defend the Town of Vernon from any such claims except that the firm shall not be responsible or obligated for claims arising out of the sole negligence of the Town of Vernon, its elected officials, officers, department heads, employees or agents, or its predecessors in interest in the premises.

IX. WAIVER OF SUBROGATION REQUIREMENT

The selected firm will require all insurance policies in any way related to the work and secured and maintained by the firm to include clauses stating each carrier will waive all rights of recovery, under subrogation and otherwise, against the Town of Vernon, and its respective officers, employees, agents, servants, elected officials, and volunteers. The

selected firm shall require of subcontractors, by appropriate written agreements, similar waivers each in favor of the Town of Vernon.

X. CONTINGENT UPON AVAILABILITY OF FUNDS

The town's obligation under this Agreement is contingent upon the availability of appropriated funds from which payment for Agreement purposes can be made. No legal liability on the part of the Town for any payment may arise until funds are made available and approved for this Agreement and until a Purchase Order has been issued.

NO INTEREST TO BE PAID. No interest is to be allowed or paid by the Town upon any monies retained under the provisions of this contract.

XI. TERMINATION

TERMINATION FOR CAUSE: If, through any cause, the Contractor shall fail to fulfill in a timely and proper manner his obligations under this Contract, or if the Contractor shall violate any of the covenants, agreements, or stipulations of this Contract, the Municipality shall, thereupon, have the right to terminate this Contract by giving written notice to the Contractor of such termination and specifying the effective date thereof, at least five (5) days before the effective date of such termination. In such event, all finished or unfinished documents, data, studies, and reports prepared by the Contractor under this Contract shall, at the option of the Municipality, become its property and the Contractor shall be entitled to receive just and equitable compensation for any satisfactory work completed prior to the effective date of termination.

TERMINATION FOR CONVENIENCE: Either party to this Contract may terminate this Contract at any time by a notice in writing, effective not less than fourteen (14) days prior to the termination date. If the Contract is terminated by the Municipality as provided herein, the Contractor will be paid for services performed up to the date of termination.

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TOWN OF VERNON
CONTRACT#2137 – POSTAGE METER LEASE AND MAINTENANCE SERVICE FOR THE TOWN OF
VERNON AND VERNON PUBLIC SCHOOLS

PROPOSAL

TO: Town of Vernon
14 Park Place
Vernon, CT 06066

Sirs:

THE UNDERSIGNED HEREBY DECLARES that:

A. No person or persons other than those named herein are interested in this Proposal or in the Contract proposed to be taken; it is made without any connection with any other person or persons making any proposal for the same work, and is in all respects fair and without collusion or fraud; that no person acting for or employed by the Town of Vernon (the Town) is now or will hereafter be directly or indirectly interested therein, or in any portion of the profits thereof in any manner which is unethical or contrary to law;

B. He has read the information contained herein relating to the work;

C. That in the event a Contract, as contemplated by this Proposal, is awarded, to him, he said bidder will enter into a written Contract with the Town, and agrees that in case ~~he~~ he fails to do so, the Town may determine that the bidder has abandoned the Contract, and thereupon the acceptance of this Proposal and the award shall be null and void, and that the proposal guarantee may be forfeited in whole or in part to the Town as the Town may determine, and he will, by such Contract, agree to furnish all materials herein required, within the time stipulated by the Town, will perform all services and will assume all liabilities and obligations connected therewith, all in accordance with the Contract, Specifications, and Instructions to Bidders, all of which are made a part hereof, and will accept in full payment therefore the following sums, to wit:

TOWN OF VERNON
CONTRACT#2137 – POSTAGE METER LEASE AND MAINTENANCE SERVICE FOR THE TOWN OF VERNON AND VERNON PUBLIC SCHOOLS

BID PROPOSAL

The undersigned representative of _____ hereby submits the following bid proposal on the equipment and/or work as specified:

POSTAGE METER, MONTHLY LEASE COST	COST/PER MONTH
Postage Meter Equipment Lease – per month <i>(36-month lease contract)</i>	

POSTAGE METER SERVICE, MONTHLY COST	COST/PER MONTH
Monthly Maintenance Service Cost, including all service types: Routine and any emergency services	

ADDITIONAL FEES & OPTIONAL OTHER SERVICES Not covered in monthly costs (explain)	COST/PER MONTH

1. Tax Exemption - The Town is tax-exempt and will provide appropriate documentation as needed.
2. BID BOND ATTACHED PER SPECIAL INSTRUCTIONS:
 YES _____ NO _____
3. Bidder shall submit the name, address, responsible party, and phone number of three references (preferably municipalities) where similar work has been done. If none state so.
 - 1) _____
 - 2) _____
 - 3) _____
4. The undersigned declares that the signer of this proposal is:
 - (a) INDIVIDUAL doing business as
 - (b) PARTNERSHIP doing business as
 - (c) CORPORATION entitled

organized under the laws of the State of _____ and having its

Principal offices at _____.

The names of all partners of a partnership or the principal offices of a corporation will be submitted upon request.

Signature of Authorized Representative

Print Name and Title

BID PROPOSAL SUBMISSION FORM

This proposal is submitted by:

Firm Name: _____

Representative (printed): _____

Representative (**signed**): _____

Address: _____

City, State and Zip Code: _____

Email Address: _____

Telephone: _____

Area Code and Telephone Number

I, _____, hereby certify that I do not hold any executive or appointive office in the government of the Town of Vernon; furthermore, I do not anticipate holding or seeking office in the Town of Vernon for the duration of this contract. I further certify that the firm, which I represent, as named above, is an Equal Opportunity Employer.

Date

Signature