



EAST CENTRAL COLLEGE

REQUEST

FOR

PROPOSALS

September 15, 2017

Digital Mailing System

Project 2017-2018

**Due 1:00 PM CST/CDT
Friday, October 20, 2017**

Company Name:

Contact Information:

Printed Name & Title

Address, City, State

Phone Number

**EAST CENTRAL COLLEGE
REQUEST FOR PROPOSALS**

*Please mark the outside of your return envelope:

TO: EAST CENTRAL COLLEGE
1964 Prairie Dell Road, Union MO 63084
Email: bids@eastcentral.edu
PH: (636) 583-6703 FAX: (636) 584-8602

BID: Digital Mailing System
DUE: 1:00 PM, October 20, 2017

Questions concerning this Request for Proposals must be received by fax or email no later than 10:00 AM October 4, 2017.

Proposals must be received October 20, 2017, No later than 1:00 PM CST/CDT.

DIRECT CONTACT WITH EAST CENTRAL COLLEGE BOARD OF TRUSTEES IS PROHIBITED.

INSTRUCTIONS AND CONDITIONS: Please quote the lowest net price at which you agree to furnish the service listed. Please send 3 copies of this bid response sheet and descriptive folders giving trade names, specifications, and related information on items bid. Samples may be sent to further describe the merchandise in question.

VERIFY YOUR PROPOSAL BEFORE SUBMISSION AS THEY CANNOT BE WITHDRAWN OR CORRECTED AFTER BEING OPENED. The College is exempt from the Missouri State Tax. The College is a state funded institution and requires all bids to be submitted as prevailing wage. Franklin County is listed under section 36 in the Missouri Statute. East Central College is not responsible for Request for Proposals lost in transit or received after time of quotation closing. It is the vendor's responsibility to confirm receipt of their proposal by the Purchasing Department.

WE WILL ACCEPT ONLY SEALED WRITTEN BIDS; VERBAL QUOTES OR BIDS SUBMITTED VIA FAX, E-MAIL, OR ANY OTHER MEANS WILL NOT BE ACCEPTED.

ALL PRODUCT DESCRIPTION, FEATURES, CHARACTERISTICS AND PRICING ASSOCIATED WITH THIS SERVICE MUST BE DETAILED IN THE BID. EAST CENTRAL COLLEGE RESERVES THE RIGHT TO REJECT ANY OR ALL PROPOSALS, WAVE MINOR IRREGULARITIES, CONSIDER MINOR VARIATIONS TO SPECIFICATIONS THAT ARE CLEARLY DETAILED, AND ACCEPT THE LOWEST BID WHICH APPEARS TO BE IN THE BEST INTEREST OF THE COLLEGE.

Item#	Qty	Description	Total Cost
		See Page 6	

***Return this form to East Central College Purchasing Department with Unit Price and Extension Total indicated.**

East Central College reserves the right to purchase by individual item. All prices quoted shall be F.O.B. East Central College, Union, Missouri or to any East Central College off-campus location when indicated. All prices quoted shall be valid for a minimum of 90 days from closing date of request for proposal.

We agree to furnish the above material and service for delivery as specified, at prices shown opposite each item. This form must be completely filled out and signed, or it will not be accepted.

IT IS REQUIRED THAT THE VENDOR READ AND FOLLOW ALL INSTRUCTIONS ON THIS FORM. FAILURE TO DO SO IS SUFFICIENT CAUSE FOR REJECTION.

THIS IS NOT AN ORDER

Date: _____

Name of Firm

Signature & Title

**EAST CENTRAL COLLEGE
REQUEST FOR PROPOSALS**

DUE: October 20, 2017

BID: Digital Mailing System

Proposals must be received no later than 1:00 PM CST/CDT.

Please send one (1) original and one (1) digital copy of the bid response sheet descriptive folders giving trade names, specifications and related information on items quoted.

PROJECT TIMELINE

- September 20, 2017 Request for Proposals released to public
- September 20,
& 23 & 24, 2017 Invitation to Issue Request for Proposals advertise
- October 4, 2017 Questions and inquiries concerning this Request for Proposals must be submitted not later than 10:00 AM:
Fax: 636-584-8602
Email: melissa.popp@eastcentral.edu
- October 20, 2017 Bids due by 1:00 PM, CST/CDT to:
Melissa Popp, Purchasing Manager
1964 Prairie Dell Road
Union, MO 63084
Attn: Digital Mailing System
Mail an original and one (1) digital copy of the bid.
- October 20, 2017 RFP's publicly opened and read aloud, 1:05 PM, Buescher Hall, 2nd Floor, Room 262
- November 6, 2017 Recommendations submitted to the College Board of Trustees for Approval and Award.

