

INVITATION FOR BIDS (IFB) NO. 17-0073  
FOR  
LEASE AND MAINTENANCE  
OF  
DIGITAL MAILING SYSTEM WITH ACCOUNTING SYSTEM  
FOR  
CAMPUS MAIL SERVICES  
UNIVERSITY OF HAWAII AT MANOA  
HONOLULU, HAWAII

SEPTEMBER, 2016

BOARD OF REGENTS  
UNIVERSITY OF HAWAII  
HONOLULU, HAWAII

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**IT IS THE RESPONSIBILITY OF ALL BIDDERS TO CHECK THE TABLE OF CONTENTS TO CONFIRM THAT ALL PAGES LISTED THEREIN ARE CONTAINED IN THEIR BID PACKAGE.**

## NOTICE TO BIDDERS

BID FORMS for IFB No. 17-0073, Lease and Maintenance of Digital Mailing System with Accounting System for Campus Mail Services, University of Hawaii at Manoa, will be available from and received in the OFFICE OF PROCUREMENT AND REAL PROPERTY MANAGEMENT, UNIVERSITY OF HAWAII, 1400 LOWER CAMPUS ROAD, ROOM 15, HONOLULU, HAWAII 96822, and must be submitted no later than **2:30 p.m., October 4, 2016**, and at that time will be publicly opened.

Bids received after the time and date fixed for opening will not be considered.

Vendors located outside the Island of Oahu, Hawaii, USA, may request a copy of the IFB to be sent via U.S. Postal Service by providing the vendor's name, address, contact person and telephone number. If express shipment is desired, requests must be submitted in writing with an account number, BILLABLE TO THE RECEIVER, and an authorized signature. Requests may be transmitted via facsimile, (808) 956-2093. Direct all questions to Kurt Minato, (808) 956-7159.

David Lassner  
President, University of Hawaii

Posting Date: September 22, 2016

**Vendors downloading the IFB shall be responsible for notifying the Procurement Specialist Kurt Minato (e-mail: [minato@hawaii.edu](mailto:minato@hawaii.edu); fax [808] 956-2093), so that the name, address, phone number, fax number, and e-mail address of the vendor can be listed on the University's register for the purpose of notification of any amendments to the IFB which are issued.**

NOTICE TO BIDDERS

BUSINESS CLASSIFICATION CERTIFICATION STATEMENT

**Vendors:** Please complete the following information below. If you answer "No" to question No. 1, complete the certification portion and submit together with your bid document or quote.

(Terms used are taken from the Small Business Administration Rules and Regulations and the Federal Acquisition Regulation [FAR].) (Reference Section A on the reverse side of this form for Category Descriptions.)

This is to certify that the company identified below:

1. \_\_\_\_\_ IS a **small business** as defined in the Small Business Administration regulations.  
(see reverse for size standards).  
  
\_\_\_\_\_ **IS NOT** a small business as defined in the regulations.  
**(If you checked here, STOP, GO TO CERTIFICATION BELOW.)**
2. \_\_\_\_\_ IS a **small disadvantaged business concern** and is identified, on the date of its representation, as a certified small disadvantaged business in the database maintained by the Small Business Administration (PRO-NET).
3. \_\_\_\_\_ IS a **women-owned small business concern** of which at least 51% is owned, controlled, and managed by one or more women; or in the case of any publicly owned business, at least 51 percent of the stock of which is owned by one or more women.
4. \_\_\_\_\_ IS a **HUBZone small business concern** that appears on the List of Qualified HUBZone Small Business Concerns maintained by the Small Business Administration.
5. \_\_\_\_\_ IS a **veteran-owned small business concern** of which not less than 51 percent is owned, controlled and managed by one or more veterans; or in the case of any publicly owned business, at least 51 percent of the stock of which is owned by one or more veterans.
6. \_\_\_\_\_ IS a **service-disabled veteran-owned small business concern** of which not less than 51 percent is owned, controlled and managed by one or more service-disabled veterans, or in the case of any publicly owned business, not less than 51 percent of the stock of which is owned by one or more service-disabled veterans as defined in 38 U.S.C. 101 (16).

**CERTIFICATION:**

I hereby certify the information supplied herein to be true and correct.

Company Name: \_\_\_\_\_

\_\_\_\_\_  
Signature of Company Officer

Type of Goods/Services: \_\_\_\_\_

\*NAICS Code: \_\_\_\_\_

Company Address: \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Print Name: \_\_\_\_\_  
Title: \_\_\_\_\_  
Date: \_\_\_\_\_

Any misrepresentation shall be subject to the provisions stated in item B on the reverse side.

\* North American Industry Classification System (NAICS)

A. "SMALL BUSINESS" SIZE STANDARDS FOR FEDERAL SUB-CONTRACTORS. Small business size is determined by the primary NAICS Code. See Title 13 CFR, Part 121 to determine your NAICS Code and the threshold for determining small business (revised as of January 1, 2004).

