



# SEDGWICK COUNTY, KANSAS

## *DIVISION OF FINANCE*

### Purchasing Department

? 604 N. Main, Suite F ?Wichita, KS 67203?Telephone (316) 383-7494 ?Fax (316) 383-7055 ??

**REQUEST FOR QUOTATION  
02-5806  
YEAR 2003  
COLOR CODED FILE FOLDERS**

September 4, 2002

To:

Sedgwick County, Kansas (hereinafter referred to as "County"), will accept quotations for the purchase of color coded file folders for the Sedgwick County District Court offices, located at 525 N. Main, 11<sup>th</sup> Floor, Wichita, Kansas 67203.

Sample file folders can be viewed by contacting Kandace Johnson at 383-7495. Designated band color, label color, lettering and numbering system **must** match existing.

Carefully review this Request for Quotation. It provides specific technical information necessary to aid participating firms in formulating a through response. Should you elect to participate, three (3) copies of the attached **QUOTATION RESPONSE FORM**, with any supporting data, are due on or before 1:45 p.m., Tuesday, September 24, 2002, to Sedgwick County, Kansas, Purchasing Department, 604 N. Main, Suite F, Wichita, Kansas 67203-3672. Late or incomplete responses will not be accepted and will not receive consideration for final award.

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Kandace Johnson, CPPB  
Senior Purchasing Agent

## **SPECIFICATIONS FOR DISTRICT COURT CLERK'S**

Folders with the letter designation of CR, SW, FG, LM, CV, SC, DM, RC

Fifteen (15) point reinforced full cut end tab folder, letter size, duratest manila with 2" color band on both ends of folder including inside of end tab. Folder shall have a built-in auxiliary flap with one (1) 3/8" score and one (1) 2" fastener, factory applied on center. Flap shall measure 8" x 1 1/2" over all. Folder shall have factory applied 8" tufdex band showing year, alpha designation and color band numeric system with three (3) band or four (4) band designation. Total label shall be Mylar laminated for extra protection and long life. Seal and printing on front of folder shall be dark blue.

Folders with the letter designation of JC, JV, PR, CT, and AD

Same specification as above adding 9" high front flap on all and a 2" fastener in position three (3) on JV files only.

## **SPECIFICATIONS FOR APPEALS**

Eleven (11) point manila straight cut top tab folder with 9" front flap. Folder shall have a glued in auxiliary flap with one (1) 3/8" score and one (1) 2" fastener, factory applied in position one (1). Flap shall measure 8 1/2" x 1 1/2" over all. Printing: Record on Appeal, 18<sup>th</sup> Judicial District, District Court, Sedgwick County, Kansas shall be on lower portion of file; there will be no seal on these files.

## **SPECIFICATIONS FOR TRAFFIC (TR)**

Eleven (11) point manila full cut end tab folder, letter size, 9" front flap. Folder shall have a 1" fastener, factory applied in position one (1), and 8" white tufdex label factory applied showing year and alpha designation. Guidelines shall be in gray ink to denote five (5) band numeric system with 1/8" spacing between. Printing as per sample file.

## **SPECIFICATIONS FOR BLANK LABEL**

Shall have an 8" tufdex label factory applied with guidelines. Guidelines shall be in gray to denote four (4) bank numeric system with 1/8" spacing between and designated space for year and letter designation. Total label shall be Mylar laminated. Seal and printing shall be in dark blue ink. Printing as per sample folders.

## **SPECIFICATIONS FOR SOCIAL FILE OFFENDER**

Fifteen (15) point reinforced full-cut end tab, letter size, duratest manila folder with 2" fastener installed in position one (1) on right hand side. Printing shall be in blue ink. Printing per sample.

## **SPECIFICATIONS FOR SOCIAL FILE CINC**

Fifteen (15) point reinforced full-cut end tab, letter size, duratest manila folder with 1 7/8" gusseted expansion and 2" fastener installed in position one (1) on both sides of inside flaps. Printing per sample.

