

## **Request for Proposals: Acquisition of a Folding/Inserting/Sealing Machine**

Delta County is issuing this Request for Proposals (RFP) to identify a qualified vendor to supply, deliver, and set up a new folding, inserting, and sealing machine for County operations at the Delta County Courthouse. Interested parties should provide proposals that meet or exceed the following mandatory specifications:

- Capable of folding, inserting, and sealing various document types into envelopes.
- Price to include all costs associated with delivery and complete setup at the Delta County Courthouse, 310 Ludington Street, Escanaba, Michigan 49829.
- Minimum processing speed of 3,500 envelopes per hour.
- Minimum input capacity of 300 envelopes.
- Standard warranty of at least one (1) year covering both parts and labor.

### **Bid Submission:**

Sealed bids are to be submitted to:

County Administration 310 Ludington Street Escanaba, MI 49829

or via email to: [tracy@deltacountymi.gov](mailto:tracy@deltacountymi.gov)

Please clearly mark the envelope or email subject line with "**Administration Office/ Folding Machine Bid**".

**Submission Deadline:** Bids must be received no later than **1:00 p.m. Eastern Daylight Time on May 16th, 2025.**

### **Bid Opening:**

Bids will be opened publicly in the Administration's conference room at 310 Ludington Street, Escanaba, MI 49829, on **May 16th, 2025, at 1:00 p.m. Eastern Daylight Time.**

### **Award Decision:**

The decision for the award of this RFP is scheduled to be made at the regular meeting of the Delta County Board of Commissioners on **May 20th, 2025.**

Delta County will review all responsive proposals and select the vendor that offers the most advantageous solution based on cost, technical compliance, and overall benefit to the County.