



INVITATION TO BID NO: 09-X-2208470

STATE OF ALABAMA
DEPARTMENT OF FINANCE
DIVISION OF PURCHASING

REQ. AGENCY : 999999
PURCHASING DIVISION
AGENCY REQ. NO. :
T-NUMBER : T311
DATE ISSUED : 07/23/09
VENDOR NO. :
VENDOR PHONE NO. :
SNAP REQ. NO. : 1420672
BUYER NAME : JANNA WICKHAM

INVITATION TO BID

FOR: MAIL MACHINE

BUYER PHONE NO. : (334) 242-4288-
PURCHASING PHONE NO: (334) 242-7250

BID MUST BE RECEIVED BEFORE:
DATE: 08/11/09 TIME: 5:00 PM

BIDS WILL BE PUBLICLY OPENED:
DATE: 08/12/09 TIME: 10:00 AM

TO BE COMPLETED BY VENDOR

INFORMATION IN THIS SECTION SHOULD BE PROVIDED, AS APPROPRIATE. BID RESPONSE MUST BE IN INK OR TYPED WITH ORIGINAL SIGNATURE AND NOTARIZATION.

1. DELIVERY: CAN BE MADE _____ DAYS OR _____ WEEKS AFTER RECEIPT OF ORDER
 2. TERMS: _____(DISCOUNTS ARE TAKEN WITHOUT REGARD TO DATE OF PAYMENT.)
 3. PRICE VALID FOR ACCEPTANCE WITHIN _____ DAYS.
 4. VENDOR QUOTATION REFERENCE NUMBER, IF ANY: _____
(THIS NUMBER WILL APPEAR ON THE PURCHASE ORDER.)
 5. E-MAIL ADDRESS: _____
INTERNET WEBSITE: _____
 6. GENERAL CONTRACTOR'S LICENSE NO: _____
TYPE OF G.C. LICENSE: _____
- RETURN INVITATION TO BID:

US MAIL

COURIER

STATE OF ALABAMA
DEPARTMENT OF FINANCE
DIVISION OF PURCHASING
P O BOX 302620
MONTGOMERY, AL 36130-2620

STATE OF ALABAMA
DIVISION OF PURCHASING
RSA UNION BUILDING
100 N. UNION ST., SUITE 192
MONTGOMERY, AL 36104

***** IMPORTANT NOTE: *****

BIDDERS MUST COMPLY WITH ALL "BID RESPONSE INSTRUCTIONS" ON PAGE 2, TO INCLUDE ITEM 7 - COPY REQUIREMENT.

SIGNATURE AND NOTARIZATION REQUIRED

I HAVE READ THE ENTIRE BID AND AGREE TO FURNISH EACH ITEM OFFERED AT THE PRICE QUOTED. I HERBY AFFIRM I HAVE NOT BEEN IN ANY AGREEMENT OR COLLUSION AMONG BIDDERS IN RESTRAINT OF FREEDOM OF COMPETITION BY AGREEMENT TO BID AT A FIXED PRICE OR TO REFRAIN FROM BIDDING.

SWORN TO AND

FEIN OR SSN

AUTHORIZED SIGNATURE (INK)

SUBSCRIBED BEFORE ME THIS

COMPANY NAME

TYPE/PRINT AUTHORIZED NAME

DAY OF

MAIL ADDRESS

TITLE

NOTARY PUBLIC

CITY, STATE, ZIP

TOLL FREE NUMBER

TERM EXP:

PHONE INCLUDING AREA CODE

FAX NUMBER

STANDARD TERMS & CONDITIONS

VENDOR NAME :

VENDOR NUMBER: -
ITB NO. : 09-X-2208470 PAGE 2
OPEN DATE : 08/12/09 TIME: 10:00 AM
T-NUMBER : T311
RETURN DATE: 08/11/09 TIME: 5:00 PM

INVITATION TO BID

AUTHORITY:

THE DEPARTMENT OF FINANCE CODE OF ADMINISTRATIVE PROCEDURE, CHAPTER 355-4-1 EFFECTIVE DECEMBER 20, 2001 IS INCORPORATED BY REFERENCE AND MADE A PART OF THIS DOCUMENT. TO RECEIVE A COPY CALL (334)242-7250, OR OUR WEBSITE WWW.PURCHASING.ALABAMA.GOV .

INFORMATION AND ASSISTANCE TO MINORITY BUSINESSES IN THE TECHNICAL COMPLETION OF REQUIRED FORMS MAY BE OBTAINED FROM THE OFFICE OF MINORITY BUSINESS ENTERPRISE, 1-800-447-4191.

BID (ITB) RESPONSE INSTRUCTIONS REV: 04/07/09

1. TO SUBMIT A RESPONSIVE BID, READ THESE INSTRUCTIONS, ALL TERMS, CONDITIONS AND SPECIFICATIONS.
2. BID ENVELOPES/PACKAGES/BOXES MUST BE IDENTIFIED ON FRONT, PREFERABLY LOWER LEFT CORNER AND BE VISIBLE WITH THE BID NUMBER AND OPENING DATE. EACH INDIVIDUAL BID (IDENTIFIED BY A UNIQUE BID NUMBER) MUST BE SUBMITTED IN A SEPERATE ENVELOPE. RESPONSES TO MULTIPLE BID NUMBERS SUBMITTED IN THE SAME ENVELOPE/COURIER PACKAGE, THAT ARE NOT IN SEPERATE ENVELOPES PROPERLY IDENTIFIED, WILL BE REJECTED. THE DIVISION OF PURCHASING DOES NOT ASSUME RESPONSIBILITY FOR LATE BIDS FOR ANY REASON INCLUDING THOSE DUE TO POSTAL, OR COURIER SERVICE. BID RESPONSES MUST BE IN THE DIVISION OF PURCHASING OFFICE PRIOR TO THE "RECEIVE DATE AND TIME" INDICATED ON THE BID.
3. BID RESPONSES (PAGE 1, PRICE SHEET AND ADDENDUMS (WHEN SIGNATURE IS REQUIRED)) MUST BE IN INK OR TYPED ON THIS DOCUMENT. OR EXACT FORMAT WITH SIGNATURES BEING HANDWRITTEN ORIGINALS IN INK (PERSON SIGNING BID, NOTARY, AND NOTARY EXPIRATION), OR THE BID WILL BE REJECTED. UNLESS INDICATED IN THE BID, ALL PRICE PAGES MUST BE COMPLETED AND RETURNED. IF AN ITEM IS NOT BEING BID, IDENTIFY IT AS NB (NO-BID). PAGES SHOULD BE SECURED. THE DIVISION OF PURCHASING DOES NOT ASSUME RESPONSIBILITY FOR MISSING PAGES. FAXED BID RESPONSES WILL NOT BE ACCEPTED.
4. THE UNIT PRICE ALWAYS GOVERNS REGARDLESS OF THE EXTENDED AMOUNT. A UNIT PRICE CHANGE ON A LINE MUST BE INITIALED BY THE PERSON SIGNING THE BID, OR THAT LINE WILL BE REJECTED. THIS INCLUDES A CROSS-OUT, STRIKE-OVER, INK-OVER, WHITE-OUT, ERASURE, OR ANY OTHER METHOD CHANGING THE PRICE.
5. A "NO BID" MUST BE RETURNED TO REMAIN ON A CLASS/SUBCLASS. RETURN PAGE 1 MARKED "NO-BID". IDENTIFY IT ON THE ENVELOPE AS A "NO-BID". FAILING TO RESPOND TO 3 ITB'S WITHIN THE SAME CLASS/SUBCLASS WILL AUTOMATICALLY PURGE THE VENDOR FROM THAT CLASS/SUBCLASS. RESPONDING WITH 6 "NO-BIDS" WITHIN THE SAME CLASS/SUBCLASS WILL AUTOMATICALLY PURGE THE VENDOR FROM THAT CLASS/SUBCLASS. A "NO-BID" RECEIVED LATE IS CONSIDERED A NO RESPONSE.
6. THE DIVISION OF PURCHASING IS NOT RESPONSIBLE FOR MISINTERPRETATION OF DATA FAXED FROM THIS OFFICE.
7. THE DIVISION OF PURCHASING REQUIRES AN ORIGINAL AND A MINIMUM OF ONE COMPLETE EXACT COPY (TO INCLUDE SIGNATURE AND NOTARY) OF THE INVITATION-TO-BID RESPONSE. THE ORIGINAL AND THE COPY SHOULD BE SUBMITTED TOGETHER AS A BID PACKAGE.
8. AN IMPROPERLY SUBMITTED BID, LATE BID, OR BID THAT IS CANCELLED ON OR BEFORE THE OPENING DATE WILL BE HELD FOR 90 DAYS AND THEN DESTROYED. THE BID MUST BE RETRIEVED DURUIG REGULAR WORK HOURS, MONDAY - FRIDAY, EXCEPT STATE HOLIDAYS. AFTER THE BID IS DESTROYED, THE DIVISION OF PURCHASING ASSUMES NO RESPONSIBILITY FOR THE DOCUMENT.

