

## **INVITATION TO RFP**

Sealed RFPs, subject to the conditions contained herein, will be received by ONEIDA COUNTY CENTRAL SERVICES until 3:00 P.M., local time on Friday July 20, 2018:

### **Oneida County Mail Room System**

#### **RFP- # 2018-244**

Specifications MUST be RECEIVED from Oneida County Central Services, phone AnneMarie Ambrose Central Services Director at 315-798-5905, or mail request to Oneida County Central Services, 800 Park Avenue, Utica, NY 13501, or download from the Oneida County website at <http://www.ocgov.net> (Public Notice Section.)

Copies of the described RFP may be examined at no expense at the department of Oneida County Central Services.

The return envelope must be clearly marked with the RFP # and addressed to the department of Oneida County Central Services.

The owner reserves the right to reject any or all proposals received.

The County of Oneida, in order to promote its established Affirmative Action Plan, invites sealed bids from minority groups. This policy regarding sealed bids and contracts applies to all persons without regard to race, creed, color, national origin, age, sex or handicap.

AnneMarie Ambrose  
Director of Central Services

Dated: July 5, 2018

**Oneida County Mailroom System**  
**RFP - #2018- 244**

**GENERAL INFORMATION and Background**

The County of Oneida, New York is seeking a complete mail room system that will support Oneida County mail distribution.

Oneida County supports mail delivery for all county departments. The mail department also supports local municipalities. The current mail room system is at end of lease and a new agreement is desired that will support the multifunction requirements of the current mail room. Oneida County Central Services is interested in a five (5) year lease agreement (with no option to buy out) with an optional one (1) year renewal.

**REQUIREMENTS AND SPECIFICATIONS**

1. Must be able to print postal stamps as a backup to metering machine
2. Provides USPS Commercial Base Pricing for First Class Parcels and Commercial Plus pricing for Priority Mail
3. Must provide USPS® Priority Mail day definite delivery guarantee
4. Must have the ability to provide multiple users the ability to create ship requests at their desktop electronically
5. Must have multicarrier Access, USPS, UPS and FedEx and real time access to NYS Contract UPS rates
6. Must be able to do a rate comparison between USPS, FedEx, UPS, based on each carriers delivery objective and landed cost.
7. Rates must include all Assessorial Charges and Carrier Fees
8. Complete and required accounting capability with account validation
9. Must have unlimited address book capacity with Global, Departmental, location and personal address books
10. Must provide for Single Sign on Access
11. Must have Street Level address hygiene
12. Must have automated Residential address identification
13. Must have the ability to process electronic certified with e-return receipt with 3 workflows:
  - a. Automated Cover Sheet
  - b. Preprinted Label
  - c. Demand printed Label
14. Must not require any special forms to create electronic certified mail.
15. Must have the ability to import Address files using .CSV, Drop Box, or Google Contacts from Outlook

16. Must have the ability to import departmental data from existing shipping solution to Zone, commercial based rates in order to give agency the ability to rate mail providing a myriad of available postage rates.
17. The mailing system must process mixed mail (weight, size, thickness) at a minimum speed of 205 pieces of mail per minute without operator intervention. This is required because of the volume of mixed weight mail that is processed. This will increase speed and accuracy
18. To maximize throughput, the system must be capable of processing both sealed and unsealed material, as well as processing material with the flaps either open or closed at the same time to ensure speed and accuracy of processing.
19. No feeder adjustments. The system must accept up to a full 7" stack, or 5 pounds of mail automatically without having feeder, side guides or thickness adjustments to allow greater productivity in processing mail.
20. System must be capable of weighting and sealing envelopes up to and including 1 thick.
21. Minimum length and depth 5"x 3 1/2", Max. Flap 4", Max length and depth 13"x 15".
22. The system must process similar weight material at a minimum of up to 310 pieces per minute.
23. System must have the capability to access rate change information, upload electronic return receipt data), and to connect to internet
24. Mail system should have interchangeable tape and produce up to 99 pre moistened, dry tapes on command, as well as tapes with a peel-off backing. These tapes must be dispensed via an internal tape roll vs. external strip tapes to avoid additional labor intensive steps of peeling and sticking tapes.
25. System must automatically (without operator intervention) adjust the meter imprint based on the size and thickness of the mail piece. For larger material (flats) the indicia must automatically move up to 2" to the left to avoid the possibility of fall-off and wasted postage. Solution should include 7/8" printing across the full length of the envelope left or right justified from the postal zone.
26. System must have a minimum screen of 15" touch display for quick and accurate rating and processing of mail.
27. System must include a Power Stacker
28. System must be able to process electronic certified with electronic return receipt allowing Oneida County to take advantage of the ERR discounts. (optional)
29. System must be able to process electronic return receipt for certified mail via scanner. This allows Oneida County personnel the ability to scan e-certified numbers into system without having to type 21 digits each time. (optional)

#### SPECIFICATION

30. Direct website links for access to sites to verify postage account balance, place service calls and review status, order supplies, and access product inventory information. By being able to place calls directly from mailing system Oneida County personnel can save time by not having to visit each carriers web site.

