



Halifax Regional School Board

REQUEST FOR PROPOSAL #3814

POSTAGE METER EQUIPMENT (LEASE)

Closing Date: Friday, January 29, 2016
Closing Time: 2:00:00 P.M.
Closing Location: 33 SPECTACLE LAKE DRIVE, DARTMOUTH NS B3B 1X7
HRSB Contact: Kathryn Burlton, Manager of Accounting & Purchasing
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1.0 INTRODUCTION

1.1 The Halifax Regional School Board

The Halifax Regional School Board (“**HRSB**”) is the largest public school district in Atlantic Canada serving approximately 48,000 students from early childhood education through to Grade 12. The organization employs over 6,000 full time and temporary staff with programs operating from over 136 schools and buildings. The annual operating budget for the HRSB is approximately \$442,000,000.

HRSB currently has a central Mail room located at 33 Spectacle Lake Drive, Burnside. HRSB spends approximately \$11,000 for postage, excluding mail equipment costs annually. Approximately 95% of the total mail is for regular letters; and 5% is for parcels. On a sample working day a maximum of 80-90 letters or a minimum of 10 letters may be processed.

1.2 Purpose of this Request for Proposal

This Request for Proposal (“RFP”) is to invite experienced and qualified Proponents to submit their detailed proposals for the supply, installation, support, and service of postage equipment as set out in this RFP (“**Proposal**”). From Proposals received, the HRSB will select one contractor for the supply of postage equipment.

The terms "RFP" and "Proposal" include any revisions, amendments or additional documents made thereto, pursuant to this RFP.

1.3 The Proposal

The HRSB is requesting experienced and qualified Proponents to submit Proposals based on the replacement of our existing Pitney Bowes DM 475 Digital Mailing System, with a new five (5) year lease. The equipment shall consist of a fully automatic postage meter, with a minimum processing speed of 90 LPM. Optional pricing for an in-line automatic weighing scale must be provided.

Proponents are requested to provide a Proposal that will meet the HRSB’s requirements at the best possible overall value, as determined by HRSB in its sole discretion.

1.4 Evaluation Criteria:

When preparing your Proposal, you must consider the following criteria, which will act as a guide for the HRSB in its evaluation. You must identify in your Proposal how it satisfies these principles:

- Cost Effectiveness 65%
- Organization and Clarity of Proposal 10%
- Service Component 15%
- Sustainable Procurement 5%
- Added Value 5%

1.5 Schedules of Events

The following schedule for this RFP and award of Contract is current as of the release date of this RFP. HRSB reserves the right to, in its sole discretion:

- a) modify any of the dates below; or
- b) modify any of the steps notes below.

<u>Step</u>	<u>Date</u>
Release of RFP	December 23, 2015
Close Date	January 29, 2016
Presentations/Demo - short listed Proponents	To be determined
Select Preferred Proponent	To be determined
Final Contract Award	To be determined
Commencement of Obligations	February 7, 2016

HALIFAX REGIONAL SCHOOL BOARD BID FORM

RFP #3814
POSTAGE METER EQUIPMENT
(LEASE)

SEALED PROPOSALS MUST BE DELIVERED TO 33 SPECTACLE LAKE DRIVE DARTMOUTH NO LATER THAN
2:00:00 P.M. FRIDAY, JANUARY 29TH, 2016

BIDDER'S NAME _____
BIDDER'S ADDRESS _____
BIDDER'S CONTACT # _____
BIDDER'S E-MAIL ADDRESS _____

MODEL/MAKE OF EQUIPMENT PROPOSED:

DO NOT INCLUDE HST IN BID PRICES

	QUARTERLY LEASE	ANNUAL COST
1) MAILING SYSTEM	\$ _____	\$ _____
2) METER RENTAL	\$ _____	\$ _____
3) WEIGHING SCALE	\$ _____	\$ _____
4) SERVICE CONTRACT	\$ _____	\$ _____
TOTALS	\$ _____	\$ _____
5) OPTIONAL IN-LINE SCALE	\$ _____	\$ _____
6) MAINTENANCE (IN-LINE SCALE)	\$ _____	\$ _____

OTHER PRICING:

7) COST OF POSTAGE REFILLS \$ _____/EACH
8) COST OF CANADA POST CHANGES \$ _____/EACH

CONSUMABLES:

1) INK CARTRIDGE \$ _____ EA IMPRESSIONS? _____
2) SINGLE TAPE STRIPS \$ _____ CARTON NUMBER PER CARTON? _____
3) SHIPPING CHARGES \$ _____/ORDER
4) CUSTOMIZED AD PLATE \$ _____/EACH

ADDITIONAL INFORMATION:

DESIRED TERM OF LEASE (60): _____/MTHS
SPEED: _____/LPM
LENGTH OF WARRANTY: _____ YEAR(S)

EXPLAIN TRAINING FOR HRSB STAFF: _____

DESCRIBE THE DETAILS OF YOUR SERVICE CONTRACT:

EXPLAIN HOW HRSB CAN PURCHASE POSTAGE (E.G. ADVANCED POSTAGE OR LINE OF CREDIT).
CONFIRM IF THERE WILL BE AN ADDITIONAL COST FOR THIS SERVICE.

EXPLAIN ANY ADDED VALUE SERVICES THAT WOULD BE BENEFICIAL TO THE HRSB.

PLEASE PROVIDE THREE CURRENT BUSINESS REFERENCES.

THE HALIFAX REGIONAL SCHOOL BOARD SUPPORTS SUSTAINABLE PROCUREMENT. EXPLAIN HOW YOUR COMPANY SUPPORTS SUSTAINABILITY.

PROPOSERS MAY OFFER ALTERNATE PROPOSALS. PLEASE COMPLETE A SEPARATE BID FORM FOR EACH ALTERNATE PROPOSAL.