

**FIRST AMENDMENT TO
REQUEST FOR PROPOSALS FOR POSTAGE
AND INSERTING SYSTEM LEASE**

NOVEMBER 17, 2022



POSTAGE SYSTEM LEASE

STOCKBRIDGE-MUNSEE COMMUNITY
N8705 MOH HE CON NUCK ROAD
PO BOX 70
BOWLER, WI 54416

POSTAGE SYSTEM LEASE

1. Introduction

This First Amendment modifies the October 21, 2022 Request for Proposals (RFP) for a postage and inserting system that was issued by the Stockbridge-Munsee Community. The original RFP was for proposals for the purchase or 5-year lease of one (1) postage machine, meter, scale and one (1) office folder/inserting system. The monthly mail volume is approximately 4,000 pieces.

2. Modification to RFP

The Stockbridge-Munsee Community has determined that it no longer requires proposals for the folding/inserting system. Section 3.B, Minimum required Specifications-Inserting System, a-f are struck from the RFP.

The RFP is now limited to requesting proposals for a postage machine.

3. Other Terms of the RFP Remain the Same

The deadlines and other terms in the RFP remain the same. Please see the original posting.

REQUEST FOR PROPOSALS

October 21, 2022



POSTAGE AND INSERTING SYSTEM LEASE

STOCKBRIDGE-MUNSEE COMMUNITY

N8705 MOH HE CON NUCK ROAD

PO BOX 70

BOWLER, WI 54416

POSTAGE AND INSERTING SYSTEM LEASE

1. Introduction

The Stockbridge-Munsee Community (Tribe), a federally-recognized Indian tribe, is requesting proposals to purchase or lease for a five (5) year period, one (1) postage machine, meter, scale and one (1) office folder/inserting system. The current equipment, to be replaced, is a NEO Post IN-700 Series mailing system. The approximate monthly volume is 4,000 pieces per month.

2. Confidentiality

The party responding to this request for proposal agrees that it shall hold any confidential and/or proprietary information that it receives from the Tribe in confidence. The receiving party further agrees not to use, divulge or otherwise make available such information other than for the purposes of responding to the Tribe's request for proposal and agrees to disclose it only to the directors, officers, agents, employees, members, partners, and professional advisors of such party as is necessary to prepare its response. Each party shall be responsible for the breach of this agreement by itself, its employees, its affiliates and its representatives.

3. Project Overview and Requirements

A. Minimum Required Specifications-Postage Machine

- a. Unit must process 130 LPM or more (without in-line weighing)
- b. Unit shall process mixed envelope flap configurations (i.e. envelope flaps nested and flat, seal and no seal)
- c. Unit shall process envelope flaps of a 1" minimum to 3 7/8" maximum depth
- d. Unit must process envelope max thickness (sealing) of 5/8" or more
- e. Unit must have an in-line weigh system that processes mail 70 LPM or more.
- f. Unit must have a power stacker.
- g. Unit must have a minimum of 100 programmable accounts.
- h. Unit must include a 25-lb. integrated scale.
- i. Unit must have color printing capabilities
- j. Unit must have a minimum print quality of 1200 dpi.
- k. Unit must have a color touch screen display with minimum dimensions of 10.2"
- l. Vendor must provide sufficient training to ensure the correct and safe operation of the equipment.
- m. Unit must have the ability to be filled over a phone line using either a dedicated line or having the ability to detach and use another existing phone line.
- n. Unit must have the capability of downloading new postage rates and software updates through a phone line using either a dedicated line or having the ability to detach and use another existing phone line.
- o. Unit must meet all current and future known regulations and standards set by the United States Postal Service.

B. Minimum Required Specifications-Inserting System

- a. Unit must have four (4) sheet feeders.
- b. Unit must have two (2) insert feeders.
- c. Unit must process a minimum of 3600 pieces per hour.
- d. Unit must have a feeder capacity minimum of 325 pages.
- e. Unit must have insert feeder capacity minimum of 300 envelopes.
- f. Unit must have a power stacker.

C. Equipment Lease

The lease agreement must include a full warranty on all parts and attachments for the life of the lease. It must also include all supplies that will be needed for the daily operation of the equipment for the life of the lease including, but not limited to tape envelope sealer and ink for the machine. The lease must ensure that a service person will be on site no more than 24 hours after a service call to maintain/restore the operation of the equipment.

Include in your proposal the monthly lease payment for 60 months with a total cost if the 60-month lease were prepaid at the inception of the lease.

D. Equipment Purchase

Include in your proposal the price to purchase said equipment. If purchased, the initial warranty shall be no less than one (1) year from date of installation.

Include in your proposal the maintenance fees for the second (2nd), third (3rd), fourth (4th) and fifth (5th) year after purchase. All parts and labor must be included in the maintenance fee. If you have exceptions to this item, please list all exceptions on a separate attachment.

The Stockbridge-Munsee Community is exempt from Wisconsin sales tax and a certificate of tax exemption will be provided.

E. Include in your proposal a delivery/installation timeline.

5. Documentation

Attach any brochures and related documentation of machine being proposed. Also attach any differences from the proposed specifications.

6. Qualifications

Provide in your proposal at least three (3) customer references including business name, phone number and contact name.

Briefly describe your organizational capacity to provide a solution including staff, equipment, software, physical space, office location, etc.

How many full-time staff does your firm employ?

Provide a company profile, length of time in business and core competencies.

List any terms and conditions you have.

7. General RFP Process Information

This RFP does not commit the Tribe to award a contract or pay any costs associated with the preparation and presentation of a proposal. The Tribe reserves the right to modify this RFP at any time. In the event it becomes necessary to modify or revise the RFP, the modified portion will be provided to all responding parties.

The Tribe reserves the right to negotiate, conduct interviews, and/or request product demonstrations at our office. You will be notified if this is requested.

The Tribe reserves the right to revise the selection process and, in its sole discretion, to accept or reject any and all proposals submitted. The Tribe may waive informalities or irregularities in a proposal.

The Tribe, being a Federally recognized Indian Tribe, is eligible for GSA contract pricing

The Tribe, through a joint venture with the State of Wisconsin, is eligible for pricing as negotiated by the State and its Procurement Agencies (AKA: State Procurement Contracts)

The Tribe, being a Federally recognized Indian Tribe, is exempt from paying Wisconsin taxes on purchases received on the reservation. (Upon selection a completed tax-exempt form will be submitted)

For additional information on project requirements, please contact Tara L. Moderson, Purchasing Manager, at 715-793-4843 or tara.miller@mohican-nsn.gov.

To schedule an appointment so see the current mailing system, please contact Simone Doxtater, Mail Clerk, at 715-793-4837 or simone.doxtater@mohican-nsn.gov

Submission

Proposals are due no later than 4:00pm CST, Tuesday, December 2nd, 2022. Proposals must be submitted via USPS, courier or hand delivered in a sealed envelope. Envelope shall be marked; Jody Hartwig, Tribal Secretary, Sealed Bid-Postage Meter/Insertor, N8476 Moh He Con Nuck Road, PO Box 70, Bowler, WI 54416

For additional information on submissions please contact Jody Hartwig, Tribal Secretary, at jody.hartwig@mohican-nsn.gov