

Umatilla County, Oregon
216 S.E. Fourth Street
Pendleton, OR 97801

Request for Proposals

Issuing office, point of contact for information and office where copies of this Request for Proposals (RFP) may be obtained:

Dan Lonai
Administrative Services Director
216 S.E. Fourth Street
Pendleton, OR 97801
(541) 278-6260

1. Description of Project

Umatilla County is requesting proposals to replace its Pitney Bowes Connect+ 2000 digital postage meter with a new comparable unit. The system must have departmental level accounting capability to bill multiple departments; process and seal mail up to 5/8" thick, both sealed and unsealed envelopes; and allow to quickly add and refill postage as needed. System to include feeder, power stacker and 15 pound scale. Purchase and lease options are requested.

2. General Information

To be considered, the proposal must be submitted by mail or courier no later than 4:00 p.m. September 8, 2017, to Dan Lonai, Room 30 , Umatilla County Courthouse, 216 S.E. Fourth Street, Pendleton, OR 97801. Proposals received by facsimile or electronically are not acceptable. Please provide proposals to purchase the machine and/or to lease the machine for 60 months. Both options must include the any applicable cost for the monthly meter rental and annual maintenance.

3. Schedule of Activities

RFP Issued: September 1, 2017

Proposal Submission Deadline: Must be received in room 106 of the Umatilla County Courthouse by 4:00 p.m. , September 18, 2017

Public Bid Opening: September 18, 2017, 4:00 p.m.

On Site Presentation (optional): One or more firms may be asked to make an in person presentation about their firm's qualifications to the Board of Commissioners.

Proposals received after the date and hour specified above, will not be accepted under any

circumstances and will be returned to the proposer unopened. Proposals must be submitted by mail or in person, proposals submitted by facsimile transmission will not be accepted.

4. Incurred Cost

Umatilla County will not be responsible for any cost incurred by prospective firms in preparing or submitting their proposals.

5. Evaluation Criteria

Awarding of a proposal will be based upon a qualifications-based selection procedure. The following evaluation criteria will be used to evaluate proposals. The evaluation criteria listed are not necessarily listed in order of importance.

- a. Qualifications, competence, and specific examples of past experience.
- b. Adequacy and completeness of the proposal with regard to the information provided. Specific activities that will be accomplished, the purpose and desired effect of the activities and a time line in which all services will be delivered.
- c. Willingness to negotiate on contract terms.
- d. Ability to work with and advise the county as a team to best represent the interests of the citizens of Umatilla County and to obtain quality services and products at a reasonable price.
- e. Immediate availability upon selection.
- f. Cost.

6. Instructions to Proposers

a. General. Submit your proposal in a sealed envelope clearly marked on the envelope "Proposal for Postage System." Respondents must submit a complete and concise response to this RFP. Proposals must include a statement as to the period of time the proposal remains valid. All proposals received in response to this RFP will be retained by Umatilla County. Proposals should provide complete details concerning the proposers ability to meet the requirements of this RFP. Umatilla County reserves the right to waive informalities and minor irregularities in proposals, to reject any and all proposals, and to select the most responsive proposal that best meets the needs of the citizens of Umatilla County.

b. Proposals. All proposals shall be typed and comply in every manner with the requirements of this solicitation. Advertising brochures and generic specifications that are included with a proposal will not be an alternative to specific response to the RFP requirements.

c. Withdrawal of Proposals. Proposals may be withdrawn, by written or telegraphic request received from the proposer, prior to the time fixed for opening. Negligence on the part of the proposer in preparing the proposal confers no right for the withdrawal of the proposal after it has been opened. The proposal will be irrevocable until such time as Umatilla County:

1. Specifically rejects the proposal or;
2. Awards a contract and said contract is properly executed.

Proposals must be valid for at least one-hundred-twenty (120) days. The proposer agrees to furnish the services as specified to Umatilla County at the prices and with the warranties/guarantees represented for that period.

d. Modifications. Any proposer may modify their proposal by registered communication at any time prior to the scheduled closing time for receipt of proposals, provided such communication is received prior to the closing time. The communication should not reveal the proposed price but should provide the addition or subtraction or other modification so that the final price or terms will not be known until the sealed proposal is opened.

e. Acceptance or Rejection of Proposals. Umatilla County will accept the proposal which, in its estimation, will best serve the interests of Umatilla County, and reserves the right to award a contract that shall be best for the public good. Umatilla County reserves the right to accept or reject any or all proposals received as the result of this RFP, to negotiate with all qualified sources, and/or cancel all or part of this RFP at any time. Until such time as a contract is executed with the successful bidder, Umatilla County may cancel all or any part of this RFP. This RFP does not commit Umatilla County to pay any costs incurred in the preparation and submission of proposals. Without limiting the generality of the foregoing, any proposal which is late, incomplete, obscure, or irregular may be rejected; any proposal having erasures or corrections in the proposal may be rejected; any proposal accompanied with an insufficient or irregular proposal guarantee may be rejected. Any evidence of collusion between proposers may constitute a cause for rejection of any proposals so affected.

f. Interpretations. No oral interpretations shall be made to any proposer as to the meaning of any of the proposal documents. Every request for an interpretation shall be made in writing and addressed to the County Counsel. Any and all such interpretations and addenda will be sent to all prospective proposers. Failure of any proposer to receive any such addendum or interpretation shall not relieve such proposer from any obligation under its proposal as submitted. All addenda so issued shall become as much a part of this request for proposal document as if bound herein.

g. Nondiscrimination. The successful proposer agrees that in performing the work called for by this proposal and in securing and supplying materials, proposer will not discriminate against any person on the basis of race, color, religion, creed, political ideas, sex, age, marital status, physical or mental handicap, national origin, or ancestry unless the reasonable demands of employment are such that they cannot be met by a person with a particular physical or mental handicap.

h. Failure to Submit Offer. If no offer is to be submitted, do not return the RFP. Failure of the recipient to offer, or to notify the issuing office that future solicitations are desired, will not result in removal of the name of such recipient from the mailing list for the type of services covered by this solicitation.

I. Preparation of Proposals. Proposers are expected to examine the specifications, schedule, and all instructions.

Proposers must state a definite time for delivery of all goods and performance of all services.

Time, if stated as a number of the days, will include Saturdays, Sundays and holidays.

The selected proposal shall be incorporated by reference, with modification as agreed to by Umatilla County, into the final contract and shall be binding upon the successful bidder.

Proposers further agree to the following:

1. To examine all specifications and conditions thoroughly.
2. To comply with all Federal, State, and County laws, ordinances and rules.
3. To the extent allowed by law, to accept any claims, liens, and demands, and to indemnify and hold harmless Umatilla County.

j. Taxes. Taxes, whether State or Federal, shall not be included in proposal prices. Umatilla County is generally exempted from federal taxes, specifically, but not limited to excise and transportation taxes.

k. Employees not to Benefit. No employee or elected official of Umatilla County shall be admitted to any share or part of these proposals or to any benefit that may arise therefrom; but this provision shall not be construed to extend to proposals made by a corporation for its general benefit.

7. Evaluation of Proposals

An evaluation team will judge the merit of proposals received in accordance with the general criteria specified in this RFP. This evaluation team will make a recommendation to the Board of Commissioners, who will then make the final decision.

8. Protests

Any protests under this request for proposals shall follow the protest procedures set forth in OAR Division 137-47.

9. Oregon Public Contracts

All contracts with Umatilla County are governed by Oregon public contract and purchasing law as specified in Oregon Revised Statutes Chapter 279B for Related Services.