cityofnovi.org

SUBJECT: Approval to award the purchase (including a five year maintenance agreement) of a Mailroom DS-75 Folder/Insert to Neopost USA through the Western States Contracting Alliance (WSCA) cooperative purchasing contract in the amount of $13,758.00

SUBMITTING DEPARTMENT: Information Technology and Finance

CITY MANAGER APPROVAL:

EXPENDITURE REQUIRED	$13,758.00
AMOUNT BUDGETED	$20,000
APPROPRIATION REQUIRED	$0
LINE ITEM NUMBER	101-201.00-986.000 $6,879
	592-592.00-986.000 $6,879

BACKGROUND INFORMATION: In 2006 the City of Novi purchased a Folder/Inserter to meet the mailing responsibilities of several departments. These activities include accounts payable checks, W2's, 1099's, delinquent water bills, water quality reports and promotional materials. The folder had an estimated useful life of approximately five years at the time of purchase. Over the past couple years, the City has seen a significant increase in repairs and maintenance costs associated with this machine as well as decreased of effectiveness with more frequent jamming while in use. The Finance Department evaluated the City's needs against a range of products in the market and identified the Neopost DS-75 Folder/Inserter as the best productivity tool for the City of Novi. The City also explored the option of leasing the machine over a five year period instead of purchasing it and ultimately concluded the best option was to purchase the machine with a maintenance contract. The folder/inserter has a purchase price of $13,758.00 with a five year maintenance contract. The first year of maintenance is free and each subsequent year is $2,477.04 which will be budgeted for on an annual basis.

RECOMMENDED ACTION: Approval to award the purchase (including a five year maintenance agreement) of a Mailroom DS-75 Folder/Insert to Neopost USA through the Western States Contracting Alliance (WSCA) cooperative purchasing contract in the amount of $13,758.00

	1	2	Y	N		1	2	Y	N
Mayor Gatt					Council Member Markham				
Mayor Pro Tem Staudt					Council Member Mutch				
Council Member Casey					Council Member Wrobel				

City Of Novi
45175 W. Ten Mile Road
Novi MI 48375
Phone 248-735-5605

WSCA/NASPO: ADSPO11-00000411-4/
Michigan: 071B3200075

To:
Neopost USA
478 Wheelers Farms Road
Milford, CT 06461
203-301-3400

SHIP TO:
Robert Petty
45175 W. Ten Mile Road
Novi MI 48375
Phone 248-735-5605

P.O. DATE	REQUISITIONER	SHIPPED VIA	F.O.B. POINT	TERMS
11/11/2014	Robert Petty	Ground	Destination	Net 30

QTY	UNIT	DESCRIPTION	UNIT PRICE	TOTAL
1	1	DS-75 3st Expert : 3 Auto Fdr + Reading HW Note: All configurations include: HCVS	$13,578.00	$13,578.00
1	1	ICPP-15: OPEN MARKET	$180.00	$180.00
		1st YEAR MAINTENANCE FREE	$00	$00
		2ND YEAR MAINTENANCE BILLED ANNUALLY	$2,477.04	$2,477.04
		3RD YEAR MAINTENANCE BILLED ANNUALLY	$2,477.04	$2,477.04
		4th YEAR MAINTENANCE BILLED ANNUALLY	$2,477.04	$2,477.04
		5th YEAR MAINTENANCE BILLED ANNUALLY	$2,477.04	$2,477.04

SUBTOTAL	$23,666.16
SALES TAX	$0
SHIPPING & HANDLING	$0
OTHER	$0
TOTAL	$23,666.16

1. Order is governed under the terms and conditions of the WSCA/NASPO Master Price Agreement Contract Number ADSPO11-00000411-4/California: 7-12-70-25. Enter this order in accordance with the prices, terms, delivery method, and specifications listed above.

2. Payments will be sent to:
   Neopost USA Inc.
   25880 Network Place
   Chicago, IL 60673-1258
   Federal ID Number: 94-2388882

3. Send all correspondence to:
   Neopost USA Inc.
   478 Wheelers Farms Road
   Milford, CT 06461
   Phone 203-301-3400 Fax: 203-301-2600

Authorized by _____ Date _____

Print Name and Title _____

neopost

DS-75

PRODUCTIVITY MADE EASY

The advanced combination of productivity, versatility and convenience

WE VALUE YOUR MAIL

neopost

DS-75
PRODUCTIVITY MADE EASY

Are you working in an environment where mail matters and response time is key? The DS-75 Folder Inserter system is the ideal productivity tool for any office or mail center environment thanks to its unique low noise level and compact footprint.