**QUANTITIES BY DEPARTMENT AND LETTER DESIGNATION**

<b>DEPARTMENT</b>	<b>LETTER DESIGNATION</b>	<b>PRENUMBERED</b>	<b>BLANK LABEL</b>
CRIMINAL	CR	3400	100
SEARCH WARRANT	SW	200	0
FISH & GAME	FG	200	0
LIMITED	LM	26000	200
CIVIL	CV	4500	200
SMALL CLAIMS	SC	1500	200
FAMILY LAW	DM	6450	200
RECIPROCAL	RC	250	0
PROBATE	PR	1500	200
CARE & TREATMENT	CT	500	200
ADOPTION	AD	400	200
JUVENILE OFFENDER	JV	1600	500
JUVENILE – CHILD IN NEED OF CARE	JC	500	500
TRAFFIC	TR	12000	0
APPEALS (THESE ARE NOT END TAB FOLDERS)		700	0
BLANK LABEL HAS LETTERS AND LINES PRINTED ONLY			
<u>SOCIAL FILES WITH <b>NO</b> LABEL</u>			
SOCIAL FILES (OFFENDER)			1500
SOCIAL FILES (CINC)			500
TOTALS		59,700	4500
<b>GRAND TOTAL</b>		<b>64,200</b>	

**NOTE: ALL FILES NOW HAVE A TWO (2) LETTER DESIGNATION**

**QUANTITIES BY CLERICAL DEPARTMENT**

**ALPHA/NUMERIC LABELS**

**BLANK LABELS**

CIVIL:

LM	26,000	200
CV	4,500	200
SC	1,500	200

PROBATE:

PR	1,500	200
CT	500	200
AD	400	200

FAMILY LAW DEPARTMENT:

DM	6,450	200
RC	250	0

CRIMINAL:

CR	3,400	100
FG	200	0
SW	200	0

JUVENILE:

JC	500	500
JV	1,600	500

TRAFFIC:

TR	12,000	0
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APPEALS:

700	0
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SOCIAL FILES:

NO LABEL

JV OFFENDER	1,500
JC CINC	500

**FILE BAND AND LETTER COLOR**

<u>DEPARTMENT</u>	<u>FILE BAND COLOR</u>	<u>LETTER DESIGNATION</u>	<u>LETTER BACKGROUND COLOR</u> <u>LETTER REVERSE WHITE</u>
CRIMINAL	GOLDEN (TAN)	CR	GRAY
FISH & GAME	GOLDEN (TAN)	FG	GRAY
SEARCH WARRANT LIMITED	GOLDEN (TAN)	SW	GRAY
CIVIL	RED	LM	GREEN
SMALL CLAIMS	ORANGE	CV	GRAY
FAMILY LAW	GRAY	SC	PINK
FAMILY LAW	GREEN	DM	YELLOW
FAMILY LAW	GREEN	RC	YELLOW
PROBATE	BLUE	PR	RED
CARE & TREATMENT	BLACK	CT	BLACK
ADOPTIONS	PURPLE	AD	PURPLE
JUVENILE OFFENDER	GRAY	JV	BLACK
JUVENILE - CHILD	RED	JC	PERI
TRAFFIC	NONE	TR	BLACK

**NUMERIC COLORS:**

- 0 - YELLOW
- 1 - BLUE
- 2 - PINK
- 3 - PURPLE
- 4 - ORANGE
- 5 - BROWN
- 6 - GREEN
- 7 - GRAY
- 8 - RED
- 9 - BLACK

(REVERSE WHITE ON NUMERAL)

**NUMERAL DIMENSIONS:**

COLOR BAND HEIGHT 1.3 INCHES

DOUBLE DIGITS: 00 - 99 COLOR BAND HEIGHT 1 INCH

YEAR LABEL: 2002 PINK COLOR .75" HEIGHT

**INSTRUCTIONS TO BIDDERS**

Interested vendors shall contact Kandace Johnson @ (316) 383-7495 to schedule a time to view sample folders. Designated band color, label color, lettering and numbering system **must** match existing. All materials, accessories, labor, freight and inside delivery are to be included in the bid price. Delivery **MUST** be before December 17, 2002.

