

## Postage Machine Lease RFQ Q&A

**Q: What is the current mailing solution in place now and what features would the office like to see improve?**

A: The Department is currently utilizing IMS of Dayton-Neopost IN700 base w/meter/feeder/30lb scale/Dynamic scale.

The Department would like the ability to run a report with the breakdown of funds used for a period of time by each fund account without additional charge.

**Q: Inside the RFQ you had provided, it asks for samples and I wanted to see how you would like to see these samples? Are you looking to get the samples in brochures, videos, paper or examples of mail our solutions run?**

A: The RFQ states "Vendors shall include descriptions, samples, or both, of up to three (3) similar projects or contracts completed in the past five (5) years that demonstrate appropriate experience." The Department is seeking examples of similar projects that have been completed within the last five years. The Vendor must determine the best way to effectively show this whether it is by written description or other form.

**Q: Inside of the RFQ under the Pricing section I, it asks for abilities to print postage labels for larger packages. Do you know if the office is utilizing a courier service, priority express mail or just regular mail to ship these larger packages?**

A: The Department is not utilizing a courier service and ships regular USPS mail. The Department uses Postage labels for items too large/thick to run through the current machine as well as for certified mail.

**Q: How many cost accounts would you like to see?**

A: The Department currently has 6 fund accounts.

**Q: Which documents need to be completed to stay compliant with what the county needs?**

A: All 6 pages of the response document needs to be completed. This includes the Non-Collusion Affidavit, the Bidder's Personal Property Tax Statement, the Affidavit in Compliance with Section 3517.13 of the ORC, and the Certification of Compliance with County Insurance Requirements.

**Q: Which documents will need to have a notarization?**

A: The Department requires that the Non-Collusion Affidavit, the Bidder's Personal Property Tax Statement, and the Affidavit in Compliance with Section 3517.13 of the ORC all be notarized.

**Q: In the first question you answered that you would like to have the ability to run departmental reports with volumes. You have this option on your system now. Is there anything specific you want from these reports that you don't get now?**

A: We want the ability to run these reports from a web interface as well as the device itself. Our current Neopost online account does not allow us to break down by each fund.

Q: You asked for a quarterly preventive maintenance cost but not a full service contract. Do you want pricing information on a full service contract which includes a 2hr business response time, local service, parts, labor, loaner equipment if your system is not repaired within 24 hours, like for like replacement if the equipment cannot be fixed, free on going training for the life of the contract and no charge to move the equipment if you relocate to a new building. This is the type of maintenance program you are set up on now.

A: The Department does want a full service contract that includes scheduled onsite preventative maintenance/inspection. The preventative maintenance should include cleaning as well as replacement of worn parts i.e. rollers

Q: Would you accept a bid on your equipment as well as new equipment?

A: The Department believes it is time to update our equipment.

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