

ADVERTISING AUTHORITY

LF053106-22

This form must be completed and approved by the City Finance Office prior to presenting items to the Common Council and/or Committees of the Common Council. This covers all items, which require formal bids, currently anything over \$15,000 (except emergency repair costs).

I. PROJECT ID NO.: _____

II. PROJECT NAME: Cellular Phone Service

III. Project/Item(s) Description: To provide cellular phone service to all City departments.

IV. BID LETTING DATE: 7/5/06

V. (IF APPLICABLE) Grant No.: _____
 Funding Source: _____
 Estimated Completion Date: _____
 Estimated Grant Receipt Date: _____

VI. ESTIMATED COST OF PROJECT/ITEM(S) \$ 96,000.00/year

VII. BASIS OF PAYMENT	Assessed		Non-Assessed	
	Single Payment		Partial Payment	X

VIII. DISBURSEMENT SCHEDULE

Date	Amount	Amount	Amount	Amount	Amount
	\$	\$	\$	\$	\$
	\$	\$	\$	\$	\$
	\$	\$	\$	\$	\$
	\$	\$	\$	\$	\$
	\$	\$	\$	\$	\$
	\$	\$	\$	\$	\$
	\$	\$	\$	\$	\$
	\$	\$	\$	\$	\$
	\$	\$	\$	\$	\$
	\$	\$	\$	\$	\$
	\$	\$	\$	\$	\$
Total	\$	\$	\$	\$	\$

IX. APPROPRIATION DATA

Fund	Various				
Department	Various				
Line Item	4281				

X. DEPARTMENT/DIVISION: _____

Project Manager: Tracy Davis Date 5/19/06

_____ Date _____

DEPARTMENT/DIVISION MANAGER Signature

Claudia Schmidt Date 5/19/06

DIRECTOR Signature

FINANCE OFFICE USE ONLY			Approved		Carbon Copy
	Date	Initial	Yes	No	
Appropriation Cash Flow	<u>5/19/06</u>	<u> </u>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	Investment Desk Public Works Engineering Project Manager

REQUEST FOR PROPOSALS CELLULAR PHONE SERVICE

SPECIFICATIONS FOR CELLULAR PHONE SERVICE Rapid City, South Dakota

Proposals will be received at the Rapid City Finance Office, 300 Sixth Street, Rapid City, South Dakota on July 5, 2006 until 2:00 P.M. for furnishing CELLULAR PHONE SERVICE, which shall meet the following specifications:

SCOPE

It is the intent of these specifications to describe CELLULAR PHONE SERVICE in sufficient detail to meet our specific needs.

The City's intent is to obtain reasonable proposals from all interested vendors. If for any reason vendors are unable to meet or equal the following specifications, the City will receive for consideration minor deviations of specifications. Deviations and variations of specifications must be fully detailed and explained by the vendor on the form provided and stapled to the BIDDER'S PROPOSAL.

GENERAL CONDITIONS

1) Vendor's Information

Each proposal envelope shall contain ONLY ONE (1) proposal and shall be marked with the words proposal for "CELLULAR PHONE SERVICE".

Proposals submitted by mail, express courier, or common carrier cannot be accepted unless received in the City Finance Office prior to the time for the scheduled proposals to be opened. Proposals submitted by fax cannot be accepted.

The City reserves the right to accept the proposal that is to the advantage of and in the best interest of the City of Rapid City.

2) Contract Extension

The City of Rapid City annually reserves the option of extending the 2006 contract through the calendar years of 2007, 2008, 2009. The extension option may be exercised if agreed to by both parties.

*DETAILED SPECIFICATIONS FOR
CELLULAR PHONE SERVICE*

VENDOR'S INFORMATION

The vendor will be required to submit a monthly, detailed billing statement to the City Finance Office with copies to affected departments.

The City reserves the right to accept or reject any proposals submitted, whichever is to the advantage of and in the best interest of the City of Rapid City.

