



Request for Proposal # 02-2122

Postage Meter Lease & Maintenance Service

Release Date: September 30, 2021

Due Date: October 29, 2021

Time: 4:00 pm (AZ Time)

Mohave Community College
Procurement Dept.
1971 Jagerson Ave
Kingman, AZ 86409

For Inquiries regarding this RFP, please contact:

Christine Van Vleet
Director of Procurement
cvanvleet@mohave.edu
Tele: 928.757.0819
Fax: 928.757.0814

This is a Notice of a procurement process which may result in an award, however, it is not intended to be and should not be construed to be an offer to contract.



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2 Submittal Deadline and Addendum Information

2.1 PROPOSAL SUBMISSION DEADLINE

Submittals shall be sealed and labeled on the outside "RFP# 02-2122 Postage Meter Lease & Maintenance Service". Request for Proposals (RFP) are to be received by Mohave Community College, by **4:00 p.m., October 29, 2021.**

Mail or hand-deliver submission packets to:

Mohave Community College Services
1971 Jagerson Ave
Kingman, AZ 86409
Attention: Christine Van Vleet, Director of Procurement

The proposal must be submitted electronically on non-returnable CD or flash drive, and in printed form. One (1) original (mark "ORIGINAL COPY") plus three (3) hard copies of the proposal must be submitted. The original proposal package must have original signatures and must be signed by a person who is authorized to bind the proposing firm. All additional proposal sets may contain photocopies of the original package.

Electronic (email) or facsimile submissions will not be accepted.


There is no expressed or implied obligation and Mohave Community College WILL NOT reimburse firms for any expenses incurred in preparing proposals in response to this request.

Mohave Community College reserves the right to reject any or all proposals or to select the proposal, which in its opinion, is in the best interest of the College.

2.2 PROPOSAL QUESTIONS

Proposal questions will be due on Friday, **October 8, 2021 by 5 pm** (AZ Time). The primary purpose of this is to provide participating firms with the opportunity to ask questions, in writing, related to the RFP. The College may respond with an addendum on Tuesday, **October 12, 2021 by 5:00 pm** (AZ Time).

Submit questions by e-mail to Christine Van Vleet at cvanvleet@mohave.edu **by the deadlines shown above.** The email should identify the RFP number and project title. All questions and answers may be posted as addenda at www.mohave.edu/procurement.



Mohave Community College may modify the RFP prior to the date fixed for submission of proposals by the issuance of an addendum.

Any addenda to these documents shall be issued in writing. No oral statements, explanations, or commitments by anyone shall be of effect unless incorporated in the written addenda. Receipt of Addenda shall be acknowledged by the Proposer on Appendix C, Addendum Receipt and Anti-Collusion form.

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3 PURPOSE

3.1 INTRODUCTION

Mohave Community College (hereafter the “College”), through its Facilities Department, is seeking a vendor to provide leased postage machine and services.

3.2 COUNTY

Mohave Community College has branches in Kingman, Bullhead City, Lake Havasu City and Colorado City, in Mohave County, Arizona

4 PROJECT SCOPE

The College is requesting proposals from qualified vendors to provide Postage Meter Lease & Maintenance Service. The successful vendor shall be a qualified individual or business that possesses experience in leasing and servicing postage machine equipment that is **similar in function to the following machines currently in place:**

NCK – Pitney Bowes DM475

50 Dept. Accounting, 100 Dept. Accounting, 15 lb. interface weight, differential weighing, meter, USPS tracking services activation, 15/30 lb. weighing platform, implementation day rate mailing, NV90 – inview subscription, welcome kit.

BHC – Pitney Bowes DM300C

Basic Accounting – 50 accounts, 10 lb. integrated weighing feature, US Live DM300C Base, meter, USPS tracking services activation, integrated weighing platform, digital meter system, softguard.

LHC – Pitney Bowes DM300C

Basic Accounting – 50 accounts, 10 lb. integrated weighing feature, US Live DM300C Base, meter, USPS tracking services activation, integrated weighing platform, digital meter system, softguard.

