



REQUEST FOR QUOTE (RFQ) – BID# 7537386
HIGH SPEED SORTING AND BARCODE MACHINE

SUBMISSION DEADLINE: 12/13/2013 at 10:30 AM (ET)

PRE-BID CONFERENCE: **NO**
 YES _____

Mandatory: **NO**
 YES: Any vendor who intends to submit a bid proposal in response to this solicitation must have its designated representative attend the mandatory pre-bid conference. The representative must register at the pre-bid conference and disclose the identity of the vendor whom he/she represents. Because attendance at the pre-bid conference is mandatory, a vendor’s failure to attend and register at the pre-bid conference shall result in disqualification of the vendor’s bid proposal as non-responsive to the solicitation.

Buyer Name: **David J. Francis**
Title: **Interdepartmental Project Manager**

QUESTIONS concerning this solicitation must be received by the Division of Purchases at (david.francis@purchasing.ri.gov) no later than (December 2, 2013 @ 10:00 AM (ET)). Questions should be submitted in a *Microsoft Word attachment*. Please reference the bid number (RFQ Bid # 7537386 on all correspondence. Questions received, if any, will be posted on the Rhode Island Division of Purchases website as an addendum to this solicitation. It is the responsibility of all interested parties to download this information.

SURETY REQUIRED: **YES**

BOND REQUIRED: **YES**

DISK BASED BID: **NO**
 YES: See attached Disk Based Bidding Information

NOTE TO VENDORS:
Vendors must register on-line at the Rhode Island Division of Purchases website at www.purchasing.ri.gov. Offers received without the completed four-page Rhode Island Vendor Information Program (RIVIP) Generated Bidder Certification Cover Form attached may result in disqualification.

BID FORM



**Solicitation Information
November 21, 2013**

RFQ Bid# 7537386

TITLE: HIGH SPEED SORTING AND BARCODE MACHINE

Bid Submission Deadline: December 13, 2013 @ 10:30 AM (ET)

To: State of Rhode Island
Department of Administration
Division of Purchases, 2nd Floor
One Capitol Hill
Providence, RI 02908

Submitted by: _____

Date: _____

Address: _____

Telephone: _____

Fax: _____

BID FORM

<p align="center">STANDARD FEATURES OR MANUFACTURE’S EQUIVALENT</p>	<p align="center">FOR VENDOR USE ONLY TO INDICATE COMPLIANCE YES=Compliance NO=Non-Responsive</p>	
	<p align="center">↓ Yes/No</p>	<p align="center">↓ ↓ ↓ If Responding “Yes” and Exceeds Specifications, Provide Specifications</p>
of mailing operations.		
<p>System must be modular in construction in that it will be capable of adding additional sorting bins or other upgrades at a later date. All upgrades must be done at customer site. Field available upgrades should include:</p> <ul style="list-style-type: none"> a. Inline, linerless labeling at speeds equal to or greater 30,000 pieces per hour b. Networking of Other Sorters (including selected competitive systems) c. Sort Bin Additions 		
System must be equipped with a National ZIP+4 Look-Up Directory and Delivery Point Validation Database (DPV),		
System must be equipped with a dedicated computing system in which the National Directory is maintained. This directory must be updated on a bi-monthly basis by the manufacturer of the system or as mandated by USPS regulations. The National Directory service must be CASS (Coding Accuracy Support System) certified by the United States Postal Service (USPS).		
System must read, look-up, and spray an Intelligent Mail Barcode and 4-CB, 4 State, barcode, then sort the mail at a cycling speed of, at a minimum, 47,000 pieces per hour for 1oz letters.		
Sorting Software must meet all aspects of the USPS full-service mailing requirements, including recording of actual tray tags, creation of container placards as well as a competed Mail.Dat file for upload to the USPS Business Customer Gateway, without relying on third party software for creation of the Mail.Dat.		
System must keep track of performance and prepare appropriate audit trails for the USPS. Documentation is to be as specified in the Domestic Mail Manual. Management reports are necessary to measure system performance and must be produced by the software package provided.		

BID FORM

<p align="center">STANDARD FEATURES OR MANUFACTURE’S EQUIVALENT</p>	<p align="center">FOR VENDOR USE ONLY TO INDICATE COMPLIANCE YES=Compliance NO=Non-Responsive</p>	
	<p align="center">↓ Yes/No</p>	<p align="center">↓ ↓ ↓ If Responding “Yes” and Exceeds Specifications, Provide Specifications</p>
<p>System must come with a printer to print the reports. Printer must be hooked up to the sorter and be on-line.</p>		
<p>System must be equipped with a Bar Code Reader (BCR) for verification that the delivery point barcode and 4-CB, 4 State, is correct and per USPS specifications.</p>		
<p>Tray label printer to be interfaced and on-line with sorter in order to generate all labels to include EDL label format specifically to assist operators in the timely and accurate preparation of mail trays. Each tray label to have mailer identification, with barcodes and zebra codes required by the USPS , as well as a unique ID # for USPS verification and acceptance procedures. The printer must produce labels with barcodes, zebra & EDL codes as specified by the USPS.</p>		
<p>The system must be equipped with an on-demand Tray tag thermal printer with a button located on each bin that allows the sweeper to request a tray tag whenever the tray is filled. A thermal printer shall be included for every 48 pockets. Each tray label to have mailer identification, all required USPS data, as well as a unique ID # for USPS verification and acceptance procedures.</p>		
<p>System to include Tray Audit Summary Report to allow the USPS personnel to audit and verify each mailing. Report to list rate category, piece counts, postage due, and postage paid all by individual tray ID number.</p>		
<p>Bidders to include actual samples of all required reports and tray labels. Failure to submit samples will result in bid being rejected.</p>		
<p>Bidders to submit copy of USPS IMB Barcode Certification certificate.</p>		

