



The Corporation of the Municipality of Arran-Elderslie

1925 Bruce Road 10, PO Box 70
Chesley, ON N0G 1L0

Request for Quote CLK2021-02
Purchase/Lease – Postage Meter

Tender Closing: Monday, June 7, 2021 11:00am

**Municipality of Arran-Elderslie
Municipal Administration Office
RFQ –Postage Meter
CLK2021-02**

Request for Quote

**Supply, deliver and train on new Postage Meter for the Municipal Administration
Office**

1. Location

1925 Bruce Road 10, Chesley, Ontario

2. Background:

The Municipality of Arran-Elderslie is interested in purchasing or leasing a new postage meter. The Municipality of Arran-Elderslie currently owns a Neopost IS-440AS with scale and feeder. The approximate monthly volume varies from 500 to 2000 pieces with two larger runs of 6,000 pieces annually.

The Municipality of Arran-Elderslie is currently requesting quotes for a Folder/Inserter machine as well – RFQ CLK2021-01. These two Request for Quotes can be combined to provide the Municipality with cost savings where applicable.

3. Scope of work:

3.1 The successful vendor shall provide, in addition to the postage meter, all materials and equipment, including manuals, to make the postage meter fully functional.

3.2 Minimum Required Specifications

- a. Ability to run regular, flat, certified and bulk mailing.
- b. User-Friendly
- c. Minimum processing speed of 140 letters per minute
- d. Automatic feeder
- e. Minimum envelope thickness: 5/8"
- f. Envelope thickness adjustment
- g. Ability to download postage to meter
- h. Includes rate change updates
- i. Ability to download rate change updates and machine software updates
- j. Digital scale linked to the system for automatic weight and rate calculations.
- k. Postage label dispenser

Please provide the Municipality with any additional unit specifications (make/model, warranty, etc.) of the equipment.

List on a separate sheet any deviations on quoted equipment from these specifications. Otherwise, it will be assumed quoted unit meets or exceeds above listed specifications.

3.4 Alternatives

Vendors may provide alternatives for Municipalities consideration. Alternative items must be clearly identified with specific costing.

4. Please supply the Municipality with a quote on the attached form for all costs including, but not limited to:

- Service Response Time – It is highly desirable that the Municipality of Arran-Elderslie requests a response time of 24 hours or less. Please list your charge for maintenance accordingly; if 24 hours service is provided versus a 48-hour response time service plan.
- Cost for at least the next two years for maintenance of equipment.
- Cost to provide sufficient training to main operator to operate the equipment correctly and safely, and to make minor adjustments as needed
- Cost for materials including but not limited to postage labels, postage ink, sealing fluid, and other supplies necessary for the machine operation and maintenance.

5. Project Timeline

- Please provide a timeline for when your company will be able to deliver and set up the new Folder/Inserter at the Municipal Office.
- All work shall be completed by July 15, 2021.

6. References

- Please provide at least 3 customers for reference purposes. Include customer business name, phone number and contact name.

7. Grants/Rebates

- The Vendor shall complete/assist with applications for any grants associated with the installation of energy efficient equipment that may be available.

8. Closing Time and Award

- Quotes are due to the Municipal Office by: **June 7, 2021 at 11:00 am.**
- Quotes will be opened publicly shortly after 11:00 am.
- Electronic submissions of quotes will not be accepted.
- Late submissions will not be considered and will be returned unopened.

9. Selection Criteria

The Municipality will accept the quote, if any, that best serves the interests of the Municipality. Selection criteria shall include:

- The quality and durability of the machine proposed.
- The vendor's ability to provide future maintenance and/or services (including training)
- The vendor's ability to provide timely repairs and services
- The features of the machine
- Price of and length of time for maintenance agreement
- Ease of operation for current users
- Size of machine
- Quietness of operation
- Training
- Other applicable factors as the Municipality determines necessary or appropriate

Upon review of all submitted proposals, the Municipality will require that vendors whose machines best meet the requirements provide a demonstration.

The lowest, or any, quote may not be accepted. The Municipality reserves the right to contact any or all suppliers for clarification of their quotation.

The Municipality reserves the right to reject any or all bids if the costs associated with the purchase are not feasible for the current municipal budget.

Contract award is anticipated to go to the Council meeting on June 14th, 2021 if required per the Municipality Procurement Policy.

10. Insurance/WSIB

The contractor will be required to provide the Municipality of Arran-Elderslie with proof of General Liability Insurance certificate in the amount of \$5,000,000.00 as well as a satisfactory current clearance certificate from the Workplace Safety and Insurance Board (WSIB) stating that all assessments or compensation payable to the WSIB have been paid.

11. Submission Process

Quotations must be sealed in an envelope and should be labelled:

RFQ CLK2021-02 – Postage Meter and include the company name and address.

Quotations will be received until 11:00 a.m. local time on Monday, June 7, 2021 at 11:00 am. Each Proponent is asked to submit one original and one copy of their quotation.

12. Payment

Payments are made 30 days from date of Invoice where satisfactory delivery of the equipment in complete working order has been confirmed.

The Municipality, at its sole discretion, may process a partial payment if prior to rectification of minor deficiencies, the equipment cannot be put into service.

13. Contact

Any clarification of this request for quote should be directed by email, or in writing to:

Julie Reid
Deputy Clerk
Municipality of Arran-Elderslie
1925 Bruce Road 10, PO Box 70
Chesley, ON N0G 1L0
226-668-8323
deputyclerk@arran-elderslie.ca

Tender Form - RFQ No. CLK2021-02

Minimum Required Specifications

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Make _____, Model _____ Year _____

The above model meets all the specifications listed above Yes____ No ____

List any additional specifications not listed the bidder wishes to highlight:
Please attach a separate form if necessary.

Option 1: Outright Purchase	\$ _____
Option 2: Monthly Lease Cost	\$ _____ Term _____
Trade In Value	\$ _____
Initial Training	\$ _____
Ongoing Training	\$ _____
Annual Equipment Maintenance Cost	\$ _____

Do not include HST in in bid prices.

Delivery time from date of purchase order _____

Authorized Company Representative Signature

Date

Vendor Information:

Company Name and Address:

Phone No. and Contact Email

