



Solicitation Information
1 May 06

RFP # B06299

TITLE: Sorting / Bar Coding Machine

Submission Deadline: 23 May 06 @ 2:00 PM (EDT)

PRE-BID/ PROPOSAL CONFERENCE: Yes Date: 8 May 06 Time: 10:00 AM (EDT) Mandatory: No Location: State of Rhode Island, Enterprise Mail Operations, 1670 Hartford Avenue, Johnston, RI
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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

Introduction

The Rhode Island Department of Administration/ Division of Purchases, on behalf of the Rhode Island Department of Administration, Division of Information Technology, is soliciting proposals from qualified firms to award a contract to provide a sorting / barcoding machine for mail services provided by the Division of Information Technology, , in accordance with the terms of this Request for Proposals and the State's General Conditions of Purchase, which may be obtained at the Rhode Island Division of Purchases Home Page by Internet at: <http://www.purchasing.ri.gov>

This is a Request for Proposals, not an Invitation for Bid: responses will be evaluated on the basis of the relative merits of the proposal, in addition to price; there will be no public opening and reading of responses received by the Office of Purchases pursuant to this Request, other than to name those offerors who have submitted proposals.

Terms are a 60-month lease, with a \$1 buyout

Instructions and Notifications to Offerors:

- Potential offerors are advised to review all sections of this Request carefully and to follow instructions completely, as failure to make a complete submission as described elsewhere herein may result in rejection of the proposal.
- Alternative approaches and/or methodologies to accomplish the desired or intended results of this procurement are solicited. However, proposals which depart from or materially alter the terms, requirements, or scope of work defined by this Request will be rejected as being non-responsive.
- All costs associated with developing or submitting a proposal in response to this Request, or to provide oral or written clarification of its content shall be borne by the offeror. The State assumes no responsibility for these costs.
- Proposals are considered to be irrevocable for a period of not less than sixty (60) days following the opening date, and may not be withdrawn, except with the express written permission of the State Purchasing Agent.
- All pricing submitted will be considered to be firm and fixed unless otherwise indicated herein.
- Proposals misdirected to other State locations or which are otherwise not present in the Office of Purchases at the time of opening for any cause will be determined to be late and may not be considered. For the purposes of this requirement, the official time and date shall be that of the time clock in the reception area of the Office of Purchases.
- It is intended that an award pursuant to this Request will be made to a prime contractor, who will assume responsibility for all aspects of the work. Joint venture and cooperative proposals will not be considered, but subcontracts are permitted, provided that their use is clearly indicated in the offeror's proposal, and the subcontractor(s) proposed to be used are identified in the proposal. It is the responsibility of the vendor to ensure that all subcontractors meet all Federal and State laws and regulations including HIPAA requirements and that the appropriate business agreements are in place.
- Offerors are advised that all materials submitted to the State for consideration in response to this Request for Proposals will be considered to be Public Records as defined in Title 38 Chapter 2 of the Rhode Island General Laws, without exception, and will be released for inspection immediately upon request once an award has been made.
- In accordance with Title 7, Chapter 1.1 of the General Laws of Rhode Island, no foreign corporation, a corporation without a Rhode Island business address, shall have the right to transact business in the state until it shall have procured a Certificate of Authority to do so from the Rhode Island Secretary of State (401/222-3040).

The State of Rhode Island has a goal of ten per cent (10%) participation by MBE's in all State procurements. For further information, visit the web site www.rimbe.org. To speak with an M.B.E. Officer, call (401) 222-6253.

Interested parties are instructed to peruse the Division of Purchases web site on a regular basis, as additional information relating to this solicitation may be released in the form of an addendum to this RFP / LOI

Equal Employment Opportunity (RIGL 28-5.1)

§ 28-5.1-1 Declaration of policy. – (a) Equal opportunity and affirmative action toward its achievement is the policy of all units of Rhode Island state government, including all public and quasi-public agencies, commissions, boards and authorities, and in the classified, unclassified, and non-classified services of state employment. This policy applies in all areas where the state dollar is spent, in employment, public service, grants and financial assistance, and in state licensing and regulation. For further information, contact the Rhode Island Equal Employment Opportunity Office, at 222-3090