It is the responsibility of each vendor to inquire about and clarify any requirement of this solicitation that is not understood. The College will not be bound by oral explanations as to the meaning of specifications or language contained in this solicitation. All inquiries and questions deemed to be substantive in nature must be in writing and submitted as stated in timeline. *Please provide business name, contact, telephone number, email address and fax number on inquires.* A copy of all queries and the respective responses will be provided in the form of an addendum to all vendors who have indicated an interest in responding to this solicitation. Your signature on the proposal cover sheet certifies that you fully understand all facets of this solicitation. Questions may be sent by FAX to **636-584-8602** or email to melissa.popp@eastcentral.edu.

ALL SERVICE DESCRIPTION, FEATURES, CHARACTERISTICS AND PRICING
ASSOCIATED WITH THIS PROPOSAL MUST BE DETAILED IN THE BID.

**EAST CENTRAL COLLEGE
REQUEST FOR PROPOSALS**

DUE: October 20, 2017

BID: Digital Mailing System

Project Description

East Central College is seeking proposals for a digital mailing system, which will help the college efficiently process outgoing mail.

Proposal Guidelines

Proposal should respond to each requirement. Failure to address all requirements will be noted as an exception during the review process.

Proposals shall include cost quotations for all required equipment, installation, training, maintenance, and the total project cost. Equipment, installation, training, and maintenance costs shall be itemized. This information shall be presented on the vendor response forms provided in Section III of this RFP.

Three (3) references shall be provided, where an installation of similar or larger scope was accomplished in the past two (2) years. Reference information shall be provided on the appropriate vendor response form, see page 7.

Quotations will be on a 60 month contract to commence on January 1, 2018. No third party financing or assigned leases will be associated with contract.

Verification that the vendor is an authorized dealer for the equipment shall be provided to the college.

The contract should include an "unfunded government entity" clause which shall provide that the college may terminate the contract without penalty should funding for the fulfillment of the terms of the contract not be appropriated or provided in the approved annual budget of East Central College.

Bid shall also include a comprehensive maintenance contract.

Although price will be considered, product features will also be evaluated in determining the successful bidder.

**EAST CENTRAL COLLEGE
REQUEST FOR PROPOSALS**

DUE: October 20, 2017

BID: Digital Mailing System

Specifications

Mailing System

1. Automated mailing system that process 90 letters per minute or better while using weight based metering and be able to weigh mixed mail pieces and accommodate different thicknesses without sorting.
2. Ability to process and seal mixed mail.
3. The machine will process mail from postcard to 10 x 14 inch envelopes.
4. Maximum envelope thickness of at least ½ inch.
5. Unit will connect to the internet via a high speed data connection. (DSL) Other bid specs:
6. Machine needs to have an integrated weighing platform to accommodate up to 15 pounds with the capability of differential weighing. The system will calculate the weight of item removed and calculate postage for that weight.
7. Auto-alignment capability within feed area to autocorrect for pieces not perfectly aligned.
8. Use an engineered solution for sealing envelopes
9. Ability to track and report expenditures/ mailing data for a period of at least 12 months.
10. Preventative maintenance services which cover parts replacement as necessary to maintain operability and performance of machine.
11. Please provide ink cartridge cost and expected yield.
12. Machine must have double feed protection.

Proposal Deadline

To be considered for selection, proposals must arrive at the College located on 1964 Prairie Dell Road, Union, MO 63084, by 1:00 pm CDT on or before October 20, 2017. All proposals must be submitted to the Purchasing Manager's office, room BH 263. It is the proposer's responsibility to ensure that all proposal deliveries arrive on or before the proposal date and time deadline. All late proposals will be rejected and therefore not eligible for selection.

The proposal shall be mailed to:

East Central College
Melissa Popp, Purchasing Manager
1964 Prairie Dell Road
Union, MO 63084
Attn: Digital Mailing System

Number of Copies of Proposal

One (1) original and one (1) digital copy of the proposal will be submitted in a sealed container clearly marked with the name of the proposal, the original bid shall be marked "Original" and will contain original signatures. The remaining copies do not require original signatures.

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BID: Digital Mailing System

Project Cost Quotation

Additional documents and brochures are requested, if available.

COMPONENT	COST
Base Bid	
Installation	
Training	
Maintenance	
GRAND TOTAL	

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References

Include name, title organization, address, phone number and e-mail address:

- 1. _____

- 2. _____

- 3. _____