BID FORM

<p align="center">STANDARD FEATURES OR MANUFACTURE’S EQUIVALENT</p>	<p align="center">FOR VENDOR USE ONLY TO INDICATE COMPLIANCE YES=Compliance NO=Non-Responsive</p>	
	<p align="center">↓ Yes/No</p>	<p align="center">↓ ↓ ↓ If Responding “Yes” and Exceeds Specifications, Provide Specifications</p>
<p>Bidders to submit copy of USPS required Coding Accuracy Support System (CASS) document approving use of Multi-Line OCR and pass all related tests to get system operational.</p>		
<p>Sort bins must provide for holding mail in full, upright, and compact position for the length of the bin. This will allow for less frequent removal of mail from bins, increasing productivity and lessening operator fatigue. Sort bins must have ¾ full notification and shut-off switches that engage when a bin is full.</p>		
<p>Management Summary Information is to include percentage qualifying and percentage ZIP+4 barcoded by each individual mail stream. Software to include capability to charge-back various rates for each of the possible rate categories.</p>		
<p>Proposed system shall be a new (unused) current standard production model, commercially available and shall be completely prepared for customer delivery prior to the delivery date. Prototypes, demonstration models, or machines used in trade shows are not acceptable. It is preferred that the system be manufactured by the proposing vendor and not an OEM solution to insure the vendor’s commitment to the project and their authority over the Research and Development, which will be necessary for the long-term maximum usage of the system. The bidder must provide written verification when the machine will be/or was built to assure the equipment is new.</p>		
<p><u>Media Specifications:</u> Minimum: 3.5" high x 5" long Maximum: 6.125" high x 11.5" long Thickness: 0.007" to .25"</p>		

BID FORM

<p align="center">STANDARD FEATURES OR MANUFACTURE’S EQUIVALENT</p>	<p align="center">FOR VENDOR USE ONLY TO INDICATE COMPLIANCE YES=Compliance NO=Non-Responsive</p>	
	<p align="center">↓ Yes/No</p>	<p align="center">↓ ↓ ↓ If Responding “Yes” and Exceeds Specifications, Provide Specifications</p>
<p>System must have a minimum of 96 sort bins with a maximum two tier bin design section to include overhead racks and mail tray draws, and the capability to add additional bins, in increments of 16, 32 of 48 bin sections, based multi-tier design.</p> <ul style="list-style-type: none"> d. Bins must have a minimum capacity of at least 12 ¾” of mail in each bin and optionally the ability to hold up to 22 ¾” of mail in expanded capacity bins. e. Individual bins (including motor, solenoid and belts) must removable for purposes of off line repair and/or maintenance. f. (Bins) System must allow for removal and replacement of individual bin assemblies described above in under 5 minutes. 		
<p>System must be provided with extra bins equal to or greater than 2 for each tier provided.</p>		
<p>System must have a minimum in-feed magazine capacity to hold at least 72” of mail (i.e. the equivalent of a minimum of 3 standard capacity USPS trays) and be expandable up to 102.75” (Front End)</p>		
<p>The system must have a doubles detector with no increase in system length that can detect and out-sort double feeds.</p>		
<p>System must provide a greater number of bins per unit length than linear bin systems.</p>		
<p>System and software must be able to process all allowable USPS letter mail for First-Class, Standard-Class Regular or Standard-Class Non-Profit.</p>		
<p>System must be ergonomically designed to minimize operator and sweeper fatigue.</p>		
<p><u>Service:</u> Bidders <u>must provide</u> a call back within two (2) hours and service within four (4) hours, between the hours of 8 am and 8 pm. Bidders should also have additional coverage seven (7) days a week, twenty-four (24) hours a day. Bidders must have multiple trained technicians in the area</p>		

