

TOWN OF VERNON
CONTRACT #2137 - POSTAGE METER LEASE & MAINTENANCE SERVICE FOR TOWN OF VERNON AND VERNON PUBLIC SCHOOLS

ADDENDUM NO. 1
BID DUE DATE: January 25, 2024 10:00 AM

QUESTIONS AND ANSWERS

Question 1. Would it be possible for me to stop in and view the Relay 3000 Inserter to see how it is configured? I worked for PB for 12 years and sometimes their billing terminology does not exactly match the installed equipment.

Answer 1. No, we are not offering a tour of our facilities. The information that is on the request for proposal is accurate information.

Question 2. I am unable to tell if the mailing machines are SendPro 200, 300 or 400s. Only one scale is listed for, it looks like two mailing systems listed for SendPro. Also, there are sub features like do you need electronic certified, return receipt mail, use of Priority mail and on and on.

Answer 2. The information that is on the request for proposal is the Town's current equipment and seeking postage machine equipment that is similar in function and features listed under specifications.

Question 3. I want to make sure, if we win the bid that our solutions will work perfectly for you.

Answer 3. There will be a selection committee that will decide which bidding vendors they want to interview.

Question 4. Clarification on which Models, (200,300,400) they are and if there is more than one scale.

Answer 4. The c200, C300 and C400 are how they are listed currently on our lease. We have two postage and one folding machine.

Question 5. Would it be possible for someone to send a pic of the two mailing systems and inserter from their phone?

Answer 5. No.

Question 6. Are proposals expected to be mailed only, or are hand deliveries appropriate as well?

Answer 6. Proposals must be submitted in a sealed envelope, clearly marked "BID DOCUMENT – DO NOT OPEN - CONTRACT#2137" on the outside of the envelope. We accept bids via mail or hand delivered no later than Thursday, January 25, 2024 at 10:00 am.

Question 7. SendPro C200, C300, C400. Does this postage meter need to be touchscreen?

Answer 7. Yes, the town would like the most advance technology available.

Question 8. SendPro C200, C300, C400. What size weigh scale is needed on this postage meter? 5lb or 10lb?

Answer 8. 5lb scale.

Question 9. SendPro C200, C300, C400. Do both postage meters need the ability to process Electronic return receipt or just one?

Answer 9. Yes.

Question 10. SendPro P Series. Does this postage meter need to weigh on the way or a conveyor?

Answer 10. Depends on how your machine operates.

Question 11. SendPro P Series. What size weigh scale is needed on this postage meter? 10lb or 30lb?

Answer 11. 5lb scale.

Question 12. Relay 3000 Inserting System. How many trays are needed on this system?

Answer 12. 3-4 trays

Question 13. Relay 3000 Inserting System. Are you sending business reply envelopes?

Answer 13. No.

Question 14. Relay 3000 Inserting System. Is this device being used with windowed envelopes? If so, where is the address located on the document?

Answer 14.

Question 15. Relay 3000 Inserting System. Please describe jobs being run on this machine and quantities?

Answer 15. On occasion yes. The machine needs be adjustable.

Question 16. How do we include the bid bond for alternate services?

Answer 16. Vendors can submit proposals for alternate related mailing services. If bid proposal is selected the bond would be required prior to award of contract.