31. System must have the ability to print logos or return address, customized messages, and graphics on blank envelopes in full color on demand
32. System must access USPS US Address validation and standardization site.
33. The postage meter shall automatically advance to the correct date without operator intervention to avoid posting material with the incorrect date.
34. System must have one centralized wireless keyboard for entering account, meter and equipment function.
35. The system must have unlimited job presets for running specific projects to further speed up operation and prevent duplication of effort.
36. The mail machine must have the ability to support an IMpb label printer and have the ability to print IMpb labels directly from the mail machine to take advantage of Commercial Based Pricing discounts
37. System must be compatible with a single postage meter that has the ability to print from .001 cents to 99.999 cents to take advantage of Post Office cost avoidance programs, heavier parcels and Express Mail pieces.
38. System must have a minimum of 500 Department Accounting. Accounting reports must be able to be broken down by account, class of mail, weight of mail, and cost by custom date range.
39. System must allow users to access accounting information via internet with secure log in
40. Accounting System must be able to identify accounts with up to 64 characters, alpha numeric fields including sub accounts and sub accounts
41. Accounting System must be able to report mail center performance by tracking results by job, operator or machine I.D.
42. System must provide expenditure, number of pieces and cost per piece for each type of service provided: Express Mail, Priority Mail, First Class Mail Consolidated, First Class Presort, First Class Mail Standard Delivery, First Class Mail Total Consolidated, Packages, Packages Services, Meters and Permit Mail.
43. Vendor MUST have the ability to allow client to pay via Electronic Fund Transfer (EFT), ACH, or Credit Account for USPS permit mail postage, USPS fees, postage meter postage and all USPS transactions.
44. Vendor must have an interest bearing account for postage payment
45. System must have a 70# Capacity Scale
46. Scan and Record receipt of inbound package, can use carrier barcode or system generated package ID number
47. Complete package history and search ability.
48. Handhelds can work offline
49. E-mail notifications
50. Reporting Capabilities
51. Counts and Batch Receive
52. Generate Tracking number
53. Signature Capture and Display
54. Homepage Dashboard Widgets
55. Import Contacts Manual or Automatic
56. Quick Receive

- 57. Group Delivery / Bulk Delivery
- 58. On Site Training and Set Up
- 59. Customer Satisfaction Guarantee
- 60. Product satisfaction guarantee
- 61. Hardware Solution must include one wedge scanner and one Smart Tracking Device to record incoming packages and capture delivery signatures of package recipients. Smart Tracking device must be able to complete entire delivery and receiving process remotely.

**CONTRACT CONSIDERATIONS**

- 1. Oneida County intends to a single contract for these goods.
- 2. Interested vendors are encouraged to contact AnneMarie Ambrose, Director of Central Services at 315/798-5905 to clarify the requirements of this RFP or to arrange a walk-thru prior to proposal submission.
- 3. This RFP and the successful proposal will become attachments to the resulting contract or agreement. Oneida County takes the issue of privacy and confidentiality very seriously and values the trust you place in us. Please be advised that, all information contained within County contracts is a public record once you provide it, and may be subject to public inspection and copying if not otherwise protected by federal or state law.
- 4. By submission of a proposal, all Proposers agree to such activity and release Oneida County from all claims arising from such activity. Proposals will be evaluation based on the County’s analysis and ranking of each firm’s responses relative to the activities described in this RFP.
- 5. Scoring Criteria and Weights are as follows:

CRITERIA	MAXIMUM POINTS
a. Ability to meet specifications	25
b. Experience	10
c. Proximity to the County for repairs	10
d. Demonstration of understanding	10
e. Previous County agreement	35
f. Cost	<u>10</u>
TOTAL	100

**ELEMENTS OF PROPOSAL**

Organizations interested in a complete mail system to Oneida County shall submit a proposal that includes:

- 1. A narrative description your firm’s approach to meet Oneida County’s mail production needs. The narrative should include a description of the processes Oneida County shall use to:

- a. obtain material and labor estimates for special projects
  - b. explain the process of procurement, implementation, testing and documentation for special project
  - c. obtain support in an emergency
2. A complete description of service categories and rates offered as part of your proposal
3. A sample copy of your standard support contract (unsigned)
4. A brief outline of your organization including:
  - a. Full legal name and address of the company
  - b. Management overview
  - c. Year company was established
  - d. Current number of employees
5. Three references for organizations that have utilized your equipment. Please include enterprise name, contact name, telephone number and email address for each
6. A brief outline of all services currently offered by your organization
7. A description of the geographic reach of your company or organization