

Retirement Systems of Alabama Solicitation

Solicitation RFB 020 23000000602	Document Phase Final	Document Description PRODUCTION PRESSURE SEALER
Procurement Folder 1786501	Creation Date 03/10/23	Print Date 07/05/23

Request for Bids

CONTACTS

Contact	Name	E-mail	Phone
Requestor:	Katelen Allen	katelen.allen@rsa-al.gov	334-517-7130
Issuer:	Robert Mitchell	robert.mitchell@rsa-al.gov	334-517-7131
Buyer:	Katelen Allen	katelen.allen@rsa-al.gov	334-517-7130

Bids will be accepted from: 07/05/23

to: 07/31/23 4:30 PM

Bids will be opened: 8/01/23 10:00 AM

TO BE COMPLETED BY VENDOR

Information in this section should be provided as appropriate. Bid Response must be in ink or typed with original signature and notarization.

1. Delivery: Can be made _____ days or _____ weeks after receipt of order.
2. Terms: _____ (Discounts are taken without regard to date of payment.)
3. Prices valid for acceptance within _____ days.
4. Vendor's quotation reference number, if any: _____ (this number will appear on the purchase order.)
5. E-mail address: _____ Internet Website: _____
6. General Contractor's License No: _____ Type of G.C. License: _____

Return invitation to bid:

Regular Mail

Retirement Systems of Alabama
Director of Office Services
P.O. Box 302150
Montgomery, AL 36130-2150

Courier

Retirement Systems of Alabama
Director of Office Services
201 S. Union St
Montgomery, AL 36104

Signature and Notarization Required

I have read the entire bid and agree to furnish each item offered at the price quoted. I hereby affirm I have not been in any agreement or collusion among bidders in restraint of freedom of competition by agreement to bid at a fixed price or to refrain from bidding.

Sworn to and

VSS Vendor Number

Authorized Signature (Ink)

Subscribed before me this

Company Name

Type/Print Authorized Name

Day of _____

Mail Address

Title

Notary Public

City, State, Zip

Toll Free Number

Term Expiration:

Phone Including Area Code

Fax Number

COMMODITY INFORMATION

Group: 1 Default	Line: 1	Line Type: Item
Commodity Code: 60063		Quantity: 1.00000
Commodity Description: Folding/Inserting/Sealing Machines		Unit: Each
Extended Amount:		Unit Price:

Preferred Vendor: _____**Extended Description:**

HIGH-CAPACITY PRESSURE SEALER

ENTER PRICE ON BID PRICE FORM

SHIPPING AND BILLING**Shipping**

RETIREMENT SYSTEMS OF ALABAMA
 DIRECTOR OF OFFICE SERVICES
 201 S UNION ST
 MONTGOMERY, AL 36104
 USA

Billing

RETIREMENT SYSTEMS OF ALABAMA
 ACCOUNTING
 PO BOX 302150
 MONTGOMERY, AL 36130-2150
 USA

Delivery Date:**Delivery Type:****COMMODITY INFORMATION**

Group: 1 Default	Line: 2	Line Type: Item
Commodity Code: 9392154		Quantity: 1.00000
Commodity Description: MAINTENANCE, COMPUTER AND DATA		Unit: Each
Extended Amount:		Unit Price:

Preferred Vendor: _____**Extended Description:**

HIGH-CAPACITY PRESSURE SEALER MAINTENANCE YR1

ENTER PRICE ON BID PRICE FORM

SHIPPING AND BILLING**Shipping**

RETIREMENT SYSTEMS OF ALABAMA
 DIRECTOR OF OFFICE SERVICES
 201 S UNION ST
 MONTGOMERY, AL 36104
 USA

Billing

RETIREMENT SYSTEMS OF ALABAMA
 ACCOUNTING
 PO BOX 302150
 MONTGOMERY, AL 36130-2150
 USA

Delivery Date:**Delivery Type:****COMMODITY INFORMATION**

Group: 1 Default	Line: 3	Line Type: Item
Commodity Code: 9392154		Quantity: 1.00000
Commodity Description: MAINTENANCE, COMPUTER AND DATA		Unit: Each
Extended Amount:		Unit Price:
Preferred Vendor: _____		

Extended Description:

HIGH-CAPACITY PRESSURE SEALER MAINTENANCE YR2

ENTER PRICE ON BID PRICE FORM

SHIPPING AND BILLING

Shipping

RETIREMENT SYSTEMS OF ALABAMA
DIRECTOR OF OFFICE SERVICES
201 S UNION ST
MONTGOMERY, AL 36104
USA

Delivery Date:

Billing

RETIREMENT SYSTEMS OF ALABAMA
ACCOUNTING
PO BOX 302150
MONTGOMERY, AL 36130-2150
USA

Delivery Type:

COMMODITY INFORMATION

Group: 1 Default	Line: 4	Line Type: Item
Commodity Code: 9392154		Quantity: 1.00000
Commodity Description: MAINTENANCE, COMPUTER AND DATA		Unit: Each
Extended Amount:		Unit Price:
Preferred Vendor: _____		

Extended Description:

HIGH-CAPACITY PRESSURE SEALER MAINTENANCE YR3

ENTER PRICE ON BID PRICE FORM

SHIPPING AND BILLING

Shipping

RETIREMENT SYSTEMS OF ALABAMA
DIRECTOR OF OFFICE SERVICES
201 S UNION ST
MONTGOMERY, AL 36104
USA

Delivery Date:

Billing

RETIREMENT SYSTEMS OF ALABAMA
ACCOUNTING
PO BOX 302150
MONTGOMERY, AL 36130-2150
USA

Delivery Type:

COMMODITY INFORMATION

Group: 1 Default	Line: 5	Line Type: Item
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Commodity Code: 9392154 **Quantity:** 1.00000
Commodity Description: MAINTENANCE, COMPUTER AND DATA **Unit:** Each
Extended Amount: **Unit Price:**
Preferred Vendor: _____

Extended Description:

HIGH-CAPACITY PRESSURE SEALER MAINTENANCE YR4

ENTER PRICE ON BID PRICE FORM

SHIPPING AND BILLING

Shipping

RETIREMENT SYSTEMS OF ALABAMA
DIRECTOR OF OFFICE SERVICES
201 S UNION ST
MONTGOMERY, AL 36104
USA

Delivery Date:

Billing

RETIREMENT SYSTEMS OF ALABAMA
ACCOUNTING
PO BOX 302150
MONTGOMERY, AL 36130-2150
USA

Delivery Type:

COMMODITY INFORMATION

Group: 1 Default **Line:** 6 **Line Type:** Item
Commodity Code: 9392154 **Quantity:** 1.00000
Commodity Description: MAINTENANCE, COMPUTER AND DATA **Unit:** Each
Extended Amount: **Unit Price:**
Preferred Vendor: _____

Extended Description:

HIGH-CAPACITY PRESSURE SEALER MAINTENANCE YR5

ENTER PRICE ON BID PRICE FORM

SHIPPING AND BILLING

Shipping

RETIREMENT SYSTEMS OF ALABAMA
DIRECTOR OF OFFICE SERVICES
201 S UNION ST
MONTGOMERY, AL 36104
USA

Delivery Date:

Billing

RETIREMENT SYSTEMS OF ALABAMA
ACCOUNTING
PO BOX 302150
MONTGOMERY, AL 36130-2150
USA

Delivery Type:

BID RESPONSE INSTRUCTIONS

- The following documents are part of this Invitation to Bid: Bid Response Instructions, General Conditions and Specifications of Bid, Bid Price Form, RSA Standard Terms and Conditions for Solicitations and Contracts, RSA Reservation of Rights and Requirements for ITBs and RFPs, State of Alabama Disclosure Statement, Certificate of Compliance with the Beason Hammon Taxpayer and Citizen Protection Act (Immigration Compliance Certificate), IRS Form W-9, and RSA Confidentiality and Non-Disclosure Agreement. All of these documents may be found on RSA's website at www.rsa-al.gov/about-rsa/itb-rfp/.
- **READ ALL TERMS, CONDITIONS AND SPECIFICATIONS PRIOR TO SUBMITTING BIDS.**
- All bids must be sealed. Label your sealed bid response envelope with the **BID NUMBER** and **OPENING DATE**. Bids not sealed and identified may be rejected.
- Submit your bid on time. **ALL LATE BIDS WILL BE REJECTED.** The Retirement Systems of Alabama assumes no responsibility for bid responses that are late due to the U.S. Postal Service, private courier service, or any other reason.
- **Bid responses must be signed and notarized.** Signatures must be original, hand-written.
- Bid pricing must be submitted on the attached **Bid Price Form** without modification, must include all requested information, and must be signed by an authorized representative for bidder.
- Any errors or corrections to a bid response must be initialed.
- **Delivery date may be considered a factor in determining an award.**
- Any questions or clarifications concerning this bid should be directed to Katelen Allen at katelen.allen@rsa-al.gov. Bidders should not rely on oral information and should only consider written information provided by RSA Office Services when completing this bid.
- **STATE LAWS:** All bidders are responsible for compliance with all laws and Executive Orders and opinions of the Attorney General of Alabama.
- The Retirement Systems of Alabama is exempt from paying Federal Excise Tax, state and local sales tax.