SPECIFICATIONS

The City currently has approximately 220 cellular phones. The following options should be discussed in your proposal:

- Pooling of minutes
- Discounted equipment
- One local, central contact person for all issues (billing, equipment, problems, etc.)
- GPS capable equipment
- Calling area, roaming charges
- Different plan options
- Voice Mail
- Caller ID
- Number Portability
- Mobile to Mobile calling options
- Billing statement
- Proof of capacity
- Service Locations
- Response time to provide customer service
- PDA options

The statement that is received should be detailed including the following:

- Number of calls made per phone
- To what numbers calls were made
- Total number of minutes used per phone
- Number of minutes allowed per phone
- Breakdown of taxes and fees charged
- Plan Type

Presently the City uses approximately 68,000 minutes a month.

The proposal and agreement are based upon the conditions, stipulations, and specifications named in the notice inviting proposals for said CELLULAR PHONE SERVICE, which notice and specifications are made a part of this agreement as if written herein at length.

The Vendor further agrees and states that he has read the notice calling for proposals and has studied the specifications and that he is familiar with the terms and conditions stipulated.

NAME OF COMPANY - VENDOR

AUTHORIZED SIGNATURE - TITLE

ADDRESS

TELEPHONE NUMBER

DATE

VENDOR MUST FILL IN ALL SPACES PROVIDED ABOVE



Solicitation Number EPS050076

Scope Of Work Mailing Equipment and Maintenance.

Purpose:

In accordance with the Arizona Procurement Code, ARS 41-2501 et seq., the State of Arizona, Enterprise Procurement Services Office intends to establish a convenience, multi-state, contract for the purchase of Mailing Equipment and Maintenance, to include: Mailing Machines, Scales, Openers, Folders, Inserters, Labelers, Tabbers, Extractors, and Trackers, and their Maintenance, as they are needed, and as they are defined in this RFP. Proposals must be submitted with the intent to fully support the WSCA Member States which include the states of Alaska, Arizona, California, Colorado, Hawaii, Idaho, Minnesota, Montana, Nevada, New Mexico, Oregon, South Dakota, Utah, Washington, and Wyoming. The WSCA directors may authorize state and local governmental entities throughout the nation (NASPO) the use of this contract subject to approval of the local state purchasing director and local statutory provisions. Obligations under this contract are limited to those Participating States who have signed (and not revoked) an Intent to Participate at the time of award, or who have executed a Participating Addendum where contemplated by the solicitation. Financial obligations of Participating States are limited to the orders placed by the departments or other state agencies and institutions having available funds. Participating States incur no financial obligations on behalf of political subdivisions. The selected contractors shall accept purchase orders from and deliver products to approved purchasing entities. Contractors are required to offer warranty and maintenance services on products purchased under these agreements.

The estimated dollar volume of products and equipment purchased under the proposed contract is \$1,000,000.00 to \$1,500,000.00 annually, based on historical usage data and anticipated volumes. This is only an estimate and the State makes no guarantee as to actual dollars purchased under any resultant contract.

Administrative Fee:

Contractor shall remit an administrative fee equal to .5% of the total contract dollars booked each quarter. The administrative fee shall be paid within thirty (30) days after the end of the calendar quarter. Contractor shall indicate the Contract Number #EPS050076 and include with the remittance, a quarterly sales report by WSCA contract participant. The administrative fee shall be paid to:

Western States Contracting Alliance
c/o NASPO
167 West Main Street, Suite 600
Lexington, KY 40507

Scope of work:

The contract shall cover a full range of products, product accessories and options as contained in specific product manufacturers established catalog/price lists for the groups specified. Example: Products within a group of various sizes, quality levels, production series, etc. along with available options and accessories as contained in a specific product manufacturers established catalog/price lists. All equipment offered must meet the current or posted approval of the USPS.

For the purpose of this contract, an established catalog/price list means the price included in a catalog, price list, schedule or other form that is regularly maintained by a manufacturer, is either published or otherwise available for inspection by customers, that states prices at which sales are currently or were last



made to a significant number of any category of buyers or buyers constituting the general buying public for the materials or services involved.

