



Virg Bernero, Mayor

FINANCE DEPARTMENT

PURCHASING OFFICE
124 W. Michigan Avenue, 8th floor
Lansing, Michigan 48933-1603
(517) 483-4124

June 4, 2008

REQUEST FOR QUALIFICATIONS AND PROPOSAL
RFQP/08/189
CITY OF LANSING MAIL SERVICES
FINANCE DEPT./PROPERTY MANAGEMENT DIVISION

The City of Lansing officially distributes all Purchasing documents through the Michigan Inter-governmental Trade Network (MITN) and the City of Lansing Purchasing Office. Our office no longer mails bid documents, notices or addendums to our vendors.

To register for the MITN system or access bid information, including addendums, go to www.mitn.info

The City of Lansing requests qualification and proposal statements for securing services of a qualified firm with respect to providing the City of Lansing mail services as per attached Scope of Work. The City reserves the right to accept any proposal, to reject any and all proposals and to make the award in the best interest of the city.

Please submit four (4) typewritten copies (one unbound) of your completed proposal **up to but no later than, 3:00 PM local time in effect JUNE 26, 2008**, to the Finance Department, Purchasing Office, 8th floor City Hall, 124 W. Michigan Avenue, Lansing, Michigan 48933. All submittals must be sealed and identified on the outside of the mailing envelope with "RFQP/08/189, CITY OF LANSING MAIL SERVICES".

Please submit one copy of the cost of services as a separate and distinct part of your overall proposal and clearly mark "RFQP/08/xx xx" on the outside of the envelope enclosed with your response.

Any contractual or quote package questions should be directed to me at (517) 483-4129. Technical questions may be directed to Laurie Stocker, Property Management Supervisor, at (517) 483-4465 or Marty Riel, Property Management Manager, at (517) 483-4079.

John J. Green
Interim Purchasing Manager

Solicitation Number: RFQP/08/189

Solicitation Name: CITY OF LANSING MAIL SERVICES

The City of Lansing Purchasing Office is collecting information regarding the use of the MITN e-procurement system. We are also collecting demographic information regarding woman-owned, minority-owned and Lansing based business. This form will not be used during the evaluation of bids or proposals. You may return this sheet, which is voluntary, with your submittal or shortly thereafter. Please, do not staple this to your bid document.

I. Where did your firm receive of this solicitation? Please check all that apply.

☐ City of Lansing Purchasing Web Page <http://www.mitn.info>

☐ City of Lansing Purchasing Office

☐ Other, please

list: _____

II. Demographic Information:

Is your firm located or have a business office within the corporate city limits of Lansing
yes _____ no _____

Is your firm owned (at least 51% ownership), operated and controlled by a member of the following minority groups? If so, please check all that apply:

☐ African-American

☐ Hispanic-American

☐ Native-American (American Indian, Eskimo, Aleut, Native Hawaiian)

☐ Asian-Pacific

☐ Asian-Indian (India, Pakistan and Bangladesh)

☐ Disabled-Owned

Is your firm owned (at least **51%** ownership), operated and controlled by a female: Yes _____ No _____

III. Company Information

Federal Tax ID Number _____

Firm Name

Address (Street, City, State, ZIP)

Phone Number

Fax Number

Web Site Address

Contact Person

Thank you for your participation.

All proposers shall complete the Proposal and Award page(s) and submit all information requested herein in the proposal document in its entirety, **IN ORDER FOR THE PROPOSAL TO BE RESPONSIVE. FAILURE TO DO SO MAY RESULT IN THE PROPOSAL BEING DECLARED NON-RESPONSIVE AND REJECTED.**

REQUEST FOR QUALIFICATIONS and PROPOSAL (RFQP)

PROPOSAL REFERENCE No.: RFQP/08/189
ISSUE DATE: JUNE 4, 2008
PROPOSAL OPENING DATE: JUNE 26, 2008
PROJECT: CITY OF LANSING MAIL SERVICES
ISSUING OFFICE: FINANCE DEPT./PROPERTY MANAGEMENT DIV.
CONTACT NAME: LAURIE STOCKER
PHONE: 517-483-4465

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Should any of the required documents be missing from your packet, immediately notify the Finance Department, Purchasing Section and request that they be supplied.

DATE _____

REQUEST FOR PROPOSALS
RFQP/08/189

Please complete Section I or II and Section III.

