



## **REQUEST FOR BIDS**

### **LETTER OPENERS/FOLDING MACHINE**

#### **ROWAN COUNTY**

130 West Innes Street  
Salisbury, NC 28144

704-216-8174

[david.sifford@rowancountync.gov](mailto:david.sifford@rowancountync.gov)

Date Issued: Tuesday, October 6, 2015

Date Due: Wednesday, October 21, 2015 at 3:00 PM EDT

Administered by: David Sifford, Purchasing Agent

Rowan County Request for Bids – Letter Openers

Rowan County

Request for Proposal

**Background and Scope**

**A. General Information**

This is a Request for Bids (RFB) for two letter openers and one folder/insertter to be used by the Rowan County Department of Social Services and the Rowan County Tax Administration Department.

**B. General Conditions**

This RFB is not an offer to contract. Acceptance of a bid neither commits the County to award a contract to any contractor, even if all requirements stated in this RFB are satisfied, nor limits our right to negotiate in our best interest. We reserve the right to contract with a vendor for reasons other than lowest price.

Please note: Price will not be the only factor considered when selecting a vendor. Rowan County is seeking the bid with the best overall value to the County.

**C. Reservations**

Rowan County reserves the right, at any time and for any reason, to cancel this RFB or any portion thereof, to reject all bids or accept an alternate bid. The County also reserves the right to waive any immaterial defect in the bid. The bid shall be good for a period of sixty (60) days from the opening of the bid. The County may seek clarification of the bid at any time and any delayed response could be a cause for bid rejection.

**D. Incurred Costs**

Rowan County will not be liable for any costs incurred by respondents in replying to this RFB.

**E. Award**

Award shall be made by Rowan County to the bid that is determined to be the most advantageous to Rowan County.

**F. Assignment**

The bid respondent may not reassign any award made, as a result of this RFB, without prior written consent of Rowan County.

**G. Evaluation Criteria**

Bids will be reviewed and a contractor will be selected based on the following criteria (listed in no particular order):

- Cost
- Suggested Equipment
- Qualifications
- Customer Service
- Compliance With Requirements

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**H. Proposal Instructions and Time Frames**

Respondents are to submit sealed bids, which will be evaluated by Rowan County to determine the completeness of the bid. The sealed bid must be clearly labeled on the outside of the envelope or package “**Letter Opener Bid**” in order to be considered. Submit one marked original and one (1) complete copy of the bid.

**Submission Location:** Rowan County Finance Department  
Attn: David Sifford, Purchasing Agent  
130 West Innes Street, Suite 110-120  
Salisbury, NC 28144

**Submission Deadline:** Wednesday, October 21, 2015 at 3:00 PM EDT

**Contact/Questions:** David Sifford, Purchasing Agent  
Rowan County Finance Department  
130 W. Innes St., Salisbury, NC 28144  
704-216-8174  
[david.sifford@rowancountync.gov](mailto:david.sifford@rowancountync.gov)

**\*Note:** Bidders must contact David Sifford to indicate that they will be offering a bid in order to receive addendum and/or changes to the RFB.

**I. Project Timetable**

Request for Bids	10/06/2015
Bids Due	10/21/2015 3:00 PM EDT
Anticipated Award of Bid	11/2/2015

**J. Proposal Contents / Format**

The following sections/information will be considered integral to this solicitation. As such, please address each accordingly.

1. **Cost:** Provide a detailed pricing structure of the proposed equipment. This should be a complete price to include the equipment, any maintenance costs, delivery costs, setup costs, etc.
2. **Work Schedule:** Provide a timeline indicating when the equipment can be delivered, what maintenance and/or repair services will be included and the estimated start and completion dates for those services.
3. **References:** All bids should include names, addresses, telephone numbers and contact persons for at least three (3) other organizations (public sector agencies are preferred) for which comparable products or services have been rendered in the past five (5) years.

## Rowan County Request for Bids – Letter Openers

### K. Detailed Scope of Services

The purpose of this Request for Bids is to secure one letter opener and one folder/insertor for the Rowan County Department of Social Services and one letter opener for the Rowan County Tax Administration Department. We currently have a Pitney Bowes model DL100 letter opener and a Pitney Bowes model DI425 insertor in the Social Services Department. In the Tax Administration Department, we have a Pitney Bowes letter opener, model DL100. We plan to replace the existing equipment with new, similar equipment. We would also like to see pricing for faster models as well. Please offer at least two options for letter opening equipment up to 400 pieces per minute. **Vendors are asked to provide a price for purchasing the equipment out-right as well as leasing the equipment for a forty-eight month term, for comparison purposes, if possible.** It is the intent of the Rowan County to lease the equipment for a forty-eight month term.