The DS-75 can process a wide variety of mail pieces for direct marketing efforts, campaigns, invoicing, monthly statements and virtually any other application your company can or will do.

Designed for first time or experienced users, the touch screen control panel can create a new job or access existing jobs within seconds.

The high capacity vertical stacker increases your productivity by holding up to 500 finished envelopes.

AUTOMATICALLY ADAPTING TO ALL YOUR NEEDS
Designed for casual users, the touch screen control panel provides a friendly, intuitive wizard-based user interface making it easy for anyone to select and run their folding and inserting jobs.

Alternatively, see how easy it is to create a new job using our exclusive load'n Go® automated wizard. Simply load your documents and envelopes and then press the start button. The DS-75 will automatically measure the length of all loaded documents, as well as the envelope, in order to adjust all settings for your job and allow you to save it for future use.

SMART SOLUTIONS TO MAXIMIZE EASE-OF-USE
The DS-75 gives you quick, safe and easy access to all parts of the paper path. You will quickly be up and running again if a break in production occurs.

Furthermore, both the DS-75's exceptional ease-of-use and its extraordinary quietness are of paramount importance. As a result, it adapts perfectly to any work environment.

The high capacity document feeder can hold up to 725-sheets and process multiple page sets at high processing speeds.

The maxiFeed tray holds up to 325 BRE or short inserts maximizing your productivity.

SEVERAL CONFIGURATIONS FOR A WIDE VARIETY OF MAIL ITEMS

By offering several feeder configurations, the DS-75 allows you to design and deliver attractive messages, making a major contribution toward effective direct mail campaigns.

Its flexibility is essential for delivering a truly professional mail set (with all documents folded together) every time. It also ensures perfect presentation and reduces the risk of jams caused by other systems.

SMART SOLUTIONS TO MAXIMIZE FLEXIBILITY

The exclusive flexFeed® tray enables you to process any document size or type. This provides full flexibility in combination with the unique semi-automatic envelope separation mechanism for feeding a wide variety of envelope types. You can use practically any size and type of material to address your prospective and current customers efficiently.

As a result, the DS-75 will make a key contribution toward enlarging your market and business opportunities by offering unlimited possibilities for transactional and direct mail applications.

CUSTOMIZE YOUR DS-75 TO YOUR NEEDS BY SIMPLY CHOOSING THE RIGHT CONFIGURATION:

CONFIGURATION 1

- 2 standard flexFeed® trays
- 1 expert or special flexFeed® tray
- high capacity vertical stacker

CONFIGURATION 2

- 1 high capacity flexFeed® tray
- 1 expert or special flexFeed® tray
- high capacity vertical stacker

CONFIGURATION 3

- 1 high capacity flexFeed® tray
- 1 maxiFeed tray
- high capacity vertical stacker

BARCODE MAIL MANAGER: PERSONALIZING MAIL MADE EASY

The Barcode Reading (BCR) solution ensures the integrity of each document and manages the addition of selective inserts to maximize mail personalization. Barcoding represents a powerful alternative to OMR because it is easier to print, read, and track mailing documents. All can be done with little to no IT involvement by using Neopost's OMS-100 software to apply the barcode marks on each page.

IMPROVE COMMUNICATION IMPACT WHILE REDUCING COSTS

Increase the capabilities of your folder/inserter and automate your entire document creation process. Neopost's optional PrintMachine software helps you to add BCR or OMR marks, sort and group documents, and validate mailing addresses to reduce postal spend. PrintMachine shortens document creation cycles and increases profitability for your company.

Recipient A — 2 page invoice + enclosure 'Chicago'
Recipient B — 1 page invoice
Recipient C — 4 page invoice + enclosure 'Miami'

THE SOLUTION FOR MULTIPLE PAGES AND VARIOUS INSERTS

The DS-75 has an innovative and intuitive solution for processing documents with varying pages and inserts. Simply select a grouping criterion, such as the invoice number, and you can collate multiple pages for the same recipient. You can even define different additional inserts for each group of recipients.

