

**LEGAL NOTICE
HILLSBOROUGH COUNTY
NEW HAMPSHIRE**

Postage Equipment and Service

Hillsborough County
Goffstown, NH

Notice is hereby given that the Hillsborough County Board of Commissioners is seeking proposals and the submission of qualifications for the purchase and or lease, installation and maintenance of new postage equipment to replace the County's existing postage equipment.

Sealed proposals submitted in duplicate, clearly marked as "Request for Proposals – Postage Equipment & Service" must be received in the Commissioners' Office of Administration and Finance, 329 Mast Road, Suite 114, Goffstown, NH 03045 no later than **2:00 P.M. Thursday December 1, 2016.** Responses received after this date and time will not be viewed. Fax transmissions or email submissions will not be accepted. Bid proposals will be open publicly at that time and place.

This Request for Proposals may be viewed at the Commissioners' Office of Administration and Finance during regular business hours, Monday through Friday 8:30 am to 4:30pm. For further information please contact Chad D. Monier, Deputy Director – Administration, Commissioner's Office of Administration and Finance, 329 Mast Road, Suite 114, Goffstown, NH 03045. cmonier@hcnh.org

The Hillsborough County Board of Commissioners reserves the right to accept or reject any and all bidders and proposals and to waive or disregard minor irregularities, informalities, or deficiencies. The Hillsborough County Board of Commissioners reserves the right to amend this Request for Proposals at any time prior to the receipt of bids. The Hillsborough County Board of Commissioners further reserves the right to cancel this Request for Proposals, in whole or in part, at any time. The Hillsborough County Board of Commissioners shall be the sole determining factor as to what constitutes an acceptable bid. The bid award shall be subject to annual funding appropriations.

This Request for Proposals is presented in accordance with New Hampshire RSA 28:8-e. This bid will be awarded consistent with said statute.

County of Hillsborough
Board of Commissioners
329 Mast Road
Goffstown, NH 03045

Request for Proposals

November 10, 2016

Postage Equipment & Service Agreement

NOTICE TO BIDDERS

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I. SCOPE OF SERVICES:

The Hillsborough County Board of Commissioners (herein BOC) is seeking proposals for a new postage equipment system encompassing the following:

- Purchase and or lease and support of one (1) new postage meter and postage scale which will be utilized by 3+ offices at the County's Bouchard Building location (329 Mast Road, Goffstown, NH 03045).
- Postage system equipped with a 10 Lb. postage scale
- Postage system equipped with automatic mail feed and sealer features
- Postage system with the ability to support up to ten (10) mail center accounts.
- Postage system is expected to have a life span of 5+ years and must be upgradable to meet any change in new postage rules, regulations and/or codes.
- Bidder's proposal will include telephone and on-site support throughout the life of the contractual agreement. Bidder must be capable of providing any necessary warranty support and routine maintenance service required on the fore mentioned postage equipment system.
- The Proposal shall include new equipment, installation, training, maintenance, and removal of equipment at the end of the lease, if a lease is sought after. The proposed postage equipment system shall meet or exceed all of the requirements as set forth herein.

II. GENERAL TERMS AND CONDITIONS

1. PROPOSALS – WHERE RECEIVED

The Commissioners' Office of Administration and Finance, 329 Mast Road, Suite 114, Goffstown, NH 03045, will receive proposals. Proposals must be *received*, in a sealed envelope and marked "Request for Proposal – Postage Equipment and Service" in the Commissioners' Office of Administration and Finance, 329 Mast Road, Suite 114, Goffstown, NH 03045 no later than **2:00 P.M. Thursday December 1, 2016**. Please allow ample time for receipt of the proposals. Proposals received after the stated date and time will not be accepted or recognized. Postmarks do not determine *actual* receipt. Fax transmissions or email submissions will not be accepted.

Proposals will be opened publicly at or after that time and at that place.

2. OPEN BIDDING

Bidding shall be open to any person or legal entity wishing to submit a bid to the County consistent with New Hampshire RSA 28:8-e.

3. INCOMPLETE PROPOSALS:

Proposals that are incomplete, not properly endorsed, do not include qualifications of the bidder, or are otherwise contrary to the terms and conditions of the Request for Proposals (herein RFP) may be rejected by the Hillsborough County BOC as informal.

4. PROPOSAL PRICES:

Bidder is to hold the above pricing firm for a period of forty-five (45) days.

Any and all expenses incurred by the bidder shall be the bidder's responsibility. Vendors bid shall be all-inclusive. Hillsborough County will not honor requests for so-called reimbursable expenses.