The product groups covered are:

PRODUCT GROUPS

Commodity Code Designation

Group (A) Mailing Equipment, Low Volume, Manual	(0985-0054)
Group (B) Mailing Equipment, Low Volume, Semi-Automatic	(0985-0054)
Group (C) Mailing Equipment, Low Volume, Automatic	(0985-0054)
Group (D) Mailing Equipment Mid-Volume, Semi-Automatic	(0985-0054)
Group (E) Mailing Equipment Mid-Volume, Automatic	(0985-0054)
Group (F) Mailing Equipment, High Volume, Semi-Automatic	(0985-0054)
Group (G) Mailing Equipment High-Volume, Automatic	(0985-0054)
Group (H) Mailing Equipment, Integrated Postal Scales	(0985-0054)
Group (I) Mailing Equipment, Letter Openers	(0985-0054)
Group (J) Mailing Equipment, Letter Folders	(0985-0054)
Group (K), Mailing Equipment, Letter Inserters	(0985-0054)
Group (L) Mailing Equipment, Labelers	(0985-0054)
Group (M) Mailing Equipment, Tabbers	(0985-0054)
Group (N) Mailing Equipment, Extractors	(0985-0054)
Group (O) Mailing Equipment, Tracking System	(0985-0054)
Group (P) Mailing Equipment, Postage Meter, Rental	(0985-0054)
Group (Q) Mailing Equipment, Ultra Low Volume	(0985-0054)

The resultant contract shall function as single fixed Discount percent (%) from specified manufactures List Price.

The contractor shall deliver and/or deliver and install products for multiple eligible agencies having delivery locations throughout the State (Statewide Contract Requirement).

Specifications:

Technical Product Specifications: The technical product specifications listed in this section shall be used for price evaluation only. Product and pricing entered in the price sheet section by the offeror shall be only those products that meet or exceed these specifications.

SPECIFICATION SECTION 1, LINE ITEM GROUP A (TO BE USED IN EVALUATION)

The product bid in the price sheet section of this solicitation shall meet or exceed the listed specifications.

Mailing Equipment, Low Volume, Manual (0985-0054)

- Digital or IBI Operation to conform with USPS Postal Bulletin #22131
- Manual Feed
- Minimum feed speed of 30 pieces/minute
- Must meter, date, and seal envelopes
- Handles standard mail envelopes from 3" x 5" to 9" x 12"
- Interfaces with postage scales
- Must include locking key or security feature
- Must imprint postage from \$0.01 to \$99.99
- Must have replaceable ink cartridge
- Must have tape system for oversize packages (specify wet or dry tape – wet is preferred)

SPECIFICATION SECTION 2 LINE ITEM GROUP B (TO BE USED IN EVALUATION)

The product bid in the price sheet section of this solicitation shall meet or exceed the listed specifications.



Mailing Equipment, Low Volume, Semi-Automatic (0985-0054)

- Digital or IBI Operation to conform with USPS Postal Bulletin #22131
- Semi-Automatic Feed
- Minimum feed speed of 30 pieces/minute
- Must meter, date, and seal envelopes
- Handles standard mail envelopes from 3" x 5" to 9" x 12"
- Interfaces with postage scales.
- Must include locking key or security feature
- Must imprint postage from \$0.01 to \$99.99
- Must have replaceable ink cartridge
- Must have tape system for oversize packages (specify wet or dry tape – wet is preferred)

SPECIFICATION SECTION 3, LINE ITEM GROUP C (TO BE USED IN EVALUATION)

The product bid in the price sheet section of this solicitation shall meet or exceed the listed specifications.

Mailing Equipment, Low Volume, Automatic (0985-0054)

- Digital or IBI Operation to conform with USPS Postal Bulletin #22131
- Fully Automatic Feed
- Minimum feed speed of 30 pieces/minute
- Must meter, date, and seal envelopes
- Handles standard mail envelopes from 3" x 5" to 9" x 12"
- Interfaces with postage scales.
- Must include locking key or security feature
- Must imprint postage from \$0.01 to \$99.99
- Must have replaceable ink cartridge
- Must have tape system for oversize packages (specify wet or dry tape – wet is preferred)

SPECIFICATION SECTION 4, LINE ITEM GROUP D (TO BE USED IN EVALUATION)

The product bid in the price sheet section of this solicitation shall meet or exceed the listed specifications.

Mailing Equipment, Mid Volume, Semi-Automatic (0985-0054)

- Digital or IBI Operation to conform with USPS Postal Bulletin #22131
- Semi-Automatic Feed
- Minimum feed speed of 110 pieces/minute
- Must meter, date, and seal envelopes
- Handles standard mail and large envelopes up to 3/8" thick and 7-1/2" wide
- Interfaces with postage scales
- Includes tape dispenser for oversize packages
- Must imprint postage from \$0.01 to \$99.99
- Must include locking key or security feature
- Must have replaceable ink cartridge
- To include water reservoir with water level indicator
- Must have sealed and non-sealed modes

SPECIFICATION SECTION 5, LINE ITEM GROUP E (TO BE USED IN EVALUATION)

The product bid in the price sheet section of this solicitation shall meet or exceed the listed specifications.