Specifications for a High Speed Sorting & Barcode Machine

1. System must be able to read and process up to 900 different fonts simultaneously, with reading capabilities of 5" vertical by 11.5" horizontal Optical Character Reader (OCR). Must be able to read a minimum four (4) lines of address in upper and lower case fonts. The reader must be able to recognize non-overlapping proportional fonts. The reader must also read handwritten mail.
2. System must be equipped with an Ink Jet printer that can spray an 11-digit Delivery Point and 4-CB, 4 State, Barcode for all mail pieces successfully matched and verified from the ZIP+4 National Directory, to include compressed air requirements and equipment for each inkjet printer as necessary. The vendor is required to provide the air supply equipment as part of this bid. The equipment provided must meet all technical requirements (E.G. air temperature, dryness, flow rate, pressure, and purity) and must be considered as part of this bid. Vendor shall include all necessary arrangements for installation of required air supply equipment as part of this bid. The required equipment and installation of the compressed air supply system is a part of the complete turnkey installation of the reader/sorter. The air system must meet all applicable safety requirements.
3. System must be able to read alpha, numeric, postnet, and 4-CB, 4 State, barcodes or two and onecode dimensional barcodes within the 5" wide area OCR Reader. The barcode reader must be an in-line verifier with Merlin type diagnostics to accommodate postnet, planetcode and 4-CB, 4 State barcodes , for operator review before submitting their mailing.
4. 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.
5. System must be equipped with a National ZIP+4 Look-Up Directory.
6. System must be equipped with a dedicated computing system in which the National Directory is maintained, which is contained in a single, toggling display. 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). The directories must be controlled (in-house) by the equipment manufacturer.
7. System must read, look-up, and spray an 11-digit delivery point and 4-CB, 4 State, barcode, then sort the mail at a cycling speed of, at a minimum, 40,000 pieces per hour for postcards and 36,000 pieces per hour for letters.
8. 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.
9. System must come with a printer to print the reports. Printer must be hooked up to the sorter and be on-line.
10. 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.

11. 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, all required USPS data, 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.
12. The system should 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 should be included for every 48 pockets.
13. 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.
14. Bidders to include actual samples of all required reports and tray labels. Failure to submit samples will result in bid being rejected.
15. Bidders to submit copy of USPS Postnet, Planetcode & OneCode Barcode Certification certificate.
16. Bidders to submit copy of USPS required Coding Accuracy Support System (CASS) & (MASS) document approving use of Multi-Line OCR and pass all related tests to get system operational.
17. 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 $\frac{3}{4}$ full notification and shut-off switches that engage when a bin is full.
18. 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.
19. Bidders must provide a minimum of five (5) references of customers where similar systems are presently operational. Preferred bidder should have similar systems located in the Northeast United States area.
20. 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.
21. Media Specifications:

Minimum:	3.5" high x 5" long
Maximum:	6.125" high x 11.5" long
Thickness:	0.007" to .25"
22. 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 incremental sections.
23. The system must face the front/address side of the mail piece toward the sweeper to provide better stacking and visibility of the address for verification.
24. System must provide a greater number of bins per unit length than linear bin systems.
25. System and software must be able to process all allowable USPS letter mail for First-Class, Standard-Class Regular or Standard-Class Non-Profit.
26. System must be ergonomically designed to minimize operator and sweeper fatigue.

27. Service: Bidders must provide 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 where the system is to be installed who are capable of providing maintenance within the above-mentioned response time.
28. System must have the ability to do Barcoded Rate combined mailings with different postage payment methods. Must have the ability to combine metered and permit mail in a single mailing per DMM regulations.
29. System must be equipped with First-Class and Standard-Class Regular and Standard-Class Non-Profit outgoing sorting software.
30. Ink Jet printer must be capable of spraying a 5-digit, 11-digit Postnet and 4-CB, 4 State, Barcode at a minimum of 36,000 pieces per hour for letters and 40,000 pieces per hour for postcards without smearing.
31. System must have in-line barcode verification to evaluate 100% of the postnet and onecode barcodes to MERLIN Standards simultaneously during first pass.
32. 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.
33. 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 Postnet Barcode.
34. System must have the ability to down load various data onto a 3½" floppy diskette or CD-R Disc, to be used on a PC.
35. System software must be capable of sorting metered and permit mail, simultaneously, and producing reports acceptable to the USPS for presenting combined mailings.
36. The successful bidder must be able to provide at least two (2) references that are currently sorting combined permit and metered mailings.
37. The system must have an automated interface to the USPS FASTforward system for move updates, and pass all related tests to get system operational.
38. System must include an Ink Jet for the purpose of re-dating mail according to USPS allowances.
39. The system must have the option of adding the capacity for the sorting of inbound mail by 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 have the capability of rejecting 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.
40. The system must be capable of adding 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.
41. The system software must perform the sortation function in accord with USPS scheme sorting guidelines (both 3 and 5 digit sorts).
42. The system software must be Windows NT 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.
43. The proposed system must have the same reading technology as utilized with the USPS Merlin to insure maximum acceptance when presenting mail to the USPS.