It is understood and agreed that should any price reduction occur between opening of the bidder's proposal and the delivery of any order or service, the benefit of such a reduction shall be extended to Hillsborough County.

Bidders are to clearly define what buy-out options are including with the lease/purchase of this fore-mentioned postage equipment system.

The award of the bid is conditioned upon the availability of sufficient funding.

5. BASIS OF BID AWARD:

This RFP and submission of qualifications is presented in accordance with the provisions of New Hampshire RSA 28:8-e. The bid will be awarded consistent with RSA 28:8-e

In addition to price, the following is a partial list of criteria that will be used in the evaluation of each proposal and in the determination of the “lowest responsible bidder”:

- A. The ability, capacity, and skill of the bidder to perform the contract and provide the services required;
- B. Whether the bidder can perform the contract promptly, or within the time specified, without delay or interference;
- C. The character, integrity, reputation, judgment, experience, and efficiency of the bidder;
- D. The quality of performance of previous contracts or services;
- E. The previous and existing compliance by the bidder with laws and ordinances relating to the contract or services;
- F. The sufficiency of the financial resources and ability of the bidder to perform the contract or provide the service;
- G. The quality, availability, and adaptability of the supplies or contractual services to the particular use required;
- H. The ability of the bidder to provide future maintenance and service for the use of the subject of the contract;
- I. The number and scope of conditions attached to the bid;
- J. The bidder’s experience and future commitment;
- K. The competence and qualification of the bidder and ability to deliver the services required at a fair and reasonable price; and
- L. Review and consideration of the terms and conditions of the proposed lease/purchase agreements and/or service agreements.

Consistent with RSA 28:8-e the BOC intends to accept the proposal of and to award the bid to, the “lowest responsible bidder” provided the proposal has been submitted in accordance with the terms, conditions, and specifications of this RFP. The BOC reserves the right to conduct interviews with, and reference checks on, any and all vendors and to waive or disregard minor irregularities, informalities, or deficiencies when it is determined to be in the best interest of the County. The BOC reserves the right to accept any proposal, to reject any and all proposals, and to withdraw this RFP when it is deemed in the best interest of the County. The award of this bid is conditioned upon the availability of sufficient funding.

6. INTERPRETATION

Questions regarding interpretations of this RFP shall be in writing. All questions or notifications to the County as provided for herein shall be addressed to:

Chad D. Monier, Deputy Director – Administration
Commissioners’ Office of Administration and Finance
329 Mast Road
Goffstown, NH 03045
cmonier@hcnh.org

All inquiries and written responses shall be open to public review. No telephone inquiries will be accepted. Only those inquiries and those responses made in writing will be binding.

Failure of any bidder to receive any addenda shall not relieve such bidder from any obligation under the proposal as submitted. All addenda issued shall become part of these specifications. It is presumed that all bidders will have read and are thoroughly familiar with these specifications and addenda. The failure or omission of any vendor to examine any form, instrument, or document shall in no way relieve the vendor from any obligation with respect to the bid. Complete sets of the proposal documents shall be used in preparing the proposal. The County does not assume any responsibility for errors or misinterpretations resulting from the use of incomplete sets of proposal documents.

7. DETERMINATION OF AN ACCEPTABLE PROPOSAL:

The BOC shall be the sole determining factor as to what constitutes an acceptable proposal and responsible bidder.

8. NON-DISCRIMINATION STATEMENT:

Hillsborough County does not directly or through contractual or other arrangements subject any individual to discrimination on the grounds of race, color, national origin, religion, disability, sex or age.

9. BIDDER CERTIFICATE OF GOOD FAITH:

Each proposal submitted must include the following statement properly signed by a duly authorized representative of the bidder. Said signature shall signify that the bidder accepts all Hillsborough County general conditions, contract terms and conditions, all other requirements of the proposal, and that the bidder's proposal complies with all applicable laws. Each copy of the proposal shall be signed by the person or person(s) legally authorized to bind the bidder to a contract. A bid by a corporation shall further give the State of incorporation and have a corporate seal affixed.

The undersigned certifies under penalties of perjury that this submission has been made in good faith and without collusion or fraud with any other person. In submitting this bid the bidder agrees that no person acting for or employed by the County, has a direct or indirect financial interest in the proposal or in any portion of the profits, which may be derived there from. As used in this certification, the word "person" shall mean any natural person, business, partnership, corporation, union, committee, club, or other organization, entity or group of individuals. The undersigned further certifies that he/she has executed this proposal in his/her individual capacity or, where indicated, as a representative of the Bidder duly authorized to bind the Bidder to the terms and conditions of this proposal.