Section I

PROPOSAL AND AWARD

Initial: _____

The undersigned, having become thoroughly familiar with and understanding the entire proposal documents attached hereto, agrees to provide the services as specified herein, for the total fees as stipulated herein, subject to negotiation.

I hereby state that all of the information I have provided is true, accurate and complete. I hereby state that I have authority to submit this proposal which will become a binding contract if accepted by the City of Lansing. I hereby state that I have not communicated with, nor accepted anything of value from an official or employee of the City of Lansing that would tend to destroy or hinder free competition.

I hereby state that I have read, understand and agree to be bound by all the terms of this proposal document. Please initial next to Proposal and Award, sign Section III and submit with your response to this solicitation.

Section II

STATEMENT OF NO PROPOSAL

Initial: _____

If you do intend to submit a response to this solicitation, please complete this section, initial next to Statement of No Proposal and sign Section III. Please return this page via mail or fax (517.483.4524) by the proposal due date.

We, the undersigned have declined to submit a proposal for the following reason:

- _____ Insufficient time to respond to the Request for Proposal.
_____ Our schedule would not permit us to perform.
_____ Other (specify below).

Remarks: _____

Section III

SIGNATURE

Federal

Tax

ID#

SIGNED: _____ NAME: _____

TITLE: _____ DATE: _____

FIRM NAME: _____

ADDRESS: _____
(Street) (City) (State) (Zip)

PHONE: (_____) _____ FAX: (_____) _____

INSTRUCTIONS TO RESPONDENTS

TERMS AND CONDITIONS

Use Of RFQP Forms

This packet represents the RFQP document. If you choose not to submit a response, please complete and return Page 2 "Statement of No Proposal". If you choose to submit a proposal, then page 3 " Proposal and Award" must be submitted with your proposal.

Interpretations for Addenda

Questions from Respondents regarding this RFQP must be submitted to the Buyer, in writing, and must arrive in the Office of Purchasing no later than seven (7) City business days prior to the due date set of the RFQP. Answers to questions that change or substantially clarify the RFQP will be issued as an addendum and will be provided to all prospective respondents. Addenda will be on file in the Office of Purchasing at least five (5) City business days before the proposals are opened. All addenda will be mailed to each person holding Documents, but it shall be the Respondent's responsibility to make inquiries as to the Addenda issued. All such Addenda shall become part of the Contract Documents and all Respondents shall be bound by such Addenda, whether or not received by the Respondent. The Office of Purchasing will respond to telephone inquiries or visitations by vendors or their representatives. The City of Lansing's Office of Purchasing does not commit to answering questions received during the last five (5) business days prior to the proposal due date.

RFQP's

- a) All proposals must be submitted following the RFQP Format as stated in this document using figures attached (when provided) and shall be subject to all requirements of this Document including the INSTRUCTION TO RESPONDENTS and GENERAL INFORMATION sections. All proposals must be regular in every respect and no interlineations, excisions, or special conditions shall be made or included in the RFQP format by the Respondent.
- b) The City of Lansing may consider as irregular any proposal on which there is an alteration of or departure from this RFQP Format, as provided in the RFQP Documents, and at its option may reject the same.
- c) If a Contract is awarded it will be awarded by the City of Lansing to the most responsive proposal on the basis of Section 206 of the City of Lansing Code of Ordinances. The Contract will require the completion of the work pursuant to these documents.
- d) Each Respondent shall include in its proposal, in the format requested thereof, the cost of performing the work. The prices set forth in the proposal by the Respondent shall remain effective 90 days from the time of the proposal opening.

PROPOSAL CONTENTS/ ECONOMY OF PREPARATION

Each proposal should be prepared simply and economically, providing a straightforward, concise description of the respondent's ability to meet the requirements of the RFQP. Fancy bindings, colored displays, promotional material, etc., will not receive evaluation credit. Emphasis should be on completeness and clarity of content.

All costs associated in the preparation of the proposal and its contents will be born by the respondent. The city is not responsible for any costs or fees associated with its preparation or delivery. The contents of the proposal will become the property of the City's upon submission. The contents of the proposal of the successful

respondent will become contractual obligations, if a contract ensues. Failure of the successful vendor to accept these obligations may result in cancellation of the award.

CORRECTIONS

Erasures or other changes in the RFQP form must be explained or noted over the signature of the Respondent.