Mailing Equipment, Mid Volume, Automatic (0985-0054)

- Digital or IBI Operation to conform with USPS Postal Bulletin #22131
- Fully Automatic Feed
- Minimum feed speed of 110 pieces/minute



SPIRIT

Automated eProcurement System



- Must meter, date, and seal envelopes
- Handles standard mail and large envelopes up to 3/8" thick and 7-1/2" wide
- Interfaces with postage scales
- Includes tape dispenser for oversize packages
- Must imprint postage from \$0.01 to \$99.99
- Must include locking key or security feature
- Must have replaceable ink cartridge
- To include water reservoir with water level indicator
- Must have sealed and non-sealed modes

SPECIFICATION SECTION 6, LINE ITEM GROUP F (TO BE USED IN EVALUATION)

The product bid in the price sheet section of this solicitation shall meet or exceed the listed specifications.

Mailing Equipment, High Volume, Semi-Automatic (0985-0054)

- Digital or IBI Operation to conform with USPS Postal Bulletin #22131
- Semi-Automatic Feed
- Minimum feed speed of 200+ pieces/minute
- Must meter, date, and seal envelopes
- Handles standard mail and large envelopes from 3"x 5" to 13" x 13"
- Interfaces with postage scales
- Includes Tape Dispenser for oversize packages
- Must imprint postage from \$0.01 to \$99.99
- Must include locking key or security feature
- Must have replaceable ink cartridge
- To include water reservoir with water level indicator
- Must have sealed and non-sealed modes

SPECIFICATION SECTION 7, LINE ITEM GROUP G (TO BE USED IN EVALUATION)

The product bid in the price sheet section of this solicitation shall meet or exceed the listed specifications.

Mailing Equipment, High Volume, Automatic (0985-0054)

- Digital or IBI Operation to conform with USPS Postal Bulletin #22131
- Fully-Automatic Feed
- Minimum feed speed of 200+ pieces/minute
- Must meter, date, and seal envelopes
- Handles standard mail and large envelopes from 3"x 5" to 13" x 13"
- Interfaces with postage scales
- Includes Tape Dispenser for oversize packages
- Must imprint postage from \$0.01 to \$99.99
- Must include locking key or security feature
- Must have replaceable ink cartridge
- To include water reservoir with water level indicator
- Must have sealed and non-sealed modes

SPECIFICATION SECTION 8, LINE ITEM GROUP H (TO BE USED IN EVALUATION)

The product bid in the price sheet section of this solicitation shall meet or exceed the listed specifications.

Mailing Equipment, Integrated Postal Scales

- Capable of Interfacing with Postage Meter. (Identify Meter(s))
- Includes variety of rates including: Standard, First Class, Priority Mail, Certified Mail, Return Receipt Registered, C.O.D., Insured, Registered, Bulk Rates, etc..



SPiRiT

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- Includes keyboard graphics, operator prompts and menu selections.
- Special Carrier Rates. As a minimum for award evaluation USPS and UPS Rates are required. (Identify Carriers included.)
- Capable of weighing to a 32nd of an oz., displaying in increments of 0.5 oz.
- Must electronically set postage meter by the touch of one button
- Must include postal rate changes at no additional cost throughout the lease or maintenance contract

SPECIFICATION SECTION 9, LINE ITEM GROUP I (TO BE USED IN EVALUATION)

The product bid in the price sheet section of this solicitation shall meet or exceed the listed specifications.

Mailing Equipment, Letter Openers

- Includes Feeder and Stacker, Variable Trim Control
- Processing speed of 12,000 pieces per hour Minimum.
- Self-Sharpening trim blade adjusts to allow for narrow or wide cut.
- Includes Tray that collects opened envelopes and trimmings.

SPECIFICATION SECTION 10, LINE ITEM GROUP J (TO BE USED IN EVALUATION)

The product bid in the price sheet section of this solicitation shall meet or exceed the listed specifications.

