



SEDGWICK COUNTY, KANSAS
DIVISION OF FINANCE
Purchasing Department
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<http://sedgwickcounty.org/finance/purchasing.asp>

ADDENDUM 1
RFP #19-0093
HIGH VOLUME POSTAGE METER

January 23, 2020

The following is to ensure that vendors have complete information prior to submitting a proposal. Here are some clarifications regarding the proposal for *High Volume Postage Meter* for *Sedgwick County Central Services Mailroom*.

Questions and/or statements of clarification are in **bold** font, and answers to specific questions are *italicized*.

1. Question: Do you know how many certified with ERR they are sending per month?

Answer: We do not currently have the ability to do Electronic Return Receipt, but have included that as one of the specifications of the new equipment. Our current certified volume is over 600 per month.

2. Question: Do you have a minimum speed requirement for processing mixed weight mail? (example our fastest is processed at 205 letters per minute)

Answer: Minimum speed requirement is 205 letters per minute.

3. Question: Do you have a minimum number of required accounting codes, or department charge back codes? (1-3000)

Answer: We require a minimum of 100 departments for accounting.

4. Question: Do you need the ability to access accounting reports online from a computer?

Answer: Yes, we need the ability to access accounting reports online from a computer independent of the meter.

5. Question: Do you require the ability to combine meter postage and permit postage on one account like you do today?

Answer: This is preferred but not required.

6. Question: When accessing the shipping application from a computer do you need a scale and label printer to be attached to that computer? (recommended, otherwise you need to manually enter the weight)

Answer: We currently have a scale (pb code 397-D) and a label printer (DATAMAX O'NEIL e-Class Mark III) that we are using on a separate computer with PB SendPro shipping software. We will consider new hardware if different equipment is recommended for full functionality of the new meter.

Firms interested in submitting a *proposal*, must respond with complete information and **deliver on or before 1:45 p.m. CST, January 28, 2020**. Late *proposals* will not be accepted and will not receive consideration for final award.

“PLEASE ACKNOWLEDGE RECEIPT OF THIS ADDENDUM ON THE *PROPOSAL* RESPONSE PAGE.”

A handwritten signature in black ink, reading "Josh Lauber". The signature is fluid and cursive, with a horizontal line extending from the end of the name.

Josh Lauber
Senior Buyer

JL/hp