DISQUALIFIED/CANCELLED BID

BIDS THAT ARE IMPROPERLY SUBMITTED OR RECEIVED LATE WILL BE A RESPONSE FOR RECORD, BUT WILL NOT BE RETURNED OR A NOTIFICATION MAILED.

THE FOLLOWING IS A PARTIAL LIST WHEREBY A BID RESPONSE WILL BE DISQUALIFIED:

- BID NUMBER NOT ON FACE OF ENVELOPE/COURIER PACKAGE/BOX
- RESPONSES TO MULTIPLE BID NUMBERS IN SAME ENVELOPE NOT PROPERLY IDENTIFIED
- BID RECEIVED LATE
- BID NOT SIGNED/NOT ORIGINAL SIGNATURE
- BID NOT NOTARIZED/NOT ORIGINAL SIGNATURE OF NOTARY AND/OR NO NOTARY EXPIRATION
- NOTARIZED OWN SIGNATURE
- REQUIRED INFORMATION NOT SUBMITTED WITH BID
- FAILURE TO SUBMIT THE ORIGINAL BID AND A COMPLETE EXACT COPY WILL RESULT IN REJECTION OF THE BID RESPONSE
- FAILURE TO MARK RESPONSES AS "ORIGINAL" AND/OR "COPY" COULD RESULT IN THE ENTIRE BID RESPONSE BEING REJECTED

CERTIFICATION PURSUANT TO ACT NO. 2006-557

ALABAMA LAW (SECTION 41-4-116, CODE OF ALABAMA 1975) PROVIDES THAT EVERY BID SUBMITTED AND CONTRACT EXECUTED SHALL CONTAIN A CERTIFICATION THAT THE VENDOR, CONTRACTOR, AND ALL OF ITS AFFILIATES THAT MAKE SALES FOR DELIVERY INTO ALABAMA OR LEASES FOR USE IN ALABAMA ARE REGISTERED, COLLECTING, AND REMITTING ALABAMA STATE AND LOCAL SALES, USE, AND/OR LEASE TAX ON ALL TAXABLE SALES AND LEASES INTO ALABAMA. BY SUBMITTING THIS BID, THE BIDDER IS HEARBY CERTIFYING THAT THEY ARE IN FULL COMPLIANCE WITH ACT NO. 2006-557, THEY ARE NOT BARRED FROM BIDDING OR ENTERING INTO A CONTRACT PURSUANT TO 41-4-116, AND ACKNOWLEDGES THAT THE AWARDING AUTHORITY MAY DECLARE THE CONTRACT VOID IF THE CERTIFICATION IS FALSE.

SPECIAL TERMS & CONDITIONS

VENDOR NAME :

VENDOR NUMBER: -
ITB NO. : 09-X-2208470
OPEN DATE : 08/12/09 TIME: 10:00 AM
T-NUMBER : T311
RETURN DATE: 08/11/09 TIME: 5:00 PM

PAGE 3

INVITATION TO BID

INTENT TO AWARD

EFFECTIVE MAY 1, 2008, THE STATE OF ALABAMA - DIVISION OF PURCHASING WILL ISSUE AN 'INTENT TO AWARD' BEFORE A FINAL AWARD IS MADE. THE 'INTENT TO AWARD' WILL CONTINUE FOR A PERIOD OF FIVE (5) CALENDAR DAYS, AFTER WHICH A PURCHASE ORDER WILL BE PRODUCED. UPON FINAL AWARD, ALL RIGHTS TO PROTEST ARE FORFEITED. A DETAILED EXPLANATION OF THIS PROCESS MAY BE REVIEWED IN THE ALABAMA ADMINISTRATIVE CODE - CHAPTER 355-4-1(14).

ALTERNATE BID RESPONSE

UNLESS STATED ELSEWHERE IN THIS INVITATION-TO-BID (ITB) THE STATE OF ALABAMA WILL ACCEPT AND EVALUATE ALTERNATE BID SUBMITTALS ON ANY ITB'S. ALTERNATE BID RESPONSES WILL BE EVALUATED ACCORDING TO THE REQUIREMENTS AS ALL OTHER RESPONSES TO THIS ITB.

INTERNET WEBSITE LINK'S

INTERNET AND/OR WEBSITE LINKS WILL NOT BE ACCEPTED IN BID RESPONSES AS A MEANS TO SUPPLY ANY REQUIREMENTS STATED IN THIS ITB (INVITATION-TO-BID).

PRODUCT DELIVERY, RECEIVING AND ACCEPTANCE

IN ACCORDANCE WITH THE UNIVERSAL COMMERCE CODE (CODE OF ALABAMA, TITLE 7), AFTER DELIVERY, THE STATE OF ALABAMA HAS THE RIGHT TO INSPECT ALL PRODUCTS BEFORE ACCEPTING. THE STATE WILL INSPECT PRODUCTS IN A REASONABLE TIMEFRAME. SIGNATURE ON A DELIVERY DOCUMENT DOES NOT CONSTITUTE ACCEPTANCE BY THE STATE. THE STATE WILL ACCEPT PRODUCTS ONLY AFTER SATISFACTORY INSPECTION.