Mailing Equipment, Letter Folders

- Automatic Tabletop Model.
- Folds 9,000 sheets per hour minimum.
- Completes Standard or Custom folds.
- Handles paper from 3-1/8" x 4" x 9-1/2" x 14".

SPECIFICATION SECTION 11, LINE ITEM GROUP K (TO BE USED IN EVALUATION)

The product bid in the price sheet section of this solicitation shall meet or exceed the listed specifications.

Mailing Equipment, Letter Inserters

- Processes up to 2500 sheets per hour minimum.
- Feeds, collates, folds, and, inserts material into envelopes.
- Jobs can be pre-programmed.

SPECIFICATION SECTION 12, LINE ITEM GROUP L (TO BE USED IN EVALUATION)

The product bid in the price sheet section of this solicitation shall meet or exceed the listed specifications.

Mailing Equipment, Labelers

- Label Speed: up to 10,000 # 10 envelopes per hour.
- Applies permanent (peel off) labels ranging in size from 1" to 4" high and maximum backing strip of 6".
- Adjustable label positioning from side-to-side and top-to-bottom of document.
- Motor driven take-up reel for label backing and control for adjusting for different types of labels and backing
- Includes digital counter.

SPECIFICATION SECTION 13, LINE ITEM GROUP M (TO BE USED IN EVALUATION)



The product bid in the price sheet section of this solicitation shall meet or exceed the listed specifications.

Mailing Equipment, Tabbers

- Applies Tabs or Seals up to 19,000 per hour.
- Applies Pin feed labels up to 25,000 per hour, #10 envelope.
- Applies Pin feed labels up to 12,000 per hour on flats up to 10" x 13"
- Accepts tabs from roll or pad fold.
- Continuous feed hopper.
- Processes materials up to ¼" thick.
- Includes keyboard graphics, operator prompts and menu selections.

SPECIFICATION SECTION 14, LINE ITEM GROUP N (TO BE USED IN EVALUATION)

The product bid in the price sheet section of this solicitation shall meet or exceed the listed specifications.

Mailing Equipment, Extractors

- Processes up to 2000 pieces per hour.
- One, Two, or, Three Sided Opening.
- Includes counting and monitoring system that counts pieces processed.
- Capable of processing various sizes of intermixed mail up to and including #11 envelopes, heights to 5-1/4".

SPECIFICATION SECTION 15, LINE ITEM GROUP O (TO BE USED IN EVALUATION)

The product bid in the price sheet section of this solicitation shall meet or exceed the listed specifications.

Mailing Equipment, Tracking System

- Computerized system to assist in tracking and locating all deliverable packages.

SPECIFICATION SECTION 16, LINE ITEM GROUP P (TO BE USED IN EVALUATION)

The product bid in the price sheet section of this solicitation shall meet or exceed the listed specifications.

Mailing Equipment, Postage Meters, Rental

- Digital postage meter must have display that provides date, piece-count, postage used, and postage unused.
- Must be refillable by phone that may be placed on a master account.
- Must imprint postage from \$0.01 to \$99.99.

Mailing Equipment, Ultra Low Volume, (0985-0054)

- Digital or IBI Operation to conform with USPS Postal Bulletin #22131
- Manual Feed
- Must meter, date, and seal envelopes
- Handles standard mail envelopes from 3" x 5" to 9" x 12"
- Interfaces with postage scales
- Must include locking key or security feature
- Must imprint postage from \$0.01 to \$99.99
- Must have replaceable ink cartridge
- Must have tape system for oversize packages (specify wet or dry tape – wet is preferred)



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Pricing for maintenance for years 2-5 shall be included within the price sheet and the Offeror shall provide this pricing information in two distinct formats: A. Details regarding pricing information for maintenance in years 2-5 on a fixed-fee basis

B. Details regarding pricing information for maintenance in years 2-5 on a Time and Materials basis for customers that prefer that maintenance payments are only made for maintenance orders requested and deemed necessary by the customer

For both of the above options, the Offeror shall attach complete details of the program offered, including, but not limited to:

Is the maintenance package "ull"?

What is the guaranteed call-back time?

What is the guaranteed on-site ?

Will the customer have a choice of billing cycles? If so, what are the choices?

Will there be toll-free or online support capability? If so, please provide details regarding how this support will be accessed by a customer