



**COUNTY OF NEWAYGO
NEWAYGO COUNTY, MICHIGAN
REQUEST FOR BIDS (RFB)**

POSTAGE METER/MAILING SYSTEM

Newaygo County Administration is requesting sealed bids from experienced companies for the purchase of a postage meter/mailing system (hereafter referred to as “mailing system”) to be located at the Newaygo County Administration Building.

Newaygo County officially distributes bid documents from the Newaygo County Administration Office. Copies obtained through any other source are not considered official copies. If you have received this document from a source other than the Newaygo County Administration Office, it is recommended you obtain an official copy.

1. BID PROCESS

The following is a schedule of events concerning the bid process:

- | | |
|--------------------------|-------------------------------|
| • Bids Due | September 9, 2026 |
| • Bid Opening | September 10, 2026 |
| • Installation of System | To be determined in agreement |

A complete original of sealed bid shall be submitted to:

NEWAYGO COUNTY CLERK
1087 E Newell Street, PO Box 885
White Cloud, MI 49349

PLEASE MARK ENVELOPES: BID – POSTAGE METER/MAILING SYSTEM

Bids must be received no later than September 9, 2026, at the address set forth above. Bids received after September 9, 2026, may not be considered. The bid is to be completed in a clear, concise form. Additional written material, such as professional records, certifications, etc., may be attached and submitted to augment the data.

Questions regarding bid specifications or site visits shall be e-mailed to Newaygo County Deputy Administrator Sandi Christoffersen at sandi.christoffersen@newaygocountymi.gov (subject line “RFB: Postage Meter/Mailing System”). Newaygo County will make every effort

to provide a clear answer to interested parties; however, it makes no guarantees. Responses will be placed on the County's website at www.newaygocountymi.gov. To view items related to this solicitation, under the "County Procurement" tab on the homepage, click "Learn More" and select the appropriate project to download the files.

2. RESERVATION OF RIGHTS

The Newaygo County Board of Commissioners reserves the right to reject any bids, to award the contract to other than the low bid, to award separate agreements for separate parts of the services required, to negotiate the terms and conditions of all and any part of the bids, to waive irregularities or formalities, to reject all bids, and in general to make award in the manner as determined to be in the Newaygo County's best interest and its sole discretion.

3. RESPONSIVE BIDS

Companies are expected to examine the requirements and all instructions. Failure to do so will be at the company's risk. Each company shall furnish all the information requested herein. If any person/organization contemplating submitting a bid is in doubt of the true meaning of any part of the specifications or other conditions with the RFB, they are advised to ask to have the portion in question clarified. Refer to Section 1: BID PROCESS.

4. CHANGES AND ADDENDA TO BID DOCUMENTS

Each change or addendum issued concerning this request will be on file in the Office of Administration. In addition, all changes and addenda will be posted on Newaygo County's website. Refer to Section 1: BID PROCESS on how to access information on the website. The company shall be responsible for making inquiries about the changes or addenda issued. All such changes or additions shall become part of the purchase contract, and such modifications or addenda shall bind all companies.

5. TAXES, TERMS, AND CONDITIONS

Newaygo County is exempt from paying federal and State Sales Taxes on most transactions. The County's federal tax identification number is 38-6006112. Payment terms are subject to County fiscal policy and respective contracts.

6. INDEMNIFICATION AND HOLD HARMLESS

The company whose bid is accepted must agree to the following indemnification and hold harmless responsibilities:

The company shall, at his or her own expense, protect, defend, indemnify, and hold harmless Newaygo County, its elected and appointed officers, employees, and agents from all claims, damages, (including but not limited to direct, indirect, incidental, consequential, special and punitive damages), costs, lawsuits and expenses including, but not limited to, all costs from administrative proceedings, court costs, and attorney fees, that they may incur as a result of any acts, omissions or negligence of the selected firm, its employees or agents or its subcontractors of sub-subcontractors, or any of their officers, employees or agents which may arise out of the contract.

