

COMBINED SYNOPSIS/SOLICITATION FOR COMMERCIAL ITEMS
Mail Meter/Postage Machines and Warehouse Package Tracking System

General Information

Document Type:	Combined Solicitation/Synopsis
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Product or Service Code:	W075
Set Aside (SDVOSB/VOSB):	SDVOSB/VOSB
NAICS Code:	532420

Contracting Office Address

4811 Airport Drive, Suite 600
Long Beach, CA 90815

Description

This is a combined synopsis/solicitation for commercial items prepared in accordance with the format in Federal Acquisition Regulation (FAR) subpart 12.6, "Streamlined Procedures for Evaluation and Solicitation for Commercial Items," as supplemented with additional information included in this notice. This announcement constitutes the only solicitation; quotations are being requested, and a written solicitation document will not be issued.

This notice is set aside for service disabled veteran owned small businesses (SDVOSBs) and veteran owned small businesses

This solicitation is a Request for quotations (RFQ). The solicitation document and incorporated provisions and clauses are those in effect through Federal Acquisition Circular 2019-04.

The associated North American Industrial Classification System (NAICS) code for this procurement is 532420, with a small business size standard of \$32.5 Million.

The VA Loma Linda Healthcare System, 11201 Benton Street, Loma Linda, CA 92357 is seeking to purchase equipment and software leases for mailroom mail processing, postage meter machine, inbound, outbound and proof of delivery services for both mailroom and warehouse.

All interested companies shall provide a quote for the following:

TITLE:

Mail Meter/Postage Machines and Warehouse package tracking system.

BACKGROUND INFORMATION:

The contractor will implement a receiving tracking solution for the Warehouse and a mailing and shipping service compliant with USPS® regulations.

OBJECTIVES:

The purpose of this contract is to have a Contractor furnish warehouse tracking equipment, software and training. In addition, the contractor will provide mail folding and metering machines. It will also include a service contract for preventative maintenance for the leased equipment that will be on site at VA Loma Linda.

Warehouse tracking software will track all packages that are incoming as well as outgoing to different areas of the facility.

The mailroom will have a letter folding machine to assist in the insertion of outgoing correspondence in to envelopes. Mail metering machines will be used to weigh, meter and print USPS® compliant shipping labels on all outgoing mail and correspondence related to patient affairs.

SPECIFIC REQUIREMENTS:

The contractor will provide:

Mail tracking software with email notification and route activity logging features

Hardware:

- One (1) wireless wedge scanner

- Ten (10) Android Mobile Tracking Assistants scanners

- Three (3) 5-bay cradle/docking station with Ethernet Adapter

- Two (2) cordless scanners

- One (1) label printer

- One (1) counter signature pad

Two (2) Mail metering/postage machines capable of processing 300 letters/minute; to include 15" color display, barcode scanner, wireless keyboard, power stacker, shipping label printer and console with scale stand and extension kit or equal.

One (1) Folder/Inserting System with 2D tower scanning and scanning software, vertical power stacker, special tower feeder kit, bottom address inverter kit, exit transport, sheet and insert feeder trays, 90" table, file-based processing with PC, capable of processing 4,000 letters/hour

The mail metering system shall allow for a quick receive of packages and process a delivery transaction allowing user to validate received count with a carrier via tracking Assistant and workstations or equal tracking system.

The system shall allow tracking of non-barcoded items by either generating an internal ID label or client applied barcode.

The system shall have the ability to recognize carrier printed barcodes to extract carrier and service level types when scanned.

The system shall allow users to flag packages as "mystery" packages that are not addressed correctly.

The system shall allow the user to record details of a damaged item when received.

The system shall allow the user to update details about previously received items.

The system shall route a package based on recipient.

The system shall default the package location but allow the user to edit the location by selecting from a pop-up list.

The system shall track multiple package moves and capture signatures via the Tracking Assistant.

The system shall capture "Deliver To" or "Alternate Deliver To" from a list.

The contractor shall provide preventative maintenance. The contractor will provide complete maintenance including remedial and preventative for all mail and package processing equipment and software obtained under this procurement. The contractor shall ensure maintenance personnel are on-site for service and repair. The contractor shall provide all replacement equipment parts as required.