A "small business" is a concern including its affiliates, which is independently owned and operated. It is not dominant in the field of operations in which it is selling goods and services to a federal contractor. It meets the following size criteria for its particular industry:

1. CONSTRUCTION TRADES - "Small" if average annual receipts for preceding 3 years do not exceed \$12 million.
2. CONSTRUCTION, GENERAL CONTRACTORS - "Small" if average annual receipts for preceding 3 years do not exceed \$28.5 million.
3. MANUFACTURING - "Small" if 500 employees or less, except for some specific products which will increase the complement of employees to 750 and 1,000, respectively.
4. TRANSPORTATION - "Small" if average annual receipts for preceding 3 years do not exceed the amount shown for specific services:  
  
\$21.5 million – general freight trucking, local.  
\$3 million – travel agencies.
5. WHOLESALE TRADE, DURABLE AND NON-DURABLE GOODS - "Small" if 100 employees or less.
6. RETAIL TRADE - "Small" if average annual receipts for preceding 3 years do not exceed the amount shown for specific products:  
  
\$6 million - lumber and building materials, paints, hardware.
7. SERVICES - "Small" if average annual receipts for preceding 3 years do not exceed the amount shown for specific services:
  - a. \$21 million – computer systems design services, custom computer programming services.
  - b. \$10.5 million - refuse collection, protective guard services.
  - c. \$14 million - janitorial services.
  - d. \$21.5 million - passenger car rental
  - e. \$21 million – office Machinery and equipment rental & leasing
  - f. \$6 million - general automobile repair, refrigeration & air conditioning.
8. ALL OTHER TYPES OF BUSINESS - "Small" if 500 employees or less.

Where firm sizes are determined by annual receipts, and the concern is less than 3 complete fiscal years old, its total receipts means for the period it has been in business, divided by the number of weeks, including fractions of a week, and multiplied by 52.

B. Notice. Under 15 U.S.C. 645(d), any person who misrepresents a firm's status as a small, small disadvantaged or women-owned small business concern in order to obtain a contract to be awarded under the preference programs established pursuant to sections 8(a), 8(d), 9, or 15 of the Small Business Act or any other provision of Federal law that specifically references section 8(d) for a definition of program eligibility, shall:

1. Be punished by imposition of fine, imprisonment, or both;
2. Be subject to administrative remedies including suspension and debarment; and
3. Be ineligible for participation in a program conducted under the authority of the Act.

BID FORM  
FOR  
LEASE AND MAINTENANCE OF  
DIGITAL MAILING SYSTEM WITH ACCOUNTING SYSTEM

Office of Procurement and  
Real Property Management  
University of Hawaii  
1400 Lower Campus Road, Room 15  
Honolulu, Hawaii 96822

To Whom It May Concern:

The undersigned has carefully examined the INVITATION FOR BIDS (IFB) NO. 17-0073, FOR LEASE AND MAINTENANCE OF DIGITAL MAILING SYSTEM WITH ACCOUNTING SYSTEM FOR CAMPUS MAIL SERVICES, UNIVERSITY OF HAWAII AT MANOA, HONOLULU, HAWAII, and offers to furnish, deliver, install, and maintain the equipment for Campus Mail Services, University of Hawai'i at Mānoa, 2442 Campus Road, #104, Honolulu, Hawaii 96822, in strict accordance with the true intent and meaning of the Invitation for Bids (IFB) and shall complete delivery between January 16, 2017 and February 1, 2017, as follows:

**ITEM 1 – LEASE of ONE (1) only, Digital Mailing System, USPS (United States Postal Service) Compliant, as per Technical Specifications.**

<u>Monthly Lease Cost</u>		<u>No. of Machines</u>		<u>No. of Months</u>	=	<u>Annual Cost</u>	
\$ _____	X	1	X	12	=	\$ _____	(1 <sup>st</sup> year)
\$ _____	X	1	X	12	=	\$ _____	(2nd year)
\$ _____	X	1	X	12	=	\$ _____	(3rd year)
\$ _____	X	1	X	12	=	\$ _____	(4th year)
\$ _____	X	1	X	12	=	\$ _____	(5th year)
<b>Item 1: Total Annual Lease Costs</b>					<b>=</b>	<b>\$ _____</b>	

Manufacturer and Model No. Offered \_\_\_\_\_

Prices for Item 1, Lease, shall be f.o.b. destination, including installation costs, and all applicable taxes.

**ITEM 2 – LEASE of ONE (1), only Digital Mailing System, USPS (United States Postal Service) Compliant, as per Technical Specifications.**

<u>Monthly Lease Cost</u>		<u>No. of Machines</u>		<u>No. of Months</u>	=	<u>Annual Cost</u>	
\$ _____	X	1	X	12	=	\$ _____	(1 <sup>st</sup> year)
\$ _____	X	1	X	12	=	\$ _____	(2nd year)
\$ _____	X	1	X	12	=	\$ _____	(3rd year)
\$ _____	X	1	X	12	=	\$ _____	(4th year)
\$ _____	X	1	X	12	=	\$ _____	(5th year)
<b>Item 2: Total Annual Lease Costs</b>					=	<b>\$ _____</b>	

Manufacturer and Model No. Offered \_\_\_\_\_

Prices for Item 2, Lease, shall be f.o.b. destination, including installation costs, and all applicable taxes.