NMC - Basic Accounting – 50 accounts, 10 lb. integrated weighing feature, US Live DM300C Base, meter, USPS tracking services activation, integrated weighing platform, digital meter system, softguard.

** NOTE: NCK – Kingman, AZ 86409
BHC – Bullhead City, AZ 86442
LHC – Lake Havasu City, AZ 86403
NMC – Colorado City, AZ 86021



5 DESCRIPTION OF SERVICES DESIRED

5.1 LEASED POSTAGE METER AND MAINTENANCE SERVICE

The successful vendor must provide a leased postage meter similar in function to the meters described above currently in place. Vendor shall maintain the system through regular periodic maintenance visits and shall provide on-demand service for equipment break-downs.

5.2 EQUIPMENT REQUIREMENTS

The College is looking for a metering system that will run regular and bulk mailings. The new system should offer the following features:

- Touch Screen Display
- User-Friendly to allow multiple departments to operate the machine
- Ability to download postage from vendor to meter
- Capable of running reports
- Able to download UPSP rate updates and machine software updates automatically
- Automatic weight and rate calculations
- Automatic sealing with ability to turn sealing option on/off
- Digital scale linked to system
- Full maintenance for the life of the lease contract

The vendor should have printable postage labels, postage ink, sealing fluid, and other supplies available for purchase by the College on an as-needed basis.



6 DETAILED SUBMITTAL REQUIREMENTS

6.1 PROPOSAL FORMAT

Proposers should prepare their proposals in accordance with the instructions outlined in this section. Each proposer is required to submit the proposal in a sealed package. Proposals should be prepared as simply as possible and provide a straightforward, concise description of the proposer's capabilities to satisfy the requirements of the RFP. Utmost attention should be given to accuracy, completeness, and clarity of content. All parts, pages, figures, or tables should be numbered and clearly labeled. Response information should be limited to pertinent information only

The proposal should be organized into sections:

- **Tab A** for Cover Letter / Executive Summary;
- **Tab B** for Company Information;
- **Tab C** Equipment Offered;
- **Tab D** for References;
- **Tab E** for Proposed Pricing; and
- **Tab F** for Required Signature Forms.

Omissions and incomplete answers will be deemed unresponsive. Please initial any corrections.

A. Cover Letter / Executive Summary

An executive Summary including the name, address, email address, and any other pertinent information about the firm. The summary must be signed by an individual authorized to contractually bind the firm and include an expression of the firm's ability and desire to meet the requirements of the request for proposal. The Executive Summary should not exceed two (2) pages.

Each Company shall make the following representation and warranty in the cover letter/executive summary, the falsity of which might result in rejection of its proposal: "The information contained in this proposal or any part thereof, including any exhibits, schedules, and other documents and instruments delivered or to be delivered to the College, is true, accurate, and complete. This proposal includes all information necessary to ensure that the statements therein do not in whole or in part mislead the College as to any material facts."



B. Company Information

Include a description of the firm's background, its organizational structure, length of time in business, assets available to meet College service requirements, and experience in providing the type of services solicited herein.

C. Equipment Offered

Provide information on the equipment being offered. Include specifications, duty cycles, warranties, etc.

D. References

List three (3) references for similar equipment installations serviced by your company in the last twelve (12) months. Provide building address, contact name and telephone numbers.

E. Proposed Pricing

Complete the pricing form, Appendix A. You may include other services provided by your firm that may add value for the College.

F. Required Signature Forms

Proposers should include signed copies of the following documents:

- Proposal Submission Form, Appendix B
- Addendum Receipt and Anti-Collusion Form, Appendix C

7 EVALUATION CRITERIA

7.1 EVALUATION OF PROPOSALS

The College reserves the right to determine the suitability of proposals on the basis of a proposal's meeting administrative requirements, technical requirements, the review team's assessment of the quality, performance of the services proposed, and cost.

