



**TOWN OF STRATFORD
PURCHASING DEPARTMENT
STRATFORD, CONNECTICUT**

REQUEST FOR PROPOSAL

RFP No. 2014-006

Issued: February 3, 2014

Subject: Mailroom Services

The Town of Stratford through the Office of the Purchasing Agent will receive SEALED PROPOSALS for furnishing the equipment described in the accompanying specifications, in accordance with the instructions, conditions and reservations that follow:

A. CLOSING DATE:

Proposals will be received until 3:00 pm February 20, 2014, in the Office of the Purchasing Agent, Room 202, Town Hall, 2725 Main Street, Stratford, CT 06615.

Any proposal may be withdrawn prior to the above-scheduled time for receiving bids or authorized postponement thereof. Any proposals received after the date and time specified shall NOT be considered. No bidder may withdraw a proposal within 45 days after the actual opening thereof.

B. INSTRUCTIONS:

Proposals are to be submitted (FOUR COPIES) in a sealed envelope and clearly marked with the bid number and description on the outside of the envelope, including all outer packaging (DHL, FedEx, UPS, etc).

Proposals must be delivered to:
Purchasing Department
Stratford Town Hall — Rm 202 2725 Main Street
Stratford, CT 06615

C. CONDITIONS:

Bid Surety:

A Bid Surety is not required.

Taxes: The Town of Stratford is exempt from all State and Federal taxes. Do not include these amounts in your quotation.

Addendums: All addendums will be posted on the town website www.townofstratford.com. It is the responsibility of the bidder to check the website for any addendums before submitting their bid.

Conflict of Interest: No public official or employee shall, while serving as such, have any financial interest or engage in any business, employment, transaction or professional activity or incur any obligation of any nature which is in substantial conflict with the proper discharge of his/her duties or employment in the public interest.

D. RESERVATIONS:

The Town of Stratford may consider informal any proposal not prepared and submitted to the Town in accordance with the provisions herein stated. The Town of Stratford reserves the right to reject any or all proposals or parts of proposals; to waive defects in same proposals; or to accept any proposal or part thereof deemed to be in the best interests of the Town of Stratford.

RFP 2014-006
MAILROOM SERVICES
SPECIFICATIONS

The Town of Stratford is requesting proposals for Mailroom Services for Town Hall and outlying departments. Service is required Monday through Friday between 11:00am and 2:00pm. Employee must possess a valid driver's license, must be fully insured and use their own vehicle with company logo displayed for deliveries.

Duties:

- Sort incoming mail (at Town Hall mailroom) according to departments.
- After mail is sorted, deliver to departments in Town Hall. Pick up outgoing mail at same time, including inter-office mail.
- Deliver all mail (including inter-office) to 7 department buildings in Stratford and pickup outgoing mail and inter-office mail.
- Sort inter-office mail and deliver to departments in Town Hall and pickup any mail.
- Enter postage on mail utilizing Pitney Bowes mail machine (supplied by the Town).
- Third party service picks up mail from the mailroom.
- Provide at least five references.
- Provide own uniform with company seal.

Evaluation Process

- Companies will be evaluated on cost, presentation to staff committee and recommendations from current clients.

Town Buildings

Town Hall
2725 Main St.

Health Department
469 Birdseye St.

Fire Department
2750 Main St.

Senior Services
1000 West Broad St

Police Department
900 Longbrook Ave.

Recreation Dept
1 Dorne Drive

Public Works Building
500 Patterson Ave.

Water Pollution Facility
105 Beacon Point Rd.

Town of Stratford Insurance Requirements:
Mail Room Services

The (name of contractor) shall purchase from and maintain, for the life of this contract and any supplements thereto, in a company or companies with an A.M. Best rating of A- (VII) or better the following insurance coverage.

A. Workers Compensation:

(Name of Contractor) shall provide Connecticut workers compensation and employers liability insurance that complies with the regulations of the State of Connecticut with limits no less than \$100,000 each accident by bodily injury; \$100,000 each accident by disease and a policy limit of \$500,000.

- The policy shall include a 'Waiver of our Right to Recover from Others' endorsement.

B. Commercial General Liability Insurance:

(Name of Contractor) shall provide commercial general liability insurance policy that includes products, operations and completed operations. Limits should be at least: Bodily injury & property damage with an occurrence limit of \$1,000,000; Personal & advertising injury limit of \$1,000,000 per occurrence; General aggregate limit of \$2,000,000 (other than products and completed operations); Products and completed operations aggregate limit of \$2,000,000.

- The policy shall name the Town of Stratford as an additional insured and include 'Waiver of Transfer of Rights of Recovery Against Others To Us' endorsement CG2404.
- Such coverage will be provided on an occurrence basis and will be primary and shall not contribute in any way to any insurance, deductible or self insured retention carried by the Town of Stratford.

C. Commercial Automobile Insurance:

(name of contractor) shall provide commercial automobile insurance for any owned autos (symbol 1 or equivalent) in the amount of \$1,000,000 each accident covering bodily injury and property damage on a combined single limit basis. Such coverage shall also include hired and non-owned automobile coverage.

D. Umbrella Liability Insurance:

(name of contractor) shall provide an umbrella liability policy in excess (without restriction or limitation) of those limits described in items (A) through (C). Such policy shall contain limits of liability in the amount of \$1,000,000 each occurrence and \$1,000,000 in the aggregate.

As to the insurance required, the insurer(s) and/or their authorized agents shall provide the Town of Stratford with certificates of insurance prior to execution of the contract describing the coverage and providing that the insurer shall give the Town of Stratford written notice at least sixty (60) days in advance of any termination, expiration or changes in coverage.