Bidder hereby agrees to protect, defend, indemnify, and hold Hillsborough County harmless from any and all losses, claims, liens, demands, and causes of action of every

kind and character including but not limited to, the amount of judgments, penalties, interests, court costs, legal fees, and all other expenses including claims, liens, debts, personal injuries including injuries sustained by employees of the County, death, or damages to property, including property of the County and without limitation by enumerations, all other claims demands of every character occurring or in anyway incident to, in connection with or arising directly out of bidder's negligence or willful misconduct. Bidder agrees to investigate, handle, respond to, provide defense for, and defend any such claims, demands, or suit at the sole expense of bidder.

Bidder agrees to maintain in full force and effect:

1. Comprehensive General Liability insurance on occurrence form, including completed operations coverage, personal injury liability coverage, broad form property damage liability coverage, and contractual liability coverage insuring the agreements contained herein. The minimum limits of liability carried on such insurance should be \$1,000,000 each occurrence and where applicable, in the aggregate combined single limit for bodily injury and property damage liability; \$1,000,000 annual aggregate personal injury liability.
2. Automobile liability insurance for owned, non-owned, and hired vehicles with a minimum limit of liability of \$1,000,000 each accident, combined single limit for bodily injury and property damage.
3. Worker's Compensation insurance as required by law.
4. Professional liability and malpractice insurance with limits of not less than \$1,000,000 per individual occurrence and \$2,000,000 aggregate professional liability and malpractice insurance.
5. Any deductible on the above described insurance policies shall be assumed by the Bidder
6. Bidders shall furnish certificates of the above referenced insurance to the County.

10. MISCELLANEOUS CONDITIONS OF PROPOSAL:

- a) Hillsborough County reserves the right to amend this RFP at any time prior to the time for receipt. Hillsborough County further reserves the right to cancel this RFP, in whole or in part, at any time whenever such an act is deemed in the County's best interest.

- b) The award of this bid shall be subject to the appropriation of adequate funding annually.
- c) The terms and conditions of all proposals may be subject to review and approval by the BOC's Legal Counsel.
- d) Except as required by applicable law, the bidder agrees to retain as confidential all information relating to the policies, procedures, and records of the County.
- e) The successful bidder must comply with applicable provisions of federal, state and local law including Equal Employment Opportunity Provisions, Affirmative Action regulations and all state and federal requirements both in its response hereto and in the provision of services.
- f) Any and all expenses incurred by the bidder shall be the bidder's responsibility. The proposed bid shall be all-inclusive. The County will not honor requests for so-called reimbursable expenses.
- g) The terms and provisions of this RFP document and the Successful Bidder's submission in response thereto shall be incorporated in and become part of the contractual agreement. The agreement with the successful bidder may be terminated at any time by either party, with or without cause, upon thirty (30) days prior written notice to the other party.
- h) In submitting a proposal, the bidder shall agree, and so state in its proposal that no person acting for or employed by the County, has a direct or indirect financial interest in the proposal or in any portion of the profit's which may be derived there from.
- i) Each proposal shall include a statement indicating that the company has read and understood all conditions as outlined in the RFP.
- j) The bidder may not transfer, assign, or otherwise subcontract his rights or obligations under this agreement without prior written consent of the BOC.
- k) Wherever, the masculine is used herein it shall include the feminine and where applicable the singular shall include the plural.
- l) The Laws of the State of New Hampshire shall govern the agreement.
- m) The bid shall include the contractual agreement language suggested by the bidder, which shall be subject to review by the BOCs Legal Counsel. The BOC reserves the right to require amendments to the proposed contract language as may be required to meet its statutory legal obligations.

- n) Hillsborough County reserves the right to go out to bid on any equipment or parts deemed necessary to fix or maintain this equipment, if not already covered by contract support terms.

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III. PROPOSAL RESPONSE FORM

Please complete the attached Proposal Response Form and submit with all bid responses.

**HILLSBOROUGH COUNTY
NEW HAMPSHIRE
RFP DATE: November 10, 2016**

Postage Equipment and Service

PROPOSAL RESPONSE FORM

TO: Hillsborough County
329 Mast Road
Goffstown, NH 03045

The undersigned has reviewed the RFP, Postage Equipment and Service and has become familiar with its terms and conditions, and wishes to submit the following Proposal. The undersigned has also received Addenda Nos. _____ (if applicable) and has addressed those provisions in this Proposal.