SALES TAX EXEMPTION

PURSUANT TO THE CODE OF ALABAMA, 1975, TITLE 40-23-4 (A) (11), THE STATE OF ALABAMA IS EXEMPT FROM PAYING SALES TAX. AN EXEMPTION LETTER WILL BE FURNISHED UPON REQUEST.

INVOICES

INQUIRIES CONCERNING PAYMENT AFTER INVOICES HAVE BEEN SUBMITTED ARE TO BE DIRECTED TO THE RECEIVING AGENCY, NOT THE DIVISION OF PURCHASING

BID RESPONSES AND BID RESULTS

UNEVALUATED BID RESPONSES (NOT BID RESULTS) ARE AVAILABLE ON OUR WEB SITE AT WWW.PURCHASING.ALABAMA.GOV. BID RESULTS WILL BE MADE AVAILABLE FOR REVIEW IN THE DIVISION OF PURCHASING OFFICE, BUT ONLY AFTER THE BID HAS BEEN AWARDED. WE DO NOT FAX OR MAIL COPIES OF BID RESULTS. IF A VENDOR WISHES TO REVIEW BID RESULTS IN OUR OFFICE, THEY SHOULD FAX THEIR REQUEST TO REVIEW THE BID TWO DAYS IN ADVANCE TO THE "BID REVIEW CLERK" AT (334) 242-4419. BE SURE TO REFERENCE THE BID NUMBER.

FOREIGN CORPORATION - CERTIFICATE OF AUTHORITY

ALABAMA LAW PROVIDES THAT A FOREIGN CORPORATION (AN OUT-OF-STATE COMPANY/FIRM) MAY NOT TRANSACT BUSINESS IN THE STATE OF ALABAMA UNTIL IT OBTAINS A CERTIFICATE OF AUTHORITY FROM THE SECRETARY OF STATE. SECTION 10-2B-15.01, CODE OF ALABAMA 1975. TO OBTAIN FORMS FOR A CERTIFICATE OF AUTHORITY, CONTACT THE SECRETARY OF STATE, CORPORATIONS DIVISION, (334) 242-5324. THE CERTIFICATE OF AUTHORITY DOES NOT KEEP THE VENDOR FROM SUBMITTING A BID.

BID IDENTIFICATION

REFERENCE PAGE 2, ITEM 2. DUE TO THE POSTAL SERVICE PUTTING BAR CODE LABELS ON ENVELOPES, IT CONCEALS THE BID NUMBER AND DATE IF THE VENDOR HAS WRITTEN THEM OTHER THAN THE LOWER LEFT CORNER, THEREFORE THE BID WOULD BE REJECTED FOR NOT BEING PROPERLY IDENTIFIED.

SPECIAL TERMS & CONDITIONS

VENDOR NAME :

VENDOR NUMBER: -
ITB NO. : 09-X-2208470
OPEN DATE : 08/12/09 TIME: 10:00 AM
T-NUMBER : T311
RETURN DATE: 08/11/09 TIME: 5:00 PM

PAGE 4

INVITATION TO BID

PURPOSE:

TO ESTABLISH A STATEWIDE CONTRACT FOR MAIL AND MAIL ROOM RELATED EQUIPMENT FOR THE USE OF STATE GOVERNMENT AGENCIES, CITIES, COUNTIES, MUNICIPALITIES, AND SCHOOL SYSTEMS. THIS CONTRACT OFFERS LEASE PURCHASE OPTION, RENTAL, AND STRAIGHT PURCHASE.

LEASE PURCHASE IS FOR THREE YEARS WITH NO MORE THAN A \$1.00 BUYOUT AT THE END OF THE THREE YEAR TERM. AT THE END OF THE THREE YEAR PERIOD, THERE ARE THREE OPTIONS: (1) AGENCY MAY OWN THE EQUIPMENT. IF AGENCY CHOOSES TO OWN EQUIPMENT, THEY WILL BE RESPONSIBLE FOR METER RENTAL. METER WILL NEVER BE THE PROPERTY OF THE STATE OF AL. THEY WILL ALSO BE RESPONSIBLE FOR MAINTENANCE, INCLUDING BUT NOT LIMITED TO RATE CHANGES AND SOFTWARE SUBSCRIPTIONS. (2) THE EQUIPMENT MAY BE REPLACED/UPGRADED BY THE CURRENT OR ANOTHER VENDOR. (3) THE EQUIPMENT MAY BE PICKED UP BY THE CURRENT VENDOR AT NO COST TO THE STATE.

THE AGENCY MAY RENT THE EQUIPMENT ON A 36 MONTH FIXED TERM AGREEMENT. THE EQUIPMENT WILL BE PICKED UP BY THE VENDOR AT NO ADDITIONAL COST TO THE AGENCY AFTER THE END OF THE 36 MONTH TERM.

THE AGENCY MAY PURCHASE THE EQUIPMENT. IF EQUIPMENT IS PURCHASED, THE AGENCY WILL BE RESPONSIBLE FOR ALL MAINTENANCE AS DESCRIBED ABOVE.

AWARD:

AWARD WILL BE BY INDIVIDUAL LINE ITEM, TO THE LOWEST RESPONSIBLE BIDDER MEETING ALL SPECIFICATIONS.

BIDDERS MUST BE A MANUFACTURER OF THE EQUIPMENT BEING SPECIFIED.

A MANUFACTURER IS DEFINED AS A COMPANY THAT , AS ITS PRIMARY BUSINESS FUNCTION: DESIGNS, ASSEMBLES, OWNS THE TRADEMARK/PATENT AND/OR MARKETS SPECIFIED EQUIPMENT. FOR EQUIPMENT MARKETED BY THE MANUFACTURER, THE MANUFACTURER'S OR THE ORIGINAL OEM NAME SHALL APPEAR ON THE EQUIPMENT FROM THE ORIGINAL POINT OF MANUFACTURE, EVEN IF PRIVATE LABELED BY A THIRD PARTY.

ASSIGNMENT OF CONTRACT: TO ASSIGN, SUBLET OR TRANSFER ANY CONTRACT RESULTING FROM THIS SOLICITATION IS PROHIBITED. CONTRACTS WILL BE HELD BY THE AWARDED MANUFACTURER OR ITS AFFILIATE. THE FORGOING SHALL NOT APPLY TO INDIVIDUAL LEASES UNDER THE CONTRACT TO AN AFFILIATED FINANCE COMPANY.

DELIVERY:

ITEMS ARE TO BE DELIVERED TO VARIOUS LOCATIONS THROUGHOUT THE 67 COUNTIES IN ALABAMA. THE EXACT LOCATIONS AND QUANTITIES WILL BE PROVIDED BY THE ORDERING AGENCY. MAXIMUM DELIVERY TIME AFTER DATE OF PURCHASE ORDER WILL NOT EXCEED 30 CALENDAR DAYS.

A VENDOR MAY BE REMOVED FROM CONTRACT IF DELIVERY DATES CONSISTENTLY EXCEED 30 CALENDAR DAYS.

