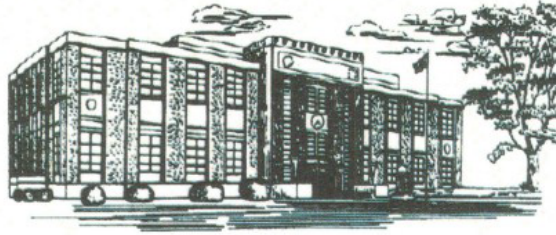


CALLAWAY COUNTY COMMISSION

10. East 5th St.
Fulton, MO 65251

Roger Fischer
Western Associate
Commissioner

Randall Kleindienst
Eastern Associate Commissioner



Phone: 573-642-0737
642-0738
Fax: 642-1032

Gary Jungermann
Presiding Commissioner

Myra Winters
Deputy to Commission

Request for Quote - Postage Meter Lease & Maintenance Service

Due Date: March 19, 2024

Time: 9:00 a.m. CST

Location: Callaway County Commission, 10 East 5th Street, Room G01, Fulton, MO 65251

The County requests proposals from qualified vendors to provide Postage Meter Lease & Maintenance Services. The successful vendor shall be a qualified individual or business that possesses experience in leasing and servicing postage machine equipment that is similar in function to the Bowman's IN Series 700 system currently in place. Callaway County metered 61,993 items and \$46,671.54 in postage from January 2023 through December 2023.

The original proposal package must have original signatures and must be signed by a person who is authorized to bind the proposing firm. All additional proposal sets may contain photocopies of the original package. Electronic (email) or facsimile submissions are accepted at comish@callawaycounty.org or (573) 642-1032.

There is no expressed or implied obligation for Callaway County to reimburse firms for any expenses incurred in preparing proposals in response to this request.

Callaway County reserves the right to reject any or all proposals or to select the proposal, which in its opinion, is in the best interest of the County.

The successful vendor must provide a leased postage meter similar in function to the Bowman's IN Series 700 currently in place. The vendor shall maintain the system through regular periodic maintenance visits, shall provide on-demand service for equipment break-downs, and shall provide a contingency processing service in the event the equipment is down for more than 24 hours.

The County is looking for a metering system to run regular, certified, and bulk mailings. The new system should offer the following features:

- User-friendly to allow multiple departments to operate the machine.
- Ability to download postage to meter.
- Capable of running reports by either remotely connecting to a printer or via USB key.
- Accounting software that will accommodate at least 30 different department codes.
- Separate department log-ins for chargebacks.
- Able to download USPS rate updates and machine software updates automatically.
- Able to process batched mail containing mixed weights and sizes.
- Automatic weight and rate calculations.
- Automatic sealing with the ability to turn the sealing option on/off
- Digital scale linked to system
- Full maintenance for the life of the lease contract

The vendor should have printable postage labels, postage ink, sealing fluid, and other supplies available for purchase by the County at a reasonable price on an as-needed basis. Supply prices should be included in the proposal and should not include tax, as Callaway County is tax-exempt.

The County reserves the right to accept or reject any proposals, to waive any informality in proposals, and unless otherwise specified in writing by the Proposer, to accept any items in any proposal. The County may, at its discretion, require one or more proposers to appear before the Commission for an interview or to make a presentation.

The commencement of such discussions, however, does not signify a commitment by Callaway County to execute a contract or to continue discussions. The County may terminate discussions at any time and for any reason.

A proposal may be rejected if it is incomplete.

The County desires a service agreement with a term of five (5) years from the effective date. Either party may cancel this agreement by providing a 30-day written notice before the expiration of the contract period.

All payroll taxes, liability, and worker's compensation are the sole responsibility of the Proposer. The Proposer understands that an employer/employee relationship does not exist under this contract.

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PROPOSAL SUBMISSION FORM

This Proposal is submitted by:

Provider Name: _____

Representative (printed): _____

Representative (**signed**): _____

Address: _____

City/State/Zip: _____

E-Mail Address: _____

Telephone: _____

(Area Code) Telephone Number

Facsimile: _____

(Area Code) Fax Number

It is understood by the Proposer that Callaway County reserves the right to reject any and all Proposals, to make awards according to the best interest of the County, to waive formalities and technicalities, and to recover and rebid this RFQ Proposal is valid for sixty (60) calendar days from the Proposal due date.

Proposer

Date

Authorized Signature

Please type or print name