Evaluation Committee will make a selection based on criteria listed below (no particular order) and other relevant RFP information. Evaluation factors will include, but are not limited to, the following:

- Demonstrated ability to provide the services,
- References
- Price/Cost
- Compliance with the information listed in the RFP

If a large number of proposals are received, the College reserves the right to review the proposals using a tiered evaluation system. All proposals will be evaluated based on the Submission Requirements and Cost, with the top candidates advancing as a finalist and receiving a full evaluation as outlined above.



7.2 AWARD PROCEDURES

The award shall be made in the best interest of the College. This Request for Proposal is not subject to any competitive bidding requirements. The College reserves the right to accept other than the most financially advantageous proposal. The College reserves the right to accept or reject any and all proposals, to waive any informality in proposals, and unless otherwise specified in writing by the Proposer, to accept any items in any proposal. The College may, at its discretion, require **one or more** proposers to appear before an evaluation committee for an interview or to make a presentation. During such interview, the contractor may be required to orally and otherwise present its proposal and to respond in detail to any questions posed. Additional meetings may be held to clarify issues or to address comments, as deemed appropriate. Proposers will be notified in advance of the time and format of such meetings. Since Mohave Community College may choose to award a contract without engaging in discussions or negotiations, the proposal submitted shall define each proposer's best offer for performing the services described in this RFP.

The commencement of such discussions, however, does not signify a commitment by Mohave Community College to execute a contract or to continue discussions. The College may terminate discussions at any time and for any reason.

A proposal may be rejected if it is incomplete. Mohave Community College may reject any or all proposals and may waive any immaterial deviation in a proposal. More than one proposal from an individual, firm, partnership, corporation or association under the same or different names, will not be considered.

As the College may award a contract based on the initial offer, a bidder should make its initial offer on the most favorable terms available. The College reserves the right, however, to have discussions with those bidders falling within a competitive range, and to request revised pricing offers from them and to make an award or conduct negotiations thereafter.

Mohave Community College may select and enter into negotiations with the next most advantageous Proposer if negotiations with the initially chosen Proposer are not successful.

The award document will be a Contract incorporating, by reference, all the requirements, terms and conditions of the solicitation and the Proposer's proposal as negotiated.



8 GENERAL CONDITIONS AND REQUIREMENTS

8.1 TERMS AND CONDITIONS

The College desires a service agreement with a term of three (3) year from the effective date. Either party may cancel this agreement by providing 30 days written notice prior to the expiration of the contract period.

All proposals submitted in response to this request shall become the property of Mohave Community College and as such, may be subject to public review.

Mohave Community College has the right to reject any or all proposals, to engage in further negotiations with any firm submitting a proposal, and/or to request additional information or clarification. The College is not obligated to accept the lowest cost proposal. The College may accept that proposal that best serves its needs, as determined by College officials in their sole discretion.


All payroll taxes, liability and worker's compensation are the sole responsibility of the Proposer. The Proposer understands that an employer/employee relationship does not exist under this contract.

8.2 TERMINATION FOR NON-APPROPRIATION OF FUNDS

Notwithstanding any other provision of an awarded Contract, the College shall not be obligated for the Contractor's performance during any of the College's future fiscal years unless and until the College's Board of Governors appropriates funds for the awarded Contract in the College's Budget for each such future fiscal year. In the event that funds are not appropriated for this Contract, then this Contract shall terminate as of June 30 of the last fiscal year for which funds were appropriated. The College shall notify the Contract Holder in writing of such non-allocation of funds at the earliest possible date.

8.3 SUB-CONTRACTOR/PARTNER DISCLOSURE

A single firm may propose the entire solution. If the proposal by any firm requires the use of sub-contractors, partners, and/or third-party products or services, this must be clearly stated in the proposal. The firm submitting the proposal shall remain solely responsible for the performance of all work, including work that is done by sub-contractors.