FREIGHT TERMS:

ALL ORDERS SHALL BE F.O.B. DESTINATION TO ANY POINT IN ALABAMA. ITEMS WILL BE DELIVERED TO THE OFFICE OF THE ORDERING AGENCY LISTED ON THE PURCHASE ORDER WITH ALL FREIGHT CHARGES PAID BY THE VENDOR. DOCK DELIVERIES ARE NOT ACCEPTABLE.

FUEL SURCHARGES ARE NOT ALLOWED ON THIS CONTRACT.

PICK-UP FEES:

THE VENDOR WILL BEAR ALL COSTS ASSOCIATED WITH PICKING UP THE

SPECIAL TERMS & CONDITIONS

VENDOR NAME :

VENDOR NUMBER: -
ITB NO. : 09-X-2208470
OPEN DATE : 08/12/09 TIME: 10:00 AM
T-NUMBER : T311
RETURN DATE: 08/11/09 TIME: 5:00 PM

PAGE 5

INVITATION TO BID

EQUIPMENT AT THE END OF THE THIRTY-SIX (36) MONTH LEASE/PURCHASE PERIOD IF END USER DOES NOT WISH TO KEEP EQUIPMENT. IF END USER CHOOSES TO KEEP THE EQUIPMENT, THEY WILL EXERCISE THE \$1 OR LESS BUY OUT. THE EQUIPMENT REMAINS THE PROPERTY OF THE DEALER UNLESS THE AGENCY EXERCISES THE BUY-OUT OPTION.

THE VENDOR WILL ALSO BEAR COST ASSOCIATED WITH PICK UP OF RENTAL MACHINES AT THE END OF RENTAL PERIOD.

RELOCATION:

IN THE EVENT THAT EQUIPMENT MUST BE RELOCATED DURING DURATION OF CONTRACT, THE VENDOR WILL PREPARE EQUIPMENT TO BE MOVED BY ANOTHER PARTY AND WILL RE-INSTALL EQUIPMENT AT NEW LOCATION. VENDOR ACCEPTS NO LIABILITY FOR EQUIPMENT IN TRANSITION. THE VENDOR WILL SUBMIT A PRICE QUOTE FOR THEIR SERVICES NOT TO EXCEED COST PLUS 15%.

INSTALLATION COST:

MACHINE INSTALLATION COST SHALL BE THE BURDEN OF THE VENDOR. ALL PRICES BID MUST INCLUDE FULL INSTALLATION AND REMOVAL OF DEBRIS, AS WELL AS TRAINING FOR END USER.

SUPPLIES:

PROVISION FOR OPERATING SUPPLIES IS INCLUDED IN THIS CONTRACT.

CONTRACT PERIOD:

ESTABLISH A 12 MONTH CONTRACT WITH AN OPTION TO EXTEND FOR A SECOND, THIRD, FOURTH, AND FIFTH 12 MONTH PERIOD WITH THE SAME PRICING, TERMS AND CONDITIONS. THE SECOND, THIRD, FOURTH, OR FIFTH 12 MONTH PERIOD, IF AGREED BY BOTH PARTIES, WOULD BEGIN THE DAY AFTER THE FIRST, SECOND, THIRD, OR FOURTH 12 MONTH PERIOD EXPIRES. ANY SUCCESSIVE EXTENSION MUST HAVE WRITTEN APPROVAL OF BOTH THE STATE AND VENDOR NO LATER THAN 30 DAYS PRIOR TO EXPIRATION OF THE PREVIOUS 12 MONTH PERIOD.

HOWEVER, THE 36 MONTH AGREEMENT FOR LEASE PURCHASE OR RENTAL OF EQUIPMENT WILL BEGIN ON THE DATE OF INSTALLATION. EQUIPMENT MAY BE ORDERED ANY TIME DURING THE ACTIVE LIFE OF THE CONTRACT.

ORDERING PROCESS:

PURCHASES FOR STATE AGENCIES WILL BE MADE BY CONTRACT RELEASE ORDERS SHOWING SPECIFIC SHIPPING INFORMATION. CITIES, COUNTIES, SCHOOL SYSTEMS AND OTHER POLITICAL SUBDIVISIONS WILL BE RESPONSIBLE FOR ISSUING THEIR OWN PURCHASE ORDERS DIRECTLY TO THE VENDOR.

PRORATION:

ANY PROVISION OF A CONTRACT RESULTING FROM THIS BID TO THE CONTRARY NOTWITHSTANDING, IN THE EVENT OF FAILURE OF THE STATE TO MAKE PAYMENT HEREUNDER AS A RESULT OF PARTIAL UNAVAILABILITY, AT THE TIME SUCH PAYMENT IS DUE, OF SUCH SUFFICIENT REVENUES OF THE STATE TO MAKE SUCH PAYMENT (PRORATION OF APPROPRIATED FUNDS FOR THE STATE HAVING BEEN DECLARED BY THE GOVERNOR PURSUANT TO SECTION 41-4-90 OF THE CODE OF ALABAMA 1975), THE CONTRACTOR SHALL HAVE THE OPTION, IN ADDITION TO THE OTHER REMEDIES OF THE CONTRACT, OF RENEGOTIATING THE CONTRACT (EXTENDING OR CHANGING PAYMENT TERMS OR AMOUNTS) OR TERMINATING THE CONTRACT.

PAYMENT:

INVOICES WILL NOT BE PAID UNTIL ALL ITEMS HAVE BEEN DELIVERED TO THE DESTINATION IN SATISFACTORY CONDITION.

PAYMENTS FOR LEASE PURCHASE AND RENTAL OF EQUIPMENT WILL BE PAID QUARTERLY IN ARREARS.

PATENTS:

THE VENDOR SHALL PROTECT THE STATE FROM ANY DAMAGES OR LIABILITY ARISING FROM ALLEGED INFRINGEMENTS OF PATENTS.

SPECIAL TERMS & CONDITIONS

VENDOR NAME :

VENDOR NUMBER: -
ITB NO. : 09-X-2208470
OPEN DATE : 08/12/09 TIME: 10:00 AM
T-NUMBER : T311
RETURN DATE: 08/11/09 TIME: 5:00 PM

PAGE 6

INVITATION TO BID

REQUIRED DOCUMENTS:

A HANDBOOK OF OPERATING INSTRUCTIONS MUST BE FURNISHED WITH EACH MACHINE ORDERED. THE HANDBOOK SHALL ADEQUATELY IDENTIFY AND EXPLAIN EACH FEATURE, SHOW ITS LOCATION AND METHOD OF OPERATION.

COPIES REQUIRED:

VENDOR MUST FURNISH A COMPLETE EXACT COPY OF HIS COMPLETED BID DOCUMENTS, INCLUDING REQUIRED ATTACHMENTS, AS STATED ON LINE 7, PAGE 2 ON THIS ITB. FAILURE TO INCLUDE COMPLETE EXACT COPY WILL RESULT IN REJECTION OF YOUR BID.

