Illinois Valley Community College
Purchasing Department
815 N. Orlando Smith Ave., Oglesby, IL 61348
815-224-0417

Mailing System
Proposal #PR09-P06

Illinois Valley Community College is accepting proposals for the **LEASING OF A MAILING SYSTEM**. Refurbished or used equipment will not be accepted.

Proposals will be received in the Purchasing Office at the above address until **11:00 a.m. on November 20, 2008**. Proposals will be publicly opened at this time. Late proposals will not be accepted.

If there are any questions regarding this RFP, please contact Pat Reed, Director of Purchasing, at pat_reed@ivcc.edu or 815-224-0417

Please see the attached sheets for complete specifications and requirements

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I have examined the specifications and instructions included herein and agree, provided I am awarded a contract within 60 days of the proposal due date, to provide the specified items for the sum shown in accordance with the terms stated herein.

Company Name: __________________________ Date: __________

Address: _______________________________________

City/St/Zip: __________________________

Printed or Typed Name of Authorized Representative: __________________________

Title: __________________________

Phone #: __________________________ Fax #: __________________________

Signature: __________________________ E-mail: __________________________
Illinois Valley Community College
Proposal #09-06

**Background Information / Current Mail Operations**

Illinois Valley Community College, IVCC, is a government-funded institution of higher education located at 815 N. Orlando Smith Ave., Oglesby, Illinois. The Shipping and Receiving Department is responsible for 100% of the College’s outbound mail via current Pitney Bowes equipment. The College handles approximately 130,000 pieces of mail annually.

Shipping and Receiving regularly processes several different classes and types of mail. In any given day, the College will send out a variety of classes: First Class, Library Rate, Priority, Bound-Printed matter, Certified, Postcards, bulk mail, and International. First Class rates are generally applied to standard-sized business envelopes and 8-1/2” x 11” manila envelopes and Priority rates are mainly affixed to Priority envelopes supplied by the U.S.P.S. The majority of mail is sent via one of these two classes, although volume does differ substantially during peak times. The aforementioned classes and types of mail are the most common examples of mail the college produces. Certain circumstances may delegate differently.

The college considers the ability to track accounting activity as a vital aspect of its decision. The equipment must be able to print accurate daily, monthly, and annual reports of piece-counts, postage amounts, and accounts charged. We presently use roughly 47 accounts and any new system should be able to accommodate internal growth. A monthly report that can breakdown the monthly charge-backs by both department name and IVCC’s digit numeric account # is preferable.

When submitting your proposal, note all associated costs such as the equipment leasing costs, meter rental, hardware maintenance, software maintenance, on site training and any additional information you feel is vital to the every day mail room activities
Proposal Requirements

Term of Lease:
Illinois Valley Community College is interested in entering into a 60-month lease agreement.

Lease Agreement:
Include a copy of the proposed 60-month lease with your proposal.

Service Response Time:
Proposals must include a guaranteed (4) four hour, on-site response time, semi-annual preventative maintenance call and a local service support number.

Rate Changes:
Annual lease payment must include the cost for any future postage rate changes throughout the term of lease.

Bid form:
Proposals should be submitted on the form provided. Envelopes marked “Sealed Proposal For…” Proposals cannot be accepted via fax machines.

References:
Include (3) three references that are using the system being proposed noting the company/school name, contact name, phone number and email address.

Signature:
IVCC requires the signature on proposal documents to be that of an authorized representative of said company. Each bidder by making her/his bid, represents that they have read and understand the bidding requirements and that the instructions to bidders are a part of the specifications.

Delivery Schedule:
Proposals must specify delivery time. Unrealistically long delivery times may cause proposals to be rejected. Order may be canceled without obligation if delivery requirements are not met.

Award Criteria
As provided by statute, award will be based on the lowest, responsible vendor who meets all the requirements and the specifications taking into consideration of:

1. Price offered,
2. General reputation and performance capabilities of the vendor,
3. Conformity with specifications herein, and
4. Service and repair facilities.

The Illinois Valley Community College Board of Trustees reserves the right to reject any and all proposals, to waive any irregularities and to accept that proposal considered to be in the best interest of IVCC.