COLLUSIVE AGREEMENTS

- a) Each Respondent submitting a proposal to the City of Lansing for any portion of the work contemplated by the documents on which a Response is based shall execute, and attach an affidavit to the effect that it has not colluded with any other person, firm, or corporation in regard to any proposal submitted.
- b) Before executing any subcontract, the successful Respondent shall submit the name of any proposed subcontractor for prior approval.

ORGANIZATION AND FINANCIAL STATEMENT

Each Respondent shall, upon request, of the City of Lansing, submit an ORGANIZATION AND FINANCIAL STATEMENT. The City of Lansing shall have the right to take such steps as it deems necessary to determine the ability of the Respondent to perform its obligations under the Contract, and the Respondent shall furnish the City of Lansing all such information and data for this purpose as it may request. The right is reserved to reject any proposal where an investigation of available evidence or information does not satisfy the City of Lansing that the Respondent is qualified to carry out properly the terms of the Contract, or where the Respondent refuses or fails to furnish the City of Lansing with any evidence or information requested by the City.

SIGNATURES

The Proposal and Award page and any proposal notifications, claims or statements must be signed in ink by an official of the proposing organization authorized to bind the proposer to the provisions of the RFQP.

TIME FOR RECEIVING PROPOSALS

Proposals received prior to advertised hour of opening will be securely kept unopened. The officer whose duty it is to open them will decide when the specified time has arrived, and proposals received thereafter will not be considered. Late RFQP's will be returned to the Respondent unopened. **The City of Lansing is not responsible for delivery delays and the date-stamp clock at the City of Lansing Purchasing office location shall determine the official time of receipt.**

WITHDRAWAL OF PROPOSALS

Proposals may be withdrawn on written request dispatched by the Respondent in time for delivery in the normal course of business prior to the time fixed for opening. The proposal guarantee of any Respondent withdrawing its RFQP in accordance with the foregoing conditions will be returned promptly.

A proposal, including all pricing, may not be withdrawn, modified or canceled by the vendor for a period of 90 days following the proposal deadline and vendor so agrees upon submittal of the proposal. Once selected, the vendor agrees to extend submitted prices, if needed, during the contract negotiation period.

DEFAULT TO CITY

It is understood that any Respondent who is in default to the City at the time of opening the proposal shall have the proposal declared null and void.

All vendors shall be current in payment of any taxes, licenses, fees, permits or any other monies due the City of Lansing at time of quote due date as per City of Lansing Ordinance Section 206.02(a)1(G).

AWARD OF CONTRACTS / REJECTION OF PROPOSALS

- a) The Contract will be awarded to the most responsive respondent as determined pursuant to the provisions of Chapter 206 of the City of Lansing's Code of Ordinances, provided such proposal is in the best interests of the City of Lansing to accept it.
- b) The City of Lansing reserves the right to reject any and all proposals and to waive any irregularity in proposals received whenever such rejection or waiver is in its best interests. The Respondent to whom the Award is made will be notified at the earliest possible date.
- c) The City of Lansing reserves the right to consider as unqualified to perform the Contract any Respondent who does not habitually perform with its own forces twenty-five (25%) of the work involved.
- d) The Contract shall not be considered executed unless signed by the Mayor after approval as to form by the City Attorney and certification as to the availability of funds by the City Controller. Signatures on behalf of the City other than those cited above shall not constitute contract execution by the City and the contract shall be null and void.

EQUAL EMPLOYMENT OPPORTUNITY

Attention of Respondents is particularly called to the requirements for ensuring that employees and applicants for employment are not discriminated on any illegal basis including race, color, religion, sex, or national origin as required by the City of Lansing's Ordinance Section 206.21 (see Equal Opportunity Provisions).

TAX LIABILITY

When the terms of this contract involve the lease of property, real or personal, to the City, it is understood that the Lessor shall be solely responsible for the payment of all taxes of any nature whatsoever that accrue on the property during the term of the lease. Sales Tax and Use Tax are applicable in this contract and are the sole responsibility of the Provider of services.

CITY ORDINANCE AND CHARTER REFERENCES

All City of Lansing Ordinances and Charter Sections applicable to this RFQP are available at the Lansing City Clerk's office for the Respondent's inspection and review, and the Respondent understands that it is its sole responsibility to understand and fully comply with all applicable City of Lansing Ordinance and Charter sections.

