

CINCINNATI-HAMILTON COUNTY COMMUNITY ACTION AGENCY (C-HCCAA)

REQUEST FOR PROPOSAL PROPOSAL (RFP)

LEASE OF POSTAGE METER & SCALE COMBINATION

THE PURCHASING DEPARTMENT, CINCINNATI-HAMILTON COUNTY COMMUNITY ACTION AGENCY, 1740 LANGDON FARM ROAD, CINCINNATI, OHIO 45237, PHONE 513-569-1875, FAX: 513-569-4353 IS SOLICITING PROPOSALS FOR THE PURPOSE OF PROCURING A SINGLE NEW POSTAGE METER & SCALE COMBINATION UNDER A THREE YEAR LEASE AGREEMENT FOR THE CORPORATE HEADQUARTERS OF THE CINCINNATI-HAMILTON COUNTY COMMUNITY ACTION AGENCY.

SECTION I. GENERAL INFORMATION:

- 1.1 The Cincinnati-Hamilton County Community Action Agency is requesting PROPOSALS for A SINGE NEW POSTAGE METER & SCALE COMBINATION TO BE COVERED UNDER A FIVE YEAR (MAXIMUM TERM) LEASE AGREEMENT for our Corporate Headquarters site located at 1740 Langdon Farm Road, Cincinnati, OH 45237 during the period beginning on April 22, 2024 and ending on June 21, 2027.
- 1.2
- 1.3 Inquiries: Inquiries concerning this RFP should be directed to Kristopher Parrish, kparrish@cincy-caa.org 513-569-1875.
- 1.4 Conditions of PROPOSAL: All costs incurred in the preparation of a PROPOSAL responding to this RFP will be the responsibility of Offeror and will not be reimbursed by the Cincinnati-Hamilton County Community Action Agency.
- 1.5 Mistakes within the PROPOSAL: An apparent low Offeror discovering a mistake in its RFP can withdraw the RFP if all of the following conditions apply: Timely notice – the Offeror must notify CHCCAA in writing within three (3) working days after the opening of PROPOSALS that a mistake was made. This notice can be given whether an award has been made or not. Substantial Mistake – The mistake has to be significant enough to make the RFP price substantially out of proportion to other RFP prices. Mathematical Error – The mistake has to be mathematical in nature due to a miscalculation or clerical error, an inadvertent omission, or a typographical error, which results in an erroneous sum. Mistakes of law, judgment, or opinion are specifically excluded from these criteria. Documentary Evidence – Clear and convincing documentation of the mistake must be presented as soon as possible, but no later than three (3) working days after the opening of RFP's. Upon withdrawal of RFP, the low Offeror shall be prohibited from doing work on the project as 1) a subcontractor or in any other capacity and 2) quoting on the same project if the RFP is re-issued for response. *Otherwise, no portion of any RFP submitted may be withdrawn prior to sixty (60) days from PROPOSAL Due Date shown below.*
- 1.6 Notification Of Award: It is expected, but not guaranteed, that a decision selecting the successful Offeror will be made within two (2) weeks of the closing due date for the receipt of PROPOSALS. Upon conclusion of final negotiations with the successful Offeror, all Offerors submitting PROPOSALS in response to this Request for PROPOSAL (RFP) will be informed, in writing, of the name of the successful Offeror. It is expected that the contract shall be a multiple year negotiated price contract.
- 1.7 Options: At the sole discretion of Cincinnati-Hamilton County Community Action Agency, any contract entered into as a result of this RFP may be extended for one (1) additional one-year period. The cost for the option period will be agreed upon by Cincinnati-Hamilton County Community Action Agency and the Offeror.

DUE DATES:

- 1.6 Pre-Submission Meeting: None anticipated
- 1.8 Proposal Due Date: Friday, February 9, 2024 3:00 PM
- 1.8 Projected Award Date: Friday, February 16, 2024
- 1.9 Commencement Date: Monday, April 22, 2024
- 1.10 Ending Date: April 21, 2027