This unique software solution enables you to design direct mail applications in only a few minutes.

MONITOR, SECURE AND TRACK YOUR PRODUCTION OUTPUT

Is the integrity of your mailing ensured during production? Mail Piece Production Control (MPPC) is a scanning hardware and software solution, which compliments Neopost's PrintMachine output management software and folding/inserting systems by monitoring the mail piece insertion process and enabling easy reconciliation of missing or damaged documents. It also provides detailed production reports to guarantee end-to-end mailing production integrity from print to insertion.

PRODUCTIVITY MADE EASY

The high capacity vertical stacker reduces incidences of unloading, enabling other tasks to be done in the meantime. It requires less handling and makes it possible to unload up to 500 envelopes every eight minutes while running at maximum speed.

With its large powerFold™ capacity, the DS-75 can fold and insert up to ten sheets of paper folded in half, or eight sheets tri-folded into a single envelope. All sheets are folded together and not separately. Besides being faster, this also ensures a professional looking mail item and reduces the risk of stoppages.

SMART SOLUTIONS TO MAXIMIZE CAPACITY

With its 725 sheet capacity, the optional high capacity document feeder is the perfect match for running multi-page applications where each recipient receives a different number of pages. It significantly reduces loading interactions while increasing productivity.

Furthermore, all optional feeders have been specially designed to feed a wide variety of paper types, including coated material and even small booklets. With its large loading capacity, the BRE maxiFeed tray reduces downtime, saving you time and maximizing productivity.

DS-75
PRODUCTIVITY MADE EASY

Neopost strives to reduce the amount of carbon emissions released into the environment by utilizing sea versus air shipments wherever and whenever possible.

FEATURES

STANDARD
load'n Go® automatic settings
flexFeed® multi-format feeder
Multiple sheet feeding
Cascade feeding from all feeders
powerFold™ folder
Manual feed
secure'n Feed™ double detection
Accumulate before folding
Tip-to-tip sealing

OPTIONAL
High capacity document feeder (up to 725 sheets 20 lb.)
BRE maxiFeed tray
High capacity vertical stacker (up to 500 envelopes)
Different exits (catch tray, side exits)
Insert'n Mail™ mailing system integration
Barcode Reading (BCR) solution
Optical Mark Recognition (OMR)
Mail Piece Production Control (MPPC)

SPECIFICATIONS

DOCUMENT SPECIFICATIONS
Height	3.5" – 14"
Width	5.1" – 9.1" (5.1" – 9.3" if not folding)
Weight	15 – 42.5 lbs. (15 – 62.5 lbs. if not folding)
Standard document sizes	Letter, legal, business reply envelope (BRE)

INSERT/BRE SPECIFICATIONS
Height	3.5" – 6"
Width	5.1" – 9.1" (9.3" if not folding)
Width (maxiFeeder)	5.5" – 9.1" (9.3" if not folding)
Paper weight	20 – 32 lbs.

SET THICKNESS
Maximum	2.5mm

ENVELOPES
Length	3.5" – 6.35"
Width	6.3" – 9.7"
Standard envelope sizes	#10, 6" x 9.5"

FOLDING
Maximum capacity	10 sheets (20 lb. single fold)
Fold types	Letter, z-fold, single, double parallel, no fold △ Z ∠ ⪡ _

PERFORMANCE
Processing speed	Up to 3,600 envelopes/hour
Job memory	25

FEEDERS
Stations	Up to 2 flexFeeders + 1 insert feeder
Document feeder capacity	325 sheets (20 lb.) standard
	725 sheets (20 lb.) high capacity

SYSTEM DIMENSIONS
Height	29"
Width	18"
Length	51"
Weight	165 lbs. (3 stations)

WHY CHOOSE NEOPOST?

Neopost SA is a world leader in mailing and logistics solutions. Our innovative solutions bring simplicity and efficiency to your mailing process to make your business run better. Neopost brilliantbasics benefits provide excellence in all our offers, from products to support and services. They bring you the best in operational efficiency, mail quality and security, budget optimization and online management. Whether for advice or support, you enjoy our commitment to supply first-class service – on the phone, on site, or online. Benefit from immediate response times and remote diagnosis at our call centers and fast dispatch of service engineers when needed.

neopost USA

1-888-NEOPOST (636-7678)
www.neopostusa.com

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