



## Request for Pricing Mail Inserter (Financial Services) - 2022

Sealed quotes clearly marked "Mail Inserter (Financial Services) – 2022" will be received up until **12:59:59 pm AST, Tuesday, April 19, 2022**, at Summerside City Hall, 275 Fitzroy Street, Summerside, PEI, C1N 1H9.

### Instructions

1. Price quotation form must be completed, signed and dated.
2. Prices shall not include HST. Tax is to be added when invoiced.
3. The City of Summerside reserves the right to accept or reject any or all bids.
4. Late submissions WILL NOT BE ACCEPTED.
5. Faxed (902-888-3508) or emailed (clayton.smith@city.summerside.pe.ca) submissions WILL BE ACCEPTED.
6. Quotations to be signed ONLY by authorized personnel.
7. All product literature on products quoted to be enclosed with submission.
8. Complimentary material (i.e. paper) will not be considered in the evaluation of bids.
9. Pricing shall include the delivery of the new photocopier to 275 Fitzroy Street.

For further information or clarification, please contact Clayton Smith at 902-786-4519.

A handwritten signature in blue ink, appearing to be "Clayton Smith", written over a horizontal line.

Clayton Smith  
Manager of Financial Services  
City of Summerside

\_\_\_\_\_  
(Date)



## **Request for Pricing Mail Inserter (Financial Services) - 2022**

The City of Summerside is requesting quotations for the purchase of a NEW Mail Inserter. We require a mail inserter capable of handling approximately 500 envelopes per day (10,000/month; 120,000/year). Majority of envelopes used (approximately 95%) are the #10 window variety.

Purchase price should include delivery, installation, and training for at least two operators.

Installed machines are subject to a trial period of a maximum duration of 30 days to ensure the equipment meets the required needs of the City. If during or at the end of the trial period, the equipment is judged as unacceptable by the City, it will be removed without further costs. This judgment will be based on the equipment's ability to perform anticipated tasks or if it does not meet the published specifications from the vendor documentation.

The trial period will begin after the vendor and City enter into the agreement and the vendor has completed the installation and training and the mail inserter is ready for normal use.

The lowest quotation will not necessarily be accepted, and the awarding of the mail inserter will not be made solely on price. Lease options will not be considered.



Prince Edward Island

### Mail Inserter (Financial Services) - 2022

#### “Request for Pricing”

**Company Name:**

**Signature of Authorized Company Personnel:** \_\_\_\_\_  
**Name (please print):** \_\_\_\_\_  
**Position:** \_\_\_\_\_

**Company Address:**

**Company Contact:**

**Delivery Date:**

**Company Phone:**

**Company Fax:**

**Contact Email:**

**Purchase Price (taxes excluded):** \_\_\_\_\_

**Total Taxes Payable:** \_\_\_\_\_

**Please provide three references:**

<b>Business/Organization</b>	<b>Contact Name</b>	<b>Phone #</b>	<b>Email Address</b>

## Mail Inserter (Financial Services) - 2022

Vendor Checklist  
(Vendor to fill in table as part of submission)

Specifications	Equipment Abilities	Additional Information
How many inserts is this model able to handle per day/month/year	_____ per day _____ per month _____ per year	
Is this inserter able to handle the following folds: C, Z, Half and Double?	Yes      No	
Are your service technicians based out of PEI?	Yes      No	
What response time can be expected when a service call is placed		
Delivery guarantee (# of weeks for delivery/install) once Purchase Order is issued.	_____ weeks	
Are there any Warranties offered?	Yes      No	
What is the cost of a five-year maintenance/service plan?	\$ _____	
In the event of equipment malfunction will temporary equipment be provided at no additional cost?	Yes      No	
Please highlight other features of the equipment we should be aware of:		
How many pages per hour can the inserter process (speed)	_____ pages	



## **Mail Inserter (Financial Services) - 2022**

### **NOT A TENDER CALL**

This Request for Pricing (RFP) is not a tender call, and the submission of any response to this RFP does not create a tender process. This RFP is not an invitation for an offer to contract, and it is not an offer to contract made by the City. By this RFP, the City reserves to itself the absolute and unfettered discretion to invite submissions, consider and analyze submissions, select short-listed Proponents or attempt to negotiate an agreement with the Successful Proponent, if any, as the City considers desirable. Without limiting the generality of the foregoing, the City reserves the right to:

- a) reject, consider or short-list any submission whether or not it contains all information required by this RFP;
- b) require clarification where a submission is unclear;
- c) reject any or all submissions without any obligation, or any compensation or reimbursement, to any Respondent, intended Proponent, or any other person associated with this RFP process;
- d) all or any proposals not necessarily accepted, as the acceptance remains within the exclusive discretion of the City;
- e) disqualify or reject any submission without discussion with the submitting party;
- f) reject any or all submissions that the City considers are not in its best interests;

### **NO OBLIGATION TO PROCEED**

Though the City fully intends at this time to proceed with the awarding of a **Mail Inserter** as contemplated herein, the City is under no obligation to do so. The receipt by the City of any information (including any submissions, ideas, plans, drawings, models or other materials communicated or exhibited by any intended Proponent, or on its behalf) shall not impose any obligations on the City. There is no guarantee by the City, its officers, employees, or agents, that the process initiated by the issuance of this RFP will continue, or that this RFP process or any RFP process will result in a contract with the City for the provision of a **Mail Inserter**.

### **CITY'S DECISION-MAKING POWER**

The City has the power to make any decision, or to exercise any contractual right or remedy, contemplated in this RFP at its own absolute and unfettered discretion, and no public law duty, whether arising from the principles of procedural fairness or the rules of natural justice, applies to the City.