BID FORM

<p align="center">STANDARD FEATURES OR MANUFACTURE’S EQUIVALENT</p>	<p align="center">FOR VENDOR USE ONLY TO INDICATE COMPLIANCE YES=Compliance NO=Non-Responsive</p>	
	<p align="center">↓ Yes/No</p>	<p align="center">↓ ↓ ↓ If Responding “Yes” and Exceeds Specifications, Provide Specifications</p>
<p>where the system is to be installed who are capable of providing maintenance within the above-mentioned response time.</p>		
<p>Minimum of 35-hours of on-site service after installation to get machine set-up and proficient in operating and until the Assistant Director IT Operations determines machine operation is acceptable.</p>		
<p>System must do Barcoded Rate combined mailings with different postage payment methods. Must combine metered and permit mail in a single mailing per DMM regulations. Upon USPS approval.</p>		
<p>System must be equipped with First-Class, Standard-Class Regular, Non-Profit outgoing and Drop Ship sorting software.</p>		
<p>Ink Jet printer must be capable of spraying an IMB, 5-digit, 11-digit Post net and 4-CB, 4 State, Barcode at a minimum of at a minimum of 70,000 pieces per hour without smearing.</p>		
<p>System must have in-line barcode verification to evaluate 100% of the IMB barcodes to MERLIN Standards simultaneously during first pass.</p>		
<p>System must be UL approved for operator safety. Bidder will submit accreditation certificates showing compliance. Failure to submit certificate will result in bid being rejected.</p>		
<p>System must be equipped with intelligent tracking. This is required to keep track of the mail pieces once it passes the OCR Reader until it is sprayed with the correct IMB Barcode and sorted into the bin.</p>		
<p>The system must have the ability to download or upload various data onto a USB thumb drive or be networked to an external storage device, backup PC, or network drive. The system must have remote access capabilities for connection to</p>		

BID FORM

<p align="center">STANDARD FEATURES OR MANUFACTURE’S EQUIVALENT</p>	<p align="center">FOR VENDOR USE ONLY TO INDICATE COMPLIANCE YES=Compliance NO=Non-Responsive</p>	
	<p align="center">↓ Yes/No</p>	<p align="center">↓ ↓ ↓ If Responding “Yes” and Exceeds Specifications, Provide Specifications</p>
<p>USPS Web Interfaces and Service Representatives.</p>		
<p>System software must sort metered and permit mail, simultaneously, and producing reports acceptable to the USPS for presenting combined mailings.</p>		
<p>The system must have an automated interface to the USPS Move Update system for move updates, and pass all related tests to get system operational.</p>		
<p>System must include an Ink Jet for the purpose of re-dating mail according to USPS allowances.</p>		
<p>The system must have the option of additional in-line OCR engines with algorithms which are capable of reading rejects (non-read) mail pieces both machine print and hand written at 36,000 pieces per hour without the use of remote video encoding</p>		
<p>The system software must perform the sortation function in accordance with USPS scheme sorting guidelines (including AADC 3 and 5 digit sorts).</p> <ul style="list-style-type: none"> a. System software must include b. Client billing/charge back reports to include counts on number of qualifying pieces to the 5-digit level, 3-digit level, and basic level. c. Item counts to include number of delivery point barcoded, and 5-digit barcoded, and 5-digit Zip Code pieces. d. Summary Information including percentage qualifying and percentage ZIP+4 barcoded by each individual client e. Capability to charge-back various rates for each of the possible rate categories for each individual client. 		
<p>The application must be web-based and must be accessible by multiple threads via Linux based or Windows Based PCs. All data in the form of accounting information and official reporting must be USPS Mail.dat, PDF, or CSV format. The</p>		

BID FORM

<p align="center">STANDARD FEATURES OR MANUFACTURE’S EQUIVALENT</p>	<p align="center">FOR VENDOR USE ONLY TO INDICATE COMPLIANCE YES=Compliance NO=Non-Responsive</p>	
	<p align="center">↓ Yes/No</p>	<p align="center">↓ ↓ ↓ If Responding “Yes” and Exceeds Specifications, Provide Specifications</p>
<p>system must be able to produce data files acceptable by the USPS without the requirement of 3rd party software.</p>		
<p>The proposed system must have the same reading technology and USPS Label List Structure as utilized with the USPS Merlin to insure maximum acceptance when presenting mail to the USPS.</p>		
<p>The system must have a software-based reader, which employs multiple reading algorithms, (minimum of three) to obtain maximum address resolution. The reading algorithms must be complementary, not just “waterfall” readers placed in sequence. The reading algorithms must work in conjunction with each other to reach the highest possible delivery point barcode resolution for the mail mix presented. These reading algorithms must be resident within one server to prevent the State from having to pay multiple subscriptions for the reading technologies. This to include handwritten reading capabilities.</p>		
<p>The system must accommodate MICR/Metal detection, thickness detection, in-line, selective opening, and envelope marking for incoming mail. The system must include in-line labeling for the purpose of covering incorrect or poor barcodes and providing a clear area for the application of the correct valid barcode. The labeler must cycle in excess of 27,000 per hour.</p>		
<p>The system must offer a demonstrable solution for tying the sorting operation to a host based program that will allow the State to enter the arena of an Automated Document Factory, which will be complementary to a data base driven inserting operation, and will be capable of tracking an individual mail piece throughout the entire process from creation, printing, inserting, and sorting.</p>		
<p>The system software must be Linux based with the capacity to display reports on the system computer screen before printing. The system must allow for the printing of only selected pages of reports. The system must be able to export run data to P.C. based programs, such as Microsoft Word, Excel, Access, etc.</p>		