**ITEM 3 – LEASE of ONE (1), only Digital Mailing System, USPS (United States Postal Service) Compliant, as per Technical Specifications.**

<u>Monthly Lease Cost</u>		<u>No. of Machines</u>		<u>No. of Months</u>	=	<u>Annual Cost</u>	
\$ _____	X	1	X	12	=	\$ _____	(1 <sup>st</sup> year)
\$ _____	X	1	X	12	=	\$ _____	(2nd year)
\$ _____	X	1	X	12	=	\$ _____	(3rd year)
\$ _____	X	1	X	12	=	\$ _____	(4th year)
\$ _____	X	1	X	12	=	\$ _____	(5th year)
<b>Item 3: Total Annual Lease Costs</b>					=	<b>\$ _____</b>	

Manufacturer and Model No. Offered \_\_\_\_\_

Prices for Item 3, Lease, shall be f.o.b. destination, including installation costs, and all applicable taxes.

**ITEM 4 - MAINTENANCE/REPAIR of Digital Mailing System, as per Technical Specifications.**

<u>Monthly Maintenance</u>		<u>No. of Machines</u>		<u>No. of Months</u>	=	<u>Annual Maintenance</u>
\$ _____	X	3	X	12	=	\$ _____ (1 <sup>st</sup> year)
\$ _____	X	3	X	12	=	\$ _____ (2nd year)
\$ _____	X	3	X	12	=	\$ _____ (3rd year)
\$ _____	X	3	X	12	=	\$ _____ (4th year)
\$ _____	X	3	X	12	=	\$ _____ (5th year)

**Item 4: Total Annual Maintenance/Repair Costs = \$ \_\_\_\_\_**

Prices for Item 4, Maintenance/Repair, shall include labor costs, travel time, applicable parts, and all applicable taxes.

**ITEM 5 - ACCOUNTING SYSTEM for Digital Mailing System, as per Technical Specifications.**

<u>Monthly Lease Cost</u>		<u>No. of Machines</u>		<u>No. of Months</u>	=	<u>Annual Cost</u>
\$ _____	X	1	X	12	=	\$ _____ (1 <sup>st</sup> year)
\$ _____	X	1	X	12	=	\$ _____ (2nd year)
\$ _____	X	1	X	12	=	\$ _____ (3rd year)
\$ _____	X	1	X	12	=	\$ _____ (4th year)
\$ _____	X	1	X	12	=	\$ _____ (5th year)

**Item 5: Total Annual Lease Costs for Accounting System = \$ \_\_\_\_\_**

Accounting System Offered \_\_\_\_\_

Prices for Item 5, Accounting System, shall be f.o.b. destination, including installation costs, and all applicable taxes.

Item 1: Total Annual Lease Costs - 1 Machine	=	\$ _____
Item 2: Total Annual Lease Costs - 1 Machine	=	\$ _____
Item 3: Total Annual Lease Costs - 1 Machine	=	\$ _____
Item 4: Total Annual Maintenance/Repair Costs - 3 Machines	=	\$ _____
Item 5: Total Accounting System	=	\$ _____
<b>TOTAL AMOUNT FOR ITEMS 1 - 5</b>		<b>= \$ _____</b>

TAX LIABILITY

Both out-of-state and Hawaii bidders are advised that the amount bid on this solicitation is subject to the general excise tax imposed by Chapter 237, Hawaii Revised Statutes (HRS) and, if tangible property is being imported into the State of Hawaii for resale, the use tax (currently 1/2%) imposed by Chapter 238, HRS. (Refer to Taxes in the General Provisions.) Bidders are therefore cautioned to consider such taxes in formulating their bids since no adjustments to the prices bid shall be allowed.

BASIS FOR AWARD

The award of contract, if awarded, shall be made to the lowest responsive and responsible bidder on the **TOTAL AMOUNT FOR ITEMS 1 - 5**.

AMORTIZATION SCHEDULE

With its bid, the bidder shall provide an amortization schedule listing the equipment purchase price (showing principal and interest) for each monthly period of the SIXTY (60)-month lease period.

REFERENCES

Bidder shall list the names of THREE (3) companies that the bidder has provided digital mailing systems on a lease basis. The University reserves the right to reject the bid submitted by any bidder who does not provide complete information and whose performance on other jobs has been unsatisfactory.

	<u>Name of Firm</u>	<u>Contact Person</u>	<u>Phone Number</u>
1.	_____	_____	_____
2.	_____	_____	_____
3.	_____	_____	_____

NOTE TO BIDDERS

An acceptable bid must conform in all material respects to this Invitation for Bids. Any of the following may be grounds for disqualification:

1. Taking exception to any of the specifications, terms or conditions contained in the IFB.
2. Placing conditions on the furnishing of solicited goods or services.
3. Inclusion of a quotation or order form containing additional specifications, terms or conditions.
4. Referencing external documents containing additional specifications, terms or conditions.

Bidders are advised that bids are evaluated as submitted and requests by bidders to delete conditions contained in their bids after bid opening cannot be considered.

