

REQUEST FOR PROPOSALS

Network Printing and Postage Meter Lease and Maintenance Service

I. Introduction

The Atlanta Regional Commission (hereinafter “ARC) is seeking qualified vendors to provide leased network printer(s) and postage machine services. The vendor(s) will provide all equipment, personnel, expertise, facilities, financial resources, and management for this service. Selected vendors should be prepared to sign a standard ARC contract for services which contains required federal and state clauses. This RFP may result in multiple awards with the right reserved to grant all or part of this project to one or more firms.

II. Background Information

The Atlanta Regional Commission is the statutorily created Regional Commission and Metropolitan Area Planning and Development Commission for the 10-county Atlanta region. Since 1947, ARC and its predecessor agencies have helped focus the region’s leadership, attention and resources on critical issues. The agency serves as a regional convener, bringing diverse stakeholders to the table to address important issues facing metro Atlanta. ARC is designated as the Metropolitan Planning Organization (MPO), Area Agency on Aging (AAA), Atlanta Regional Workforce Development Board, Urban Area Security Initiative (UASI) administrator, and provides staffing to the Metropolitan North Georgia Water Planning District (MNGWPD). ARC’s member governments are Cherokee, Clayton, Cobb, DeKalb, Douglas, Fayette, Fulton, Gwinnett, Henry and Rockdale counties, and the city of Atlanta.

As a convener and administrative support arm of these jurisdictions as it relates to their collaborative efforts, ARC’s staff produces and manages large volumes of printed materials (including general correspondence, educational materials and payments) and dispenses many of those materials via mail on a weekly basis.

III. Project Scope

ARC is requesting proposals from qualified vendors to provide network printing equipment, support and maintenance as well as postage meter lease, service and maintenance. The successful vendor(s) shall be a qualified individual or business that possesses experience in leasing and servicing copiers, printers and multifunction peripherals as well as digital postage meters.

ARC currently utilizes 25 Sharp and Kyocera printers located throughout the facility; producing 25,000+ combined black and white prints and 13,000+ color prints annually. Additionally, ARC utilizes a Pitney Bowes Connect+ 3000 Digital Postage Meter through which over 18,900 pieces were run from February 2018 through January 2019. The majority of the pieces (12,800) were First Class Mail letters, while approximately 2,000 pieces were First Class Mail Flats. Priority Mail, Priority Mail Express, Package Services, International and Certified Mail Service were also used.

Equipment Requirements

Network Printers

ARC seeks to reduce the number of networked printers from 25 to 20 and incorporate devices that:

- Produce color and black & white output
- Support multiple paper sizes
- Utilize prox card log-in to allow secure printing and identification of users

Postage Meter

ARC is seeking a postage metering system that will run regular, certified and bulk mailings and should:

- Offer touch screen display
- Offer a user-friendly platform that will support multiple department/group operation
- Allow postage download from the supplier to the meter
- Be capable of producing usage reports
- Accommodate the use of 20-25 different group codes and separate log-ins for chargebacks
- Include a digital scale
- Allow automatic download of USPS rate updates and machine software updates.
- Be able to process batched mail containing mixed weights and sizes
- Include automatic weight and rate calculations
- Include automatic sealing with the ability to turn sealing ON and OFF
- Include full maintenance for the life of the lease

The vendor should have printable postage labels, postage ink, sealing fluid and other supplies available for purchase.

IV. Submittal Requirements

Proposers should prepare proposals in accordance with the instructions provided herein. Each proposer is required to submit the proposal in a sealed package. Proposals should be prepared in a manner that provides a concise description of the proposer's ability to satisfy the requirements set forth in the RFP. Proposals should be complete, accurate, and content should include numbered pages and clear labeling.

The proposal should be organized as follows:

- **Part 1: Cover Letter/Executive Summary** – including the name, address, email address and any other pertinent information about the firm. The summary must be signed by an individual authorized to bind the firm contractually and must include an expression of the firm's ability to meet the requirements of the RFP. Please do not exceed 1 page.

- **Part 2: Company Information** – a description of the firm's background, organizational structure, length of time in business, assets available to meet ARC's requirements and experience in providing the services being solicited.
- **Part 3: Equipment Offered** – provide information on the equipment being offered. Include specifications, duty cycles, warranties, etc.
- **Part 4: References** – List three (3) references for similar equipment installations serviced by your firm in the last 12-18 months. Provide full addresses, contact names and telephone numbers for each.
- **Part 5: Proposed Pricing** – Complete the Pricing Form (Appendix A). Response may include other services provided by your firm that may add value for ARC but pricing for these additional services must be listed independent of the pricing for the requested services in scope of this RFP.
- **Part 6: Proposal Signature Form** – Appendix B

ARC must receive two (2) hard copies and one (1) copy in digital format, either in Microsoft Word or PDF format, no later than Friday, May 31, 2019 at 5 PM.