BID FORM

<p align="center">STANDARD FEATURES OR MANUFACTURE’S EQUIVALENT</p>	<p align="center">FOR VENDOR USE ONLY TO INDICATE COMPLIANCE YES=Compliance NO=Non-Responsive</p>	
	<p align="center">↓ Yes/No</p>	<p align="center">↓ ↓ ↓ If Responding “Yes” and Exceeds Specifications, Provide Specifications</p>
<p>The Sorting system software must have the capability either as part of the base software or as an upgrade, of importing data in a mail.dat, CSV or other format for the purposes of:</p> <ul style="list-style-type: none"> a. Generating mailings based on “plan” data (i.e. based on a “list” or other control file that represents the mail piece ZIP Codes or Intelligent Mail Barcodes (IMb’s) that are to be included in all or a portion of the mailing) versus “actuals” data (i.e. based on the mail pieces that were actually scanned on the Sorter) b. Generating sort-schemes prior to processing of the mail to optimize efficiencies and postage discounts c. Tracking individual customer mail streams based on customer-designated job or work orders and/or d. Culling specific mail pieces based on a file that contains IMb’s or other piece-level barcodes in a mutually acceptable barcode format. <p>The sorting system software must be capable of generating documentation for the purposes of audit, evidencing and mail acceptance that may be required by USPS.</p>		
<p>The Sorting system software must be capable of exporting data for the following purposes in mail.dat, CSV or other format</p> <ul style="list-style-type: none"> a. Operator productivity metrics by-mailing including, total pieces processed by-operator, machine serial number, total run-time by operator b. Machine productivity metrics by-mailing including run-time for each Sorting machine, date and total pieces processed and/or c. Control file information to tie into Customer’s Inserter Control File (ICF) which includes piece-level and job or work-order level data. 		
<p>The system must have a standard gap friction feeder to maximize throughput and reduce jams.</p>		

BID FORM

<p align="center">STANDARD FEATURES OR MANUFACTURE’S EQUIVALENT</p>	<p align="center">FOR VENDOR USE ONLY TO INDICATE COMPLIANCE YES=Compliance NO=Non-Responsive</p>	
	<p align="center">↓ Yes/No</p>	<p align="center">↓ ↓ ↓ If Responding “Yes” and Exceeds Specifications, Provide Specifications</p>
<p>The System feeder must be able to auto feed and process 3.5" high x 5" long post card stock.</p>		
<p>Internal tray conveyor system located under the bin section of the sorter for easy removal of trayed mail. At the end of the conveyor system there should be a 45° take away delivery system for distribution of mailing material.</p>		
<p>SPACE REQUIREMENTS-The System must fit in the footprint as it stands in the current Enterprise Mail Operations at 50 Service Avenue, Warwick, RI Dimension: 46'1 X 8'w.</p>		
<p>The System must contain a solution for mail tracking solutions (IMB) providing the unique capability to track and trace every individual piece of mail sorted from creation to delivery. Sorter must have the ability to be upgraded to add mail weighing on the fly with postal manifesting concurrent with sorting mail with no speed reduction.</p>		
<p>System must have a client billing system which will give a summary report of postage rate qualifiers, and then produce a detailed report which will track postage, number of pieces, account number (mailstream) and qualification for up to 10,000 mail streams within up to 10,000 clients.</p>		
<p>The client billing system must have the ability to be upgraded to allow changing mailstreams/customer profiles without any operation interaction at the keyboard. A specialized separator card (or like) shall be placed between each mailstream/customer profile, the detector senses the separator card, stops the feeder and performs the necessary steps to automatically change the mailstream/customer profile. The selection of the next mailstream will be read from either the separator card, or a second card that follows. The mailstream information is read via the MLOCR and sent to client billing system.</p>		
<p>The proposed system must use a high-performance Optical Character Recognition (OCR) that combines state-of-the-art illumination, digital imaging, address block location, character</p>		

BID FORM

<p align="center">STANDARD FEATURES OR MANUFACTURE’S EQUIVALENT</p>	<p align="center">FOR VENDOR USE ONLY TO INDICATE COMPLIANCE YES=Compliance NO=Non-Responsive</p>	
	<p align="center">↓ Yes/No</p>	<p align="center">↓ ↓ ↓ If Responding “Yes” and Exceeds Specifications, Provide Specifications</p>
recognition and database lookup		
The system must sort of inbound mail by P.O. box, unique ZIP with customer defined +4, INTELLIGENT MAIL and Data matrix (QR) barcodes, Vanity Address Recognition, recipient name with aliases, delivery location, suite number, mail code and company place or organization designation.		
The software must reject specified inbound pieces which have been identified for the purpose of purging the inbound mail stream of mail which has no internal delivery location.		
The software must priority the sort options, and changing these priorities as mail processing needs change.		
The software must have an ignore file for redundant designations so that processing time will be shortened.		
The system must support Data Matrix (QR), Intelligent Mail Barcodes, both in the USPS Barcode Clear Zone and/or the address block.		
Barcode sorting must be performed on either the entire 31 digits or on selected digits.		
The system must sort based on the numeric zip code, utilizing the entire 9-digit zip, or any selection of digits, including the +4 component.		
The System must support sortation based on PO Box, including any variation of the word “PO Box” to identify, recognize and sort based on the actual PO Box value.		
PO Box sortation must utilize either the entire numeric string or any selection of digits.		
The System must support sortation based on Data Matrix (QR) Code, including any variation of the QR Code to identify, recognize and sort based on the actual QR Code value		
The system must sort based on Vanity/ Keyword Recognition: The system must allow the user to define keywords and recognize a value to right, left, above or below the specified keywords.		

