



Town of Merrimack, New Hampshire

6 Baboosic Lake Rd · Merrimack, NH 03054 · www.merrimacknh.gov

April 11, 2024

REQUEST FOR BID POSTAGE MACHINES

Bids will be received by the Town of Merrimack until 2:00pm Friday, April 26, 2024, for providing a new mailing machine to be purchased, and a postage meter to be rented, in compliance with USPS Intelligent Mail Indicia (IMI) for 2024, in accordance with the enclosed specifications and following conditions:

The proposed postage machines shall be located at the Town Hall Complex, 6 Baboosic Lake Rd, Merrimack, NH. This machine will be comparable to the iX-5 Series, and will be used by several departments.

The Town will take into consideration the cost of supplies not included in the maintenance agreement, therefore provide a list of all supplies needed to be purchased and the price guaranteed for the first year.

The Town reserves the right to reject any or all proposals, re-bid, negotiate any contracts, to waive irregularities in the proposals, and to accept the proposal which, in the Town's sole discretion, best serves the interest of the Town, and waive any formalities in the bid process.

The bid shall be submitted on the Bid Form furnished herewith and shall exclude state and federal taxes not applicable to municipalities. The proposal price shall be quoted F.O.B. Town of Merrimack, 6 Baboosic Lake Rd, Merrimack, NH 03054. Vendors may submit more than one bid, but each bid shall be reflected on a separate Bid Form.

Complete descriptive literature, including warranty information and a pricing sheet for supplies shall accompany the bid.

Bids must be marked "Bid for Postage Machine" and shall be faxed to the Town of Merrimack Finance Department at (603) 424-0516 or delivered to the Finance Department located at 6 Baboosic Lake Rd, Merrimack, NH by the date and time specified above.

The Town of Merrimack's Purchasing Policy is available on the Town's website:
http://www.merrimacknh.gov/town/departments/finance/bid_opportunities;
a copy may be obtained by contacting the Purchasing Agent.

It is the bidder's responsibility to confirm the bid is received by the Finance Department by the date and time specified.

For additional information contact Kelly Valluzzi, Purchasing Agent, at kvalluzzi@merrimacknh.gov (603) 424-7075.



TOWN OF MERRIMACK, NEW HAMPSHIRE

FINANCE DEPARTMENT
6 Baboosic Lake Road
Merrimack, NH 03054

Tel: 603-424-7075
Fax: 603-424-0516

BID SPECIFICATIONS **SPECIFICATIONS FOR POSTAGE MACHINE**

Minimum requirements for the Town Hall postage machine:

- iX-5 Series or equal
- Automatic Feeder
- Processing speed of at least 110 LPM
- USPS Based IMI Meter
- Weighing Platform of 5, 10, 30 or 70 lb
- Minimum of 25 programmable accounts.
- Selection to seal envelopes or not.
- On-site initial training
- Set up will include up to six jobs programmed by bidder.

Optional items:

- E-Services: eDelivery Confirmation, eSignature Confirmation, & eCertified .
- Electronic return receipt for Certified Mail.



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FINANCE DEPARTMENT
6 Baboosic Lake Road
Merrimack, NH 03054

Tel: 603-424-7075
Fax: 603-424-0516

Bid on Postage Machine
BID FORM
Due by 2:00PM, Friday, April 26, 2024

To provide one (1) iX-5 Series or equal to the Town Hall Complex, including delivery, installation and training, according to the Town's bid specifications: \$ _____

Mfg & Model# _____

Maintenance Agreement:

Annual Service Cost 2024 – 2025 \$ _____
Annual Service Cost 2025 – 2026 (optional) \$ _____
Annual Service Cost 2026 – 2027 (optional) \$ _____

The agreement, including a list of parts and services covered is included ___Y ___N

List of supplies not included in maintenance agreement:

Ink Part # _____ # imprints _____ price:\$ _____
Tape Part# _____ # _____ price:\$ _____
Sealer Part# _____ size _____ price:\$ _____
Other: _____ price:\$ _____

Meter Rental: monthly cost: \$ _____

Optional items:

- E-Services: eDelivery Confirmation, eSignature Confirmation, & eCertified \$ _____
- Electronic return receipt for Certified Mail. \$ _____

Detailed specifications enclosed yes___ no___

Delivery will be made within _____ *calendar days after receipt of the Town's related purchase order.*

The above bid is provided in accordance with the Town's bid invitation dated April 11, 2024, *except as indicated below:*

Bidder: _____
Street Address: _____
City, State, Zip Code: _____
Phone No: _____ Fax No: _____
Authorized Signature: _____
Printed Name: _____ Date: _____
E-Mail: _____

The following customers are presently operating similar equipment to the proposed:

Name: _____
Street Address: _____
City, State, Zip Code: _____
Telephone No.: _____
Contact: _____

Name: _____
Street Address: _____
City, State, Zip Code: _____
Telephone No.: _____
Contact: _____

Maintenance service has been provided to the following customers during the last three years.

Name: _____
Street Address: _____
City, State, Zip Code: _____
Telephone No.: _____
Contact: _____

Name: _____
Street Address: _____
City, State, Zip Code: _____
Telephone No.: _____
Contact: _____

- Enclosure:
- _____ Complete descriptive literature
 - _____ Maintenance agreement
 - _____ Any materials relevant to service and training