

**SPECIFICATION FOR**

**POSTAL GOODS AND SERVICES - MAILROOM EQUIPMENT**

**Rutland County Council – Sue Bingham, Business Support Manager**

**Melton Borough Council – Sally Ann Renwick, Legal and Democratic Sevices**

**1. RUTLAND COUNTY COUNCIL**

**1.1 Franking Machine - Software**

The Council wishes to implement a software management solution to assist in generating periodic reporting schedules for budgetary usage. Please indicate if you are able to fulfil the specification required and provide indicative pricing in the Pricing Schedule (Document 4). Failure to meet all of the Contracting Authority essential (E) requirements could result in a non-compliant bid and be rejected.

|  |  |
| --- | --- |
| **Feature** | **Essential/**  **Desirable** |
| Web based administration | E |
| Full audit history for all transactions including breakdown of departmental costs, type of class, size, date, time. | E |
| Reporting | E |
| Scheduled email reports | E |
| Configurable to user, department, cost centre and full estate and to report on these variances | E |
| Cross platform support for Microsoft Windows 7 | E |
| Cross platform support for Microsoft Windows XP | E |
| Compatible with all future client operating system releases from Microsoft (e.g. Windows 8) | E |
| Management controls | E |
| Capture total output per department and per RCC group | E |
| Capture the volume of post franked (class, size etc) | E |
| Collate reports based on departments and distribute these to named individuals managing the account | E |
| Produce periodic standard reports and management information automatically for the Contract Manager, Procurement Team, Finance Team and IT Department | E |
| Operate effectively within the IT infrastructure | E |

**1.2 Franking Machine - Service Requirement Summary**

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| --- | --- |
| **Service Requirement** | **Essential/**  **Desirable** |
| Supplier service desk operating hours 8.30 – 5.30 Mon-Fri | E |
| Out of hours service | D |
| Account Manager | E |
| Regular account meetings | D |
| Automatic meter readings collected | E |
| Automatic Ink cartridge / tank ordering and delivery. | E |
| Automatic fault reporting | E |
| Flexible invoicing available (e.g. consolidated or one monthly/quarterly bill per as required. Clear invoice to include rental and maintenance service, but itemised.) | E |
| Qualified service engineers on software, hardware and peripherals. | E |
| 2 hour response / 4 hour fix to faults (category C device) | E |
| Ink Cartridge, Ink Tank and replacement parts covered under the maintenance service charge | E |
| Operator training required on installation for Post Room Staff | E |

**1.3 Franking Machine - Specifications**

This device will be used in the Post room for use. On average, the no of items processed can range from 300 – 1000 per day. Within the specification you will note that each of the criteria is listed as either essential (E) or desirable (D). Please ensure that the device specified on the pricing schedule delivers all of the essential elements. Failure to meet all of the Contracting Authority essential (E) requirements could result in a non-compliant bid and be rejected. For the desirable items we have added columns to allow for additional pricing for those elements as optional add-ons, which may be required in certain locations. In instances where a desirable item is included as standard in the device cost, please indicate this on the pricing schedule within the desirable item-pricing box. The figures quoted for essential criteria are the minimum acceptable standard. Should more than 1 machine type cover the specification requested, provide details and pricings of each machine separately.

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| **Feature** | **Essential/**  **Desirable** |
| **Operational Efficiency**  Speed: between 60 LPM and 110 LPM  Envelope Minimum: 89mm x 127mm  Envelope Maximum: 229mm x 324mm  Maximum envelope thickness: 12mm  Envelope orientation: Landscape or Portrait  Automatic Label Dispenser  Label Dispenser: Automatic  Imprint job memories: 9 | E E  E  E  E  E  E  E |
| **Mail Quality and Security**  Security System: User Access  Advertising Slogans: 8 standard 2 open  Mail Class: Automatically printed  Incoming Mail Date Stamp  Pin Code protection | E E E  E E |
| **Budget optimisation**  Account Reporting and Control: 30 – 50 Departments  Re-Credit facility available  Online Access to detailed postal usage by departments and class  Postage Usage allocation by department | E  E  E  E |
| **System Dimensions**  Length x Height x Depth Minimum: 748mm x 298mm x 375mm  (Including catch tray)  Length x Height x Depth Maximum: 1043mm x 298mm x 375mm  (Including catch tray)  **Options**  Weighing Platforms: 3,5,10,30kg  Differential Weighing  Departmental Upgrade: 100  Bar Code Scanner  USB Mass Storage | E  E E E  E  E |

Please consider the volumes currently used, and advise on an appropriate speed and specification device. More than one model may be suggested within each category, to suit volumes expected etc.

**1.4 Folder Inserter – Service Requirement Summary**

This device will be used in the Reprographics Department for use by RCC Staff. On average, the no of items processed can range from 300 – 1500 per day. Within the specification you will note that each of the criteria is listed as either essential (E) or desirable (D). Please ensure that the device specified on the pricing schedule delivers all of the essential elements. Failure to meet all of the Contracting Authority essential (E) requirements could result in a non-compliant bid and be rejected. For the desirable items we have added columns to allow for additional pricing for those elements as optional add-ons, which may be required in certain locations. In instances where a desirable item is included as standard in the device cost, please indicate this on the pricing schedule within the desirable item-pricing box. The figures quoted for essential criteria are the minimum acceptable standard. Should more than 1 machine type cover the specification requested, provide details and pricings of each machine separately.