In the event that the undersigned is awarded this contract and its remittance address differs from the address shown on the next page, please indicate remittance address below:

\_\_\_\_\_  
Street Address or P. O. Box

\_\_\_\_\_  
City State Zip Code

**(IF BY INDIVIDUAL)**

NAME (Signature) TYPED NAME

SOCIAL SECURITY NUMBER

D.B.A.

FEDERAL TAXPAYER IDENTIFICATION NUMBER

ADDRESS

CITY STATE ZIP CODE

TELEPHONE NUMBER FAX NUMBER

\*\*\*\*\*

**(IF BY PARTNERSHIP)**

OFFICIAL/LEGAL NAME OF FIRM

FEDERAL TAXPAYER IDENTIFICATION NUMBER

NAME (Signature) TYPED NAME

PARTNER

ADDRESS

CITY STATE ZIP CODE

TELEPHONE NUMBER FAX NUMBER

\*\*\*\*\*

**(IF BY CORPORATION)**

OFFICIAL/LEGAL NAME OF COMPANY

FEDERAL TAXPAYER IDENTIFICATION NUMBER

\*OFFICER (Signature) TYPED NAME

TITLE

ADDRESS OF COMPANY

CITY STATE ZIP CODE

**(SEAL)**

TELEPHONE NUMBER FAX NUMBER

IF LICENSED OR INCORPORATED TO DO BUSINESS WITHIN THE STATE OF HAWAII AND SUBJECT TO THE PROVISIONS OF THE HAWAII GENERAL EXCISE TAX LAWS, INDICATE GENERAL EXCISE TAX LICENSE NUMBER \_\_\_\_\_.

\*Please attach to this page evidence of the authority of this officer to submit a bid on behalf of the corporation, giving also, the address and names and addresses of the **other officers**.

**NOTE:** FILL IN ALL BLANK SPACES WITH INFORMATION ASKED FOR OR BID MAY BE INVALIDATED.

## TECHNICAL SPECIFICATIONS

This section indicates the Technical Specifications for the required equipment and lease maintenance service along with Accounting System. The Technical Specifications listed herein are the minimum requirements and are mandatory for an accepted bid.

### **Item 1 – LEASE of ONE (1) only, Digital Mailing System, USPS (United States Postal Service) Compliant, with the following specifications:**

1. 60-month lease of a new machine.
2. Electrical:
  - a. Shall operate on 100 to 240 VAC, 50/60 Hz, 6.5 amps maximum, pls 3.0 amps maximum accessory outlet.
  - b. Shall have UL and CSA Approvals.
  - c. Shall be Energy Star Compliant.
3. Connectivity Requirements:
  - a. Shall be able to connect to a standard LAN High Speed Network.
  - b. Shall have supplied installation kit which shall include 10 foot LAN cable.
  - c. Shall have IntelliLink Control Center or acceptable alternate that has the capability to download system software updates, and perform (3 Level) basic departmental accounting for mail being processed.
4. Speed: Shall be able to process and seal media up to 16 ounces at a minimum speed of 220 pieces per minute on automatic (based on #10 size envelopes).
5. Operating Features:
  - a. Shall have the capability to process (feeding, weighing, sealing, metering and stacking) mail media measuring from 3 ½" x 5" up to 15" x 13" (13" x 10" within the inline weighing and processing feature) and thickness measuring from .007" up to 3/4".
  - b. Shall have side guides in order to process flats.
  - c. Shall be able to process intermixed mail of different weights, sizes and thicknesses without tamping at a minimum speed of 135 pieces per minute within the inline weighing feature (speed is based on #10 envelopes). This mixed mail-processing

feature shall eliminate the need for sorting of mail media.

- d. Shall be capable of processing both sealed and unsealed mail media, as well as processing material with the flaps either opened or closed (without operator intervention or tamping of mail media).
- e. Shall be capable of sealing open-flapped mail pieces with flap depth measuring from  $\frac{3}{4}$ " to 4".
- f. Shall have the ability to produce moistened (gummed) cut tapes. Tape shall be dispensed from an internal tape roll. External peripherals will not be compliant with these specifications.
- g. Shall have a 15" touch screen display that allows for entering account, meter, and equipment function information.
- h. Shall have an integrated weighing platform capable of weighing material up to 70 lbs., automatically setting the postage meter and dispensing meter tape.
- i. Shall have single unit in-line weighing and processing feature. Separate weighing and processing modules or attachments will not be compliant with these specifications.
- j. Shall include all USPS, 1<sup>st</sup> Class, Standard, 1<sup>st</sup> Class Automation, Standard Automation, Priority, International and Express Rates and special services, in order to provide user the ability to rate mail from a myriad of available postal rates. USPS Commercial Based Pricing discounted rates must be included.
- k. Shall interface to SendSuite Express Shipping System for Commercial Based Discounted Postage, or provide similar Commercial Based Discounted Postage.
- l. Shall have the ability to update USPS rate changes, software upgrades, and enhancements through a LAN High Speed Network. Service calls for software updates, rate cards or chips will not be compliant with these specifications.
- m. Shall have unlimited postage rate uploads via LAN at no cost to the University.
- n. Shall have a power stacker with the capability to hold a minimum of 600 #10 envelopes.
- o. Shall be compliant with Information Based Indicia Program to conform to currently known future USPS regulations.
- p. Shall have a Bar Code Scanner.