VENDOR IS ASKED, AS A COURTESY, TO ALSO PROVIDE THREE ADDITIONAL COPIES OF YOUR BID PAGES TO BE VIEWED AT THE BID OPENING. THEY MAY BE HAND CARRIED IN AT BID OPENING.

QUANTITY:

THE EXACT QUANTITY OF PURCHASES FOR EACH ITEM LISTED IS INDEFINITE. THE DIVISION OF PURCHASING DOES NOT GUARANTEE THAT THE STATE WILL BUY ANY AMOUNT. ORDERS WILL BE PLACED BY AGENCIES AS NEEDED AND WILL GIVE COMPLETE SHIPPING INSTRUCTIONS.

STATEWIDE MANUFACTURER'S CONTRACT FOR MAIL ROOM EQUIPMENT

SCOPE OF CONTRACT: A ONE YEAR CONTRACT WITH THE STATE'S OPTION TO RENEW FOR UP TO AN ADDITIONAL 4 YEARS.

SPECIFIED ITEMS LISTED ON BID DOCUMENT ARE REQUIRED TO BE AT A FIXED RATE FOR THE ENTIRE TERM OF THE MANUFACTURER'S CONTRACT.

ADDITIONAL PRODUCTS, SYSTEMS AND SERVICES MAY BE PURCHASED FROM A SPECIAL MANUFACTURER'S CATALOG/PRICE LISTS. PRICE WILL BE AT A MINIMUM 20% OFF MANUFACTURER'S LIST PRICE. THE SUBMISSION OF THE PRICE LISTS WILL BE REQUIRED AT THE TIME OF BID OPENING. PRICES MAY BE UPDATED AT RENEWAL TIME EVERY YEAR. ADDITIONS OR DELETIONS MAY BE MADE AT ANY TIME IN WRITING TO THE STATE PURCHASING CONTRACT ADMINISTRATOR. THIS PRICE LIST MUST BE LABELED ATTACHMENT (A).

VENDOR MUST SUBMIT WITH BID, A LIST OF SUPPLIES WITH FIXED PRICING FOR ONE YEAR. PRICE LIST MAY BE REPLACED/UPDATED AT THE BEGINNING OF EACH CONTRACT PERIOD ANNUALLY. SUPPLY PRICE LIST MUST BE LABELED ATTACHMENT (B).

VENDORS MUST SUBMIT WITH THEIR BID THEIR CURRENT METER PRICING SHEET AND METER SUBSCRIPTION PRICE LIST. PRICE LIST MAY BE REPLACED/UPDATED AT THE BEGINNING OF CONTRACT RENEWAL ANNUALLY. PRICE LIST MUST BE LABELED ATTACHMENT (C).

VENDOR MUST ALSO SUBMIT PRICE SHEET FOR ANNUAL MAINTENANCE AGREEMENTS. PRICE SHEET MUST BE LABELED ATTACHMENT (D).

SAMPLES OF THESE ATTACHMENTS ARE ATTACHED TO YOUR BID DOCUMENT. PLEASE ADHERE TO THE FORMAT IN THE SAMPLES.

SUBSTITUTIONS/UPGRADES MAY BE NECESSARY FOR SPECIFIC CONTRACT ITEMS AND ARE ACCEPTABLE PROVIDED THE SUBSTITUTE MEETS OR EXCEEDS THE PRODUCT ORIGINALLY BID AND AT THE SAME OR LESSER COST. SUBSTITUTES MUST BE ADDRESSED WITH STATE PURCHASING.

ALL TERM RENTALS ARE TO HAVE A CANCELLATION CLAUSE. THE CANCELLATION MAY OCCUR AT THE END OF ANY FISCAL FUNDING PERIOD FOR REASON OF NON-APPROPRIATION OF FUNDS OR NON-PERFORMANCE. A NON-PERFORMANCE CANCELLATION MAY OCCUR IF A VENDOR FAILS TO REMEDY A SITUATION WITHIN 60 DAYS OF WRITTEN NOTIFICATION FROM AGENCY.

UPGRADES TO CURRENT EQUIPMENT DURING AGREEMENT TERM - ALLOWED PROVIDED THERE IS NO PENALTY TO THE AGENCY OR THE VENDOR FOR THE

SPECIAL TERMS & CONDITIONS

VENDOR NAME :

VENDOR NUMBER: -
ITB NO. : 09-X-2208470
OPEN DATE : 08/12/09 TIME: 10:00 AM
T-NUMBER : T311
RETURN DATE: 08/11/09 TIME: 5:00 PM

PAGE 7

INVITATION TO BID

UPGRADE. NO CARRY FORWARD DOLLARS CAN EXIST.

CURRENT AGREEMENTS MADE IN THE FIELD WILL BE HONORED UNTIL THEY REACH THE TERM END THAT WAS ORIGINALLY AGREED UPON. NO OTHER AGREEMENTS CAN BE MADE OUTSIDE THE NEW CONTRACT.

ALL NEW SYSTEMS, PRODUCTS, ETC. WILL BE BASED ON THE STATE MANUFACTURER'S CONTRACT. THE 36 MONTH TERM WILL BE INCLUSIVE OF BUT NOT LIMITED TO METER RENTAL, METER RESETS, POSTAGE TRANSACTIONS CHARGES, CARRIER RATE INCREASES, USPS SERVICES AND RATE CHANGES, ON-SITE SERVICE OR EQUIPMENT BY REPLACEMENT, PRINT HEADS, POSTAL SUBSCRIPTIONS, SOFTWARE MAINTENANCE, INSTALLATION AND INITIAL TRAINING.

PURCHASE ORDERS ISSUED WILL REFLECT THE TOTAL BILLING AMOUNT FROM THE MANUFACTURER, INCLUSIVE OF ALL ITEMS LISTED ABOVE AS WELL AS ANY TAXES BASED ON TAXING JURISDICTION.

STATE AGENCIES WILL ATTACH TO THEIR PURCHASING REQUISITION, A QUOTE FROM THE MANUFACTURER OR THEIR ASSISTING DEALER. QUOTE WILL INDICATE END USER'S STATE PRICING.

SCALES WILL BE AN ADDITIONAL ACCESSORY ON EQUIPMENT IN ORDER TO ACCOMMODATE VARIED NEEDS UNLESS OTHERWISE NOTED. PRICES WILL BE OBTAINED FROM THE CATALOG IN BID PACKAGE.

MAINTENANCE RESPONSE TIME SHALL BE NO MORE THAN 4 HOURS. A LOCAL OR 1-800 NUMBER IS REQUIRED TO CALL FOR REPAIR. IN THE EVENT THE EQUIPMENT CANNOT BE REPAIRED WITHIN A 48 HOUR PERIOD, SUCCESSFUL BIDDER WILL REPLACE MACHINE IMMEDIATELY ACCORDING TO BID SPECS WITH A LOANER UNTIL THE MACHINE CAN BE REPAIRED OR PERMANENTLY REPLACED.