44. 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.
45. The system must be upgradeable to accommodate MICR detection, in-line, selective opening, and envelope marking for incoming mail.
46. 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.
47. The system must be capable of offering 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.
48. The system will have a standard gap friction feeder to maximize throughput and reduce jams with the capability of handling 3 ½ trays of mail on the feed table.
49. The System feeder must be able to auto feed and process 3.5" high x 5" long post card stock. Failure to process this type media will result in machine being rejected and the State of Rhode Island selecting the second bidder.
50. Inline delivery extension system with conveyor system from first bin section to end of system. This conveyor should be under the bins sections. Delivery system at end of sorter for distribution of mailing material. Should be at right angle to fit floor space. An example would be (straight conveyor, 130'2 right angle turn, conveyor 109'2 and total length 261'0).
51. The System must fit in the footprint as it stands in the current Enterprise Mail Operations at 1670 Hartford Avenue, Johnston RI. A prebid Conference will be held at this facility to allow bidders to spec the current location.
Evaluation of proposed footprint of each vendor is worth 10 points out of a possible 100 points.
52. The System must be capable of offering a demonstrable solution for mail tracking solutions (oncode or planetcode) providing the unique capability to track and trace every individual piece of mail sorted from creation to delivery.
53. 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.
54. 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.
55. 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) will 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.
56. Vendor must specify delivery date. **Evaluation of proposed delivery date of each vendor is worth 5 points out of a possible 100 points.**
57. Terms are a 60-month lease, with a \$1 buyout. **Evaluation of proposed total cost (60 monthly payments) of each vendor is worth 85 points out of a possible 100 points.**

- 58. All software upgrades and maintenance are free for the first year.
- 59. Vendor must provide up to 80-hours of on-site training to get operators proficient in the operation of the machine. Enterprise Mail Operation Manager will determine when operators are deemed proficient.
- 60. Service maintenance will be included in the one monthly lease amount you quote for this machine.

61. Proposal Evaluation Scoring System:

- a.) # 55 Up to 85 points for lowest monthly cost. (total cost of 60 lease payments)
- b.) # 51 Up to 10 points for best footprint to be integrated into our facility.
- c.) # 54 Up to 5 points for quickest delivery.

Agency Approvals: UL, FCC

Any software upgrades or machine improvements (State’s option) are free for the first year. The year begins, and billing can begin, once the machine is accepted by the State.

The first year of maintenance will be free.

Pre-Proposal Meeting & Proposal Submission

A Pre-proposal meeting will be held at the date, time, and location described on page one of this solicitation. For driving directions, contact Tom O’Donnell at 401 222-2291.

Responses (**an original plus three (3) copies**) should be mailed or hand-delivered in a sealed envelope marked “RFP # B06299: Sorting / Barcoding Machine” to:

**RI Dept. of Administration
Division of Purchases, 2nd floor
One Capitol Hill
Providence, RI 02908-5855**

NOTE: Proposals received after the above-referenced due date and time will not be considered. Proposals misdirected to other State locations or which are otherwise not presented in the Division of Purchases by the scheduled due date and time will be determined to be late and will not be considered. Proposals faxed or emailed to the Division of Purchases will not be considered. The official time clock is located in the reception area of the Division of Purchases

Proposals should include the following:

1. A completed and signed three-page RIVIP Bidder Certification Cover Form, available at www.purchasing.ri.gov.
2. A Cost Proposal, proposed for this scope of services.
3. A Technical Proposal providing a detailed description of the equipment being offered, and any information relevant to this solicitation.
4. A completed and signed W-9 (taxpayer identification number and certification). Form is downloadable at www.purchasing.ri.gov.

The State reserves the right to award on the basis of cost alone, accept or reject any or all bids, and to act in its best interest.

The State may, at its sole option, elect to require presentation(s) by offerors clearly in consideration for award.

The Technical Review Committee will present written findings, and award recommendation, to the State Purchasing Agent, or his designee, who will make the final award decision.

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