



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 Response: Regular oversized mail (Flats) Registered Mail, Including Permit for bulk, Including Incentive mail rates
- b. User-Friendly Response: 10" colour touch screen with integrated help system including useful how to videos
- c. Minimum processing speed of 140 letters per minute Response: Comply 145LPM using #10 envelopes!
- d. Automatic feeder Response: Self Aligning Feed Deck with reverse belt separator to prevent duplicate feeds
- e. Minimum envelope thickness: 5/8" Response: Max 5/8" including sealing
- f. Envelope thickness adjustment Response: Comply
- g. Ability to download postage to meter Response: Comply
- h. Includes rate change updates Response: Comply
- i. Ability to download rate change updates and machine software updates Response: Automatically downloads rate and any software

updates

- j. Digital scale linked to the system for automatic weight and rate calculations. Response: Comply Differential weighing included
- k. Postage label dispenser Response: Comply with versatile roll tape that trims to correct size.

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

Tender Form - RFQ No. CLK2021-02

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

Make Pitney Bowes, Model SendPro C Auto Year 2021

The above model meets all the specifications listed above Yes_ No X

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

See Attached Brochure Sheet

Option 1: Outright Purchase	\$ <u>2,728.25</u>
Option 2: Monthly Lease Cost	\$78.38 _____ Term 66mth__
Trade In Value	\$0.00 _____
Initial Training	\$included____
Ongoing Training	\$ <u>included</u> _____
Annual Equipment Maintenance Cost	\$298.40 _____ Do not include HST in in bid prices.

4. Delivery time from date of purchase order 10 business daysPlease 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.

Pitney Bowes has read and understood the request for a response time of 24 hours or less and **will comply**. There is no difference in price for 24 hours vs 48 hour. (please see pricing page)

Once your service request is received by our Service Professionals our Estimated Time of Arrival (ETA) Program assures that our technician will respond to your call within two hours to provide specific details as to when you can expect service to begin. On average our service representatives will respond on-site by the next business day. Repairs to your devices once we are on site can range from 30 minutes to (2) hours depending on the devices to be repaired and the nature of the service requirement.

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.

Response: Once order is signed Pitney Bowes will install and train within 10 business days

6. References

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

City of Owen Sound
Mark Giberson
Manager of I.T
mgiberson@owensound.ca
519-376-1440 x 1284

MCAP
Mandy Simard
Associate Director, Facilities
Suite 100, 451 Phillip St. Waterloo N2L
3X2
mandy.simard@mcap.com
519-743-7800 ext 2178

Township of North Huron
Donna White
Dir of Finance.
Best contact for equip
OKempel@NorthHuron.ca
Olivia at ext 121 (519) 357-3550

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.

Tender Form - RFQ No. CLK2021-02

Minimum Required Specifications

- l. Ability to run regular, flat, certified and bulk mailing.
- m. User-Friendly
- n. Minimum processing speed of 140 letters per minute
- o. Automatic feeder
- p. Minimum envelope thickness: 5/8"
- q. Envelope thickness adjustment
- r. Ability to download postage to meter
- s. Includes rate change updates
- t. Ability to download rate change updates and machine software updates
- u. Digital scale linked to the system for automatic weight and rate calculations.
- v. Postage label dispenser

Make Pitney Bowes, Model SendPro 1000 Year 2021

The above model meets all the specifications listed above Yes X No

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

See Attached Feature Sheet

Option 1: Outright Purchase \$ 5,954.50

Option 2: Monthly Lease Cost \$163.90_____Term 66mth_ Trade In

Value \$0.00_____

Initial Training \$included____

Ongoing Training \$included____

Annual Equipment Maintenance Cost \$468.80_____ Do not include HST in in bid prices.

Delivery time from date of purchase order 10 business days

Natalia Ameline

natalia.ameline@pb.com

Authorized Company Representative Signature
Natalia Ameline, Sr. Director, Finance

June 3, 2021

Date

Vendor Information:

Company Name and Address:

Phone No. and Contact Email

Pitney Bowes of Canada Ltd.

5500 Explorer Drive

Mississauga, ON L4W 5C7

Jamie Anglin

P: 647-291-8347 I

jamie.anglin@pb.com

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. Response: Stainless steel feed deck, sensors throughout system life cycle of 5 million impressions
- The vendor's ability to provide future maintenance and/or services (including training) Response: Pitney Bowes is leading provider of Mailing Equipment for 100 years. Inventor of the postage machine and financially stable company. Pitney Bowes ongoing commitment includes preventative maintenance and Ongoing user training
- The vendor's ability to provide timely repairs and services Response: Pitney Bowes Service guarantee response of 4hrs as well as diagnostic and online support.
- The features of the machine Response: Please find attached Brochure & Feature sheet
- Price of and length of time for maintenance agreement Response: Price below, automatically renews annually.
- Ease of operation for current users Response: Large colour touch screen display, adjustable pump feed sealing system
- Size of machine Response: 37.5"L x 22.5"D x 24"H
- Quietness of operation Response: Less than 67 dba in full operation
- Training Response: Initial & Ongoing
- Other applicable factors as the Municipality determines necessary or appropriate Response: advance meter security with Industry leading encryption

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

E-Signed: 06/03/2021 10:10 AM EDT

Natalia Ameline

natalia.ameline@pb.com

Title:

IP: 165.225.38.94

Sertif Electronic Signature

DocID: 20210603072234554



The Corporation of the Municipality of Arran-Elderslie

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

Request for Quote CLK2021-02
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Tender Closing: Monday, June 7, 2021 11:00am

A handwritten signature in black ink, appearing to read "A. McEwen".

**Municipality of Arran-Elderslie
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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:

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- 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
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- 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

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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

Primary Bid

CLK2021-01

Tender Form - RFQ No. CLK2021-02

Minimum Required Specifications

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- 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

Make Quadient, Model IN-700 Year 2021

The above model meets all the specifications listed above Yes X No

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

Option 1: Outright Purchase	\$ <u>5,724.00</u>	
Option 2: Monthly Lease Cost	\$ <u>198.00</u>	Term <u>60 mo</u>
Trade In Value	\$ <u>0</u>	
Initial Training	\$ <u>0.00</u>	
Ongoing Training	\$ <u>0.00</u>	
Annual Equipment Maintenance Cost	\$ <u>625.00</u>	

Do not include HST in in bid prices.

Delivery time from date of purchase order Less than 2 weeks



Authorized Company Representative Signature

Vendor Information:

Company Name and Address:

INS Inc

75 Northland Rd. Waterloo, ON. N2V 1Y8

May 26, 2021

Date

Phone No. and Contact Email

(833) 844-2988

jwinkler@go-ins.com

Alternate Bid

CLK2021-01

Tender Form - RFQ No. CLK2021-02

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

Make Quadient, Model IN-600A Year 2021


The above model meets all the specifications listed above Yes No X

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

Option 1: Outright Purchase	\$ <u>3,241.00</u>
Option 2: Monthly Lease Cost	\$ <u>139.00</u> Term <u>60 mo</u>
Trade In Value	\$ <u>0</u>
Initial Training	\$ <u>0.00</u>
Ongoing Training	\$ <u>0.00</u>
Annual Equipment Maintenance Cost	\$ <u>385.00</u>

Do not include HST in in bid prices.

Delivery time from date of purchase order Less than 2 weeks



Authorized Company Representative Signature

Vendor Information:

Company Name and Address:

INS Inc

75 Northland Rd. Waterloo, ON. N2V 1Y8

May 26, 2021

Date

Phone No. and Contact Email

(833) 844-2988

jwinkler@go-ins.com