**REQUEST FOR BID CONDITIONS**

In submitting a response to this Request for Bid, vendors hereby understand the following:

1. Sedgwick County reserves the right to reject any or all Bids and responses to these and/or related documents, to accept any item or items in the bids, to waive any irregularity in the bids, and further if determined to be non-responsive in any form, or if determined to be in the best interest of Sedgwick County.
2. Alternate Bids (two or more Bids submitted) will be considered for an award. Sedgwick County reserves the right to make the final determination of actual equivalency or suitability of such Bids with respect to requirements outlined herein. The bids submitted, and any further information acquired through interviews, will become and are to be considered a part of the final completed contract. If there is any variance or conflict, the Bid specifications will control.
3. **Bidders MUST return three (3) signed, completed copies of the attached Response Form to Sedgwick County Purchasing Department, 604 North Main, Suite F, Wichita, KS 67203-3703, on or before the date and time**

**specified. Bids must be sealed in an envelope, and marked with the firm name and address, Bid number, Bid opening date, and Bid opening time. The time of receipt will be determined by the time clock stamp in the Purchasing Department.**

4. All project participants, consultants, engineers, and contractors, must comply with all applicable Federal, State and County laws pertaining to contracts entered into by governmental agencies, including non-discriminating employment.
5. Quotations submitted may not be withdrawn for a period of 60 days immediately following the opening of this *Request for Bid*. Prices MUST be free of federal, state, and local taxes unless otherwise imposed by a governmental body, and applicable to the material on the Bid.
6. Sedgwick County interprets the term "lowest responsible bidder/Bidder" as requiring Sedgwick County to: (a) choose between the kinds of materials, goods, wares, or services subject to the Bid, and (b) determine which Bid is most suitable for its intended use or purpose. Sedgwick County can consider, among other factors, such things as labor cost, service and parts availability, availability of materials and supplies, and maintenance costs of items upon which Bids are received.
7. All requested information must be supplied. If you cannot respond to any part of this request, state the reason you cannot respond. You may provide supplemental information to assist Sedgwick County in analyzing your Bid.
8. If the supplier refuses or fails to make deliveries of the materials within the times specified on the face of the *Request for Quotation* or purchase order, Sedgwick County may, by written notice, terminate the contract OR purchase order.
9. The supplier will certify and warrant that goods, personal property, chattels, and equipment sold and delivered are free and clear of any and all liens, or claims of liens, for materials or services arising under, and by virtue of the provisions of General Statutes of Kansas, Sections 58-201, et seq., and any other lien, right, or claim of any nature or kind whatsoever.
10. The successful bidder will hold and save Sedgwick County, and its officers, agents, servants/employees harmless from liability of any patented, or unpatented invention, process, article, or appliance manufactured, or used in the performance of the contract, including its use by Sedgwick County.
11. All items furnished, if applicable, must be the best of their respective kinds, and will be free from defects in material and workmanship. Items will be subject to County inspection and approval at any time within 30 days after delivery. If a substitution is made, it will be the decision of Sedgwick County representative to determine if it is of equal quality. Items furnished must be manufactured in compliance with all existing legal or governmental directives.
12. All items must be properly packed, if applicable, to insure delivery in good condition, and in accordance with instructions listed on the face of the *Request for Quotation* or purchase order, if any.
13. Contracts entered into on the basis of submitted Bids are revokable if contrary to law.
14. The Bidder agrees to comply with K.S.A. 44-1030 which becomes a part of this contract, and reads as follows: "The Bidder hereby agrees that? :
  - a. He will observe the provision of the Kansas Act Against Discrimination and will not discriminate against any person in the performance of work under the present contract because of race, religion, color, sex, national origin, ancestry, or physical disability;
  - b. In all solicitations or advertisements for employees, he will include the phrase, 'Equal Opportunity Employer,' or a similar phrase to be approved by the Kansas Commission on Human Rights;
  - c. If he fails to comply with the manner in which he reports to the Kansas Act Against Discrimination, he will be deemed to have breached the present contract, and it may be canceled, terminated, or suspended, in whole or in part, by Sedgwick County;
  - d. If he is found guilty of a violation of the Kansas Act Against Discrimination under a decision, or order of the Kansas Commission on Human Rights which has become final, he will be deemed to have breached the present contract, and it may be canceled, terminated, or suspended, in whole or in part, by Sedgwick County; and,
  - e. He will include the provisions of subsections (a) through (d) inclusively of this paragraph in every subcontract or purchase order so that such provision will be binding upon such subcontractors or vendor.
15. The vendor responding to this bid solicitation proposes to furnish all materials, labor, supplies, equipment and incidentals necessary to provide the equipment/materials/services described herein in accordance with the Notification of Solicitation (if applicable), Request for Information (if applicable), Request for Quotation/Bid, Addenda, Contract, Bonds, Insurance, Plans, Specifications, Mandatory Requirements and Conditions.
16. It will be understood that the Bidder's sureties and insurers are subject to the approval of the County.
17. If a response to this Request for Bid, the Bidder agrees to execute and deliver to the County a contract in accordance with the Contract Documents (if applicable) within ten days of notice of the award to the Bidder. The Bidder agrees that the