NOT TO EXCEED OR NON-APPROPRIATION

The Respondent hereby recognizes that the City is a political body corporate, and that in the event the City fails to appropriate monies sufficient enough to pay its obligations herein, that the City may terminate this agreement without incurring any liability thereof.

TYPE OF CONTRACT

It is proposed that a contract entered into as a result of this RFQP will have a fee structure with a specified maximum, not to be exceeded, cost. Negotiations may be undertaken with those Respondents whose proposals as to price and other factors show them to be qualified, responsible and capable of performing the work; and in accord with the City of Lansing Code of Ordinances. The contract that may be entered into will be that one which is most advantageous to the City, price and other factors considered. The City reserves the right to consider proposals of modifications thereof received at any time before the award is made, if such action is deemed to be in the best interest of the City.

NEWS RELEASES

News releases pertaining to this request, or the work to which it relates, will not be made without prior written approval of the issuing office.

CONTRACT EXTENSIONS

This contract will be for a period of one year with the option to extend for one additional year, up to a maximum of four (4) one year extensions. Contract extensions are subject to mutual agreement between the contractor and the City 30 days prior to contract expiration of each year.

INCURRING COST

The City shall not be liable for any costs, including any travel, by the proposer prior to award of contract. The City does not intend to pay for any information obtained, though such may be utilized in determining the award. Total liability of the City is limited to the terms and conditions of this request and any resulting contract.

NO THIRD-PARTY RIGHTS

It is agreed and understood that the contract is made solely for the benefit of the City and the Provider of Services; that it is not made for the benefit of any third party; and that no action or defense may be founded upon this contract except by the parties signatory hereto.

DISCLOSURE OF PROPOSAL CONTENTS

After contract award, a summary of total price information for all submissions may be furnished upon demand to those Respondents participating in this request. If a proposal contains any information that the Respondent does not want disclosed to the public or used by the City for any purpose other than proposal evaluation, each sheet of such information must be marked with the following legend:

"This information shall not be disclosed outside the City or be duplicated, used or disclosed in whole or in part for any purpose other than to evaluate the proposal; provided, that if a contract is awarded to the respondent, or as a result of, or in connection with the submission of such information, the City shall have the right to duplicate, use or disclose this information to the extent provided in the contract. This restriction does not limit the City's right to use information contained herein if obtained from another source."

ORAL PRESENTATION

Respondents who submit a proposal may be required to make an oral presentation of their proposal to the Issuing Office. These presentations will provide an opportunity for the respondent to clarify its proposal to ensure mutual understanding of its contents. The Issuing Office will schedule any such presentations.

ACCEPTANCE OF PROPOSAL CONTENT

The contents of the proposal of the successful offeror will become contractual obligations, if a contract is issued. Failure of the successful respondent to accept these obligations will result in cancellation of the award.

PROJECT CONTROL

- A. The consultant will perform the work under the direction and control of a Project Director designated by the Issuing Office.
- B. The Project Director will meet on an agreed upon basis with the consultant's Project Manager for the purpose of reviewing progress and providing necessary guidance to the consultant in solving problems which may arise.
- C. The consultant will submit written, summaries of progress on an agreed upon basis which outlines the work accomplished during the reporting period, work to be accomplished during the subsequent reporting period, problems which have arisen or may arise which should be brought to

the attention of the City of Lansing's Project Director, and to request approval for significant deviation from previously agreed upon work plans. In addition, a summary of project costs for completed work, and expected costs for the remainder of the work will be included.

CONTRACT PAYMENT SCHEDULE

Payment for a contract entered into as a result of this request will be made monthly upon receipt of the consultant's billing statement and progress reports. The consultant's billing statement should include detailed information regarding person-hours expended by classification and by task, as well as information regarding such items as mileage, materials, and other non-overhead costs.

CANCELLATION

CANCELLATION OF CONTRACT by the City may be for; a) default by the contractor or; b) lack of further need for the service or commodity at the location names in the contract. Default is defined as the failure of the contractor to fulfill the obligations of his/her quotation, contract, or purchase order. In case of default by the contractor, the City may cancel the contract or purchase order immediately and procure the articles or services from other sources and hold the contractor responsible for any excess costs occasioned thereby. In the even the City no longer needs the service or commodity specified in the contract or purchase order due to program changes, changes in laws, rules or regulations, relocation of offices, or lack of funding, the city may cancel the contract or purchase order by giving the contractor written notice of such cancellation 30 days prior to the date of cancellation.