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| **Service Requirement** | **Essential/**  **Desirable** |
| Supplier service desk operating hours 8.30 – 5.30 Mon-Fri | E |
| Out of hours service | D |
| Account Manager | E |
| Regular account meetings | D |
| Automatic fault reporting | E |
| Flexible invoicing available (e.g. consolidated or one monthly/quarterly bill per as required. Clear invoice to include rental and maintenance service, but itemised.) | E |
| Qualified service engineers on software, hardware and peripherals. | E |
| 2 hour response / 4 hour fix to faults | E |
| Replacement parts covered under the maintenance service charge | E |
| Operator training required on installation for Reprographics Room Staff | E |

**1.5 Folder Inserter – Specifications**

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| **Feature** | **Essential/**  **Desirable** |
| **Operational Efficiency**  Speed: between 2200 and 3600 envelopes per hour  Load and Go automatic setting Flexi Feed multi-format feeder  Multiple sheet feeding  Cascade from all feeder  Up to 2 x A4 feeders and 1 x insert feeder  Powerfold folding capacity up to 10 sheets (80 gsm)  Job memory: 15 – 25  Envelope feeder capacity: 150 – 325  High capacity vertical stacker: up to 500  Fold Types: Letter; zigzag; single; double parallel; no fold  Different Exits: optional catch tray, side exit  Document height: 90-356mm  Document Width: 130-230mm  Document Weight: 60 – 250gsm  Envelope length: 90-162mm  Set thickness: 2- 5mm  Envelope width: 160-248mm | E E  E  E  E  E  E  E  E  E  E  E  E  E  E  E E  E |
| **Mail Quality and Security**  Secure and feed double detection  Accumulate before folding  Tip-to-tip sealing | E E E |
| **Budget optimisation**  Print Machine software  Insert and frank franking system integration | D  D |
| **System Specification**  Length x Height x Depth Minimum: 1200mm x 520mm x 420mm  (Including catch tray)  Length x Height x Depth Maximum: 1300mm x 725mm x 454mm  (Including catch tray)  Weight: Up to 80kg | E  E |

Please consider the volumes currently used, and advise on an appropriate speed and specification device. More than one model may be suggested within each category, to suit volumes expected etc.

**1.6 Letter Opener – Service Requirement Summary**

This device will be used in the Print Room for use by RCC Staff. On average, the no of items processed can range from 100 – 1000 per day. Within the specification you will note that each of the criteria is listed as either essential (E) or desirable (D). Please ensure that the device specified on the pricing schedule delivers all of the essential elements. Failure to meet all of the Contracting Authority essential (E) requirements could result in a non-compliant bid and be rejected. For the desirable items we have added columns to allow for additional pricing for those elements as optional add-ons, which may be required in certain locations. In instances where a desirable item is included as standard in the device cost, please indicate this on the pricing schedule within the desirable item-pricing box. The figures quoted for essential criteria are the minimum acceptable standard. Should more than 1 machine type cover the specification requested, provide details and pricings of each machine separately.

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| **Service Requirement** | **Essential/**  **Desirable** |
| Supplier service desk operating hours 8.30 – 5.30 Mon-Fri | E |
| Out of hours service | D |
| Account Manager | E |
| Regular account meetings | D |
| Flexible invoicing available (e.g. consolidated or one monthly/quarterly bill per as required. Clear invoice to include rental and maintenance service, but itemised.) | E |
| Qualified service engineers on software, hardware and peripherals. | E |
| 2 hour response / 4 hour fix to faults | E |
| Replacement parts covered under the maintenance service charge | E |
| Operator training required on installation for Reprographics Room Staff | E |

**1.7 Letter Opener – Specifications**

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| **Feature** | **Essential/**  **Desirable** |
| **Operational Efficiency**  Speed: between 300 and 400 Letters per minute | E |
| **Envelope Size**  Minimum: 4mm  Maximum: 6mm | E E |
| **Thickness**  Print Machine software  Insert and frank franking system integration | D  D |
| **Dimensions**  Height: Maximum 335mm  Depth: Maximum 390mm  Width: Maximum 825mm  (Including catch tray)  Weight: Up to 15kg | E  E |

Please consider the volumes currently used, and advise on an appropriate speed and specification device. More than one model may be suggested within each category, to suit volumes expected etc.

**2. MELTON BOROUGH COUNCIL**

**2.1 Software**

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| Compatible with all future client operating system releases from Microsoft (e.g. Windows 8) | E |
| Management controls | E |
| Capture total output per department | E |
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| Collate reports based on departments and distribute these to named individuals managing the account | D |
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**2.2 Service Requirement Summary**

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| Account Manager | D |
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| Automatic meter readings collected | D |
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| **Mail Quality and Security**  Security System: User Access  Advertising Slogans: 8 standard 2 open  Mail Class: Automatically printed  Pin Code protection | E E E  E |
| **Budget optimisation**  Account Reporting and Control: 30 – 50 Departments  Re-Credit facility available  Online Access to detailed postal usage by departments and class  Postage Usage allocation by department | E  E  E  E |
| **Options**  Weighing Platforms: 3,5,10,30kg  Differential Weighing  Departmental Upgrade: 100  Bar Code Scanner  USB Mass Storage | E E E  E  E |

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