REPORTS:
VENDOR MUST PROVIDE A QUARTERLY YEAR TO DATE SALES REPORT IN EXCEL FORMAT BY EMAIL TO STATE PURCHASING. REPORT MUST INDICATE END USER, LOCATION, ITEM NUMBER & DESCRIPTION & MONTHLY COST. REPORTS WILL INCUR NO ADDITIONAL COST TO THE STATE.

ASSISTING DEALERS:

MANUFACTURERS WILL BE ALLOWED TO CERTIFY AUTHORIZED ASSISTING DEALERS TO SELL, DELIVER, INSTALL, AND SERVICE THEIR END USERS. A LIST OF AUTHORIZED ASSISTING DEALERS MUST BE SUBMITTED WITH MANUFACTURER'S BID. THE DEALER MUST BE LOCATED WITHIN THE STATE OF ALABAMA. DEALER MUST BE CERTIFIED TO INSTALL AND SERVICE MANUFACTURER'S EQUIPMENT. THE MANUFACTURER MUST PROVIDE CURRENT CONTACT INFORMATION FOR THE DEALERS WITH BID. INFO INCLUDES: NAME, ADDRESS, PHONE NUMBERS, AND THE AREA THEY SERVE, IF LIMITED. DEALERS MAY BE ADDED OR REMOVED AT ANY TIME IN WRITING TO CONTRACT ADMINISTRATOR. THE STATE RESERVES THE RIGHT TO REMOVE DEALERS FROM CONTRACT DUE TO CONSISTENT NON-PERFORMANCE AND OR AGENCY COMPLAINTS.

IF APPLICABLE, THE END USER SHOULD NOTE THE NAME OF THE ASSISTING DEALER ON THE PURCHASE REQUISITION (THE RMOD SECTION FOR STATE AGENCIES). IF DEALER IS NEEDED AND NOT NOTED, THE MANUFACTURER WILL ASSIGN AN ASSISTING DEALER.

POINT OF CONTACT:
THE SOLE POINT OF CONTRACT FOR STATE PURCHASING WILL BE WITH THE AWARDED MANUFACTURER. EACH BIDDER SHOULD SUBMIT AT LEAST TWO POINTS OF CONTACT FOR STATE PURCHASING USE. ANY ISSUES ARISING WITH THE USE OF THIS CONTRACT WILL BE ADDRESSED TO THESE CONTACTS. PROVIDE PRIMARY CONTACT AND AT LEAST ONE SECONDARY CONTACT.

NAME/TITLE: _____

SPECIAL TERMS & CONDITIONS

VENDOR NAME :

VENDOR NUMBER: -
ITB NO. : 09-X-2208470
OPEN DATE : 08/12/09 TIME: 10:00 AM
T-NUMBER : T311
RETURN DATE: 08/11/09 TIME: 5:00 PM

PAGE 8

INVITATION TO BID

EMAIL: _____

DIRECT PHONE: _____ ALTERNATE PHONE: _____

NAME/TITLE: _____

EMAIL: _____

DIRECT PHONE: _____ ALTERNATE PHONE: _____

NUMBER TO CALL FOR STATE SALES: _____

NUMBER TO CALL FOR SERVICE/REPAIR: _____

TRAINING:
VENDORS WILL BE RESPONSIBLE FOR INITIAL TRAINING OF A MINIMUM OF FOUR (4) OPERATORS (IF APPLICABLE), ON ALL ASPECTS OF THE DEVICE AT TIME OF INSTALLATION. IF ADDITIONAL TRAINING IS REQUIRED FOR MORE PEOPLE OR AT A LATER TIME FOR AGENCY CONVENIENCE VENDOR MAY REQUIRE AN ADDITIONAL STATED FEE.

IMPORTANT INFORMATION FOR STATE AGENCIES

THE DEPARTMENT OF FINANCE-DIVISION OF SERVICES (DS) HAS THE FUNCTION AND DUTY TO PROVIDE FOR THE METERING/POSTAL EVIDENCING FOR EACH STATE DEPARTMENT, BOARD, BUREAU, COMMISSION, AGENCY AND OFFICE LOCATED AND OPERATING IN THE CITY OF MONTGOMERY AND TO OPERATE A CENTRAL MAILING ROOM TO SERVICE THE ABOVE MENTIONED ENTITIES. THESE DUTIES HAVE BEEN SET FORTH AND ESTABLISHED WITHIN THE CODE OF ALABAMA (COA).

HOWEVER, ANY STATE DEPARTMENT, BOARD, BUREAU, COMMISSION, AGENCY AND OFFICE LOCATED AND OPERATING IN THE CITY OF MONTGOMERY, WHICH IS SEEKING TO PURCHASE OR LEASE A MAIL MACHINE AND/OR MAIL SYSTEM OR PROCURE A MAIL SERVICE MUST SUBMIT A REQUEST IN WRITING TO THE DIRECTOR OF FINANCE (DOF). THE DOF WILL REVIEW THE REQUEST TO DETERMINE IF THE REQUEST IS JUSTIFIABLE OR AN ATTEMPT TO CIRCUMVENT THE COA.

AS FAR AS DOWNLOADING POSTAGE, ANY DEPARTMENT THAT HAS AN ESTABLISHED METHOD OF DOWNLOADING POSTAGE IN PLACE MAY CONTINUE TO DO SO; HOWEVER, ANY NEW METER PLACEMENT MUST ABIDE BY THE POSTAGE METHOD SET IN PLACE WHICH WAS AGREED UPON BY THE OFFICES OF THE STATE COMPTROLLER, STATE PURCHASING, AND THE STATE TREASURER. THIS PROCEDURE IS THAT ALL POSTAGE ACQUISITIONS MUST BE CONTROLLED AND BILLED THROUGH THE STATE MAIL ROOM.

ATTACHMENTS

VENDOR NAME :

VENDOR NUMBER:

ITB NO. : 09-X-2208470

OPEN DATE : 08/12/09 TIME: 10:00 AM

T-NUMBER : T311

RETURN DATE: 08/11/09 TIME: 5:00 PM

PAGE 9

INVITATION TO BID

*****MANDATORY PRE-BID CONFERENCE*****

ONLY VENDORS ATTENDING THE MANDATORY PRE-BID CONFERENCE JUNE 2, 2009
WILL BE ELIGIBLE TO BID.