BID FORM

<p align="center">STANDARD FEATURES OR MANUFACTURE’S EQUIVALENT</p>	<p align="center">FOR VENDOR USE ONLY TO INDICATE COMPLIANCE YES=Compliance NO=Non-Responsive</p>	
	<p align="center">↓ Yes/No</p>	<p align="center">↓ ↓ ↓ If Responding “Yes” and Exceeds Specifications, Provide Specifications</p>
<p>The system must support contain a General Field Reader (GFR) when it is necessary to read a general string of text/alpha-numeric characters. The system must have the capability to read up to four simultaneous text fields.</p>		
<p>The system must sort by matching to an inbound database, utilizing the database to identify end recipients based on a combination of the name, department name and address. The system must support a lookup from the database and sort based on the lookup result.</p>		
<p>The system must have a server enabling data transfer to another system, including data read from processed mail pieces, or database and/or scheme updates necessary to ensure the latest account/ sort destination information is utilized for sorting. The network server must enable access to the data while the sorter is in operation.</p>		
<p>The system must have an inline, real time, thickness detector that measures overall thickness of each mail piece.</p>		
<p>The system must be able to make sort decisions based on the measurements provided by the optional thickness detector.</p>		
<p>The system must apply a time/date stamp, or any user defined message, on the mail piece, utilizing a secondary printer with no loss in sorting performance.</p>		
<p>The system must have the option of adding magnetic ink recognition.</p>		
<p>The system must be able to selectively open envelopes in-line with no loss in throughput.</p> <p style="margin-left: 40px;">a. The inline opener must be able to make an open/do not open decision based on the image processed.</p>		
<p>The system must support the recognition of incoming handwritten mail.</p>		
<p>The system must support image capture for offline image review, including the addition of system generated identifier (tag) on each mail piece.</p>		

BID FORM

STANDARD FEATURES OR MANUFACTURE’S EQUIVALENT	FOR VENDOR USE ONLY TO INDICATE COMPLIANCE YES=Compliance NO=Non-Responsive	
	↓ Yes/No	↓ ↓ ↓ If Responding “Yes” and Exceeds Specifications, Provide Specifications
The system must support sortation based on system generated identifiers.		
The system must sort inbound mail by IMB, P.O. box, unique ZIP with customer defined +4, postnet barcodes, recipient name with aliases, delivery location, suite number, mail code and company place or organization designation. The software must reject specified inbound pieces that have been identified for the purpose of purging the inbound mail stream of mail that has no internal delivery location. The software must have the capability of prioritizing the sort options, and changing these priorities as mail processing needs change. The software must have an ignore file for redundant designations so that processing time will be shortened.		
TRAINING: Vendor must provide up to 80-hours of on-site training to get operators proficient in the operation of the machine. Assistant Director of IT Operations will determine when operators are deemed proficient.		
Five years (5) of Service maintenance & licensing with the first year free to be included in the purchase price for this machine.		
Includes Shipping, Delivery, Installation, Testing and Training		

Having examined all matters referred to in the bid documents for RFQ#7537386 and the section entitled Additional Requirements, we the undersigned, hereby offer to enter into a contract to provide and perform the bid equipment/materials and work/Service Support for the following sum.

We offer (Lump Sum Fixed-Fee Price) the BID TOTAL:

_____ (\$ _____.)
 (written) (numerically)

BID FORM SIGNATURE(S):

 (Bidder's name)

Date: _____

Title: _____

Corporate Seal:

BID FORM

Instructions for Bid Submission

Response Contents: Bids must include the following items

- A copy of the **Bid Form** must be returned with the bid and must indicate compliance with aspect of the specifications.
 - For each bid, return a completed **Bid Form** indicating “YES” or “NO” to each of the required specifications in the field provided. No exceptions are allowed. Indicating “YES” means that your product meets with the specification. Indicating “NO” means your product is not in-compliance with the particular specification and is will be deemed “NON-RESPONSIVE”, resulting in your bid not being considered, and dropped from further consideration. If your bid exceeds the specification, please provide the specification in the appropriate field indicated on the form.
- Provide five (5) references of customers with similar systems, which are presently operational, located in the Northeast United States area
- In addition to the reference above, provide at least two (2) references from customers that are currently sorting combined permit and metered mailings
- Agency Approvals: UL -FCC System must be UL approved for operator safety. Bidder will submit accreditation certificates showing compliance. Failure to submit certificate will result in bid being rejected.
- Bidder must submit a detailed specification of the model offered.
- Vendor must supply a written project plan for delivery, specifying the deployment, delivery date & installation completion.