In the event that funds are not appropriated for this Contract, then this Contract shall terminate as of June 30 of the last fiscal year for which funds were appropriated. The College shall notify the Contract Holder in writing of such non-allocation of funds at the earliest possible date.

8.4 SUB-CONTRACTOR/PARTNER DISCLOSURE

A single firm may propose the entire solution. If the proposal by any firm requires the use of sub-contractors, partners, and/or third-party products or services, this must be clearly stated in the proposal. The firm submitting the proposal shall remain solely responsible for the performance of all work, including work that is done by sub-contractors.

8.5 MODIFICATION OR WITHDRAWAL OF PROPOSAL

Prior to the scheduled closing time for receiving proposals, any Contractor may withdraw their proposal. After the scheduled closing time for receiving proposals, no proposal may be withdrawn for 60 days. Only written requests for the modification or correction of a previously submitted proposal that are addressed in the same manner as proposals and are received by the College prior to the closing time for receiving proposals will be accepted. The proposal will be corrected in accordance with such written requests, provided that any such written request is in a sealed envelope that is plainly marked "Modification of Proposal – "RFP10-2021 Postage Meter Lease & Maintenance Service". Oral, telephone, or fax modifications or corrections will not be recognized or considered.

8.6 INSURANCE

At Awarded Bidder/Proposer's (hereafter "Contractor") sole expense, Contractor shall procure and maintain the following minimum insurances with insurers authorized to do business in Arizona and rated A-VII or better by A.M. Best.

A. WORKERS' COMPENSATION

Statutory limits covering all employees, including Employer's Liability with limits of:

\$500,000	Each Accident
\$500,000	Disease - Each Employee
\$500,000	Disease - Policy Limit

B. COMMERCIAL GENERAL LIABILITY

Covering all operations involved in this Agreement.

\$2,000,000	General Aggregate
\$2,000,000	Products/Completed Operations Aggregate
\$1,000,000	Each Occurrence

\$1,000,000 Personal and Advertising Injury Limit
\$5,000 Medical Expense Limit

8.7 ADDITIONAL INSURANCE REQUIREMENTS

- A. Contractor's General Liability policy shall be endorsed, specifically or generally, to include the following as Additional Insured:

MOHAVE COMMUNITY COLLEGE, ITS OFFICERS, AGENTS AND EMPLOYEES ARE INCLUDED AS ADDITIONAL INSURED WITH RESPECT TO THE GENERAL LIABILITY INSURANCE POLICY.

- B. Before commencement of any work or event, Contractor shall provide a Certificate of Insurance in satisfactory form as evidence of the insurances required above.
- C. Contractor shall have no right of recovery or subrogation against Mohave Community College (including its officers, agents and employees), it being the intention of the parties that the insurance policies so affected shall protect both parties and be primary coverage for any and all losses covered by the above-described insurance.
- D. Mohave Community College shall have no liability with respect to Contractor's personal property whether insured or not insured. Any deductible or self-insured retention is the sole responsibility of Contractor.
- E. Notwithstanding the notification requirements of the Insurer, Contractor hereby agrees to notify Mohave Community College's Risk Manager, at 1971 Jagerson Ave, Kingman, AZ 86409, within two (2) days of the cancellation or substantive change of any insurance policy set out herein. Mohave Community College, in its sole discretion, may deem failure to provide such notice as a breach of this Agreement.
- F. The Certificate of Insurance should note in the Description of Operations the following:
- Department: _____
- Contract #: _____
- G. Insurance procured by Contractor shall not reduce nor limit Contractor's contractual obligation to indemnify, save harmless and defend Mohave Community College for claims made or suits brought which result from or are in connection with the performance of this Agreement.



H. Certificate Holder shall be listed as follows:

Mohave Community College
Attention: Risk Manager
1971 Jagerson Ave.
Kingman, AZ 86409

I. If Contractor is authorized to assign or subcontract any of its rights or duties hereunder and in fact does so, Contractor shall ensure that the assignee or subcontractor satisfies all requirements of this Agreement, including, but not limited to, maintenance of the required insurances coverage and provision of certificate(s) of insurance and additional insured endorsement(s), in proper form prior to commencement of services.