Proposals must be submitted to the following address:

Atlanta Regional Commission
ATTN: Chris Burke
229 Peachtree Street NE, Suite 100
Atlanta, Georgia 30303

V. Evaluation Criteria

ARC reserves the right to determine the suitability of proposals on the basis of adherence to the requirements set forth herein, the review team's assessment of the quality and performance of the services proposed, and cost.

The Evaluation Committee will make a selection based on the criteria listed below; which are in no particular order, as well as other relevant RFP information. Evaluation factors will include, but are not limited to, the following:

- Compliance with the instructions contained herein.
- Demonstrated ability to provide the services being solicited
- Price/Cost
- References

Technical questions must be submitted by 12:00PM (Noon) on Friday, May 10, 2019. Questions must be submitted via email to Christopher Burke

(cburke@atlantaregional.org) and Ray Randolph (rrandolph@atlantaregional.org). The subject line shall read: **Question: ARC Network Printing/Metered Postage Services.** Responses to questions will be disseminated by close of business on Friday, May 17, 2019.

VI. Award Procedures

The award shall be made in the best interest of ARC. ARC reserves the right to accept other than the most financially advantageous proposal. ARC also reserves the right to accept or reject any and all proposals and to waive any informality in proposals, and unless otherwise specified in writing by the Proposer, to accept any items in any proposal. ARC may, at its discretion, require one or more proposers to appear before an evaluation committee for an interview or to make a presentation. During such interview, the Proposer may be required to orally and otherwise present its proposal and to respond to questions posed. Additional meetings may be held to clarify issues or to address comments, as deemed appropriate. Proposers will be notified in advance of the time and format of such meetings. ARC may choose to award a contract without engaging in discussions or negotiations, therefore, the Proposer should submit the best offer for performing the services prescribed herein in the proposal submitted.

Commencement of such discussions does not signify an obligation or commitment by ARC to execute a contract or continue discussions. ARC may terminate discussions at any time for any reason.

Incomplete proposals may be rejected. ARC may reject any or all proposals and may waive any immaterial deviation in a proposal.

Multiple proposals from an individual firm, partnership or corporation under the same or different names will not be considered.

Since ARC may award a contract based on the initial offer, a Proposer should make the initial offer on the most favorable terms available. ARC reserves the right, however, to have discussions with those bidders falling within a competitive range, and to request revised pricing from them and make an award or conduct negotiations thereafter.

ARC may select and enter into negotiations with the next most advantageous Proposer if negotiations with the initially chosen Proposer are unsuccessful.

The award document will be a contract incorporating, by reference, all requirements, terms and conditions of the solicitation and the Proposer's proposal as negotiated.

VII. General Terms and Conditions

ARC desires a service agreement with a term of five (5) years from the effective date. Either party may cancel the agreement by providing 60 days written notice prior to the expiration of the contract period.



Atlanta Regional Commission

All proposals submitted in response to this request shall become the property of ARC and as such, may be subject to public review. Any proprietary information should be marked confidential to prevent disclosure. Such marking should be limited in scope. A blanket marking of the entire proposal as confidential will not be honored. Vendors will be responsible for defending that declaration of proprietary information should it be challenged.

ARC reserves the right to reject any and all proposals, to engage in further negotiations with any firm submitting a proposal, and/or to request additional information or clarification. ARC is not obligated to accept the lowest cost proposal. ARC may accept the proposal that best serves its needs, as determined by the appropriate ARC personnel in their sole discretion.

All payroll taxes, liability and workers compensation are the sole responsibility of the Proposer. The Proposer understands that an employer/employee relationship or partnership does not exist under this contract.



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APPENDIX A – PRICING FORM

Network Printers (Monthly Lease Cost) \$ _____

Cost Detail:

Postage Meter(s) (Monthly Lease Cost) \$ _____

Cost Detail:

Additional Fees/Optional/Other Services

Not Included in Monthly Cost

\$ _____

Cost Detail:

Company Name: _____

atlantaregional.org

International Tower
229 Peachtree St, NE | Suite 100
Atlanta, Georgia 30303



Atlanta Regional Commission

APPENDIX B – PROPOSAL SUBMISSION FORM

This Proposal Is Submitted By:

Provider Name: _____

Representative (Printed Name): _____

Representative (Signature): _____

Address: _____

City/State/Zip: _____

E-mail Address: _____

Telephone: _____

It is understood by the Proposer that ARC reserves the right to reject any and all proposals, to make awards that are in the best interest of ARC, to waive formalities, technicalities, to recover and rebid this RFP. Proposal is valid for 30 calendar days from the proposal due date.

Authorized Representative (Printed)

Date

Authorized Representative (Signature)

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