In submitting this Proposal the undersigned acknowledges the right of the County to reject any or all bids, to accept and bid, to waive any informality or irregularity in any bid received, and that award of the bid is conditioned upon the approval of funding. Furthermore, the undersigned agrees:

1. To hold the bid open for forty-five (45) days after the date of the bid opening.
2. To enter into and execute a contract, if awarded the bid and required by the County, which will incorporate the terms and provisions of the RFP and the successful bidder's response, in accordance with the RFP.
3. To guarantee all services, equipment and accessories provided under this bid to be provided in accordance with the bid documents.

Bidder's Proposal shall meet the following mandatory required postage meter, support and accessory specifications and provide the following information:

Bidder is both an authorized postage meter reseller and service provider.

YES NO Comments:

Postage meter must be United States Postal Service IBIP compliant.

YES NO Comments:

A 10 lb postage scale will be provided.

YES NO Comments:

Postage meter will provide automatic mail feed and sealer functions.

YES NO Comments:

Postage meter is capable of settings system date automatically?

YES NO Comments:

Postage meter is adjustable for changes in postal rates?

YES NO Comments:

Postage meter has the ability to manually and/or automatically print adhesive postage tape?

YES NO Comments:

Postage meter is capable of being programmed for up to ten (10) repetitive jobs.

YES NO Comments:

Bidder to clarify if postage scale is electronically linked (integrated) to the postage meter allowing for accurate weight directly into the postage meter.

YES NO Comments:

Postage meter will be capable of supporting up to the (10) mail center accounts.

YES NO Comments:

Bid proposal will include postage downloads at *no cost* to the County.

YES NO Comments:

Bid proposal will include a minimum of 2 on-site preventive services / year.

YES NO Comments:

Bidder will provide for a minimum of 1 hour of end user training.

YES NO Comments:

Warranty coverage shall include on-site repair and/or exchange of the postage meter equipment system, during the contract/lease term and bidder will provide the terms and conditions of this coverage in detail with their bid response.

YES NO Comments:

Bidder to provide two (2) ink cartridges with initial purchase/lease and provide a unit cost for replacement cartridges and an estimate of the cartridges life.

YES NO Comments:

Postage meter will be capable of dispensing mail label for thick/large packages

YES NO Comments:

Bidder must verify that the proposed postage meter system can be upgraded for any changes in postage rules, regulations and/or codes for a minimum period of five (5) years.

YES NO Comments:

The postage meter system must be capable of 135 LPM or better and the bidder will clarify the speed of the proposed hardware in their bid.

YES NO Comments:

The cost associated for the vendor to make all required rate changes will be included in bidder's agreement.

YES NO Comments:

If a lease is sought, return of any equipment shall be provided by the bidder and shall be at no cost to the County.

YES NO Comments:

Bidder is to clarify the levels/types of support that are included in this agreement (i.e.: hours of availability for phone and on-site support and the respond time provided for both phone and on-site support).

INCLUDED NOT INCLUDED Comments:

Bidder is to provide Hillsborough County with the terms of termination, if the County so chose to terminate this agreement (i.e.: grounds for termination, penalties for early termination, etc.).

INCLUDED

NOT INCLUDED

Comments:

Bidder must supply a copy of contractual/lease and/or service agreements, of which the Laws of the State of New Hampshire shall govern any and all lease and/or service agreements.

INCLUDED

NOT INCLUDED

Comments:

Bidders are to clearly define what buy-out options are including with the lease/purchase of this equipment.

INCLUDED

NOT INCLUDED

Comments:

Bidders are to complete the following table(s) as part of their bid response showing the cost of their postage equipment system over a period of five (5) years, showing both a purchase and a lease option. Bidders can also present the County with other pricing options for other lease durations (i.e.: three (3) years, etc.). **All Bid responses to this RFP are to include this document completed in its entirety.**

PURCHASE SUMMARY (OVER 5 YEARS)

	Cost	Year 1	Year 2	Year 3	Year 4	Year 5	Total
Purchase Price (one time fee)		X	X	X	X	x	
Maintenance (Annual Billing)	X						
Meter Rental							
Postage Resets	No Charge						
Totals							

Any annual rate increases in the agreement need to be clearly defined in this cost summary.

LEASE SUMMARY (OVER 5 YEARS)

	Cost	Year 1	Year 2	Year 3	Year 4	Year 5	Total
Lease Purchase Price							
Maintenance (Annual Billing)							
Meter Rental							
Postage Resets	No Charge						
Totals							

Any annual rate increases in the agreement need to be clearly defined in this cost summary.

DATE _____

SIGNED _____

Title

SEAL (if proposal by a Corporation)

Business Name and Address

(Please attach a certificate of the Board of Directors, if applicable)

(Telephone Number