



Request for Quote

STATE OF RHODE ISLAND AND PROVIDENCE PLANTATIONS
 ONE CAPITOL HILL
 PROVIDENCE RI 02908

CREATION DATE : 04-JAN-13
BID NUMBER: 7459218
TITLE: MAILING SERVICES - DMV

BLANKET START : 01-FEB-13
BLANKET END : 30-JUN-14
BID CLOSING DATE AND TIME: 29-JAN-2013 11:15:00

BUYER: Cowell Jr, John A
PHONE #: 401-574-8114

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DOA CONTROLLER
ONE CAPITOL HILL, 4TH FLOOR
SMITH ST
PROVIDENCE, RI 02908
US

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DOR-DT MOTOR VEHICLES, PAWTUCKET
600 NEW LONDON AVENUE
CRANSTON, RI 02920-3024
US

Requisition Number: 1298113

Line	Description	Quantity	Unit	Unit Price	Total
1	REGISTRATION RENEWALS 2/1/13-6/30/14	551.04	Thousand		
2	REGISTRATION RENEWALS 7/1/14-6/30/15	580.00	Thousand		
3	TAX DELIQUENT NOTICES 7/1/14-6/30/2015	85.00	Thousand		
4	TAX DELIQUENT NOTICES 7/1/2015-6/30/16	85.00	Thousand		
5	HANDICAP PLATE RENEWALS 2/1/13 - 6/30/14	9.00	Thousand		
6	HANDICAP PLATE RENEWALS 7/1/2014 - 6/30/15	9.40	Thousand		
7	LICENSE RENEWALS 2/1/13 - 6/30/14	201.13	Thousand		
8	LICENSE RENEWALS 7/1/14 - 6/30/15	201.84	Thousand		
9	REGISTRATION RENEWALS 7/1/15-6/30/16	580.00	Thousand		
10	TAX DELIQUENT NOTICES 2/1/13 - 6/30/14	81.00	Thousand		
11	HANDICAP PLATE RENEWALS 7/1/2015 - 6/30/16	9.40	Thousand		
12	LICENSE RENEWALS 7/1/15 - 6/30/16	201.84	Thousand		
13	PHOTO ID RENEWALS 2/1/13 - 6/30/14	10.92	Thousand		
14	PHOTO ID RENEWALS 7/1/14 - 6/30/15	10.92	Thousand		

It is the Vendor's responsibility to check and download any and all addenda from the RIVIP. This offer may not be considered unless a signed RIVIP generated Bidder Certification Cover Form is attached and the Unit Price column is completed. The signed Certification Cover Form must be attached to the front of the offer



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US

Requisition Number: 1298113

Line	Description	Quantity	Unit	Unit Price	Total
15	PHOTO ID RENEWALS 7/1/15 - 6/30/16	10.92	Thousand		

Delivery: _____

Terms of Payment: _____

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SPECIFICATIONS February 1, 2013 to June 30, 2014 with option to renew for 2 additional years

The Rhode Island Department of Administration, Division of Motor Vehicles is requesting proposals for the printing and mailing of Registration Renewal applications, Tax Delinquent Notifications, Handicap Plate Renewals, Photo ID, and License Renewal on a monthly basis. The tax delinquent notifications are delivered annually. The Department will provide the files containing the necessary data. Each mailing's postage rate is not to exceed the SCF AADC at a 100% qualification and is to be delivered to the Providence/Brockton District BMEU of the US Postal service for mailing.

Each mailing by the vendor must use the State Permit # 1286. In an effort to better monitor and control the usage of permit 1286, the successful bidder will be provided the State of Rhode Island authorization form that needs to accompany all sanctioned State mailings authorized to use the State permit number. The Mailing Agent must complete the top section of the form and fax it to The State of RI Enterprise Mail Operations Production Control Department (401) 462-4720 for approval. The State of RI Enterprise Mail Operations will then fax the approved form back to your office prior to the mail being accepted by the USPS.

The State of Rhode Island requested the assistance of the Providence Business Mail Entry Unit (BMEU) by not allowing entry of any mailings under state permit #1286 without the dated and signed form. Any person (s) attempting to enter mailings at the BMEU, without the signed/approved authorization form by EMO Production Control Department, or a discrepancy in the number of pieces and/or postage amount will be refused.

The anticipated volume of printing each month will be supplied to the successful bidder but not guaranteed.

The printed documents must be mailed within five working days after the files are made available.

A sample of each mailing and the updated/standardized database must be reviewed for accuracy and approved by the DMV prior to the release of each mailing.

RIDOA is able to provide the necessary files in two ways the following delineation describes each method.

A FTP process will be established where, once the files are created, the RIDOA will place them on a secure server and provide access for the vendor of choice to "grab" the files for processing. Files will be created as ASCII format. The vendor will provide a secure FTP server (SFTP) whereby SSH keys would be exchanged between State and vendor and an automated process would be created to transfer said data directly to the vendor.

