

City of Portsmouth
Portsmouth, New Hampshire

REQUEST FOR PROPOSAL

Sealed Request for Proposals, **plainly marked** RFP #33-09 “Finance Department, Folding/Inserting Machine” **on the outside of the envelope**, addressed to the Finance/Purchasing Department, City Hall, 1 Junkins Avenue, Portsmouth, New Hampshire, 03801, will be accepted until 2:30 p.m., January 5, 2009.

This Request for Proposals may be obtained from the Finance/Purchasing Department on the third floor at the above address, by calling the Purchasing Coordinator at 603-610-7227, or from our website www.cityofportsmouth.com. **Continue below for the complete RFP.**

The City of Portsmouth reserves the right to reject any or all Proposals, to waive technical or legal deficiencies, and to accept any Proposal and to omit and/or alter any item or items that it may deem to be in the best interest of the City.

INTRODUCTION

The City is soliciting Request for Proposals for a folding/inserting machine to replace an existing machine. The successful vendor shall provide, in addition to the folding/inserting machine, all materials and equipment, including manuals, to make the folding/inserting machine fully functional.

The anticipated monthly activity is 4,000 folded/inserted pieces per month and an additional 5,000 pieces of fold only items.

Vendors may be required to demonstrate their machine either by scheduling a visit to a local business that uses the machine, or by bringing a machine to the Finance Department for a demonstration.

The City currently has a Formax FD-61200 series folding/inserting machine that may be used as a trade-in.

MACHINE REQUIREMENTS: The requirements listed below are minimum requirements.

- Folding/inserting machine must be capable of processing up to 2,000 filled envelopes per hour.
- The number of minimum feed stations is three (3); including envelope size.
- Allow for a minimum of nine (9) programmable job settings.
- Capable of “fold-only” function.
- Acceptance of multiple sizes of paper and thicknesses.
- Selection to seal envelope or not.
- Detect misfeed or double document error.
- Acceptance of user defined fold specifications.
- The display must provide information such as errors; document count per current job and document count based on pre-set job.
- Must have 1 year on-site warranty.

Price shall include delivery FOB to the City of Portsmouth, City Hall, 3rd Floor Finance Department, 1 Junkins Avenue, Portsmouth, NH 03801.

INSTRUCTION TO VENDORS

I. Delivery of Proposals

When sent by mail, the sealed Request for Proposals shall be addressed to the owner at the address and in the care of the official in whose office the proposals are to be received. All proposals shall be filed prior to the time and at the place specified in the invitation. Proposals received after the time for opening of the proposals will be returned to the vendor, unopened. Faxed proposals are not acceptable.

II. Withdrawal of Proposals

A vendor will be permitted to withdraw his or her proposal unopened after it has been submitted if the Owner receives a request for withdrawal in writing prior to the time specified for opening the proposals.

III. Disqualification

Any or all of the following reasons may be deemed by Owner in its sole discretion as being sufficient for the disqualification of a bidder and the rejection of his/her Proposal:

- Evidence of collusion among bidders;
- Failure to submit all required information requested in the Request for Proposals;
- Reputation of poor work product or service;
- Failure to pay, or satisfactorily settle, all bills due for labor and materials on former contracts;
- Default or unsatisfactory performance on previous contracts;
- Such disqualification would be in the best interests of the Owner.

IV. Submission Requirements

Vendor submission should include the proposal form with attachments.

V. Consideration of Proposals

After the proposals are opened and read, they will be compared on the basis of the evaluation criteria.

This award will not be made solely on price. Additional factors will be considered as an integral part of the evaluation process, including, but not limited to:

- A. The quality and durability of the machine proposed.
- B. The vendor's ability to provide future maintenance and/or services (including training).
- C. The vendor's ability to provide timely repairs and services.
- D. The features of the proposed machine.
- E. The vendor's ability to deliver a machine within 4 to 6 weeks.
- F. Price of machine.
- G. Price of and length of time for maintenance agreement (at least 12 months).
- H. Ease of operation for current users.
- I. Size of machine.
- J. Quietness of operation.
- K. Training.
- L. Other applicable factors as the City determines necessary or appropriate.

VI. Award

Upon review of all submitted proposals, the City will require that vendors whose machines best meet the requirements provide a demonstration. The selected vendors will be required to provide a machine to be used at the Portsmouth City Hall (for a short period of time) before a final agreement can be reached.

Upon completion of the reviews the City will attempt to negotiate a final purchase and sales agreement and maintenance agreement with the firm that best meets the needs of the City based on the factors listed on page 3. If the City is unable to reach agreement with the first ranked firm, the City reserves the right to negotiate with the second ranked firm until an agreement is reached.

VIII. Reservation of Rights

The City of Portsmouth reserves the right to reject any or all Proposals, to waive technical or legal deficiencies, and to accept any Proposals that it may deem to be in the best interest of the City.

The City reserves the right to make such inquiries into the reputation of Vendor (including without limitation its reputation for timely service) and its equipment as may be necessary to verify that the selection criteria have been satisfied.

PROPOSAL FORM

Machine Name: _____ **Model:** _____

Price to Purchase Machine:

\$ _____
Price in Words

\$ _____
Price in Figures

Amount for trade-in:

\$ _____
Price in Words

\$ _____
Price in Figures

Total Proposed price for machine:

**Price to Purchase Machine
minus trade-in:**

\$ _____
Price in Words

\$ _____
Price in Figures

Maintenance Agreement:

Number of Months: _____

Cost per Month: \$ _____
Price in Words

\$ _____
Price in Figures

Approximate Delivery Date: _____

- **Indicate the number of years in business under present business name:** _____
- **Attach any brochures or related material summarizing the features and qualities of the machine proposed.**
- **Attach any materials related to service and training provided by the vendor that you believe would be helpful to the City's evaluation process.**
- **Identify at least three references.**

The undersigned agrees that he/she on behalf of Vendor has read in it's entirety the Invitation to Submit Proposals, the instruction to vendors specifications and agrees to the terms and conditions set forth herein. Vendor understands that price shall include delivery FOB to the address identified in this document.

Vendor further agrees that this Proposal is not made jointly or in conjunction, cooperation or collusion with any person, firm, corporation or other legal entity.

Vendor agrees no officer; agent or employee of the Owner is directly or indirectly interested in these Proposals submitted by Authorized Agent:

(Print Name & Title)

Signature: _____

Date: _____

Company: _____

Address: _____

City/State/Zip: _____

Telephone: _____

Fax: _____