The company's indemnification responsibilities shall include the sum of damages, costs, and expenses that are more than the sum paid on behalf of or reimbursed to Newaygo County or its elected and appointed officers, employees, agents or by the insurance coverage obtained and maintained by the selected firm according to the requirements of this RFB and the contract entered.

7. EQUAL EMPLOYMENT OPPORTUNITY

The company and its subcontractors, as required by law, shall not discriminate against the employee or applicant for employment with respect to hiring, tenure, terms, conditions, or privileges of employment, or a matter directly related to employment because of race, color, religion, national origin, age, sex, disability that is unrelated to the individual's ability to perform the duties of a particular job or position, height, weight, or marital status. A breach of this covenant may be regarded as a material breach of the purchase agreement.

The company agrees to post notices containing this policy against discrimination in conspicuous places available to applicants for employment and employees. All solicitations or advertisements for employees, placed by or on behalf of the purchase agreement, will state that all qualified applicants will receive consideration for employment without regard to race, color, sex, national origin, disability, age, height, weight, marital status, and religion.

8. INSURANCE REQUIREMENTS

The company whose bid is accepted must meet and agree to maintain the following insurance coverage requirements during the term of the purchase agreement. All coverages shall be with insurance companies licensed and admitted to doing business in the State of Michigan.

- A. **Workers' Compensation:** The successful company shall carry Workers' Disability Compensation and Employer's Liability Insurance Coverage, as required by law. If the successful company uses subcontractors and sub-subcontractors for the performance of services required under this bid, the successful company shall ensure that said subcontractors and sub-subcontractors carry Workers' Disability Compensation and Employer's Liability Insurance coverage, as required by law.
- B. The successful company shall be responsible for ensuring all its tools, equipment, and materials which they, or any of their sub-contractors, may use or leave at the worksite. Newaygo County shall not be responsible for any loss or damage to the successful Company's tools, equipment, and materials.
- C. **Commercial General Liability:** The successful company shall procure and maintain during the term of the Contract Commercial General Liability Insurance on an "occurrence basis" with limits of liability of not less than \$1,000,000 per occurrence and aggregate combined single limit, for Personal Injury or Bodily Injury and \$1,000,000 per occurrence and aggregate for Property Damage. Coverage shall

include the following extensions: (1) Contractual Liability; (2) Products and Completed Operations Coverage; (3) Independent Contractors Coverage; (4) Broad Form General Liability Extensions or equivalent if not in policy proper.

- D. **Vehicle Liability:** The successful company shall maintain Vehicle Liability Coverage and Michigan No-Fault coverage including all owned, non-owned, and hired vehicles, of not less than \$1,000,000 per occurrence combined single limit.
- E. **Additional Insured:** Commercial General Liability Insurance and Motor Vehicle Liability Insurance, as described above, shall include an endorsement stating that the following shall be "Additional Insured:" **The County of Newaygo, all elected and appointed officials, all employees and volunteers, all boards; commissioners or authorities, and board members, including employees and volunteers.**
- F. **Proof of Insurance Coverage:** The successful company shall provide the County, at the time of the signing of the Agreement, copies of certificates or policies for Workers' Compensation, Comprehensive General Liability, and Motor Vehicle Liability.
- G. **Insurance Renewals:** If any of the above coverage expired during the term of the Agreement, the Company's insurer shall deliver renewal certification and policies to Newaygo County Administration, 1087 Newell, PO Box 885, White Cloud, MI, 49349, at least thirty (30) days before expiration. Insurance Certificate(s) may be faxed to (231) 689-7205, addressed to the Deputy Finance Director.
- H. **Notice of Cancellation:** Workers' Compensation Insurance, Commercial General Liability Insurance, and Motor Vehicle Liability Insurance as described above shall include an endorsement stating the following: It is understood and agreed that thirty (30) days Advance Written Notice of Cancellation, Non-Renewal, Reduction or Material Change shall be sent to Newaygo County Administration, 1087 E Newell St., PO Box 885, White Cloud, MI, 49349-0885.

ALL COSTS RELATED TO CONTRACT PRICE SHALL BE INCLUDED IN THE BID.