The successful bidder shall supply the DMV with samples of the printing and paper for testing purposes before the starting date. The successful bidder must verify and USPS standardize each of the data base addresses nationwide, adding up-to-date ZIP + 4, Carrier Route and the Delivery Point codes and provide NCOA address update for each of the mailing databases to improve mail deliverability by updating the list with current, standardized, delivery point coded addresses for individual, family, and business moves. In addition to the list the DMV would like a file of the address changes. If a change of address needs to be made, the change of address must be applied on the outside of the envelope for registration renewals only the address cannot be changed on the registration.

The renewal forms and delinquent notices to be delivered to the cities and towns can be delivered at the vendors' discretion. A courier is currently being used. The delinquent notices are printed on 3 1/2 X 14" Blue, 24lb paper. It also has a vertical perf at 7 inches. There are no reports needed by the vendor. On the invoices it should state the cost per piece and the amount of pieces mailed per category. The vendor should be able to provide all information when requested. The requested paper weight to be used is 24 lb. bond. Municipal returns requested are done electronically.

Mailing requirements include verifying and USPS standardizing of the data base addresses and providing updated NCOA addresses to improve mail deliverability.

The following files contain "Flags" indicating specific processes to be followed and data to be printed. All file layouts will be provided at the time of the award.

Monthly Registration Renewal Application:

The preparer will design and submit for approval the current form layout to be used.

- This form shall contain a return stub containing the same information currently on our return document of primary consideration is the scan line which is currently in OCR-AALPHA (numeric and spaces) font with one scan line, fixed length of 25 characters plus 1 check digit for a total of 26 characters. OCR scan line must be OCR A font. Cannot change based on Vendor.
- Total scan line is 2 1/2" Scan line shall be printed clearly enough and positioned to be processed by the series scanning device used by the Vendor who will process our renewals.
- It is required that the documents be printed on a Laser Printer
- Print must maintain sufficient high levels of print quality that no problems occur in the processing with a 99% acceptance rate Size of overall form to be 8 1/2"x 11" ONE UP.
- The mailing shall consist of an envelope (window type) (sample with RFP) identifying the R I Division of Motor Vehicles return address
- A return envelope and a renewal document printed in black on white #24 OCR bond paper.
- The appropriate instructions as shown on the attached copy of the present form. The return envelope and document will provide the capability of addressing the Freedom of Information legislation.
- The successful bidder must provide a method approved by the DMV for the cities/towns which participate in DMV's property tax checking program to place a validation mark on the registration document without opening the envelope.
 - This may be accomplished by use of an opening in the outer pmt of the envelope sufficient to allow validating of the form on the portion to be returned without disclosing information printed on the renewal form. This envelope will not have the indicia for mailing.
 - The Renewal forms must be delivered to the cities/towns which participate in this program by the vendor.
- Duplex Printing on back of form is required (registration renewal only)
- Sample coupons will be needed for testing prior to mailing.

Revised as of 12/6/2012

Annual Tax Delinquent Notice:

Data provided in the formats previously outline to convert to print image format, including OCR scan line, and postal rate outlined above.

- Laser printed onto 60# blue paper, a removal of delinquency notice 6 1/2, x 7' with a mica per f at 3 1/4,,"
- Notices must be sorted alphabetically by towns and returned to each municipality
- Laser print galley report to be returned to the DMV.

Monthly Handicap Renewal:

Data provided in the formats previously outline to convert to print image format and postal rate outlined above.

- Laser print renewal notice, finished size is 3.66" x 8.5".
- Outgoing envelope #1 0 window preprinted one color face
- Return envelope #9 preprinted one color face
- Insert into # 10 envelopes with #9 return envelope enclosed, meter and mail at postal rate outlined above.

Monthly License Renewal:

Data provided in the formats previously outline to convert to print image format and postal rate outlined above. Data will be provided by the end of the first full week of the month. Monthly Photo ID Renewal: Data provided in the format previously outlined to convert to print image format and postal rate outlined above.

- The specifications for the Photo IDs are 8 1/2" x 11", white, 24 lb paper and also need a # 10 window envelope.
 - NOTE: The current vendor uses 8 1/2," x 11" white, 24 lb paper for Handicap, License and Photo ID renewals.
 - Both Licenses and Photo IDs use the # 10 window envelope only. The Handicap uses a # 9 return envelope and a # 10 window envelope

REQUEST FOR QUOTE #7459218

BIDDING (a) A single price shall be quoted for each item against which a proposal is submitted. This price will be the maximum in effect during the agreement period. Any price decline at the manufacturer's level shall be reflected in a reduction of the agreement price to the State. (b) Quantities, if any, are estimated only. The agreement shall cover the actual quantities ordering during the period. Deliveries will be billed at the single, firm, awarded unit price quoted regardless of the quantities ordered. (c) Bid price is net F.O.B. destination and shall include inside delivery at no extra cost. (d) Bids for single items and/or a small percentage of total items listed, may, at the State's sole option, be rejected as being non-responsive to the intent of this request. **ORDERING** (a) The User Agency(s) will submit individual orders for the various items and various quantities as may be required during the agreement period. (b) Exception - Regardless of any agreement resulting from this bid, the State reserves the right to solicit prices separately for any extra large requirements for delivery to specific destinations.