- 1.11 **Instructions to Prospective Offerors:** All RFP packages are due by 3:00 pm, Friday, February 9, 2024. Please email your RFP response to: purchasing@cincy-caa.org or address and mail/drop-off your SEALED RFP response to: Kristopher Parrish, Purchasing Manager, Cincinnati-Hamilton County Community Action Agency, 1740 Langdon Farm Road, Cincinnati, OH 45237. The RFP must be in either PDF file format or Microsoft Word format and the subject line of the email should read: RFP Response - Confidential. Any RFPs received after the RFP due date and time will be disqualified. Failure to meet the deadline for submitting RFPs cannot be waived and RFPs submitted late will be disqualified. We strongly recommend you request a delivery receipt for your submission.
- 1.12 **Public Opening:** No public opening of the sealed PROPOSALS is anticipated.
- 1.13 **Right To Reject:** The Cincinnati-Hamilton County Community Action Agency retains the right to ACCEPT or REJECT, any and all RFPs and does not bind itself to accept the lowest price PROPOSAL. Further, the Cincinnati-Hamilton County Community Action Agency reserves the right to ACCEPT or REJECT any part(s) of all RFPs.
- 1.14 **Merger or Sale:** In the event a vendor awarded any business as a result of this RFP merges with, or is acquired by, another company during the term of any agreement resulting from said award, the vendor must notify the Purchasing Manager of the Cincinnati-Hamilton County Community Action Agency in writing within thirty (30) days of the merger or acquisition. After such notification, the Cincinnati-Hamilton County Community Action Agency reserves the right to terminate the existing agreement upon a thirty (30) day written notice to the vendor.
- 1.15 **Negotiated Contract Award:** This request for PROPOSAL (RFP) package is a negotiated contract award procurement. Therefore, the Cincinnati-Hamilton County Community Action Agency reserves the right to engage in final negotiating with Offerors, selected solely at its discretion, who appear to have submitted initial PROPOSALS most advantageous to The Cincinnati-Hamilton County Community Action Agency after the PROPOSAL Due Date noted above.
- 1.16 **Description Of Entity:** Cincinnati – Hamilton County Community Action Agency: Cincinnati-Hamilton County Community Action Agency is a nonprofit organization that serves Cincinnati and Hamilton County in Ohio. C-HCCAA is a private, nonprofit corporation and has been determined to be exempt from federal income tax under section 501(c)(3), of the Internal Revenue Code. It is governed by a nineteen (19) member volunteer Board of Directors. The Administrative offices and all records are presently located at 1740 Langdon Farm Road, Cincinnati, Ohio 45237. Other program offices and facilities are located throughout the Cincinnati area. Cincinnati-Hamilton County Community Action Agency receives most of its funding from federal and state grants. Four major programs are run by the Agency. The four major programs are Head Start, Community Services Block Grant, Home Weatherization Assistance Program, and Home Energy Assistance Program.

Head Start is the Agency's largest program. The National Head Start Association is a private not-for-profit membership organization dedicated exclusively to meeting the needs of Head Start children and their families. It represents more than 1 million children, 200,000 staff and 2,700 Head Start programs in the United States. The Association provides support for the entire Head Start community by advocating for policies that strengthen services to Head Start children and their families; by providing extensive training and professional development to Head Start staff; and by developing and disseminating research, information, and resources that enrich Head Start program delivery. Created in 1965, Head Start is the

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most successful, longest-running, national school readiness program in the United States. It provides comprehensive education, health, nutrition, and parent involvement services to low-income children and their families. More than 21 million pre-school aged children have benefited from Head Start.

- 1.17 Sales Tax: Products or services provided by a vendor awarded any business as a result of this RFP are exempt from Ohio Department of Taxation sales and use tax. The Cincinnati-Hamilton County Community Action Agency is a non-profit organization defined by IRS Code 501(c)3.**
- 1.18 Rule Of Law: The laws of the State of Ohio shall govern any agreement entered into as a result of an award based on this RFP. Said agreement shall be the standard agreement used by the Cincinnati-Hamilton County Community Action Agency with attachments and/or exhibits as necessary to specifically define the scope of work. Further, said agreement, when executed by both parties shall constitute the entire agreement between the parties for the specified products or services for the term of the agreement. Finally, both parties to said Agreement shall consent and agree that any dispute arising from the functioning of said Agreement that can not be resolved to the mutual satisfaction of either party by other means will be resolved through binding arbitration. The parties, as evidenced by their signatures on said agreement, shall voluntarily forfeit their right to bring any cause of action against the other in a court of law for unresolved disputes related to obligations within said Agreement. Agency and Contractor shall further agree that said arbitration will be provided through the American Arbitration Association and will be regulated by its Commercial Arbitration Rules.**
- 1.19 Contingencies: N/A**

1.20 No Pre-Submission Meeting is planned for this RFP.

SECTION II: SCOPE OF WORK – SEE EXHIBIT A

SECTION III: REQUIRED BUSINESS INFORMATION

All Offerors are required to provide the following financial information. The information will be kept in strict confidence and will be only used as criteria to evaluate the response to this RFP. In the event, that the requested Business information, in this Section or Section IV is not available, a written STATEMENT, addressing the specific point is acceptable.