Additional Requirements:

- **Lump Sum Fixed-Fee Pricing:** Includes Shipping, Delivery, Installation, Testing, Travel (Factory Testing), Training, and Service Support for a five-year period, effective upon acceptance of the equipment.
- **Bidder** is responsible for any Costs associated with the removal of problematic equipment and the delivery and installation of replacement equipment will be solely at the vendor’s expense.

Evaluation and Selection:

Upon selection of the lowest responsive and responsible bidder, the Division of Purchases will issue a tentative letter of award allowing 21 days for Vendor and Department of Administration/Division of Information Technology to conduct a Factory On-Site Testing Session and review of factory equipment. The Department of Administration will confirm acceptance in writing to the Division of Purchases and a Purchase Order will be issued according to the Bid Proposal and Solicitation.

BID FORM

Warranty:

Upon delivery of the equipment, the Department of Administration will require 30 days of operations according to the specification and factory testing compliance, and pass all related USPS certification & testing to get system operational, as outline in the solicitation. Any irregularities and non-compliance will be identified in writing by Department of Administration/Division of Information Technology to the Vendor.

Commercial General Liability Insurance: Commercial General Liability Insurance covering bodily injury broad form property damage, personal and advertising injury, independent contractors, products completed operations, and contractual coverage. Coverage shall be written on an occurrence basis and shall extend to an agent, independent contractor, temporary worker and a leased worker. A combined single limit of \$1,000,000 per occurrence and aggregate is required.

Auto Liability Insurance: Auto Liability Insurance covering all owned, non-owned or hired vehicles. A combined single limit per occurrence of \$1,000,000 will be obtained (if applicable).

Workers Compensation: Workers Compensation coverage in compliance with the workers' compensation laws of the State. Coverage shall include Employers Liability Insurance with minimum limits of \$500,000 each accident, \$500,000 disease or policy limit, \$500,000 each employee (if applicable).

Technology Errors and Omissions Liability Insurance: Coverage to include Errors or Omissions, Product Failure, Security Failure, Professional Liability and Personal Injury. Vendor will obtain Technology Errors and Omissions Liability Insurance with minimum limits of \$1,000,000 per occurrence and aggregate. Insured will include any individual who is an agent, independent contractor, leased worker or temporary worker while acting within the scope of his or her contract with the named insured on projects under this Inserting machine RFQ. The State will be defended, indemnified and held harmless to the full extent of any coverage actually secured by the Vendor in excess of the minimum requirements set forth above. The duty to indemnify the State under this agreement shall not be limited by the insurance required in this section or in any way limit the Vendor's liability.

The Commercial General Liability Insurance, Auto Liability Insurance and the Technology Errors and Omissions Liability Insurance shall include the State, agencies, officers and employees as Additional Insured but only with respect to the Vendor's activities under the contract.

The insurance required through a policy or endorsement shall include:

A waiver of subrogation waving any right to recovery the insurance company may have against the State, it agencies, officers and employees.

A provision that Vendor's insurance coverage shall be primary as respects any insurance, self- insurance or self-insured retention maintained by the State, its agencies, officers and employees. Any insurance, selfinsurance or self- insured retention maintained by the State, its agencies, officers and employees shall be in excess of the Vendor's insurance and shall not contribute.

There shall be no cancellation, material change, potential exhaustion of aggregate limits or non-renewal without 30 days written notice from the Vendor or its insurer(s) to the Department of Administration, Division of Information Technology and to the Purchasing Agent. Any failure to comply with the reporting provisions of this clause shall be grounds for immediate termination of this contract.

Insurance coverage required under the contract shall be obtained from insurance companies acceptable to the Purchasing Agent.

BID FORM

The Vendor shall pay all deductibles, self insured retentions and/or self insurance included hereunder.

The Vendor shall disclose to the State the amount of any deductible, self-insured retention and/or self insurance. The State reserves the right to reject any such insurance as not complying based on the amount of the deductible, self-insured retention and/or self-insurance.

The Purchasing Agent reserves the right to consider and accept alternative forms and plans of insurance or to require additional or more extensive coverage for any individual requirement

TERMS & CONDITIONS

The Vendor that is hired for Inserting Machine RFQ must provide signed copies before issuance of a Purchase Order Release of the BCI Vendor Certification, Non-Disclosure, Confidentiality and Invention Agreement and HIPAA Business Associate Agreement (if applicable). The form of the BCI Vendor Certification, Non-Disclosure, Confidentiality and Invention Agreement and HIPAA Business Associate Agreement (if applicable) shall be provided as an Exhibit to an Addendum to this RFQ. In addition, some State or agency policies may be memorialized in an agreement that must be signed by the required parties.