The maintenance program offers all the benefits of an equipment maintenance agreement, including all parts and labor, access to customer call center for resolution by phone, and

preventative maintenance to keep equipment in peak condition through a single point of contact.

The contractor will also log and document all calls to their service center to ensure proper response.

The contractor will provide operating training on-site for a minimum of three (3) sessions for up to four (4) hours.

INSTALLATION:

Contractor shall verify measurements/dimensions prior to ordering and installation.

Contractor shall coordinate installation per VA POC work schedule, Monday – Friday, 0800-1600pm, excluding holidays.

The contractor shall provide all necessary procedure manuals, troubleshooting manuals and operator manuals.

Contractor shall provide all necessary cabling and ancillary equipment not described above to ensure each system is fully functional.

The contractor shall define maintenance requirements of the system, including daily, weekly, monthly and as needed maintenance, and indicate what maintenance is performed by the use and what is not.

The installation will take place within 30 days after delivery.

Any damage caused by the contractor shall be repaired by the contractor.

At the completion of the installation, contractor shall make sure that all the equipment is working properly.

Upon completion of the install COR will conduct an inspection.

Line Item	Description	Quantity
1	SendPro P3000 WOW Postage machines. 15" Color display, Barcode scanner, Wireless keyboard, Power stacker, Shipping label printer, Console with scale stand and extension kit	2 EA
2	SendSuite Tracking Software E-mail notification and Route activity logging features Hardware: includes 10 wireless mobile scanners with rugged boots, 3 Five bay cradles, 3 Ethernet adapters, 2 Cordless scanners, 1 Label printer, 1 Counter signature pad	1 EA
3	Relay5000 Folder / Inserting System	1 EA

	2D Tower Scanning and scanning software, Vertical power stacker, Special Tower Feeder kit, Bottom Address Inverter Kit, Exit transport, Sheet and Insert feeder trays, 90" table, File Based Processing with PC	
4	Meter Rental	12 Months
5	PlanetPress and ConnectRightMailer software Professional Services for barcoding and automation of documents	1 EA

Period of Performance

Base Year of 12 months plus four option years.

Base Year: 10/1/2019 – 9/30/2020

Option Year 1: 10/1/2020 – 9/30/2020

Option Year 2: 10/1/2021 – 9/30/2022

Option Year 3: 10/1/2022 – 9/30/2023

Option Year 4: 10/1/2023 – 9/30/2024

Place of Performance

Address: Department of Veterans
Affairs, VA Loma Linda
Healthcare System
11201 Benton Street
Loma Linda, CA

Postal Code: 92357

Country: UNITED STATES

This solicitation is for brand name (exact match or equal) and offerors shall be an authorized distributor by the manufacture and must be able to offer full manufacture warranty all at a fair and reasonable price offering best value to the Government. The quote should provide enough information for the government to determine what the vendor is providing in material, the contractor's ability to fulfil the requirement and a cost breakdown.

Submitting Quote: Offeror(s) shall submit their quote on company letterhead and shall include the completed pricing forms, along with name, address, telephone number of the offeror, firm's DUNS#, total price. Offerors shall have completed FAR Clause 52.212-3 Offerors Representations and Certifications - Commercial Items in Systems for Award Management SAM

at www.sam.gov as required by FAR Clause 52.212-3 Offerors Representations and Certifications - Commercial Items.

Award shall be made to the offeror whose quotation offers the best value to the government, considering technical capability and price.

The Government intends to award a firm-fixed-price contract. The Contract begins on the date of award.

Due to time constraints, responses to the solicitation shall be due on Monday, September 09, 2019 at 3 PM PST. Offerors are advised that it is your responsibility to review and monitor the website frequently to ensure you have the most up to date information, including amendments.

Correspondence or questions may be directed to Ryan Singletary, Contracting Officer at ryan.singletary@va.gov. Telephone inquiries will not be honored. Inquiries after the allotted period may not be responded to due to the time constraints of the procurement. All offerors must be registered in www.sam.gov to do business with the Government. Ensure your registration is correct, current and has not expired.

Point of Contact

Ryan Singletary, Contracting Specialist
Ryan.Singletary@va.gov