- 3.0 Name, address and telephone number of Business/Company.**
- 3.1 Proprietors name, address and telephone number, or if publicly owned, the President/CEO's.**
- 3.2 Date business/company was established.**
- 3.3 Copy of recent business credit report, less than three (3) months old.**
- 3.4 Proof of insurance and amount of coverage and workers compensation.**
- 3.5 A list of business banks, or business credit unions and two (2) current suppliers for reference are required, including name, address and telephone number.**

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- 3.6 **Business References from at least three (3) previous (recent past – within two years) or current customers; include name, address and telephone number.**
- 3.7 **Provide assurance that staff is properly identified, such as: uniforms, badges, ID cards, appropriate attire.**
- 3.8 **Complete SECTION V – PROPOSAL PRICING PAGE, of the RFP.**
- 3.9 **Complete the Civil Rights Compliance form.**
- 3.10 **Complete the Non-Collusion Affidavit form.**
- 3.11 **Complete the Certification Regarding Debarment, Suspension, Ineligibility and Voluntary Exclusion form.**

SECTION IV: PROPOSAL EVALUATION CRITERIA

The following criteria will be used in considering and evaluating each Offeror's PROPOSAL. In the event that the requested information, in this Section or in Section III is not available, a written STATEMENT addressing the specific point is acceptable.

- 4.0 **Best and most responsive offer from a reputable, experienced and responsive Offeror.**
- 4.1 **The Offeror's overall responsiveness to the PROPOSAL solicitation package is important. Some examples of non-responsiveness may include, but are not limited to: (1. failure to provide all of the requested information in the solicitation, ie, Section III – Required Information, (2. incomplete documents or (3. proposing alternative offers in direct opposition to those which are listed in the specifications or RFP and which offer no, or negative, cost savings to the Cincinnati-Hamilton County Community Action Agency.**
- 4.2 ~~**Experience of contractor and staff who will actually perform the contract.**~~ (N/A)
- 4.3 **A credit report to assess the Offeror's ability to staff and with equipment, the financial ability to complete the contract.**
- 4.4 **Proof of Liability Insurance and Workers compensation.**
- 4.5 **The contractor's ability to follow basic C-HCCAA accounting procedure, ie, sending all invoices to Accounts Payable and/or if needed following all shipping/receiving procedures. All invoices are to be mailed to Accounts Payable on the last day of each month. (No exceptions). Payment terms will be net 30 days from date of completed services or from date of receipt of correct invoice, whichever is last.**
- 4.6 **Contractors' integrity and compliance to public policy and the capability to perform in accordance with the terms and conditions of the PROPOSAL package. All supplier references will be verified, and if necessary the Cincinnati-Hamilton County Community Action Agency will utilize the services of the Better Business Bureau.**
- 4.7 **A review of the three (3) requested business references from current or previous customers to verify customer satisfaction and quality of work.**
- 4.8 **The Offerors completeness and thoroughness, in submitting all of the requested documents, the results of the Offeror's reference checks and confidence that the Offeror can successfully perform all terms, conditions and functions as designated in the RFP.**
- 4.9 **Creative or innovative cost reduction and/or control responses to this RFP.**

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4.10 Prior business experience with the Offeror.

SECTION V – PROPOSAL PRICING PAGE

5.1 Company Name - (PRINT) _____

5.2 Signature Of Owner (Or Authorized Representative) _____
(The individual signing certifies that he/she is authorized to contract on behalf of the Offeror.)