**RETIREMENT SYSTEMS OF ALABAMA
ITB 23000000602
HIGH-CAPACITY PRESSURE SEALER**

General Conditions and Specifications of Bid

PURPOSE

The purpose of this Invitation to Bid (ITB) is to solicit bids relating to the purchase one (1) high-capacity pressure sealer including software, supplies, support, etc. for the Retirement Systems of Alabama (RSA) from qualified vendors who can supply the required maintenance and support for a period of five years following delivery and setup of the sealer. This sealer equipment will replace existing equipment, a Moore LM20 Lasermate, that has reached end of life.

RESPONSIVE AND RESPONSIBLE BIDDERS

Bidders are required to meet the responsive bidder test and the responsible bidder test in order to be eligible for possible award of contract. In order to be considered responsible, bidders must have the capacity in all respects to perform fully the contract requirements and must have the integrity and reliability to assure good faith performance. In order to be considered responsive, bidders must follow bid submission instructions and meet all bid specification, terms, and conditions.

ALABAMA BUYS REGISTRATION REQUIRED

Bidders must be registered in the State of Alabama's AlabamaBuys to be considered for award. Visit www.alabamabuys.gov to register.

BID PRICING

Bid price must include the cost of freight, unloading, installation, set-up, connection, testing, demonstration, removal of debris and detailed training. Title will change upon receipt of satisfactory delivery and installation. These charges must be included in the bid price and not shown separately on the ITB or the invoice.

All pricing should include for a period of one calendar year from the date of award to allow for additional purchases as necessary. The RSA does not guarantee any additional purchases beyond the initial order.

BID OPENING

Bids must be received by the Director of Office Services for the Retirement Systems of Alabama at the address below no later than 4:30pm on July 31, 2023.

U.S.P.S. Delivery:
Retirement Systems of Alabama
Director of Office Services
P.O. Box 302150
Montgomery, AL 36130-2150

Courier Service or Hand Delivery:
Retirement Systems of Alabama
Director of Office Services
201 S. Union St.
Montgomery, AL 36104

Bids will be publicly opened August 1, 2023 at 10AM in Room 521 of the RSA Headquarters Building at 201 South Union Street, Montgomery, Alabama, 36104.

BID EVALUATION AND AWARD

The bid will be awarded “all or none” to the lowest responsive and responsible bidder meeting all bid specifications, terms, and conditions. RSA reserves the right to reject any or all bids and to waive any technical errors or discrepancies if, in their judgment, it would be in the best interest of RSA to waive such errors or discrepancies.

INTENT TO AWARD

The Retirement Systems of Alabama will issue an “Intent to Award” before a final award is made. The “Intent to Award” will be posted on the RSA website (www.rsa-al.gov/about-rsa/itb-rfp/) for a period of 14 calendar days, after which a final award will be made. Upon final award, all rights to protest are forfeited. A detailed explanation of this process may be reviewed in the Alabama Administrative Code – Chapter 355-4-6-.01, except that all protest communications must be filed via email sent to katelen.allen@rsa-al.gov, and the decision on protests shall be made by the Secretary-Treasurer for RSA.

MANUFACTURER/MODEL NUMBER

Bidders must indicate the manufacturer and all stock/model numbers necessary to complete the unit as specified on the Bid Price Form.

EQUIPMENT

Equipment must be classified as new, Original Equipment Manufacture and cannot contain any reprocessed parts or reprocessed components. Previously owned, refurbished, demonstration or field equipment is not acceptable.

The brand and model number referenced provides a level of quality, and unless otherwise specified, is not restrictive. Vendors bidding alternate items must provide complete descriptive/technical literature with their bids for consideration and evaluation. Failure to provide sufficient information for evaluation with the bid will result in the rejection of the bid. Physical inspection and operational evaluation may also be required without cost or obligation to the Retirement Systems of Alabama.

WARRANTY

Bid price must include a minimum 12-month warranty. If during the warranty period, the equipment becomes defective by reason of material or workmanship, vendor will replace it at no charge to the RSA. Replacement component must be new and equal to or better than the failed component. Warranty will commence on the date the equipment is put into service by the Retirement Systems of Alabama.

MAINTENANCE

Maintenance must cover all parts, labor, travel, and freight costs associated with repairs and or replacement of defective equipment. Maintenance must be on-site and available Monday – Friday from 8:00 AM – 5:00 PM Central Standard Time, excluding State of Alabama official

holidays. Maintenance technician must respond on-site within 9 hours of notification. Technicians must be factory trained.

All bidders must provide firm pricing for maintenance for five (5) years and on Bid Price Form. If there is no additional charge for this coverage, bidders must indicate so by placing a zero (0) on the appropriate line. If no figure is entered below, the amount will be entered as zero, and there will be no charge for the maintenance.

BIDDER REFERENCES

Bidders must include in their bid package a minimum of three references of clients who currently have the bid equipment in use in their facility. References must include company name, contact person, and telephone number. Failure to include references and/or failure of the references to report satisfactorily on the equipment will result in bid rejection.