- The State reserves the right to request and review BCI results.
- The State reserves the right to require drug test(s), at vendor's expense, on individuals prior to beginning work.
- All contractors hired for a Inserting Machine RFQ agree to adhere to all applicable DOIT IT policies. Such DOIT IT policies may be located at www.doit.ri.gov.
- Vendor shall also perform its services in compliance with all applicable federal, State, applicable agency and local laws, policies, ordinances, orders, procedures and regulations in effect at the time the services are performed.

•The State reserves the right to require additional terms and conditions when entering into individual engagements with vendor(s).

a. **Warranties**

- i. **Errors or Defects in the Solution:** In case of any error or defect in the Solution arising from Company's acts or omissions, Company shall promptly cause such error or defect to be corrected at no additional cost to STATE OF RHODE ISLAND. Company shall be responsible for the cost of repairing any damage it causes during its performance of any related installation services. STATE OF RHODE ISLAND reserves the right to withhold any payments until the repair is made, in an amount equal to the damage incurred.
- ii. **Work Product:** Company warrants and represents that it has the right to transfer ownership to STATE OF RHODE ISLAND of Company's work product performed hereunder, and that such work product hereunder shall not infringe any other party's proprietary property rights, tangible or intangible or other interests.
- iii. Additionally, your company represents and warrants that for the full duration of any resulting contract, all services provided under any resulting Agreement(s) perform in the manner and functionality as described.

- b. **Indemnification** Your company shall defend, indemnify, and hold harmless STATE OF RHODE ISLAND and each of its employees, partners, affiliates, subsidiaries, and member firms, and shall pay, as incurred, all damages, costs, fees, and expenses (including reasonable attorney's fees, and lost executive time) arising

BID FORM

out of the performance or non-performance or alleged breach of any resulting contract, including without limitation, any claims, actions, suits, or other proceedings:

- i. Alleging facts which, if true, would cause your company to be in breach of the section entitled Infringement;
- ii. Relating to a breach by your company of any of its other representations, warranties, agreements, or covenants under any resulting contract; or
- iii. Relating to any act or failure to act by any company personnel while on the premises of STATE OF RHODE ISLAND.
- iv. STATE OF RHODE ISLAND shall provide to your company notice of any such action within a reasonable time upon receipt of knowledge of the same. In connection with any claim made by a third party, your company shall bear the expenses of defending such claim (regardless of whether the allegations supporting such claim are finally determined to be true) and, at its option, may assume the defense of any such action and all negotiations for its settlement or compromise (it being understood that your company shall not enter any settlement without the consent of STATE OF RHODE ISLAND), provided, further, however, that if your company does not, within ten (10) days of receiving such notice from STATE OF RHODE ISLAND, select counsel to defend such claim or action, and such counsel shall be rated AV in the Martindale and Hubbell Law Directory, then STATE OF RHODE ISLAND may through counsel of its choice, select counsel to defend. Each party shall keep the other party fully informed about all material information regarding any claim covered under this section. During the pendency of any claim against your company or STATE OF RHODE ISLAND, STATE OF RHODE ISLAND may withhold payment of any sums otherwise required to be paid hereunder.

c. Confidentiality

- i. **Definition.** Confidential Information shall mean the proprietary and confidential information of either party, which shall include, without limiting the generality of the foregoing, this RFQ, any and all data collected, any resulting contract from this RFQ, and all other information, know how, marketing and development plan, techniques and materials, State of Rhode Island names, STATE OF RHODE ISLAND employee names and other information related to STATE OF RHODE ISLAND personnel, State of Rhode Islands, price lists, STATE OF RHODE ISLAND service plans, guidelines and financial information, and methodologies and tools, which are not generally known to the public. Notwithstanding the foregoing, no information shall be deemed to be Confidential Information if the receiving party can demonstrate that such information:
 - a. Is disclosed to the receiving party by a third party without the imposition of any obligation of confidentiality
 - b. Becomes known to the general public without fault of the receiving party;
 - c. Is developed by any employee or partner of the receiving party under any resulting contract who had no access to any information disclosed to such party under any resulting contract; or
 - d. Was previously known by the receiving party

d. Nonperformance In the event of any resulting contract, your company will be bound by the following terms relative to nonperformance:

- i. Your company shall correct all nonperformance upon verbal notification by STATE OF RHODE ISLAND.