5.2.1 Owner’s Name (Or Authorized Representative) (PRINT) _____

5.3 Please complete, sign and return this section.

***MONTHLY LEASE CHARGE**

5.3.1 1740 LANGDON FARM ROAD
Cincinnati, OH 45237 \$ _____

*=This cost should include everything except expendable supplies, maintenance plan and personal property tax

Proposed Equipment: _____

Proposed maintenance plan & monthly cost: _____

NOTE: Describe plan fully on separate sheet if proposing

5.4 The contractor shall invoice, for the above charges MONTHLY and send to: ACCOUNTS PAYABLE, Cincinnati-Hamilton County Community Action Agency, 1740 Langdon farm Road, Cincinnati, Ohio 45237. By executing this RFP, all Offerors agree that as a private not-for-profit corporation funded primarily by the United States government, should the Cincinnati-Hamilton County Community Action Agency be denied a significant portion (80% or more) of its normal funding by the U.S. government, and as a consequence be forced to discontinue or suspend operations during the term of any contract resulting from this RFP, at our sole option, your service and our payment for that service shall cease. Should this occur, the Cincinnati-Hamilton County Community Action Agency will immediately notify you of such circumstances and immediately return any parts or equipment belonging to you. In lieu of precisely following this provision, the Cincinnati-Hamilton County Community Action Agency will consider another means of addressing lease termination due to termination of funding.

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SECTION VI - CIVIL RIGHTS COMPLIANCE

Offeror agrees that in the performance of an Agreement, as such, that there shall be no discrimination against an employee because of race, color, sex, religion, national origin, or any other factor, as specified in the Civil Rights Act of 1964, and all subsequent amendments.

(Signature of Owner/Authorized Representative)

(Print Name)

(Name of Company)

(Date)

SECTION VII

CONTRACT/PROPOSAL:

(This Affidavit must be executed for the PROPOSAL under consideration)

NON-COLLUSION AFFIDAVIT

STATE OF _____) ss.
COUNTY OF _____

I, _____
(Owner/Authorized Representative Signature & Print Name)

being duly sworn, do depose and say:

That _____
(Name of Company)

its agents, officers, or employees have not directly or indirectly entered into any agreement, participated in any collusion, or otherwise taken any action in restraint of free competitive bidding in connection with this PROPOSAL.

(Owner/Authorized Representative Signature)

Sworn to and subscribed before me this _____ day of _____, _____.

(SEAL)

(Notary Public)

_____, _____

my commission expires

SECTION VII

**CERTIFICATION REGARDING DEBARMENT, SUSPENSION,
INELIGIBILITY AND VOLUNTARY EXCLUSION**

Vendor agrees that in the performance of the Agreement, that the business or individual shall not be considered debarred, suspended, ineligible or has been voluntary excluded in business ventures.

(Signature of Owner/Authorized Representative & Print Name)

(Name of Company)

EXHIBIT A MINIMUM PRODUCT SPECIFICATIONS

GENERAL OVERVIEW:

- Postage meter should be capable of handling a minimum of 20,000 pieces of mail on a monthly basis.
- Postage meter should be capable of tracking and reporting (on hard copy media such as paper, or preferably electronically via email or USB) monthly on a minimum of 20 separate “departments” for purposes of allocating the monthly postage costs for the entire Agency. Monthly reporting should at a minimum show the “department”, total the amount of postage used by each “department” and give a total item count for each of those “departments”. Finally, it should be possible to clear the “departments” each month so that they return to a \$0.00 amount, while keeping a register of total postage run through the machine since installation.
- Postage meter should be capable of sealing envelopes as it applies postage.
- Postage meter should have an adjustable feeder to accommodate various thicknesses of envelopes up to 5/8”.
- Scale should weigh parcels from less than an ounce to parcels up to 20 pounds.
- Scale should have an easily replaceable electronic “chip” or (ability to download) to easily accommodate postage rate changes.
- Rate changes and corresponding “chip” changes should be built into the price of the system; no additional charges for replacement “chips” due to rate changes.

INFORMATION TO SUPPLY (IN WRITING) WITH PROPOSAL:

- Capacity of machine as built; i.e. how much mail was the meter built to handle on a daily or monthly basis.
- Security features of system.
- Rate of feed.
- Details of maintenance plan that is standard with the system; what is covered, what is not covered, how long to receive a service call, is there a local number to contact service, options in case machine is not immediately repairable, cost of maintenance – labor & most common parts?
- Sizes of mail system will handle.
- Type of tape used; individual or roll feed.
- Type and current cost of replaceable supplies such as, but not limited to, printer ink.
- Brochure of recommended system or systems. (If more than one, show cost of any additional systems separately.)
- What warranty does the system have and how long is it good for?
- Method(s) (and detailed descriptions of those methods) for securing postage for system and corresponding costs associated with those methods.
- Payment terms of lease; 210N30, N30 ?
- Why should we lease a system from you? What do you do that your competitors’ do not do to help us? Or, what do you not do that your competitors’ do that would make our life more difficult if we chose your competitor?