DELIVERY

DELIVERY OF GOODS OR SERVICES AS REQUESTED BY AGENCY.

INSURANCE

AN INSURANCE CERTIFICATE IN COMPLIANCE WITH PROVISIONS OF ITEM 31 (INSURANCE) OF THE GENERAL CONDITIONS OF PURCHASE IS REQUIRED FOR COMPREHENSIVE GENERAL LIABILITY, AUTOMOBILE LIABILITY, AND WORKERS' COMPENSATION AND MUST BE SUBMITTED BY THE SUCCESSFUL BIDDER(S) TO THE DIVISION OF PURCHASES PRIOR TO AWARD. THE INSURANCE CERTIFICATE MUST NAME THE STATE OF RHODE ISLAND AS CERTIFICATE HOLDER AND AS AN ADDITIONAL INSURED. FAILURE TO COMPLY WITH THESE PROVISIONS MAY RESULT IN REJECTION OF THE OFFEROR'S BID. ANNUAL RENEWAL CERTIFICATES MUST BE SUBMITTED TO THE AGENCY IDENTIFIED ON THE PURCHASE ORDER. FAILURE TO DO SO MAY BE GROUNDS FOR CANCELLATION OF CONTRACT.

NOTE: IF THIS BID COVERS CONSTRUCTION, SCHOOL BUSING, HAZARDOUS WASTE, OR VESSEL OPERATION, APPLICABLE COVERAGES FROM THE FOLLOWING LIST MUST ALSO BE SUBMITTED TO THE DIVISION OF PURCHASES PRIOR TO AWARD: * PROFESSIONAL LIABILITY INSURANCE (AKA ERRORS & OMISSIONS) - \$1 MILLION OR 5% OF ESTIMATED PROJECT COST, WHICHEVER IS GREATER. * BUILDER'S RISK INSURANCE - COVERAGE EQUAL TO FACE AMOUNT OF CONTRACT FOR CONSTRUCTION. * SCHOOL BUSING - AUTO LIABILITY COVERAGE IN THE AMOUNT OF \$5 MILLION. * ENVIRONMENTAL IMPAIRMENT (AKA POLLUTION CONTROL) - \$1 MILLION OR 5% OF FACE AMOUNT OF CONTRACT, WHICHEVER IS GREATER. * VESSEL OPERATION - (MARINE OR AIRCRAFT) - PROTECTION & INDEMNITY COVERAGE REQUIRED IN THE AMOUNT OF \$1 MILLION.

FISCAL

AWARDS EXTENDING BEYOND JUNE 30TH ARE SUBJECT TO AVAILABILITY OF FUNDS. CONTINUATION OF THE CONTRACT BEYOND THE INITIAL FISCAL YEAR WILL BE AT THE DISCRETION OF THE STATE. TERMINATION MAY BE EFFECTED BY THE STATE BASED UPON DETERMINING FACTORS SUCH AS UNSATISFACTORY PERFORMANCE OR THE DETERMINATION BY THE STATE TO DISCONTINUE THE GOODS/SERVICES, OR TO REVISE THE SCOPE AND NEED FOR THE TYPE OF GOODS/SERVICES; ALSO MANAGEMENT OWNER DETERMINATIONS THAT MAY PRECLUDE THE NEED FOR GOODS/SERVICES.

PABID

- (a) A SINGLE PRICE SHALL BE QUOTED FOR EACH ITEM AGAINST WHICH A PROPOSAL IS SUBMITTED. THIS PRICE WILL BE THE MAXIMUM IN EFFECT DURING THE AGREEMENT PERIOD. ANY PRICE DECLINE AT THE MANUFACTURE'S LEVEL SHALL BE REFLECTED IN A REDUCTION OF THE AGREEMENT PRICE TO THE STATE .
- (b) QUANTITIES, IF ANY, ARE ESTIMATED ONLY. THE AGREEMENT SHALL COVER THE ACTUAL QUANTITIES ORDERED DURING THE PERIOD. DELIVERIES WILL BE BILLED AT THE SINGLE, FIRM, AWARD UNIT PRICE QUOTED REGARDLESS OF THE QUANTITIES ORDERED.
- (c) BID PRICE IS NET F.O.B. DESTINATION AND SHALL INCLUDE INSIDE DELIVERY AT NO EXTRA COST.
- (d) BIDS FOR SINGLE ITEMS AND/OR A SMALL PERCENTAGE OF TOTAL LIST, MAY, AT THE STATE'S SOLE OPTION, BE REJECTED AS BEING NON-RESPONSIVE TO THE INTENT OF THIS REQUEST.