9. WITHDRAWAL OF BID

Bids may be withdrawn in person by a company's authorized representative, provided their identity is made known, and a receipt is signed for the bid, but **only** if the withdrawal is made before the stated bid deadline. In case of an error by the company, Newaygo County may, at its discretion, reject such a bid upon presentation of a letter by the company that sets forth the error, the cause thereof, and sufficient evidence to substantiate the claim.

10. AWARD

This document is a Request for Bid. All bids will be evaluated by a review committee composed of representatives of, but not limited to, Newaygo County Administration,

Newaygo County Department staff, and the Board of Commissioners. The bid will be evaluated on the following (not in any relevant order and not necessarily ranked equally):

1. Company's qualifications and capabilities to provide the specified service and any other factors Newaygo County may consider relevant to the implementation and maintenance of the proposed solution
2. Staff experience/qualifications
3. Past performance
4. Cost reasonableness
5. Cost competitiveness
6. References
7. Any other relevant information

Applicants should be prepared to present additional information, including supplemental documentation, and may be requested to attend interviews or public meetings before the award. The price proposed shall be considered firm and cannot be altered after receipt per the terms of this bid. Newaygo County reserves the right to consider bids for modifications at any time before a contract is awarded. Negotiations for some aspects of this project may be undertaken with the vendor whose bid is deemed to meet the specifications and needs of Newaygo County best. An award for this request will be made by the Newaygo County Board of Commissioners.

Newaygo County will not pay for any information herein requested, nor is it liable for any costs incurred by the company. The successful company shall commence work only after the transmittal of a fully executed purchase agreement or after receiving written notification to proceed from Newaygo County. The successful company will perform all services indicated in the bid packet and compliance with the negotiated purchase agreement. The contents of this RFB and the successful company's response will become contractual obligations if a purchase agreement ensues. Failure of the successful company to accept these obligations may result in cancellation of the award.

11. MINIMUM QUALIFICATIONS

Companies shall demonstrate they have the resources and capability to perform the services as described herein. The following criteria shall be met to be eligible for this purchase agreement. Failure to meet the minimum qualifications is ample cause for the company to be deemed non-responsive:

1. The company shall have at least three (3) years' experience with similar work.
2. The company shall designate a single point of contact.
3. The company must be able to meet all insurance requirements as outlined in Section 8: INSURANCE REQUIREMENTS.

12. SCOPE OF SERVICES

1. The County reserves the right to modify the scope of services during the purchase agreement. Any changes in pricing or payment terms proposed by the company resulting from the requested changes are subject to acceptance by the County. Changes may be increases or decreases.
2. Payment terms are subject to County fiscal policy and respective contracts.
3. The successful company shall not assign the award of the purchase agreement or any payment without the prior written approval of Newaygo County.
4. See section 14: DETAILED SCOPE OF WORK for a detailed list of tasks required to be completed by the Contractor.

13. REQUIRED CONTENTS OF THE BID – in the following order:

1. The enclosed Bid Form, completed by the company.
2. A narrative that describes:
 - a. A brief company overview and history.
 - b. The qualifications of key staff that will work on this project.
 - c. A detailed plan of how your company will complete the requested project requirements.
3. Attach at least three (3) references who are familiar with similar work performed by the contractor.
4. The bid should include all costs necessary to perform the work listed in Section 14: DETAILED SCOPE OF WORK. This should include all supervision, labor, material, and equipment needed.

14. DETAILED SCOPE OF WORK

The County of Newaygo accepts bids to purchase a mailing system.

Monthly volume is approximately **10,000** pieces but a peak month could be **40,000** or more.

The new mailing system must possess the following characteristics:

1. User friendly and easy to operate.
2. Ability to download United States Postal Service rate updates and software updates over internet and/or phone line.
3. Process batches of mail containing various weights, various thicknesses, and various sizes.
4. Process mixed flap orientations [open/closed, sealed/unsealed].
5. Weigh each piece, calculate rate and imprint postage on envelope.
6. Detect and properly meter overweight and or oversized mail in accordance with United States Postal Service regulations.
7. Contain a 30-pound scale.
8. Contain a power stacker.
9. Ability to provide departmental accounting.

