



# 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 02-6188 COLOR CODED FILE FOLDERS

September 5, 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 Attorney offices, located at 525 N. Main, Wichita, Kansas 67203.

Sample file folders can be viewed in the Purchasing Department at 604 N. Main, Suite F, Wichita, KS 67203. Designated 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 thorough 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, KS 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 ATTORNEY CRIMINAL**

Folders with the letter designation of CR

Fifteen (15) point reinforced full cut end tab folder, letter size, manila, 2" expansion gusset, one (1) 11 point glued-in partition, four (4) 2" fasteners factory applied in position one (1) and three (3) on the folder, one (1) on the front of the partition and one (1) on the back of the partition. Folder shall have factory applied label strip with three (3) alphanumeric system showing year band "03", code 39 bar code, and numbering 0001 through 3200. Total label must be non-glare Mylar laminated for extra protection and long life. Printing front only-blue ink. Barcode must be compatible with ImageTrax Records Management Software by Document Control Solutions.

**SPECIFICATIONS FOR CUSTOM FILE BACK DIVIDERS FOR CRIMINAL TO BE FACTORY INSTALLED IN FOLDERS**

Dividers for Complaint/Affidavit-red Mylar, Criminal History-green Mylar, Restitution-yellow Mylar and Correspondence-blue Mylar.

Four (4) bank, eleven (11) point manila bottom (8 ½ side) tabbed dividers, 8 ½" x 13", scored 1 ½" from top, two (2) slits on 1 ½" side, 2" fastener in position one (1) on 11 ½" side, each having designated bank, printed label, and colored Mylar factory applied.

Collate sets of four and installed in folders as follows:

Install Criminal History onto fastener of Restitution, Restitution onto fastener of Correspondence and Correspondence onto position one (1) on front of partition in folder

Install Complaint/Affidavit onto fastener in position three (3) of folder.

**SPECIFICATIONS FOR DISTRICT ATTORNEY JUVENILE**

Folders with the letter designation of JV

Fifteen (15) point reinforced full cut end tab folder, letter size, manila, 2" expansion gusset, one (1) 11 point glued-in partition, four (4) 2" fasteners factory applied in position one (1) and three (3) on the folder, one (1) on the front of the partition and one (1) on the back of the partition. Folder shall have factory applied label strip with three (3) alphanumeric system showing year band "03", code 39 bar code, and numbering 0001 through 1800. Total label must be non-glare Mylar laminated for extra protection and long life. Printing front only-blue ink. Barcode must be compatible with ImageTrax Records Management Software by Document Control Solutions.

**SPECIFICATIONS FOR CUSTOM FILE BACK DIVIDERS FOR JUVENILE TO BE FACTORY INSTALLED IN FOLDERS**

Dividers for Complaint/Affidavit-red Mylar, Criminal History-green Mylar, Restitution-yellow Mylar and Correspondence-blue Mylar.

Four (4) bank, eleven (11) point manila bottom (8 ½ side) tabbed dividers, 8 ½" x 13", scored 1 ½" from top, two (2) slits on 1 ½" side, 2" fastener in position one (1) on 11 ½" side, each having designated bank, printed label, and colored Mylar factory applied.

Collate sets of four and installed in folders as follows:

Install Restitution onto fastener in position one (1) on front of partition in folder.

Install Correspondence onto fastener of Criminal History and Criminal History onto position one (1) on

back of partition in folder.

Install Complaint/Affidavit onto fastener in position three (3) of folder.

## **SPECIFICATIONS FOR DISTRICT ATTORNEY CINC**

Folders with the letter designation of JC

Fifteen (15) point reinforced full cut end tab folder, letter size, manila, 2" expansion gusset, one (1) 11 point glued-in partition, four (4) 2" fasteners factory applied in position one (1) and three (3) on the folder, one (1) on the front of the partition and one (1) on the back of the partition. Folder shall have factory applied label strip with three (3) alphanumeric system showing year band "03", code 39 bar code, and numbering 0001 through 700. Total label must be non-glare Mylar laminated for extra protection and long life. Printing front only-blue ink. Barcode must be compatible with ImageTrax Records Management Software by Document Control Solutions.

## **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)

## **INSTRUCTIONS TO BIDDERS**

Designated label color, lettering and numbering system **must** match existing. All materials, accessories, labor, freight, and inside delivery charges are to be included in bid price. Criminal folders to be delivered to 535 N. Main, Wichita, KS 67203, Juvenile and CINC to be delivered to 1001 S. Minnesota, Wichita, KS 67211. Delivery required before December 15, 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  
02-6188  
COLOR CODED FILE FOLDERS**

All firms interested in quoting MUST provide three (3) copies of the following requested information on these pages and return with any supplementary materials. Responses are due NOT LATER THAN Tuesday, September 24, 2002; 1:45 p.m. CDT. Attention: Kandace Johnson; Purchasing Department, 604 North Main, Suite F, Wichita, Kansas 67203-3672.

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

CONTACT \_\_\_\_\_ DATE \_\_\_\_\_

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

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

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

TAX PAYER 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 \_\_\_\_\_ Manufacturer \_\_\_\_\_ Distributor \_\_\_\_\_ Retail \_\_\_\_\_ Dealer \_\_\_\_\_

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

**PRICING INFORMATION**

3200 Each "CR" Folders per specifications	\$ _____	EA	\$ _____
3200 Each "CR" Four (4) bank, custom file back dividers	\$ _____	EA	\$ _____
1800 Each "JV" Folders per specifications	\$ _____	EA	\$ _____
1800 Each "JV" Four (4) bank, custom file back dividers	\$ _____	EA	\$ _____
700 Each "JC" Folders per specifications	\$ _____	EA	\$ _____

**GRAND TOTAL** \$ \_\_\_\_\_

The award of this bid will result in a contract period from 10/02/02 through 10/01/03, or a one year period beginning after Board of County Commissioner approval, with two one year options to renew, subject to the approval of both parties. Pricing shall be firm for the first year of this contract.