BID FORM

- ii. If your company is not responsive to the verbal notification, STATE OF RHODE ISLAND shall correct the nonperformance by using another company, or by any means it deems necessary and reasonable.
 - iii. In the event of nonperformance of your company's response time obligations as committed to, STATE OF RHODE ISLAND shall, at its option, take any one of the following actions:
 - a. Obtain a one hundred percent (100%) credit against charges relative to said incidence of nonperformance;
 - b. retain another company to remedy the nonperformance; and
 - c. Terminate the contract for failure to meet response time obligations on three (3) consecutive occasions or two (2) or more times in any given month.
 - iv. In any event of nonperformance, STATE OF RHODE ISLAND may terminate the contract upon written notification to your company.
 - v. Your company shall be considered in default of any resulting contract as aforementioned, or if there is any evidence of negligence regarding any aspect of the execution of the work to be performed. Your company shall be considered in default if any provision of this RFQ or any resulting contract is not satisfied.
 - vi. In the event of termination for default, STATE OF RHODE ISLAND shall have against your company all remedies provided by law and equity.
- e. **Right Of Termination** In the event of any contract resulting from this RFQ, STATE OF RHODE ISLAND reserves the right to terminate the resulting contract, rental or lease of equipment, service, maintenance, or support arising from such resulting contract, at any time with or without cause, upon thirty (30) days' written notice, and seek a pro rata reimbursement for unperformed future services.
- f. **Assignment** Your Company shall not delegate or assign, in whole or in part, any resulting contract, whether voluntary, involuntary, or by operation of law, without the prior written consent of STATE OF RHODE ISLAND.
- i. Upon STATE OF RHODE ISLAND'S consent to the foregoing, your company warrants that all said successors shall comply with any and all obligations arising under any resulting contract and shall be liable for all non-waived obligations breached by your company. Furthermore, your company warrants that as a condition to any of the foregoing, your company shall covenant with each successor in writing that said successor shall be liable for any and all obligations arising from any resulting contract and for any non-waivable breach committed by your company in the past.
 - ii. At STATE OF RHODE ISLAND'S option, any such delegation, or assignment made without STATE OF RHODE ISLAND'S written consent shall relieve STATE OF RHODE ISLAND of its obligations arising as a result of a contract between STATE OF RHODE ISLAND and your company.
- g. **Right Of Refusal** -Your proposal shall be submitted as response to this RFQ that sets forth the proposed terms and conditions to be included in any resulting contract. Regardless of the outcome of the evaluation, STATE OF RHODE ISLAND shall not be under any obligation to contract for a Solution from you or any other company who has submitted a proposal.
- i. STATE OF RHODE ISLAND reserves the right to reject any and all proposals that are not in accordance with its goals, interests or in conformity with the instructions found herein. Even if all the requirements are met, STATE OF RHODE ISLAND reserves the right to reject your proposal, or that of any other company who has submitted a proposal.

BID FORM

- ii. Proposals shall be evaluated based upon discounted rates, fees, quality of Services solution, responsiveness to the RFQ, your company's qualifications, and experience. The company to be selected will, in the sole opinion of STATE OF RHODE ISLAND, best fulfill the requirements of this RFQ.
- iii. STATE OF RHODE ISLAND may, during the course of the evaluation, enter into negotiations with more than one (1) company simultaneously.
- iv. Please note, no party will be permitted to submit a "re-bid". All responses to this RFQ shall be considered final.

INSURANCE REQUIREMENTS

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.

RIVIP INFO - BID SUBMISSION REQUIREMENTS

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. When delivering offers in person to One Capitol Hill, vendors are advised to allow at least one hour additional time for clearance through security checkpoints.

AWARD

THE STATE, AT ITS SOLE DISCRETION, SHALL RESERVE THE RIGHT TO MAKE ONE OR MULTIPLE AWARDS FOR THIS REQUIREMENT AND/OR TO REJECT ANY OR ALL BIDS.

SURETY REQUIREMENTS

BIDDER IS REQUIRED TO PROVIDE A BID SURETY IN THE FORM OF A BID BOND, OR A CERTIFIED CHECK PAYABLE TO THE STATE OF RHODE ISLAND, IN THE AMOUNT OF A SUM NOT LESS THAN FIVE PERCENT (5%) OF THE BID PRICE. BID SURETY MUST BE ATTACHED TO THE BID FORM. THE SUCCESSFUL BIDDER WILL ALSO BE REQUIRED TO FURNISH

BID FORM

PERFORMANCE AND LABOR AND PAYMENT BONDS AT TIME OF TENTATIVE CONTRACT AWARD.

LICENSE REQUIREMENTS

VENDOR (OWNER OF COMPANY) IS RESPONSIBLE TO COMPLY WITH ALL LICENSING OR STATE PERMITS REQUIRED FOR THIS TYPE OF SERVICE. A COPY OF LICENSE/PERMIT SHOULD BE SUBMITTED WITH THIS BID. IN ADDITION TO THESE LICENSE REQUIREMENTS, BIDDER, BY SUBMISSION OF THIS BID, CERTIFIES THAT ANY/ALL WORK RELATED TO THIS BID, AND ANY SUBSEQUENT AWARD WHICH REQUIRES A RHODE ISLAND LICENSE(S), SHALL BE PERFORMED BY AN INDIVIDUAL(S) HOLDING A VALID RHODE ISLAND LICENSE.

VENDOR SPECIFICATIONS

ALL VENDORS MUST INCLUDE SPECIFICATIONS WITH BID PROPOSAL (EVEN THOSE BIDDING BRAND SPECIFIED). FAILURE TO SUBMIT SPECIFICATIONS WITH BID PROPOSAL MAY RESULT IN DISQUALIFICATION OF BID. ITEMS IN CATALOGS MUST BE CLEARLY MARKED AND PAGES TABBED.