



**State of Rhode Island
Department of Administration / Division of Purchases
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**Solicitation Information
November 27, 2012**

ADDENDUM # 1

RFP#7458267

RFP Title: MAIL INSERTING MACHINE (DOA)

Bid Opening Date & Time: 12/7/12 @ 10:30 AM (Eastern Time)

Notice to Vendors:

ATTACHED ARE VENDOR QUESTIONS WITH STATE RESPONSES.

NO FURTHER QUESTIONS WILL BE ANSWERED.

**David J. Francis
Interdepartmental Project Manager**

Interested parties should monitor this website, on a regular basis, for any additional information that may be posted.

Vendor Questions for RFP #7458267 MAIL INSERTING MACHINE
(DOA)

Question 1: On page 5 Inserter Base, can you explain stuffer placement on top and bottom of notice?

Answer Q1:

Stuffers or Inserts need to be placed on the top or bottom of the collation stack.

Question 2: On page 5 Inserter Base, how will the State of RI determine if a component is manufactured by the proposing vendor or an OEM solution?

Answer Q2:

The State of RI Enterprise Mail Operations Management has 29 years of experience in Mail Processing & Mail equipment procurement experience. As a result they will use research & their industry contacts to confirm OEM equipment.

Question 3: On page 6 Out Sort Stacker -- Today most system have a divert bin before the folder to out sort any documents that are miss scanned, documents that are an identified as a double or documents that have a miss printed OMR/barcode code that could lead to two statements being put into the same envelope. The "divert before fold" takes the bad document out of the mail stream instead of sending it down the chassis putting it into an envelope, and then into a out sort stacker. An operator could easily look at it and put it back into the mail stream. Wouldn't the State of Rhode Island require a "divert before fold" to eliminate the possibility of mailing a duplicate document or a bad scanned document that could be combining two bills?

Answer Q3

Yes

Question 4: On page 6 Standard Software Capabilities "the system must provide hard copy reports that show scanned images for QC" Can you explain what images you want for QC?

Answer Q4:

An image of the notice to store in an archive.

Question 5: Is the State of Rhode Island only looking at a 60 month lease or will they consider a purchase and annual maintenance?

Answer Q5:

Both

Question 6: On page 6 Envelope Feeder - the requirement for the envelope is up to a 10" x 13 3/4. Is this a correct specification or a miss print? Standard envelopes are 10 x 13 and a 10 x 13 3/4 is a special order envelope from the vendor?

Answer Q6:

Specification is correct. State of RI procures many special envelope sizes for our notices.

Question 7: On Page 8, Section 4, Pricing Requirements, the Terms are a 60-month lease, with a \$1 buyout.— at the bottom of the paragraph in the second bullet it is stated, “The state of Rhode Island can terminate the agreement for any reason, within (30) thirty days from the date the state give written notification of termination to the vendor.”

Answer Q7:

a. Does this 30 day termination clause apply to the 60-month lease or only to the maintenance contract?

Both

b. In today’s financial market, leasing companies no longer offer a cancellation for convenience or (30) day termination. Our standard state and local government lease, through multiple leasing companies, does not contain “Cancellation for Convenience” verbiage but it DOES contain a clause allowing the state to cancel due to non-appropriation of funds. Will the state of Rhode Island accept this leasing language?

No

c. Does the State of Rhode Island have an approved and preferred leasing company that vendors could work with for this equipment?

No

Question 8: In Section 7, Terms and Conditions, subsection d, Non-performance, in the RFP:

Answer Q8

- a. We would prefer to receive written notice or both verbal and written notice of non-performance under subsection d (i).

Both verbal and written notice of non-performance will be given.

- b. We would like to have a stated cure period apply before the State would consider using another company. In Appendix A, General Terms and Conditions of Purchase, Section 34, Default and Cancellation, a ten-day cure period is noted. Will the 10 day cure period apply here in subsection d (ii)?

Yes

Question 9: In Appendix A, General Terms and Conditions of Purchase, Section 18, Product Warranties, Vendor would like to offer the State of Rhode Island our three-year Customer Satisfaction Guarantee for this Product.

Answer Q9:

- a. Would the State like each Vendor to offer a three year guarantee against faulty material and workmanship?

Yes, this can be offered as an option, as long as it is at no cost to the State, but is not part of the original RFP.

- b. Would the State consider accepting the Customer Satisfaction Guarantee, attached as Appendix A, in lieu of the one year Product Warranties in Section 18? The Customer Satisfaction Guarantee would continue to apply for two years after the current proposed one-year warranty is complete. A maintenance contract is still required for preventive maintenance and regular upkeep

Yes, this can be offered as an option, as long as it is at no cost to the State, but is not part of the original RFP.

Question 10: Can the State provide the BCI Vendor Certification, Non-Disclosure, Confidentiality and Invention Agreement and HIPAA Business Associate Agreement for review?

Answer Q10:

No, the awarded vendor will be provided with this information.