

Bid # 16-42 Mailroom Equipment

Middlesex County College will be accepting bid proposals for replacing its existing mail processing system in the Department of Printing and Communications Support.

The equipment will consist of three pieces of equipment. The pieces are a folder/inserter, postage machine and address printer, see the attached proposal form for all specifications. Replacement mail system will be new and not remanufactured or refurbished units.

An inspection of the mail room area is encouraged and vendors will be afforded the opportunity to view existing equipment, review the electric available, measure the space, etc. during normal working hours (Monday through Friday, 8:30 am to 4:00 pm).

The new mail system is to be delivered and installed by the vendor during normal working hours in East Hall Annex located on the Edison campus of Middlesex County College. Along with installation of new equipment, the vendor must also remove from the premises all old equipment. High priority shall be given to maintaining the work flow of the department with no loss of productivity during the switch over.

Comprehensive training shall begin immediately following installation of individual components to the mail system. Training will continue until all components are functioning properly and include two on-site follow up training sessions within 90 days if needed.

A pre delivery site visit will be scheduled with the vendor, Information Technology and Facilities Management to discuss and ensure electrical and network requirements are met.

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Folder Inserter	Minimum Specifications	
Feed Trays	24 trays, 500 sheet minimum, including high capacity with 1000 sheet minimum	
Total Sheet Capacity w/high capacity tray based on 20# paper	2000	
Document Sizes	4 1/4" x 5 1/2" to 8 1/2" x 14"	
Double Document Detection	Required	
Fold Capacity	Up to 8 sheets tri-fold, 10 sheets single fold	
Fold Type	C, Z, Half, Double Parallel, No Fold, Fold only	
Collate Variable Sized Sheets into Single Set	Required	
Control Panel Description		
Processing Speed Max	4,300 per hour	
Job Memory	Minimum 24 Unique Jobs	
Job Reporting	Required	
Folder/Inserter Dimensions		
Furniture Dimensions and Cost		
Total Weight (Furniture + Machine)		

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Barcode Reader for Variable Document Length Insertion	Required		
Software for Barcode Insertion for above for 2 PC's			
Acceptable File Formats for above			
Desktop Requirements			
Processor			_____
RAM			_____
Disk Space			_____
Supported Browsers			_____
Power Requirements			
Sealing Liquid Spec and Cost			
Removal of Old Equipment		DI500/600 INSERTER BASE LEFT, DI500/600 INSERTER BASE RIGHT	
Training		One day (8 Hrs) On-Site training, after installation complete, for all hardware and software. Two On-Site follow up training sessions within ninety days if needed.	
Service Call Response Time		2 Hr Phone Response, 4 Hr Tech On Site During Normal Business Hours	
Five Year Maintenance Contract To Include ALL Service, Parts, Labor, Software Updates/Upgrades as They Become Available (Excluding Sealing Liquid)		Year 1:	
		Year 2:	

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Address Printer			
	Minimum Specifications		
Dimensions			
Weight			
Print Speed #10	25,000 Per Hour		
Print Speed Post Card	30,000 Per Hour		
Print Quality	600 x 600 dpi		
Print Heads	6 Fixed		
Envelope Thickness Max	1/2"		
Print Area	3" x 12"		
Media Size Min.	3 1/4" x 5"		
Media Size Max	10" x 13"		
Fonts	10 Minimum Including at minimum 4 each serif and sans serif		
Feeder Capacity	600 Piece		
Output Conveyor	36", Variable Speed Matching Printer Speed		
Infrared dryer	Required		
Addressing Software: must include Address Verification that allows you to verify address, city, state and ZIP Code data against the USPS database, Manage Duplicates, and adds missing postal data ZIP + 4	Required		
Other Envelope Design Software	Color Targeted Messaging On Front of Envelope (Non Variable)		

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Proposed Furniture Include Dimensions, Weight and Cost		
Power Requirements		
Removal of Old Equipment	DA95F ADDRESSING PRINTER, EID DRIGHT FEEDER FOR DA950, DUAL HEATER INK DRYER	
Training	One day (8 Hrs) On-Site training, after installation complete, for all hardware and software. Two On-Site follow up training sessions within ninety days if needed.	
Service Call Response	2 Hr Phone Response, 4 Hr Tech On Site During Normal Business Hours	
Five Year Maintenance Contract To Include ALL Service, Parts, Labor, Software Updates/Upgrades as They Become Available (Excluding Toner)	Year 1:	
	Year 2:	
	Year 3:	
	Year 4:	
	Year 5:	

Proposed Model, Model #			
Printer Cartridges for Address Printer (Supply for One Year- Included)	BLACK CARTRIDGE Based on 300,000 #10 envelopes annually with 5% coverage Ounces/Cartridge _____ Cost/Ounce _____ # of Cartridges Needed Annually _____	COLOR CARTRIDGE Based on 150,000 #10 envelopes annually with 5% coverage Ounces/Cartridge _____ Cost/Ounce _____ # of Cartridges Needed Annually _____	

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Postage Machine	Minimum Specifications	
Dimensions		
Weight		
Speed / Minute	200 Batch / 120 Mixed Weight	
Auto Feed	Mixed Weight, Size and Thickness	
Envelope Thickness Max	Up to .75"	
Sealing	Open and/or Closed Flap Simultaneous	
Scale	30 lb platform with auto tape	
Additional Scale	149 lb Capacity	
Control Panel	15" Color Touch Screen. Customizable with Shortcuts, Favorites	
Printer	1200 dpi, ink-jet. Ability to print across full length at 7/8" for transpromo 4 color printing	
Data Entry	Via Monitor and/or Keyboard	
Tape/Label Dispenser	Peel and Stick Preferred	
Accounting	Up to 100 Departmental Accounts to include Total Postage, Total Pieces, Date. Downloadable to USB.	
USPS Rates Software Updates	Required	
Envelope Output	Synchronized Conveyor and Stacker	
Power Requirements		

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Software and Updates	Includes all updates. Internet access to purchase supplies, refill meter, address verification, package tracking, USPS rate increase updates		
Proposed Furniture Include Dimensions, Weight and Cost			
Proposed Solution for Funds Transfer into New Accounts.			
Removal of Old Equipment	DM1000 WOW BASKET, 100 LB SCALE, 15/30 LB WEIGHING PLATFORM		
Training	One day (8 Hrs) On-Site training, after installation complete, for all hardware and software. Two On-Site follow up training sessions within ninety days if needed.		
Service Call Response	2 Hr Phone Response, 4 Hr Tech On Site During Normal Business Hours		
Five Year Maintenance Contract To Include ALL Service, Parts, Labor, Software Updates/Upgrades as They Become Available (Excluding Toner, Tape and Red Ink)	Year 1:		

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	Year 2:			
	Year 3:			
	Year 4:			
	Year 5:			
Proposed Model, Model #				
Printer Cartridges (Supply for One Year - Included)	BLACK CARTRIDGE Based on 150,000 #10 envelopes annually with 5% coverage Ounces/Cartridge _____ Cost/Ounce _____ # of Cartridges Needed Annually _____	COLOR CARTRIDGE Based on 150,000 #10 envelopes annually with 5% coverage Ounces/Cartridge _____ Cost/Ounce _____ # of Cartridges Needed Annually _____		
Red Ink (Postage) for 300,000 impressions annually (Supply for One Year - Included)	Ounces/Cartridge _____ Cost/Ounce _____ # Cartridges Needed Annually _____			
Tape Roll (Peel and Stick Preferred)	Roll Length _____ Cost/Ft _____			

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