surety/deposit given concurrently herewith will become the property of the County in the event the Bidder fails to execute and deliver such contract within the specified time. In the further event of such failure, the Bidder will be liable for the County's actual damages that exceed the amount of the surety.

18. It will be understood that time is of the essence in the Bidder's performance. The Bidder agrees that the County's damages would be difficult or impossible to predict in the event of a default in the performance hereof; and it is therefore agreed that if the Bidder defaults in the performance of the Contract Documents, the Bidder will be liable for payment of the sums stipulated in the Contract Documents as liquidated damages, and not as a penalty.
19. The Bidder hereby certifies that he or she has carefully examined all of the Documents for the project, has carefully and thoroughly reviewed this Request for Bid/Quotation, has inspected the location of the project (if applicable), and understands the nature and scope of the work to be done; and that this Bid is based upon the terms, specifications, requirements, and conditions of the Request for Bid/ Documents. The Bidder further agrees that the performance time specified is a reasonable time, having carefully considered the nature and scope of the project as aforesaid.
20. It will be understood that any bid and any/all referencing information submitted in response to this Request for Bid/Quotation will become the property of Sedgwick County, and will not be returned. As a governmental entity, Sedgwick County is subject to making records available for disclosure after Board of County Commission approval of the recommendation.
21. Sedgwick County will not be responsible for any expenses incurred by any vendor in the development of a response to this Request for Bid/Quotation, including any onsite (or otherwise) interviews and/or presentations, and/or supplemental information provided, submitted, or given to Sedgwick County and/or its representatives. Further, Sedgwick County will reserve the right to cancel the work described herein prior to issuance and acceptance of any contractual agreement/purchase order by the recommended vendor even if the Board of County Commissioners has formally accepted a recommendation.
22. By submission of a response, the Bidder agrees that at the time of submittal, he or she: (1) has no interest (including financial benefit, commission, finder's fee, or any other remuneration) and will not acquire any interest, either direct or indirect, that would conflict in any manner or degree with the performance of Bidder's services, or (2) benefit from an award resulting in a 'Conflict of Interest'. A 'Conflict of Interest' will include holding or retaining membership, or employment, on a board, elected office, department, division or bureau, or committee sanctioned by and/or governed by the Sedgwick County Board of County Commissioners. Bidders will identify any interests, and the individuals involved, on separate paper with the response and will understand that the County, at the discretion of the Purchasing Director in consultation with the County Counselor, may reject their bid/quotation. The Bidder certifies that this bid is submitted without collusion, fraud or misrepresentation as to other Bidders, so that all bids for the project will result from free, open and competitive proposing among all vendors.
23. Unless specified otherwise, all items quoted are to be as a minimum but not necessarily limited to: new, current model year, and untitled prior to shipping and/or installation.
24. Sedgwick County will issue a purchase order/contract for the acquisition of products/services specified as a result of an award made in reference to this document. Contract documents will be subject to any regulations governed by the laws of the State of Kansas and any local resolutions specifically applicable to the purchase.
25. Any dispute arising out of the contract documents or their interpretation will be litigating only within the courts of the State of Kansas. No prepayment of any kind will be made prior to shipment. Payment will be made upon verification of delivery, compliance with specifications, assurance that the product/service performs as specified and warranted, and receipt of correct invoicing.
26. The Bidder must provide Sedgwick County with a toll-free telephone number, OR accept collect calls. FAX numbers should also be provided if available. Information regarding the procurement process may be obtained from Iris Baker, Purchasing Department, 604 North Main, Suite F, Wichita, KS 67203-3703, (316) 383-7494.
27. Sedgwick County will accept responses transmitted via a facsimile unless stated to the contrary within this document. Bids must be received prior to the time and dates listed to be considered responsive. Sedgwick County will not accept late responses and will return them to the sender. Further, Sedgwick County will NOT: (1) guarantee security of the document received; (2) be held responsible for Bids which are NOT legible (and may choose to reject such responses); and, (3) guarantee that the receiving facsimile machine will accept transmission or that phone lines are functioning and available for transmission. Submitting a Bid response via facsimile does NOT relieve the Bidder of: (1) responsibilities stated in the document (such as attendance at a mandatory pre-Bid conference); (2) providing non-paper informational items which must be returned with the response (diskettes, large drawings, photographs, models, etc.); and, (3) providing original copies of Bid sureties (bonds, certificates of insurance, etc.)