- q. Shall be compatible with existing furniture/consoles that have a table length of 94 inches . If equipment is not compatible, similar furniture must be provided.
- r. Shall interface with Item No. 5, Accounting System, as specified below.

**Item 2 – LEASE of ONE (1) only, Digital Mailing System, USPS (United States Postal Service) Compliant, with the following specifications:**

1. 60-month lease of a new machine.
2. Electrical:
  - a. Shall operate on 100 to 240 VAC, 50/60 Hz, 6.5 amps maximum, pls 3.0 amps maximum accessory outlet.
  - b. Shall have UL and CSA Approvals.
  - c. Shall be Energy Star Compliant.
3. Connectivity Requirements:
  - a. Shall be able to connect to a standard LAN High Speed Network.
  - b. Shall have supplied installation kit which shall include 10 foot LAN cable.
  - c. Shall have IntelliLink Control Center or acceptable alternate that has the capability to download system software updates, and perform (3 Level) basic departmental accounting for mail being processed.
4. Speed: Shall be able to process and seal media up to 16 ounces at a minimum speed of 220 pieces per minute on automatic (based on #10 size envelopes).
5. Operating Features:
  - a. Shall have the capability to process (feeding, weighing, sealing, metering, and stacking) mail media measuring from 3 ½" x 5" up to 15" x 13" (13" x 10" within the inline weighing and processing feature) and thickness measuring from .007" up to 3/4".
  - b. Shall have side guides in order to process flats.
  - c. Shall be able to process intermixed mail of different weights, sizes, and thicknesses without tamping at a minimum speed of 135 pieces per minute within the inline weighing feature (speed is based on #10 envelopes). This mixed mail-processing feature shall eliminate the need for sorting of mail media.

- d. Shall be capable of processing both sealed and unsealed mail media, as well as processing material with the flaps either opened or closed (without operator intervention or tamping of mail media).
- e. Shall be capable of sealing open-flapped mail pieces with flap depth measuring from  $\frac{3}{4}$ " to 4".
- f. Shall have the ability to produce moistened (gummed) cut tapes. Tape shall be dispensed from an internal tape roll. External peripherals will not be compliant with these specifications.
- g. Shall have a 15" touch screen display that allows for entering account, meter, and equipment function information.
- h. Shall have an integrated weighing platform capable of weighing material up to 70 lbs., automatically setting the postage meter and dispensing meter tape.
- i. Shall have single unit in-line weighing and processing feature. Separate weighing and processing modules or attachments will not be compliant with these specifications.
- j. Shall include all USPS, 1<sup>st</sup> Class, Standard, 1<sup>st</sup> Class Automation, Standard Automation, Priority, International and Express Rates and special services, in order to provide user the ability to rate mail from a myriad of available postal rates. USPS Commercial Based Pricing discounted rates must be included.
- k. Shall have the ability to update USPS rate changes, software upgrades, and enhancements through a LAN High Speed Network. Service calls for software updates, rate cards or chips will not be compliant with these specifications.
- l. Shall have unlimited postage rate uploads via LAN at no cost to the University.
- m. Shall have a power stacker with the capability to hold a minimum of 600 #10 envelopes.
- n. Shall be compliant with Information Based Indicia Program to conform to currently known future USPS regulations.
- o. Shall have a Bar Code Scanner.
- p. Shall be compatible with existing furniture/consoles that have a table length of 94 inches. If the equipment is not compatible, similar furniture must be provided.
- q. Shall interface with Item No. 5, Accounting System, as specified below.

**Item 3 – LEASE of ONE (1) only, Digital Mailing System, USPS (United States Postal Service) Compliant, with the following specifications:**

1. 60-month lease of a new machine.
2. Electrical:
  - a. Shall operate on 100 to 240 VAC, 50/60 Hz, 6.5 amps maximum, pls 3.0 amps maximum accessory outlet.
  - b. Shall have UL and CSA Approvals.
  - c. Shall be Energy Star Compliant.
3. Connectivity Requirements:
  - a. Shall be able to connect to a standard LAN High Speed Network.
  - b. Shall have supplied installation kit which shall include 10 foot LAN cable.
  - c. Shall have IntelliLink Control Center or acceptable alternate that has the capability to download system software updates, and perform (3 Level) basic departmental accounting for mail being processed.
4. Speed: Shall be able to process and seal media up to 16 ounces at a minimum speed of 220 pieces per minute on automatic (based on #10 size envelopes).
5. Operating Features:
  - a. Shall have the capability to process (feeding, weighing, sealing, metering, and stacking) mail media measuring from 3 ½" x 5" up to 15" x 13" (13" x 10" within the inline weighing and processing feature) and thickness measuring from .007" up to 3/4".
  - b. Shall have side guides in order to process flats.
  - c. Shall be able to process intermixed mail of different weights, sizes, and thicknesses without tamping at a minimum speed of 135 pieces per minute within the inline weighing feature (speed is based on #10 envelopes). This mixed mail-processing feature shall eliminate the need for sorting of mail media.
  - d. Shall be capable of processing both sealed and unsealed mail media, as well as processing material with the flaps either opened or closed (without operator intervention or tamping of mail media).

