



Solicitation Information
27 March 06

LOI # B06180

TITLE: Barcoding / Mailing Services

Submission Deadline: 12 April 06 @ 2:20 PM (Eastern Time)

Questions concerning this solicitation may be e-mailed to the Division of Purchases at questions@purchasing.state.ri.us no later than **3 April 06 at 12:00 Noon (ET)**. Questions should be submitted in a *Microsoft Word attachment*. Please reference the RFP / LOI # on all correspondence. Questions received, if any, will be posted on the Internet as an addendum to this solicitation. It is the responsibility of all interested parties to download this information.

SURETY REQUIRED: No

BOND REQUIRED: No

Jerome D. Moynihan, C.P.M., CPPO
Administrator of Purchasing Systems

Vendors must register on-line at the State Purchasing Website at www.purchasing.ri.gov

Note to Vendors:

Offers received without the entire completed three-page RIVP Generated Bidder Certification Form attached may result in disqualification.

THIS PAGE IS NOT A BIDDER CERTIFICATION FORM

Mailing Services:

(Barcode Bid 2006.doc)

Letters of Interest to provide the State of Rhode Island with presorting and bar-coding on letter and postcard mail pieces via first-class, standard class and non-profit class postage.

Period: (2) two months, renewable in (2) two month increments at the State's option, not to exceed (12) twelve months.
4/1/2006 – 3/31/207

OVERVIEW:

Vendor must provide the State of Rhode Island with a delivery point barcode on (1) one to (4) four ounce letter size (to include postcards) first, standard and non-profit class mail originating from the State Enterprise Mail Operations (EMO) located at 1670 Hartford Avenue, Johnston, R.I. (and/or another State agency or facility) **as specified on attachment "A"**. Vendor is responsible for delivery to and acceptance of this mail by the **U.S. Postal Service, which is defined as any authorized United States Postal Service Business Mail Entry Unit (BMEU), Processing and Delivery Center (P&DC), or a Detached Mail Unit (DMU)** as long as the mail is deposited into a U.S. Postal Service Facility which has an overnight delivery service standard to the Providence District (as defined by the US Postal Service, but at a minimum, to zip codes 027, 028 and 029) for first-class mail.

Vendor must process the State of Rhode Island's mail as stipulated in specifications attached, attachment "A".

The awarding of this bid will be based upon the following formula:

Up to 80 points for the highest VERIFIED savings in field # 34 on Attachment "A".

Up to 20 points for experience and references of the vendor.

The Vendor should list their experience in the business as well as three references, with the Company Name, a contact person, address and telephone number.

B I D S P E C I F I C A T I O N S

1.) **Daily Pickup Agreement:**

Vendor must provide a minimum of (2) two regularly scheduled pickups per day at the EMO (and/or any other designated State facility). The first pickup should be around 12:00 p.m. **and the last pickup will be 5:00 p.m.** Vendor should also try to pick up mail mid-day to avoid a large amount of mail at the 5:00 p.m. pickup. (Attachment "A", page 1, item 1)

2.) In addition to the (2) two pickups specified in #1 above, the vendor must provide for up to (2) two pickups per week at a location determined by the State. (Attachment "A", page 1, item 2)

3.)

FIRST-CLASS:

Vendor must accept pre-metered, stamped and permit imprint 1-4 ounce first-class letter size mail & 1-ounce first-class postcard size mail (both to include hand written) at the 5-digit automated barcode presort rate as defined on attachment "A, page 2, items 3, 4, 5, 6 and 7.

Vendor must accept pre-metered 1-4 ounce first-class letter size mail (to include hand written) at the Mixed-AADC automated barcode presort rate as defined on attachment "A, page 2, items 8, 9, 10 and

11. **(Value Added Mail)**

Vendor must accept pre-metered 1-ounce first-class postcard size mail (to include hand written) at the Mixed-AADC automated barcode presort rate as defined on attachment "A, page 2, item 12.

(Value Added Mail)

STANDARD-CLASS:

Vendor must accept pre-metered, stamped and permit imprint 1-3.3 ounce standard-class letter size mail & 1-ounce standard-class postcard size mail (both to include hand written) at the 5-digit DSCF automated barcode presort rate as defined on attachment "A, page 3, items 13, 14, 15 and 16.

Vendor must accept pre-metered 1-3.3 ounce standard-class letter size mail (to include hand written) at the AADC DBMC automated barcode presort rate as defined on attachment "A, page 3, items 17, 18, and 19. **(Value Added Mail)**

Vendor must accept pre-metered 1-ounce standard-class postcard size mail (to include hand written) at the Mixed-AADC DBMC automated barcode presort rate as defined on attachment "A, page 3, item 20. **(Value Added Mail)**

NON-PROFIT-CLASS:

Vendor must accept pre-metered, stamped and permit imprint 1-3.3 ounce non-profit-class letter size mail & 1-ounce non-profit-class postcard size mail (both to include hand written) at the 5-digit DSCF automated barcode presort rate as defined on attachment "A, page 4, items 21, 22, 23 and 24.

