



**REQUEST
FOR
PROPOSALS**

October 28, 2009

DIGITAL MAILING SYSTEM

Project 2009-2010

**Due 2:00 PM CDT
Friday, November 13, 2009**

Company Name: _____

Contact Information: _____
Printed Name & Title

Phone Number

EAST CENTRAL COLLEGE REQUEST FOR PROPOSALS

*Please mark the outside of your return envelope:

TO: EAST CENTRAL COLLEGE
1964 Prairie Dell Road, Union MO 63084
Email: bids@eastcentral.edu
PH: (636) 583-5195 FAX: (636) 584-8602

Bid: Digital Mailing System
Due: 2:00 PM November 13, 2009

Questions concerning this Request for Proposals must be
Received by fax or email no later than 10:00 AM November 6, 2009.
Proposals must be received November 13, 2008
No later than 2:00 PM CST/CDT.

Direct contact with East Central College Board of Trustees is prohibited.

INSTRUCTIONS AND CONDITIONS: Please quote the lowest net price at which you agree to furnish the service listed. Please send 3 copies of this bid response sheet and descriptive folders giving trade names, specifications, and related information on items bid. Samples may be sent to further describe the merchandise in question.

VERIFY YOUR PROPOSAL BEFORE SUBMISSION AS THEY CANNOT BE WITHDRAWN OR CORRECTED AFTER BEING OPENED. The College is exempt from the Missouri State Tax. The College is a state funded institution and requires all bids to be submitted as prevailing wage. Franklin County is listed under section 36 in the Missouri Statute. East Central College is not responsible for Request for Proposals lost in transit or received after time of quotation closing. It is the vendor's responsibility to confirm receipt of their proposal by the Purchasing Department.

WE WILL ACCEPT ONLY SEALED WRITTEN BIDS; VERBAL QUOTES OR BIDS SUBMITTED VIA FAX, E-MAIL, OR ANY OTHER MEANS WILL NOT BE ACCEPTED.

ALL PRODUCT DESCRIPTION, FEATURES, CHARACTERISTICS AND PRICING ASSOCIATED WITH THIS SERVICE MUST BE DETAILED IN THE BID. EAST CENTRAL COLLEGE RESERVES THE RIGHT TO REJECT ANY OR ALL PROPOSALS, WAVE MINOR IRREGULARITIES, CONSIDER MINOR VARIATIONS TO SPECIFICATIONS THAT ARE CLEARLY DETAILED, AND ACCEPT THE LOWEST BID WHICH APPEARS TO BE IN THE BEST INTEREST OF THE COLLEGE.

Item#	Qty	Description	Total Cost
1	1	Digital Mailing System	\$0.00

***Return this form to East Central College Purchasing Department with Unit Price and Extension Total indicated.**

East Central College reserves the right to purchase by individual item. All prices quoted shall be F.O.B. East Central College, Union, Missouri or to any East Central College off-campus location when indicated. All prices quoted shall be valid for a minimum of 90 days from closing date of request for proposal.

We agree to furnish the above material and service for delivery as specified, at prices shown opposite each item. This form must be completely filled out and signed, or it will not be accepted.

IT IS REQUIRED THAT THE VENDOR READ AND FOLLOW ALL INSTRUCTIONS ON THIS FORM.
FAILURE TO DO SO IS SUFFICIENT CAUSE FOR REJECTION.

THIS IS NOT AN ORDER

Name of Firm

Date: _____

Signature & Title

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PROJECT TIMELINE

- | | |
|--------------------------------------|---|
| October 28, 2009 | Request for Proposals released to public |
| October 28, 31 -
November 1, 2009 | Invitation to Issue Request for Proposals advertised |
| November 6, 2009 | Questions and inquiries concerning this Request for Proposals must be submitted not later than 10:00 AM:
Fax: 636-584-8602
Email: bids@eastcentral.edu |
| November 13, 2009 | REQUEST FOR PROPOSALS due by 2:00 PM, CDT to:
Melissa Garrison
Finance & Administration
1964 Prairie Dell Road
Union, MO 63084
Attn: Digital Mailing System
<i>Mail an original and two copies of the bid.</i> |
| November 13, 2009 | Evaluation held at East Central College, AD Building Board Room at 2:05 PM. |
| December 7, 2009 | Recommendations submitted to the College Board of Trustees for Approval and Award. |