- e. Shall be capable of sealing open-flapped mail pieces with flap depth measuring from  $\frac{3}{4}$ " to 4".
- f. Shall have the ability to produce moistened (gummed) cut tapes. Tape shall be dispensed from an internal tape roll. External peripherals will not be compliant with these specifications.
- g. Shall have a 15" touch screen display that allows for entering account, meter, and equipment function information.
- h. Shall have an integrated weighing platform capable of weighing material up to 70 lbs., automatically setting the postage meter and dispensing meter tape.
- i. Shall have single unit in-line weighing and processing feature. Separate weighing and processing modules or attachments will not be compliant with these specifications.
- j. Shall include all USPS, 1<sup>st</sup> Class, Standard, 1<sup>st</sup> Class Automation, Standard Automation, Priority, International and Express Rates and special services, in order to provide user the ability to rate mail from a myriad of available postal rates. USPS Commercial Based Pricing discounted rates must be included.
- k. Shall have the ability to update USPS rate changes, software upgrades, and enhancements through a LAN High Speed Network. Service calls for software updates, rate cards or chips will not be compliant with these specifications.
- l. Shall have unlimited postage rate uploads via LAN at no cost to the University.
- m. Shall have a power stacker with the capability to hold a minimum of 600 #10 envelopes.
- n. Shall be compliant with Information Based Indicia Program to conform to currently known future USPS regulations.
- o. Shall have a Bar Code Scanner.
- p. Shall be compatible with existing furniture/consoles that have a table length of 94 inches. If the equipment is not compatible, similar furniture must be provided
- q. Shall interface with Item No. 5, Accounting System, as specified below.

**Item 4 – Maintenance/Repair of Digital Mailing System, with the following specifications:**

1. The Contractor shall provide on-site maintenance and emergency repair services, as required, for the equipment leased under this contract.

2. Maintenance/repair services shall include:
  - a. Unlimited repair service provided during the normal University working hours, 7:45 a.m. to 4:30 p.m., Monday through Friday, excluding holidays. The Contractor's personnel shall contact the University department at least TWENTY-FOUR (24) hours prior to the scheduled maintenance visit.
    - 1) The Contractor shall acknowledge receipt of any call for corrective on-site service within TWO (2) hours and restore malfunctioning equipment to "good operational condition" within EIGHT (8) working hours after receipt of the trouble call.
    - 2) If the problem cannot be resolved within the timeframe indicated, the Contractor shall inform the University of the reasons for the delay and provide an estimated completion time. If the University deems the Contractor's explanation for the delay unreasonable, then the Contractor may be required to provide (at the Contractor's expense) the University with a replacement comparable model, until the necessary repairs are completed.
  - b. All necessary parts, tools, and labor needed to maintain the equipment at no additional cost to the University, when such parts, tools, and labor are required due to normal wear and use of the equipment.
    - 1) Replacement of parts deemed necessary by the Contractor shall be furnished on an exchanged basis and shall be new standard parts or parts of equal quality or like new parts. Such exchanged parts removed from the equipment shall become the property of the Contractor. In addition, Contractor shall make every effort to maintain a readily available inventory of materials, parts and supplies that are routinely utilized for the equipment being leased.
  - c. Upon receipt of service call, the Contractor's personnel shall:
    - 1) Determine the nature and cause of the reported problem.
    - 2) Replace any (including cosmetic) parts determined to be defective or worn due to normal use with new or like new parts.
    - 3) Perform services designed to minimize product failure and extend useful product life such as cleaning, lubrication, inspection, and testing.
    - 4) Leave a service receipt with the requesting University department that indicates the technician's name, date, time of service call, and description of the reported problem and work performed.
3. Contractor's personnel providing the maintenance/repair shall be factory-trained. A minimum of TWO (2) service technicians shall be based on the island of Oahu.

**Item 5 – Accounting System for Digital Mailing Systems, with the following specifications:**

1. Connectivity Requirements:
  - a. Shall have the ability to be a Turnkey SQL version of SQL Server 2008 to allow the database tables to reside on the University's SQL server.
  - b. Shall have two separate high speed internet cards capable of at least 100Mbps connection. One card for the public WAN connection and one card for the private LAN connection.
  - c. Shall have the ability to connect to the University of Hawaii's SQL server over a separate private LAN connection via TCI/IP to allow the University's technical personnel to post data to the intranet website.
  - d. Shall have the ability to utilize low bandwidth when synchronizing.
  - e. Shall have the ability to process 100 accounts at a synchronizing peak bandwidth of 1.2KBS.
  - f. Shall have the ability to connect at least THREE (3) mail machines with capability to connect more mail machines, if needed.
  