INDEPENDENT PRICE DETERMINATION

A. By submission of a proposal, the offeror certifies and, in the case of a joint proposal, each party thereto certifies as to its own organization, that in connection with this proposal:

1. The prices in the proposal have been arrived at independently, without consultation, communication or agreement, for the purpose of restricting competition, as to any matter relating to such prices with any other offeror, or with any competitor; and
2. Unless otherwise required by law, the prices which have been quoted in the proposal have not been knowingly disclosed by the offeror, and will not knowingly be disclosed by the offeror prior to award directly or indirectly to any other offeror, or to any competitor; and
3. No attempt has been made or will be made by the offeror to entice any other person or firm to submit or not to submit a proposal for the purpose of restricting competition.

B. Each person signing the proposal certifies either:

1. They are the person(s) in the offeror's organization responsible within the organization for the decision as to the prices being offered in the proposal, and that they have not participated and will not participate in any action contrary to "A-1, 2, and 3" above; or
2. They are not the person(s) in the offeror's organization responsible within that organization for the decision as to the prices being offered in the proposal, but that they have been authorized in writing to act as agent for the persons responsible for such decision in certifying that such persons have not

participated and will not participate in any action contrary to "A, 1, 2, and 3" above, and as their agent does hereby so certify, and that they have not participated and will not participate in any action contrary to "A 1, 2 and 3" above.

- C. A proposal will not be considered for award if the sense of the statement required in the Cost and Price Analysis portion of the proposal has been altered, so as to delete or modify "A 1 and 2" or "B", above. If "A 2" has been modified or deleted, the proposal will not be considered for award unless the offeror furnishes with the proposal a signed statement which sets forth in detail the circumstances of the disclosure and the Issuing Office determines that such disclosure was not made for the purpose of restricting competition.

INDEMNITY

Respondent shall be solely responsible for and shall indemnify, defend and hold harmless the City, its agents, officers and employees from and against any and all claims, suits, damages and losses, specifically including, but not limited to those for loss of use of property, for damage to any property, real or personal, for injury to or the death of any person including but not limited to employees and officers of the City and for all other liabilities whatsoever including related expenses and actual attorneys fees in any way sustained or alleged to have been sustained or indirectly, by reason of or in connection with:

1. The performance of the works by or any other activities of the Respondent, its employees or agents or officers including but not limited to the use of any equipment or material furnished by the Respondent; or
2. The presence of Respondent, its employees, agents or officers on the premises of the City; whether such claims, suits, damages, losses and liabilities are based upon or result in whole or in part from the active or passive negligence of the City, its employees, agents or officers or City's strict liability in tort, breach of warranty, breach of contract, duty to indemnify or any other basis or cause whatsoever whereby the City might be held liable; provided, however, that the foregoing shall not be construed to be an agreement to indemnify the City against liability for damages caused by or resulting from the sole negligence of the City, its agents, employees or officials, under circumstances whereby said agreement would be in violation of Michigan Public Act 1966 No. 165, Section 1 (MCLA Section 691.991) if applicable. This provision shall extend beyond the terms of this Agreement

INSURANCE

The selected firm will be responsible for providing certificates of insurance to the City which prove the firm has not less than \$1,000,000 coverage for Personal Liability and Property Damage and proof of Worker's Compensation Insurance. The Personal Liability and Property Damage certificate shall name the City of Lansing as additionally insured and shall carry a twenty (20) day Notice of Cancellation. Proof of insurance, as stipulated above, shall be provided to the City within ten (10 working days) of issuance by the City of an Award of Contract. When the City receives proof of insurance, if everything is in order, it will issue a "Notice to Proceed" to the consultant.

Automobile Liability insurance shall be provided and include:

1. Coverage that complies with the requirements of the Michigan No-Fault Law.
2. Coverage for Owned, Hired, and Non-owned vehicles.
3. Residual liability coverage with a combined single limit of at least \$1,000,000 for both Bodily Injury and Property Damage.

The consultant shall also provide proof of professional liability insurance which shall insure against acts which are in the nature of professional services performed by architects and engineers. If a contract is entered into, the consultant shall maintain such professional liability insurance during the life of the contract.

Professional Liability Coverage shall be provided in an amount not less than \$1,000,000 per occurrence. This coverage may be written on a claims-made basis.