In addition to the mailing system, each company must provide:

1. Service contract costs for hardware and software maintenance.
2. Service contract costs for meter rental.
3. The cost difference between purchasing the machine versus leasing the machine over five (5) years.

At a minimum, bids should include:

1. Description of mail system, including make and model. The machine shall be in current production, meaning: the machine model is being manufactured as new equipment.
2. Total cost of machine including delivery, installation and training.
3. A description of the company's maintenance department, including the number of employees along with their training and years of experience and expertise in the area of postage machine maintenance and the location of the office from which the vendor conducts business.
4. Length of proposed maintenance contract and/or length of time current pricing will remain in effect. Include details of maintenance, including estimated response time for repairs and mechanisms and procedure for voiding any agreements.
5. A description of the company's customer service department and the location of the office which calls are directed.
6. List of current organizations for which you have provided mail systems. Reference name and phone number are required for each group listed. Any information provided for bid is to be retained as confidential information and is not for public record.
7. Proof of current liability, vehicle, and workers' compensation insurance, including policy limits.

All services shall be billed monthly as completed and sent to:

Newaygo County Administration
1087 Newell, PO Box 885
White Cloud, MI 49349

The County of Newaygo will not pay any additional fees or surcharges. Any and all costs shall be included in the bid price.

BID FORM

COMPANY NAME:

BID FOR: **POSTAGE METER/MAILING SYSTEM**

FORWARD BID TO: NEWAYGO COUNTY CLERK'S OFFICE
ATTN: JASON VANDERSTELT
1087 E NEWELL ST
PO BOX 885
WHITE CLOUD, MI 49349

THE UNDERSIGNED AGREES TO THE PERFORMANCE OF THE WORK AS STATED IN THE SCOPE OF WORK FOR THE FOLLOWING BID SUM (PROVIDE THE AMOUNT IN BOTH WORDS AND FIGURES: THE AMOUNT IN WORDS GOVERNS IN THE EVENT OF DISCREPANCIES).

ADDITIONALLY, THE UNDERSIGNED, HAVING EXAMINED THE SCOPE OF WORK, INCLUDING THE INSTRUCTIONS TO COMPANIES, GENERAL CONDITIONS AND GENERAL REQUIREMENTS, AND BEING FAMILIAR WITH ALL CONDITIONS AFFECTING THIS PROPOSED PROJECT, HEREBY PROPOSES TO FURNISH THE PRODUCTS AS LISTED, DELIVERY OF, AND SERVICES NECESSARY TO PERFORM AND COMPLETE THE WORK AS INDICATED FOR THIS REQUEST IN ACCORDANCE WITH THE DOCUMENTS FOR THE SUMS AND UNDER THE CONDITIONS AS FOLLOWS:

- TOTAL SYSTEM COST (Not-To Exceed Amount):
\$ _____

Amount in words:

- A narrative that describes:
 - A brief company overview and history.
 - The qualifications of key staff that will work on this project.
 - A detailed plan of how your company will complete the requested project requirements.
- Attach at least three references who are familiar with similar work performed by your company.
- Attach a copy of detailed information and costs for how the company plans to complete this service.

BID EXECUTION

1. The undersigned affirms that this bid was developed without any collusion, undertaking, or agreement, either directly or indirectly, with any other company to maintain the prices of the indicated work or prevent any other company from proposing the work.
2. It is agreed that this bid will not be withdrawn for a period of 60 days after the indicated date for the receipt of bids.
3. Please provide a copy of insurance and a copy of worker's compensation.
4. Please indicate detailed pricing.
5. The final purchase agreement must be signed before the system can be provided.

COMPANY'S FIRM NAME _____

ADDRESS _____

EMAIL _____ PHONE _____

BY _____

NAME AND TITLE _____

SIGNED THIS _____ DAY OF _____, 2026