2. Operating Features:
  - a. Shall have a current operating system of Windows 7 or newer. If at any point during the lease the operating system is no longer supported by its manufacturer, the Contractor shall update the operating system at no charge to the University.
  - b. Shall have the ability to utilize at least THREE (3) bar code scanners.
  - c. Shall have the ability to provide a Meter Reconciliation Report to show meter record vs. what was accounted for in the accounting system.
  - d. Shall have the ability to provide up to 3 levels of accounting, with Job ID's and unlimited transactions (up to the capacity of the hard drive).
  - e. Shall have the ability to provide reports filtered by Operators, Machines, Workstations (Mailroom), Accounts, Sub-Accounts, Sub-Sub-Accounts and Job ID's in order to provide the following reports:
    - Account Summary
    - Account Summary by Carrier
    - Budget Performance

Carrier Class Fee Summary by Account  
 Carrier Class Summary  
 Weight Break by Account-Carrier-Class  
 Weight Break by Carrier Class  
 Job Summary  
 Meter Accounting  
 Meter Discrepancy  
 Meter Reconciliation Summary  
 Meter Summary  
 Operator Performance Profile  
 Operator Summary  
 Workstation Performance Profile  
 Workstation Summary  
 Edited Transactions by Account  
 Meter Reconciliation Detail  
 Transactions by Account  
 Transactions by Carrier Class Fee  
 Transactions by Job  
 Transactions by Meter  
 Transactions by Operator  
 Transactions by Workstations  
 Transactions by Time  
 Transactions by Dimensional List  
 Carrier/Class/Fee List  
 Hierarchical Account List  
 Operator Settings  
 System Parameters  
 Actual & Charged  
 Actual & Charged with Avg. Cost & Time Charged  
 Mailcenter Performance by Period  
 Operator Performance Profile by Period  
 Postage Actual & Charged  
 Postage Actual & Charged by Period  
 Postage Charged  
 Workstation Performance Profile by Period

- e. Shall have the ability to allow user to select which fields to print in printed reports.
- f. Shall have the ability to provide weight break report when utilizing digital mailing machine with the in-line weighing and processing feature.
- g. Shall have the ability to provide continuous accounting for at least 1,500 transactions and maintain data in case system is disconnected or being serviced.
- h. Shall have the ability to provide remote support via PCAnywhere or GOTOMYPC.

- i. Shall have the ability to migrate the University Mail Room's current accounting information into this new accounting system.

3. Reserve Account

- a. A Federal Deposit Insurance Corporation (FDIC) Insured Reserve Account Deposit Account shall be provided and used to fund the meters and permits.
- b. Deposit coupons for the Reserve Account Deposit Account shall be provided.
- c. Minimally funds shall be allowed to be deposited through check.
- d. Shall be able to provide funds to the SendSuite Express Shipping System for Commercial Based Discounted Postage, or provide similar Commercial Based Discounted Postage system that can use funds from the reserve account.

All questions pertaining to the Technical Specifications shall be directed to Andy Lachman, Manager of Mail Services, telephone (808) 956-8449.

**Bidders are cautioned to review the Technical Specifications carefully and thoroughly. Objections to or requests for clarification of the specifications shall be made in writing in accordance with the General Provisions to the Office of Procurement and Real Property Management prior to the submittal of a bid. The submittal of a bid shall be considered as acceptance of the specifications as published.**

## SPECIAL PROVISIONS

### 1. SCOPE

The Leasing and Maintenance of Digital Mailing Systems with Accounting System for Campus Mail Services, University of Hawaii at Manoa, Honolulu, Hawaii, shall be in accordance with the terms and conditions of IFB No. 17-0073 and the General Provisions dated September 2013 included by reference. Copies of the General Provisions are available at the Office of Procurement and Real Property Management, University of Hawaii, 1400 Lower Campus Road, Room 15, Honolulu, Hawaii 96822 or the General Provisions may be viewed at:  
<http://www.fmo.hawaii.edu/procure/doc/GP0913.pdf>

### 2. AUTHORITY

IFB No. 17-0073 is issued under the provisions of the Hawaii Revised Statutes, Chapters 103 and 103D. All prospective bidders are charged with presumptive knowledge of all requirements of the cited legal authorities. Submission of a valid executed bid by any prospective bidder shall constitute an affirmation of such knowledge on the part of such prospective bidder.

### 3. TECHNICAL REPRESENTATIVE OF THE PROCUREMENT OFFICER (TRPO)

The individual listed below is the Technical Representative of the Procurement Officer (TRPO):

Andy Lachman  
Manager, University Housing, Food and Mail Services  
Telephone: (808) 956-8449  
Facsimile: (808) 956-9968

Auxiliary Services  
University of Hawaii at Manoa  
1951 East-West Road  
Honolulu, Hawaii 96822

### 4. SUBMITTAL OF TECHNICAL DATA

With their bids, bidders shall submit, in duplicate, manufacturer's literature or brochures with technical data and illustrations of the equipment being offered.

5. DELIVERY AND INSTALLATION

Prior to delivery, the Contractor shall contact the Technical Representative to coordinate delivery and installation of the equipment. Contractor shall install equipment in accordance with manufacturer's specifications.