COST PROPOSAL

COST AND PRICE ANALYSIS

The information requested in this section is required to support the reasonableness of your proposal. The data will be held in confidence and will not be revealed to or discussed with the competitors.

This portion of the proposal must be submitted in a sealed and separate envelope inside your submittal and clearly marked "RFQP/08/189 COST PROPOSAL" and submitted with your RFQP.

1. Total Fees Bid for Project.
2. Independent Price Determination: Include a statement substantially as follows: "This cost and price analysis is submitted in full compliance with the provisions of the paragraph titled "Independent Price Determination" in the **Instructions, Terms & Conditions** section of the RFQP to which this proposal is a response."

Fees for City of Lansing's Centralized Service:

Daily pick up of mail, including letters, flats, parcels, post cards, and certified mail pieces

_____ Per _____

Cost of Bar Coding

_____ Per _____

Cost of Metering

_____ Per _____

Cost of Sealing Mail

_____ Per _____

Cost of sorting mail to qualify for best possible presorted rates:

_____ Per _____

Cost of daily delivery to the USPS Collins road facility

_____ Per _____

If applicable proposal should include costs for the following special services:

Cost of stuffing special mailings:

Simple one page insert (8-1/2" x 11" tri-folded): _____

Simple two page insert (8-1/2" x 11" tri-folded): _____

Simple three page insert (8-1/2" x 11" tri-folded): _____

1 page insert 8-1/2" x 11" and 1 piece 3.67" x 8-1/2" (1/3rd sheet) _____

What discount does this represent from your normal rate?

Cost of importing mailing lists to either be printed directly onto envelopes / post cards or onto labels that will then be applied to the envelopes / post cards, using CASS/MASS certified barcodes?

Cost for sorting special bulk mailings that are generated by individual offices and already addressed for mailing? _____

What fees are associated with individual office bulk mailings? (See proposal question # 5) Please be inclusive of all fees associated with this type of project. _____

City of Lansing Mail Service Requirements

Introduction

The City of Lansing is requesting proposals for a vendor to provide high quality mailing services at a reasonable price. Services include but are not limited to daily pick-up & delivery of 1st class mail from the City of Lansing to the U.S.P.S. Collins Road facility, daily pick-up of presort mail for processing; bar coding, metering mail, and sorting mail to qualify for the lowest possible presorted rates.

The City of Lansing's mail services department is located in City Hall at 124 W. Michigan Avenue, on the 1st floor.

Estimated volumes and required services will include but are not limited to: encoding, barcoding, presorting and handling of an estimated 38,000 pieces of first class letter size / post card mail per month. The contractor will also be responsible for processing approximately 600 flat pieces of mail per month. The contract shall also include the encoding, barcoding, presorting, processing, and delivery of an estimated 330,000 pieces of bulk mail per year.

This is only an estimate and no guarantee is given as to the number of actual pieces of mail which will be handled by the contractor.

Vendor Responsibilities

Mail for the City of Lansing will be metered daily by the contractor. The contractor will arrange for daily mail pick-up from a designated area in City Hall at 124 W. Michigan Ave., Lansing, MI 48933. This pick up will take place no earlier than 2:30 p.m. and no later than 4:30 p.m. daily, Monday through Friday, excluding City Holidays as well as USPS Holidays. The City of Lansing is closed Martin Luther King, Jr's Birthday, Good Friday, Memorial Day, 4th of July, Labor Day, Veterans Day, Thanksgiving & the Friday following, Christmas Eve, Christmas, New Year's Eve, New Year's Day.

Contractor shall provide and sign a dated receipt daily reflecting the number of mail trays and buckets taken from the designated pick up area in City Hall.

The City shall not be responsible for sorting of mail prior to contractor pick up. The City will keep mail separated in "billing" groups and will expect the contractor to send itemized bills by City account number as provided by the City to the City on a weekly basis. The billing groups and bundles of mail may include regular letters, flats, parcels, post cards, and certified mail pieces.

The mail pieces may be in typewritten form, handwritten, labeled, or with addresses showing through window envelopes.

The Contractor shall use state-of-the-art equipment and techniques such as commingling of mail to maximize the City's mail discount rate.

The Contractor shall guarantee all processed mail is forwarded to the USPS Collins Road facility each day of the week, except: Saturday, Sunday, official City Holidays and/or those observed by the USPS.