Vendor must accept pre-metered 1-ounce non-profit-class postcard size mail (to include hand written) at the Mixed-AADC DBMC automated barcode presort rate as defined on attachment "A, page 4, item 25. **(Value Added Mail)**

Vendor must accept pre-metered 1-3.3 ounce non-profit-class letter size mail (to include hand written) at the AADC DBMC automated barcode presort rate as defined on attachment "A, page 3, items 26, 27, and 28. **Value Added Mail**

4.) All first-class letter size and postcards, metered, stamped and permit (to include hand written) mail received by the vendor as part of the daily pickup agreement specified in #1 above **must be barcode sorted AND accepted by critical entry time** (as defined by Providence BMEU, to be included via a letter from the USPS and attached to this bid) to achieve next day delivery by the U.S. Postal Service (as previously defined) the same date in which the vendor received the mail. Vendor will be assessed a non-performance penalty if found in violation of this clause, the amount will be defined in # 31 below.

5.)
Vendor can be no further than 60 miles from our EOC at 1670 Hartford Avenue, Johnston, R.I. 02919.

6.) All standard-class and nonprofit-class metered, stamped and permit imprint mail received by the vendor as part of the daily pickup agreement specified in #1 above must be barcode sorted and accepted by the U.S. Postal Service (as previously defined) the following business day in which the vendor received the mail and accepted by critical entry time (as defined by Providence BMEU, to be included via a letter from the USPS and attached to this bid) the next date in which the vendor received the mail. Vendor will be assessed a non-performance penalty if found in violation of this clause, the amount will be defined in # 31 below.

7.) Vendor must sign a receipt for the number of pieces and trays of mail received at each pickup.

8.) Vendor must maintain documentation available for State inspection, which verifies the count of mail received by the vendor, was processed and accepted by the U.S. Postal Service (as defined above) in accordance with the requirements of this bid.

9.) Vendor must provide certification of Multiline Accuracy Support System (MASS)-certified and/or Coding Accuracy Support System (CASS)-certified equipment as per U.S. Postal Service requirements. **Vendor MUST submit a copy of this certification with this bid.**

10.) Vendor must update zipcode tables at least quarterly.

11.) Vendor may **NOT** subcontract any of the services specified or implied in this bid without the approval of the **Enterprise Operations Center (EOC) Manager**, identified below.

12.) The State of Rhode Island can terminate the agreement for these services, for any reason, within (30) thirty days from the date the State gives written notification of termination to the vendor.

13.) ALL MAIL IS TO BE PROCESSED AS DEFINED ABOVE IN NUMBERS 4 AND 6, WITH 100% QUALIFICATION. REJECTS HAVE BEEN IDENTIFIED AS INFINITESIMAL.

14.) Vendor must have Fast Forward or a similar alternative to satisfy the move update requirement of the U.S. Postal Service. More than 95% of the State's mail will utilize this, less than 5% will have an address endorsement.

15.) Vendor must have **AT LEAST three years** experience as a U.S. Postal Service approved barcode vendor, must have at least (2) two letter barcode sorters. This machinery **MUST** be operational and postal certified prior to the award of the bid. **Proof of possession of these machines and their postal certifications must be submitted with this bid.**

16.) Vendor must produce a contingency plan to ensure the continued timely processing of the State's mail in the event that you cannot meet the requirements of this bid due to **ANY** reason. **This plan MUST be submitted prior to the award of this bid.**

17.) No mail will be re-dated in any way, shape or form without the written (email, fax or letter) approval of the EMO Manager or the EOC Manager. If mail is approved to be re-dated, it must have a month, day and year on the meter stamp placed on the envelope. Vendor will be assessed a non-performance penalty if found in violation of this clause, the amount will be defined in # 31 below.

18.) The current EMO Manager is Michael Lombardi, 222-2895, the current EMO supervisor is John Harden, 222-2418, and the current EOC Manager is Thomas O'Donnell, 222-2291.

19.) **The bid award formula is defined on the first page of these specifications.** It is up to 80 points for the highest VERIFIED savings in field # 34 on attachment "A" and up to 20 points for experience and references of the vendor.

20.) Vendor will bill the State for their service charge and postage due monthly detailing the number of pieces per class of mail and the associated price per piece for the postage due according to the vendor's bid response. Vendor must return all non mailable (no address in window, address upside down, empty envelope, international mail pieces, interoffice, ect) rejects by 3 pm the following business day from the metered date to the State of Rhode Island's EMO. Accordingly, there will be NO processing charge and NO postage due charged for these pieces. Vendor will be assessed a non-performance penalty if found in violation of this clause, the amount will be defined in # 31 below.

21.) Vendor must provide to the EMO Manager the actual daily barcode system reports and qualifying piece counts for the State of Rhode Island no later than 12:00 p.m. the next business day. The vendor must provide an actual machine report, if not able to, the report must be identified as not being an actual machine report. The counts must prove to within 1/2% taking into account the non mailables, as defined in #20. Vendor will be assessed a non-performance penalty if found in violation of this clause, the amount will be defined in # 31 below.

22.) Vendor must include actual monthly added value piece counts in the monthly service bill.