**QUOTATION RESPONSE FORM  
02-5806  
YEAR 2003  
COLOR CODED FILE FOLDERS**

All firms interested in quoting MUST provide three (3) copies of the following requested information and return with any supplementary materials NO LATER THAN 1:45 p.m., September 24, 2002, Attention Kandace Johnson; Purchasing Department, 604 N. Main, Suite F; Wichita, KS 67203-3672.

The undersigned, certifies that: (1) this offer is made without previous understanding, agreement, or connection with any person, firm, or corporation making a quotation on the same product; (2) is in all respects fair and without collusion, or fraud; (3) the person whose signature appears below is legally empowered to bind the firm in whose name the quotation is entered; (4) they have read the complete Request for Quotation and understand all provisions; (5) if accepted by the County, this quotation is guaranteed as written and amended and will be implemented as stated; and (6) mistakes in writing of the submitted quotation will be their responsibility.

FIRM NAME \_\_\_\_\_ DATE \_\_\_\_\_

CONTACT \_\_\_\_\_

SIGNATURE \_\_\_\_\_ TITLE \_\_\_\_\_

ADDRESS \_\_\_\_\_ CITY/STATE/ZIP \_\_\_\_\_

PHONE \_\_\_\_\_ FAX \_\_\_\_\_ HOURS \_\_\_\_\_

TAXPAYER I.D. NUMBER \_\_\_\_\_

GENERAL NATURE OF BUSINESS \_\_\_\_\_

NUMBER OF LOCATIONS \_\_\_\_\_ NUMBER OF PERSONS EMPLOYED \_\_\_\_\_

COMPANY WEB SITE ADDRESS \_\_\_\_\_ E-MAIL \_\_\_\_\_

TYPE OF ORGANIZATION: Public Corporation \_\_\_\_\_ Private Corporation \_\_\_\_\_  
Sole Proprietorship \_\_\_\_\_ Partnership \_\_\_\_\_ Minority Business \_\_\_\_\_  
Woman-owned business \_\_\_\_\_ Small business \_\_\_\_\_  
Distributor \_\_\_\_\_ Retail \_\_\_\_\_ Dealer \_\_\_\_\_ Manufacturer \_\_\_\_\_

We acknowledge receipt of addenda: NO. \_\_\_\_\_, DATED \_\_\_\_\_; NO. \_\_\_\_\_, DATED \_\_\_\_\_

**PRICING INFORMATION**

Dollar amount for 64,200 file folders \$ \_\_\_\_\_

Delivery must be before December 17, 2002, state number of calendar days for delivery after receipt of Purchase Order \_\_\_\_\_