Mail picked up from the City is required to be processed and delivered to the Lansing main post office ON THE SAME DAY IT IS PICKED UP.

The contractor must have an emergency plan in place in the event of any emergency that causes operations to cease at their facility. Contractor will provide details of the emergency plan which should include the means of picking up the daily mail, alternate processing location and delivery to the USPS Lansing Collins road post office or an alternate USPS facility should the emergency effect the Collins road post office. The City of Lansing must approve of the emergency plan prior to contract award.

Contractor shall provide the City of Lansing with a firm, fixed unit cost (fee) for each service requested in the RFQP Cost Proposal portion and for any other services offered or proposed in the offer to the City.

Services Required

1. Daily mail pick up
2. Commingling of the City's mail with other mail to obtain the best possible pricing
3. Mail pieces will be both sealed and unsealed – contractor must seal all envelopes that aren't already sealed – this could include letter size pieces as well as flat pieces.
4. Metering mail (letters, flats, parcels, post cards, and certified)
5. Providing weekly reports or invoicing with charges broken out by department/account number (The City will group by department / account number daily before pick up by contractor) There may be as many as 50 different groups. The groupings will be pre-marked with account number.
6. The Contractor is responsible for providing all tubs, trays, etc... for the safe transfer of mail pieces. The contractor will also supply the City with the necessary paperwork / forms for certified mail, USPS Express Mail envelopes, Rate Charts, etc.
7. The Contractor must use CASS certified software for bar coding supported by the U.S. Postal Service.
8. The Contractor must have a designated primary contact for customer service issues for the City of Lansing.

Qualifications

The winning contractor shall have a minimum of 5 years experience handling and processing mail and will provide information relevant to that experience.

Briefly describe your firm, including number of years in business, description of key positions within your organization, highlights of similar contracts, current volume of mail processed, types of equipment used for processing mail, and number of personnel.

The City of Lansing will require a list of 3 to 5 references including other Government agencies, similar to us in size and mail volume. References from the private sector should be limited to those that move similar quantities of mail.

In a brief narrative, discuss why your firm is uniquely qualified to meet the needs and expectations the City of Lansing has regarding their mail services provider.

The City of Lansing may require a tour of your mail service facility and inspection of your vehicles.

Proposal to include your response to the following questions, in order:

1. What reports does your firm offer? Is there a 'stock' report that will meet the City's requirements of showing our mail costs and quantities by City department? Which reports do you suggest the City should use in order to make it the most efficient operation it can be?
2. In the event of price decreases during the contract the City of Lansing would expect to be extended that savings. Indicate your mechanism for implementing this requirement.
3. Do you have a website? If so, include the URL and any services that are available from the website.
4. The City of Lansing mail room breaks the cost of services out by office and charges back according to individual office usage. What mechanism do you have that can break out the charges for special services such as printing mailing labels, labeling, inserting, etc.
5. City of Lansing offices generate special mailings that qualify for bulk mailing under the City of Lansing's bulk mail permit. The City of Lansing requires that 2 copies of the USPS 3600-R form (Postage Statement – Standard Mail Letters and Flats Permit Imprint) be turned in to the USPS with each Bulk mailing (one copy for the USPS and one for the USPS to return to the City of Lansing mail room). These forms must clearly indicate the offices of the City of Lansing that generated the bulk mailing. How will you guarantee this? Often such mailings are time sensitive and need to be picked up at the site that generates such mailings. Can your firm accommodate this? If so, how? How do individual offices contact you for questions regarding their bulk mailings?
6. What is the process to import mailing lists to print and apply labels for bulk mailings, letters, flyers, postcards, etc with the CASS/MASS certified bar code? What format do you require data to be in for this process?
7. In the event a department has a special bulk mailing to be inserted in envelopes and mailed, what mechanisms do you have in place to accommodate this?
8. What is the charge for imprinting mail with the City's bulk mail permit indicia?
9. What other services does your firm offer that could cut costs or offer an improvement of service for the City of Lansing? Indicate what the potential savings could be as a percent of the expected annual cost.
10. The City's departments send out Certified mail daily. We currently forward the tear off receipt back to the department showing when the mail piece went out and how much it cost. How does your firm propose this will be handled?
11. Many mail pieces are too large to feed through a postage meter and so they are weighed and then the appropriate postage is applied using an imprinted tape. Will there be an extra charge for applying tape to any mail pieces? If so, how much will it cost?