23.) Vendor must provide monthly to the EMO Manager the actual monthly service and postage due bills so they can be verified and sent for payment. Vendor will also provide a contact person for questions, verification of items charged on bills, etc. **This contact person must be submitted prior to the award of this bid.**

24.) Vendor will provide a telephone number and contact person(s) available to the EMO Manager and/or the EMO Supervisor for the entire time the vendor is open daily. Vendor should also provide emergency numbers of high level management in case problems arise with any time sensitive mailings, etc. **NONE** of these numbers can be voicemail, they must be **direct** numbers. **These contact names and numbers must be submitted prior to the award of this bid.**

25.) All employees of the company must be bonded and have B.C.I. checks which will be performed by the Vendor. Vendor must submit Names, Date of hire and employee ID# of ALL employees. **The list must be submitted with this bid, and the results of the B.C.I. check must be submitted prior to the award of the bid.** Any employee failing the B.C.I. check will be excluded from being within 100 feet of the State of Rhode Island's mail. Vendor **MUST** submit a list of current employees that will be assigned to the State's account prior to award of the bid to the EOC Manager. All new employees throughout the life of this award will go through this same process and their information must be immediately forwarded to the State. All drivers must have a valid driver's license and a clean driving record. **Contract can be cancelled if found in violation of this clause. Vendor must submit a copy of the bonding certificate with this bid.**

26.) Incomplete bids may be considered non-responsive and may be removed from consideration. Attachment "A" **MUST** be completed in its entirety, make sure all fields in # 28 below are completed, and make sure all calculations carry forward to all appropriate fields. Especially make sure that **on page (4) "NonProfits" numbers 29, 30, 31, 32, 33 and 34 carry forward. If you have any troubles completing the spreadsheet, contact Thomas O'Donnell at 222-2291 immediately. All calculations will be verified by the State.**

27.) By submitting your bid you are certifying that you have met all the qualifications, have the necessary United States Postal Service approvals/certifications and possess the necessary machinery to meet the requirements listed above to process the State's mail in the manner specified.

28.) There are 4 pages in the bid proposal that need to be completed, only certain fields. The fields you need to complete are in green, all fields in red can not be changed.

On page 1, "deliverycharges", only field numbers E11, E14 and G3 need to be completed.

On page 2, "FirstClass", only field numbers E15 thru E19, F15 thru F19, E23 thru E26, F23 thru F26, E30, F30 and J3 need to be completed.

On page 3, "StandardClass", only field numbers E15 thru E18, F15 thru F18, E22 thru E24, F22 thru F24 and J3 need to be completed.

On page 4, “NonProfits”, only field numbers E16 thru E19, F16 thru F19, E23, F23, E28 thru E30, F28 thru F30 and J3 need to be completed.

Other fields will automatically update as you enter amounts, make sure they do, and pay attention to all four pages to ensure that there are no data problems.

Print these (4) four pages out and submit as your bid.

29.) All mail accepted by the vendor will bear a R.I. meter stamp.

30.) No State of Rhode Island mail will have any words/characters sprayed or otherwise affixed to the State’s mail without the PRIOR approval of the EOC or EMO manager. Vendor will be assessed a non-performance penalty if found in violation of this clause, the amount will be defined in # 31 below.

31.)

Non-performance penalties:

#4 The service charge for all mail will be waived for that day, and contract can be cancelled.

#5 The service charge for all mail will be waived for that day, and contract can be cancelled.

#6 The service charge for all mail will be waived for that day, and contract can be cancelled.

#17 \$100 per mail piece found.

#20 \$250 per mail piece found.

#30 \$100 per mail piece found.

The 6 above non-performance penalties can be avoided if the guidelines in #17 are adhered to. In any event, the non-performance penalties detailed above can’t exceed the vendor’s service charge for that day.

32.) Quantities reflected on attachment “A” are mere projections. In no way, shape or form is the State of Rhode Island to be held to guaranteeing those piece counts, or be limited to those piece counts for each respective class/category of mail, reflected in the numbers 3 through 28.

If you have questions on these specifications, email them to todonnell@DoIT.ri.gov or to ????????????

If you have any problems completing the proposal spreadsheet (all four (4) pages), contact Thomas O’Donnell immediately at 222-2291 or email him at todonnell@DoIT.ri.gov

Please refer to the many item #'s which request information to be submitted with this proposal, or prior to the award of the bid. Make sure all items requested to be submitted with this proposal are submitted, along with the four pages of the spreadsheet you must complete. Items requested prior to the award of the proposal can wait until the Division of Purchasing determines the winning proposal.

Item #'s requesting information:

First page, requests three references and contact information.

4 – Requests letter from Providence BMEU defining “critical entry time”.

- # 9 – Requests MASS or CASS certifications.
- #15 – Requests proof of possession of two letter barcode sorters.
- #16 – Requests contingency plan.
- #23 – Requests contact name and number for billings.
- #24 – Requests contact names and numbers for off hour issues relating to the mail.
- #25 – Requests an employee list to be compared to B.C.I. list.
- #28 – The four pages of the spreadsheet for the proposal.