PRICE SHEET

VENDOR NAME :

VENDOR NUMBER: -
 ITB NO. : 09-X-2208470 PAGE 10
 OPEN DATE : 08/12/09 TIME: 10:00 AM
 T-NUMBER : T311
 RETURN DATE: 08/11/09 TIME: 5:00 PM

INVITATION TO BID

LINE NO.	COMMODITY/SERVICE DESCRIPTION	QUANTITY	UNIT	UNIT PRICE	EXTENDED AMOUNT
UNLESS SPECIFIED OTHERWISE BELOW: SHIP TO: R1 / STATEWIDE					
00002	COMMODITY CODE: 985-59-091513 MAILING MACHINE, LEASE PURCHASE OPTION, LOW END MINIMUM OF 30 ENVELOPES PER MINUTE MOISTENER, STRIP OR SHEET TAPE 2 LB SCALE COMES STANDARD WITH THIS MACHINE. NEOPOST IS330 ONLY	1	MO	_____	_____
00003	COMMODITY CODE: 985-59-051714 POSTAGE METER RENTAL: NEOPOST/HASSLER NOT INCLUDED IN SPECIFIED BID PACKAGES. NO UNIT PRICE IS REQUIRED FROM VENDOR ON THIS LINE. VENDOR MUST ATTACH A PRICE SHEET LABELED ATTACHMENT (C) WITH THEIR CURRENT METER RENTAL PRICES.	1	MO	_____	_____
00004	COMMODITY CODE: 985-59-091556 MAIL MACHINES, ANNUAL MAINTENANCE CONTRACT FOR NEOPOST/HASSLER. NO UNIT PRICE IS REQUIRED FROM VENDOR ON THIS LINE. VENDOR WILL SUBMIT A PRICE SHEET LABELED ATTACHMENT (D) WITH THEIR CURRENT MAINTENANCE PRICING.	1	MO	_____	_____
00005	COMMODITY CODE: 985-59-051714 MAIL MACHINES: LABOR AS FOLLOWS: NOT INCLUDED IN SPECIFIED BID PACKAGES. NO UNIT PRICE IS REQUIRED FROM VENDOR ON THIS LINE. VENDOR WILL SUBMIT A QUOTE ON AN AS NEED BASIS.	1	EA	_____	_____
00006	COMMODITY CODE: 985-59-091559 MAILING MACHINE, RENTAL, LOW END, MINIMUM OF 30 ENVELOPES PER MINUTE, MOISTENER, STRIP OR SHEET TAPE, 2 LB SCALE COMES STANDARD WITH THIS MACHINE. NEOPOST IS330 ONLY	1	MO	_____	_____
00007	COMMODITY CODE: 985-59-091560 MAILING MACHINE, LOW END, PURCHASE, MINIMUM OF 30 ENVELOPES PER MINUTE, MOISTENER, STRIP OR SHEET TAPE, 2 LB SCALE COMES STANDARD WITH THIS MACHINE. NEOPOST IS330 ONLY	1	EA	_____	_____
00008	COMMODITY CODE: 985-59-091515 MAILING MACHINE, LEASE PURCHASE OPTION, MEDIUM LOW END	1	MO	_____	_____
PAGE TOTAL					_____

PRICE SHEET

VENDOR NAME :

VENDOR NUMBER: -
 ITB NO. : 09-X-2208470 PAGE 11
 OPEN DATE : 08/12/09 TIME: 10:00 AM
 T-NUMBER : T311
 RETURN DATE: 08/11/09 TIME: 5:00 PM

INVITATION TO BID

LINE NO.	COMMODITY/SERVICE DESCRIPTION	QUANTITY	UNIT	UNIT PRICE	EXTENDED AMOUNT
	MINIMUM OF 95 ENVELOPES PER MINUTE, SEALER/MOISTENER, ROLL OR STRIP TAPE, AUTOMATIC FEEDER, DROP STACKER NEOPOST IS440 ONLY				
00009	COMMODITY CODE: 985-59-091563 MAILING MACHINE, RENTAL OPTION, MEDIUM LOW END. MINIMUM OF 95 ENVELOPES PER MINUTE, SEALER/MOISTENER, ROLL OR STRIP TAPE, AUTOMATIC FEEDER, DROP STACKER NEOPOST IS440 ONLY	1	MO		
00010	COMMODITY CODE: 985-59-091564 MAILING MACHINE, PURCHASE OPTION, MEDIUM LOW END. MINIMUM OF 95 ENVELOPES PER MINUTE, SEALER/MOISTENER, ROLL OR STRIP TAPE, AUTOMATIC FEEDER, DROP STACKER. NEOPOST IS440 ONLY	1	EA		
00011	COMMODITY CODE: 985-59-091517 MAILING MACHINES, LEASE PURCHASE OPTION, MEDIUM HIGH END MINIMUM OF 150 ENVELOPES PER MINUTE SEALER/MOISTENER, ROLL OR STRIP TAPE, AUTOMATIC FEEDER, DROP STACKER NEOPOST IS480 ONLY	1	MO		
00012	COMMODITY CODE: 985-59-091567 MAILING MACHINES, RENTAL OPTION, MEDIUM HIGH END. MINIMUM OF 150 ENVELOPES PER MINUTE, SEALER/MOISTENER, ROLL OR STRIP TAPE, AUTOMATIC FEEDER, DROP STACKER. NEOPOST IS480 ONLY	1	MO		
00013	COMMODITY CODE: 985-59-091568 MAILING MACHINE, PURCHASE OPTION, MEDIUM HIGH END. MINIMUM OF 150 ENVELOPES PER MINUTE, SEALER/MOISTENER, ROLL OR STRIP TAPE, AUTOMATIC FEEDER, DROP STACKER. NEOPOST IS480 ONLY	1	EA		
00014	COMMODITY CODE: 985-59-091519 MAILING MACHINE, LEASE PURCHASE OPTION, HIGH END MINIMUM OF 250 ENVELOPES PER MINUTE SEALER/MOISTENER, ROLL OR STRIP TAPE, AUTOMATIC MIXED MAIL FEEDER, CONVEYOR STACKER, IN-MOTION WEIGHING, SHAPE BASED RATING NEOPOST IJ110 ONLY	1	MO		
00015	COMMODITY CODE: 985-59-091571 MAILING MACHINE, RENTAL OPTION, HIGH END. MIMIMUM OF 250 ENVELOPER PER MINUTE, SEALER/MOISTENER, ROLL OR STRIP TAPE, AUTOMATIC MIXED MAIL FEEDER, CONVEYOR STACKER, IN-MOTION WEIGHING, SHAPE BASED RATING. NEOPOST IJ110 ONLY	1	MO		
00016	COMMODITY CODE: 985-59-091572	1	EA		
PAGE TOTAL					

PRICE SHEET

VENDOR NAME :

VENDOR NUMBER: -
 ITB NO. : 09-X-2208470 PAGE 12
 OPEN DATE : 08/12/09 TIME: 10:00 AM
 T-NUMBER : T311
 RETURN DATE: 08/11/09 TIME: 5:00 PM