It is the responsibility of each bidder/representative to inquire about and clarify any requirement of this solicitation that is not understood. The College will not be bound by oral explanations as to the meaning of specifications or language contained in this solicitation. Therefore, all inquiries and questions deemed to be substantive in nature must be in writing and submitted as stated in timeline. *Please provide business name, contact, telephone number, email address and fax number on inquires.* A copy of all queries and the respective response will be provided in the form of an addendum to all bidders/representatives who have indicated an interest in responding to this solicitation. Your signature on your Bid/Offer certifies that you fully understand all facets of this solicitation. These questions may be sent by FAX to **636-584-8602** or email to bids@eastcentral.edu.

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	Contractor will supply all labor and materials necessary to complete the project. Bid and Performance Bonds are required for this project.	

Deliver FOB Union, MO to:
East Central College
1964 Prairie Dell Road
Union, MO 63084

The contractor must provide equipment that meets or exceeds specification on this REQUEST FOR PROPOSALS.
ALL SERVICE DESCRIPTION, FEATURES, CHARACTERISTICS AND PRICING
ASSOCIATED WITH THIS JOB MUST BE DETAILED IN THE PROPOSALS.

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BID: Digital Mailing System**

I. INTRODUCTION

Project Description

East Central College is seeking proposals for a digital mailing system, which will help the college efficiently process outgoing mail. In addition to the mailing system the college is seeking optional pricing for an addressing system that would include a printer with software to handle bulk mailings. The college may elect to contract for mailing system only and forego implementation of bulk mailing/addressing system.

Proposal Guidelines

Proposal should respond to each requirement. Failure to address all requirements will be noted as an exception during the review process.

Proposals shall include cost quotations for all required equipment, installation, training, maintenance, and the total project cost. Equipment, installation, training, and maintenance costs shall be itemized. This information shall be presented on the vendor response forms provided in Section III of this RFP.

Three (3) references shall be provided, where an installation of similar or larger scope was accomplished in the past two (2) years. Reference information shall be provided on the appropriate vendor response form in Section III of this RFP.

Quotations will be on a 60 month contract to commence on January 1, 2010. The successful bidder will provide a single invoice monthly billing system that includes postal rate change charges. No third party financing or assigned leases will be associated with contract.

Verification that the vendor is an authorized dealer for the equipment shall be provided to the college.

The contract should include an “unfunded government entity” clause which shall provide that the college may terminate the contract without penalty should funding for the fulfillment of the terms of the contract not be appropriated or provided in the approved annual budget of East Central College.

Bid shall also include a comprehensive maintenance contract.

Although price will be considered, product features will also be evaluated in determining the successful bidder.

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II. SPECIFICATIONS

BASE BID

Mailing System

- 10 lb external scale interface
- Speed up to 140 letters per minute
- Automatic weight/postage calculation
- Envelope moistener with power sealer
- Label dispenser for oversize packages
- Information Based Indicia Program (IBIP) compliant
- Shape Based Pricing (SBP) compliant
- Installation
- Training
- Maintenance

OPTION 1

Bulk Mailing/Addressing System

- Prints on postcards and envelopes
- Minimum speed 3000/hour
- Driver compatibility with windows XP
- Bulk mailing Software

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III. VENDOR RESPONSE FORMS

Additional documents and brochures are requested, if available.

PROJECT COST QUOTATION

COMPONENT	COST
Base Bid	
Option 1	
Installation	
Training	
Maintenance	
GRAND TOTAL	\$0.00

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REFERENCES

Include name, title organization, address and phone number:

1. _____

2. _____

3. _____