The proposal will be awarded at the December 17, 2008 Board of Trustees meeting. A purchase order will be issued. All orders are subject to the College’s standard purchase order terms and conditions.

Prices:
Price, terms and conditions must be firm for acceptance for sixty (60) days from the date of proposal opening unless otherwise agreed to by District #513 and vendor.

The College participates in the following purchasing consortiums:

- Educational and Institutional Cooperative Services (E & I)
- U. S. Communities, Government Purchasing Alliance
- Illinois Department of Central Management Service (CMS)
- Illinois Community College System Procurement Consortium (ICCSPC)
- Illinois Public Higher Education Cooperative (IPHEC)
Prices Continued:
Any appropriate discounts and/or special pricing from these consortiums should be applied to this proposal.

Tax Exemptions:
IVCC District #513 is exempt from Federal, State and Municipal taxes. Exemption certificates will be furnished upon request.

Certification Form
Vendors must sign the enclosed Certification Form that refers to the Criminal Code of 1961 and to the Illinois Human Right Act dealing with Sexual Harassment. The signed Certification must be submitted with your bid. Failure to do so may result in the disqualification of your proposal.

Bidding Procedures
No bid shall be modified, withdrawn, or canceled for sixty (60) days after the bid opening date without the consent of the College Board of Trustees.

Changes or corrections may be made in the bid documents after they have been issued and before bids are received. In such case, the College will issue a written addendum describing the change or correction to all bidders of record. Such addendum shall take precedence over that portion of the documents concerned, and shall become part of the bid documents. Except in unusual cases, addendum will be issued to reach the bidders at least five (5) days prior to date established for receipt of bids.

Each bidder shall carefully examine all bid documents and all addenda thereto, and shall thoroughly familiarize themselves with the detailed requirements thereof prior to submitting a bid. Should a bidder find discrepancies or omissions from documents, or should there be in doubt as to their meaning, they shall, at once, and in any event, not later than ten (10) days prior to bid due date, notify the Purchasing Director who will, if necessary, send a written addendum to all bidders. The College will not be responsible for any oral instructions. All inquiries shall be directed to the Director of Purchasing. After bids are received, no allowance will be made for oversight by bidder.

Addendum
Signature of company official on original document shall be construed as acknowledgement of receipt of any and all addenda pertaining to this specific bid. Identification by number of addenda and date issued should be noted on all bids submitted. FAILURE TO ACKNOWLEDGE RECEIPT OF ADDENDA ON BID SUBMITTED MAY RESULT IN DISQUALIFICATION OF BID.

____________________________________
Pat
Director of Purchasing
ILLINOIS VALLEY COMMUNITY COLLEGE
Oglesby, IL 61348

INFORMATION PERTAINING TO OUR BIDS CAN BE FOUND AT THE FOLLOWING WEBSITE
www.ivcc.edu/purchasing
CERTIFICATION FORM

TO:    ILLINOIS VALLEY COMMUNITY COLLEGE
        DISTRICT 513
        OGLESBY, IL  61348

Pertaining to the proposal titled: Mailing System - Bid #PR-09-P06

I/we, as the Bidder certify that I/we have not been barred from bidding on this project as a result of a conviction for either bid-rigging or bid-rotating under Article 33E of the “Criminal Code of 1961”

We also do hereby certify that we have a written sexual harassment policy in place in full compliance with Section 2-105 of the Illinois Human Rights Act and will, upon request, be able to provide such written policy to the Department of Human Rights.

NAME OF CONTRACTOR/BIDDER

____________________________________

TITLE

____________________________________
MAILING SYSTEM – 60-MONTH LEASE

Annual Lease Payment: $________________
Annual Hardware Maintenance: $________________
Annual Software Maintenance: $________________
Annual Meter Rental: $________________
**Total Annual Lease Payment:** $________________

Manufacturer ____________________________________________

Model # ________________________________________________

(Literature pertaining to the proposed equipment is enclosed)

Please use this section to indicate any accessories or optional equipment that is available for the unit. These options may or may not be selected, based on budget availability.

Description and Part #

Option 1 _____________________________________________ $________________
Option 2 _____________________________________________ $________________
Option 3 _____________________________________________ $________________
Option 4 _____________________________________________ $________________
Option 5 _____________________________________________ $________________