BIDDER QUALIFICATIONS

Bidders must be an authorized distributor for the manufacturer and model listed. Proof of authorization must be submitted upon request. Failure to provide this information, if requested, will result in bid rejection.

DELIVERY

Delivery terms are F.O.B. Destination, 201 South Union Street, Montgomery, Alabama 36104 with inside delivery specified. All shipments must include a packing slip or invoice referencing the Retirement Systems of Alabama's purchase order number. RSA accepts deliveries Monday – Friday 8:00am to 4:30pm Central Time, excluding State of Alabama holidays.

In accordance with the Universal Commerce Code (Code of Alabama, Title 7) after delivery, the RSA has the right to inspect all products before accepting. The RSA will inspect products in a reasonable timeframe. Signature on a delivery document does not constitute acceptance by the RSA. The RSA will accept products only after satisfactory inspection.

SECURITY / NON-DISCLOSURE STATEMENT

The contractor and their employees shall treat all information obtained through the performance of this contract as confidential and shall not use any information so obtained in any manner except as necessary for the proper discharge of the obligations under this contract. Contractor shall not release or allow to be released any information obtained under this contract without the prior written consent of the Retirement Systems of Alabama. Any violation of this requirement may subject the contractor to prosecution and penalty under Federal and State Law. The contractor shall ensure, with a written statement, that all personnel be advised of the confidential nature of the information contained in the RSA files, the safeguards required, and the criminal and civil sanctions for non-compliance with Federal and State Statutes.

EQUIPMENT SPECIFICATIONS

Equipment must fold and seal printed cut sheet forms in a single pass utilizing pressure to activate cohesive imbedded in the form, providing a complete perimeter sealing of all edges.

The pricing should include all necessary parts, components (V-Stack36 Vertical Stacker and V-Stack36-10 Adjustable Stand), additional and/or support equipment and/or accessories.

Equipment must be capable of handling paper sizes 7.5” to 11” wide and 8.5” to 17” long with high-capacity feeder. Must handle paper weights from 24# to 100# stock.

Equipment must support C-Fold, Z-Fold, V-Fold, and Eccentric C & Z Fold.

Hopper Capacity: Up to 350 sheets 24#.

Outfeed: vertically stacks up to 1,500 sealed documents with wheels to guide documents and spring-loaded paper stop that extends as forms are loaded.

Duty Cycle Rating: Must be rated to process up to 300,000 forms a month with regular maintenance.

Minimum Rate: Minimum 30,000 per hour based on 8 ½ X 11, Z-Fold.

Equipment must:

- Allow on-the-fly loading without interruption
- Have a self-calibration double-document detection system with divert mechanism
- Have a resettable job counter
- Be equipped with two sets of steel pressure rollers to ensure quality seal
- Be equipped with single document entry station for single document sealing
- Be a single, free-standing unit on casters with access to components for service
- Meet all UL and OSHA safety standards
- Be able to seal existing forms currently in stock (RR Donnelly).
- Be able to utilize existing power supply

All necessary support equipment such as software, cables, etc. must be included in bid price.

ADDITIONAL FORMS TO RETURN

Bidders are required to complete the following documentation and **return it with their bid package:**

- State of Alabama Vendor Disclosure Statement
- Immigration Compliance Certificate
- RSA Confidentiality and Non-Disclosure Agreement
- W-9

- Everify MOU

PLEASE NOTE THAT THERE ARE TWO ADDITIONAL DOCUMENTS LOCATED ON THE RSA WEBSITE (WWW.RSA-AL.GOV/ABOUT-RSA/ITB-RFP/) THAT CONTAIN TERMS AND CONDITIONS THAT APPLY TO THIS ITB. THOSE DOCUMENTS ARE: (1) STANDARD TERMS AND CONDITIONS FOR RSA SOLICITATIONS AND CONTRACTS AND (2) ADDITIONAL TERMS AND CONDITIONS RELATED TO RSA RESERVATION OF RIGHTS AND BID REQUIREMENTS. ALL BIDDERS ARE EXPECTED TO CAREFULLY REVIEW THOSE DOCUMENTS PRIOR TO SUBMITTING BIDS AND WILL BE BOUND BY THOSE TERMS AND CONDITIONS.

BID PRICE FORM

ITB 23000000602

PRODUCTION PRESSURE SEALER AND MAINTENANCE

PRODUCTION PRESSURE SEALER:

Description	Qty	Unit	PRICE
High-capacity pressure sealer per the provided specifications. Formax 2096 or equivalent MFR: _____ MODEL: _____	1	EA	\$

MAINTENANCE:

COVERAGE PERIOD	ANNUAL MAINTENANCE COST
1 st Year (months 1-12)	\$
2 nd Year (months 13-24)	\$
3 rd Year (months 25-36)	\$
4 th Year (months 37-48)	\$
5 th Year (months 49-60)	\$