6. MANUALS AND INSTRUCTIONS

The Contractor shall provide the University with operating manuals of the equipment furnished under this contract.

7. TERM OF CONTRACT

- a. It is the intent of the University to lease the equipment for a period of SIXTY (60) months. However, since funds are appropriated annually, the initial term of the contract shall be for a period of TWELVE (12) months commencing from the date of installation and acceptance, and thereafter may be renewed annually for FOUR (4) additional years, not to exceed a maximum of FIVE (5) years, contingent upon availability of funds. The University may terminate the contract in the event of nonavailability of funds in accordance with Section 103-39, Hawaii Revised Statutes, or if the Contractor fails to perform as specified.
- b. In accordance with Section 103-39, Hawaii Revised Statutes, it shall be strictly understood that the contract shall be enforceable only to the extent that funds have been certified as available and that the availability of funds in excess of the amount certified as available shall be contingent upon future appropriations or special fund revenues.

8. PAYMENT

The Contractor shall be remunerated upon submission of a properly executed original invoice and ONE (1) copy, indicating the contract number, to Campus Mail Services, University of Hawaii at Manoa, 2442 Campus Road, #104, Honolulu, Hawaii 96822.

9. GUARANTEE

During the term of the lease, if the Contractor cannot maintain the equipment provided in good working order within EIGHT (8) working hours after receipt of a trouble call, Contractor shall replace the equipment without charge with identical model or equipment with comparable features and capabilities. This clause shall not apply to equipment damaged or destroyed due to an act of God or due to negligence of the University.

10. USE; ALTERATIONS

The University shall use the equipment in a careful and lawful manner. The University shall not make alterations, additions or improvements to the equipment without the Contractor's prior written consent. All additions and improvements made to the equipment shall belong to the Contractor.

11. LOCATIONS, CONTRACTOR'S INSPECTION; LABELS

The equipment shall be delivered and thereafter kept at University of Hawaii locations designated in the Technical Specifications, and shall not be removed therefrom without the Contractor's prior written consent. Contractor shall have the right to inspect the equipment at any reasonable time. If Contractor supplies University with labels stating that the equipment is owned by Contractor, University shall affix and keep the same upon a prominent place on the equipment.

12. ASSIGNMENT; OFFSET

Without Contractor's prior written consent, University shall not a) assign, transfer, pledge, hypothecate or otherwise dispose of this lease or any interest therein, or b) sublet or lend the equipment or permit it to be used by anyone other than University or University's employees.

Contractor may assign this lease of equipment, in whole or in part with written notice to University. Each such assignee shall have all of the rights and obligation of Contractor under this contract.

13. OWNERSHIP; PERSONAL PROPERTY

The equipment is and shall at all times remain, the property of the Contractor, and the University shall have no right, title or interest herein or thereto except as expressly set forth in this lease. The equipment is, and shall at all times be and remain personal property notwithstanding that the equipment or any party thereof may not be, or hereafter become, in any manner affixed or attached to real property or any building thereon.

14. INSURANCE

Contractor shall maintain insurance acceptable to the University in full force and effect throughout the term of this contract. The policy or policies of insurance maintained by Contractor shall provide Combined Single Limit Coverage (bodily injury and property damage) in the amount of \$1,000,000 per occurrence and \$2,000,000 in per project aggregate.

Insurance shall be in force the first day of the term of this contract.

Each insurance policy required by this contract shall contain the following three clauses:

- a. "This insurance shall not be cancelled, limited in scope of coverage or non-renewed until after THIRTY (30) days' written notice has been given to the University of Hawaii, Director of Office of Procurement and Real Property Management."
- b. "It is agreed that any insurance maintained by the University of Hawaii will apply in excess of, and not contribute with, insurance provided by this policy."
- c. "The University of Hawaii is added as an insured as respects operations performed for the University of Hawaii."

Clauses b and c are waived for any professional liability/errors and omissions liability insurance.

Contractor agrees to deposit with University, on or before the effective date of this contract, certificates of insurance necessary to satisfy the University that the insurance provisions of this contract have been complied with and to keep such insurance in effect and the certificates therefor on deposit with the University during the entire term of this contract.

The University shall retain the right at any time to review the coverage, form, and amount of the insurance required hereby. If, in the opinion of the University, the insurance provisions in this contract do not provide adequate protection for the University, the University may require Contractor to obtain insurance sufficient in coverage, form, and amount to provide adequate protection. The University's requirements shall be reasonable but shall be designed to assure protection from and against the kind and extent of the risks which exist at the time a change in insurance is required.

The University shall notify Contractor in writing of changes in the insurance requirements; and if Contractor does not deposit copies of acceptable insurance policies with the University incorporating such changes within SIXTY (60) days of receipt of such notice, this contract shall be in default without further notice to Contractor and the University shall be entitled to all legal remedies.

The procuring of such required policy or policies of insurance shall not be construed to limit Contractor's liability hereunder nor to fulfill the indemnification provisions and requirements of this contract. Notwithstanding said policy or policies of insurance, Contractor shall be obligated for the full and total amount of any damage, injury, or loss arising from its acts or omissions with respect to this contract.