INVITATION TO BID

LINE NO.	COMMODITY/SERVICE DESCRIPTION	QUANTITY	UNIT	UNIT PRICE	EXTENDED AMOUNT
	MAILING MACHINES, PURCHASE OPTION, HIGH END. MINIMUM OF 250 ENVELOPER PER MINUTE, SEALER/MOISTENER, ROLL OR STRIP TAPE, AUTOMATIC MIXED MAIL FEEDER, CONVEYOR STACKER, IN-MOTION WEIGHING, SHAPE BASED RATING NEOPOST IJ110 ONLY				
00017	COMMODITY CODE: 985-59-091525 MAIL INSERTER, LEASE PURCHASE OPTION, MEDIUM END SPEED: MINIMUM OF 3,500 PER HOUR MONTHLY VOLUME: UP TO 30,000 PIECES FEEDERS: MINIMUM OF 3 STACKER: DROP NEOPOST DS70	1	MO		
00018	COMMODITY CODE: 985-59-091575 MAIL INSERTER, RENTAL OPTION, MEDIUM END. SPEED: MINIMUM OF 3,500 PER HOUR MONTHLY VOLUME: UP TO 30,000 PIECES FEEDERS: MINIMUM OF THREE (3) STACKER: DROP NEOPOST DS70 ONLY	1	MO		
00019	COMMODITY CODE: 985-59-091576 MAIL INSERTER, PURCHASE OPTION, MEDIUM END. SPEED: MINIMUM OF 3,500 PER HOUR MONTHLY VOLUME: UP TO 30,000 PIECES FEEDERS: MINIMUM OF THREE (3) STACKER: DROP NEOPOST DS70 ONLY	1	EA		
00020	COMMODITY CODE: 985-59-091527 MAIL INSERTER, LEASE PURCHASE OPTION, MEDIUM HIGH END SPEED: MINIMUM OF 4,300 PER HOUR MONTHLY VOLUME: UP TO 120,000 PIECES FEEDERS: MINIMUM OF 4 STACKER: DROP NEOPOST SI92 ONLY	1	MO		
00021	COMMODITY CODE: 985-59-091579 MAIL INSERTER, RENTAL OPTION, MEDIUM HIGH END. SPEED: MINIMUM OF R,300 PER HOUR MONTHLY VOLUME: UP TO 120,000 PIECES FEEDERS: MINIMUM OF FOUR (4) STACKER: DROP NEOPOST S192 ONLY	1	MO		
00022	COMMODITY CODE: 985-59-091580 MAIL INSERTER, PURCHASE OPTION, MEDIUM HIGH END. SPEED: MINIMUM OF 4,300 PER HOUR MONTHLY VOLUME: UP TO 120,000 PIECES FEEDERS: MINIMUM OF FOUR (4) STACKER: DROP NEOPOST SI92 ONLY	1	EA		
	PAGE TOTAL				

PRICE SHEET

VENDOR NAME :

VENDOR NUMBER: -
 ITB NO. : 09-X-2208470 PAGE 13
 OPEN DATE : 08/12/09 TIME: 10:00 AM
 T-NUMBER : T311
 RETURN DATE: 08/11/09 TIME: 5:00 PM

INVITATION TO BID

LINE NO.	COMMODITY/SERVICE DESCRIPTION	QUANTITY	UNIT	UNIT PRICE	EXTENDED AMOUNT
00023	COMMODITY CODE: 985-59-091529 MAIL EQUIPMENT, PURCHASE OPTION AT END OF LEASE PURCHASE PERIOD FOR NEOPOST/HASLER. (BUYOUT COST MAY NOT EXCEED \$1.00)	1	EA	_____	_____
00024	COMMODITY CODE: 985-59-091531 MAIL EQUIPMENT, OPTIONAL ACCESSORIES AND/OR EQUIPMENT FOR LEASE PURCHASE, RENTAL OR PURCHASE FOR NEOPOST/HASLER @ A MIN OF 20% OFF MANUFACTURER'S LIST. NO BID AMOUNT IS REQUIRED IN UNIT PRICE COLUMN. VENDOR MUST SUBMIT CATALOG FOR PRICING. LABEL ATTACHMENT (A) AGENCY TO SEE VENDOR FOR PRICE LIST/ORDER INFORMATION.	1	MO	_____	_____
00025	COMMODITY CODE: 600-80-090177 MAILING MACHINE SUPPLIES, AS FOLLOWS: FOR HASLER/NEOPOST MACHINES @ A MINIMUM OF 20% OFF MANUFACTURER'S LIST PRICE. VENDOR MUST SUBMIT PRICE LIST FOR SUPPLIES WITH THEIR BID LABELED ATTACHMENT (B). NO BID AMOUNT IS REQUIRED IN UNIT PRICE COLUMN.	1	EA	_____	_____
00026	COMMODITY CODE: 985-59-051714 POSTAGE METER RENTAL: NEOPOST/HASLER. NOT INCLUDED IN SPECIFIED BID PACKAGES. NO UNIT PRICE IS REQUIRED FROM VENDOR ON THIS LINE. VENDOR MUST ATTACH A PRICE SHEET LABELED ATTACHMENT (C) WITH THEIR CURRENT METER RENTAL PRICES.	1	MO	_____	_____
00027	COMMODITY CODE: 985-59-091556 MAIL MACHINES, ANNUAL MAINTENANCE CONTRACT FOR NEOPOST/HASLER NO UNIT PRICE IS REQUIRED FROM VENDOR ON THIS LINE. VENDOR WILL SUBMIT A PRICE SHEET LABELED ATTACHMENT (D) WITH THEIR CURRENT MAINTENANCE PRICING.	1	MO	_____	_____
00028	COMMODITY CODE: 985-59-051714 MAIL MACHINES, LABOR AS FOLLOWS: NOT INCLUDED IN SPECIFIED BID PACKAGES. FOR NEOPOST NO UNIT PRICE BID IS REQUIRED FROM VENDOR ON THIS LINE. VENDOR WILL SUBMIT A QUOTE ON AN AS NEED BASIS.	1	EA	_____	_____

PAGE TOTAL _____

BID TOTAL _____

Attachment A *
Catalog Pricing
State Wide Contract T311

<u>Line Number</u>	<u>Product Code</u>	<u>Description</u>	<u>Lease Purchase Monthly Contract Cost</u>	<u>1 Yr Rental Monthly Contract Cost</u>	<u>Purchase Contract Cost</u>
Example					
254	DB21	Automatic Mailing Machine - 145 envelopes per minute	\$200.00	\$300.00	\$4,000.00

* All items listed on this attachment must be in compliance with Page 7 Article T311 (Y)(M), Paragraph 3 and Page 8, Paragraph 9 and Page 9, Paragraph 2 of the Invitation To Bid.

Attachment B *
Supplies
State Wide Contract T311

<u>Product Code</u>	<u>Description</u>		<u>Unit Contract Cost</u>	<u>Unit</u>
2345	Strip Tape	Example	\$30.00	Box of 1000

* All items listed on this attachment must be in compliance with Page 6, Paragraph 3 and Page 8, Paragraph 1 of the Invitation To Bid.

Attachment C *
Meter Pricing
State Wide Contract T311

<u>Product Code</u>	<u>Description</u>	<u>Monthly Contract Cost</u>
1999	Digital Meter for DB21 Mailing Machine	\$75.00

** Example **

* All items listed on this attachment must be in compliance with Page 8 Article T311 (Y)(M), Paragraphs 2 and 9 of the Invitation To Bid.

Attachment D *
Annual Maintenance Pricing
State Wide Contract T311

<u>Product Code</u>	<u>Description</u>	<u>1 Year Annual Maintenance Contract Cost</u>
Example		
DB21	Automatic Mailing Machine - 145 envelopes per minute	\$375.00

* All items listed on this attachment must be in compliance with Page 8 Article T311 (Y)(M), Paragraph 3 of the Invitation To Bid.