8.8 INDEMNIFICATION

Contractor agrees to protect, defend, indemnify and hold Mohave Community College, its officers, employees and agents free and harmless from and against any and all losses, penalties, damages, settlements, costs, charges, professional fees or other expenses or liabilities of every kind and character arising out of or relating to any and all claims, liens, demands, obligations, actions, proceedings, or causes of action of every kind in connection with or arising out of this agreement and/or the performance hereof that are due, in whole or in part, to the negligence of the Contractor, its officers, employees, subcontractors or agents.

Contractor further agrees to investigate, handle, respond to, provide defense for, and defend the same at its sole expense and agrees to bear all other costs and expenses related thereto.

8.9 EQUAL EMPLOYMENT OPPORTUNITY

All Firms will be required to follow Federal Equal Employment Opportunity (EEO) policies. The College will affirmatively assure that on any project constructed pursuant to this advertisement, equal employment opportunity will be offered to all persons without regard to race, color, creed, religion, national origin, sex, and marital status, status with regard to public assistance, membership or activity in a local commission, disability, sexual orientation, or age.

8.10 LICENSES

The successful Contractor(s) shall have and maintain a valid and appropriate business license (if applicable), meet all local, state, and federal codes, and have current all required local, state, and federal licenses.



8.11 E-VERIFY

E-Verify is the federal program operated by the United States Department of Homeland Security and other federal agencies, or any successor or equivalent program, used to verify the work authorization of newly hired employees pursuant to federal law. Contractor shall ensure that Contractor and any Subcontractor performing work under this contract: (i) uses E-Verify if required to do so; and (ii) otherwise complies with applicable law.

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9 APPENDIX A - PRICING FORM

RFP # 2-2122

Postage Meter Lease & Maintenance Service

POSTAGE METER, MONTHLY LEASE COST	COST/PER MONTH
Postage Meter Equipment Lease – per month	

College desires to enter a 36 month lease contract

POSTAGE METER SERVICE, MONTHLY COST	COST/PER MONTH
Monthly Maintenance Service Cost, including all service types: Routine and any emergency services	

ADDITIONAL FEES & OPTIONAL OTHER SERVICES not covered in monthly cost (explain)	COST

Optional other services will not be evaluated in determining the successful bidder. There is no guarantee of the College utilizing any optional other service.

COMPANY NAME: _____



10 APPENDIX B - PROPOSAL SUBMISSION FORM

RFP # 2-2122

Postage Meter Lease & Maintenance Service

This Proposal is submitted by:

Provider Name: _____

Representative (printed): _____

Representative (**signed**): _____

Address: _____

City/State/Zip: _____

E-Mail Address: _____

Telephone: _____

(Area Code) Telephone Number

Facsimile: _____

(Area Code) Fax Number

It is understood by the Proposer that Mohave Community College reserves the right to reject any and all Proposals, to make awards according to the best interest of the College, to waive formalities, technicalities, to recover and rebid this RFP. Proposal is valid for sixty (60) calendar days from the Proposal due date.

Proposer

Date

Authorized Signature

Please type or print name



11 APPENDIX C – ADDENDUM RECEIPT AND ANTI-COLLUSION

RFP # 2-2122 Postage Meter Lease & Maintenance Service

Please acknowledge receipt of all addenda by including this form with your Proposal. Any questions or changes received will be posted as an addendum at www.mohave.edu/procurement. It is your responsibility to check for this information.

ADDENDUM #	DATE ADDENDUM DOWNLOADED
_____	_____
_____	_____
_____	_____
_____	_____
_____	_____
_____	_____

I certify that this proposal is made in good faith and without collusion with any other offeror or officer or employee of Mohave Community College.

(Please Print Name)

Date

Authorized Signature

Title

E-Mail Address

Company Name

