



SEDGWICK COUNTY, KANSAS

DIVISION OF FINANCE

Purchasing Department

604 N. Main, Suite F | Wichita, KS 67203 | Telephone (316) 383-7596 | Fax (316) 383-7055 |

**REQUEST FOR PROPOSAL
03-0026
SCANNER EQUIPMENT MAINTENANCE**

October 16, 2003

Sedgwick County, Kansas (hereinafter referred to as "County"), desires to select a firm to provide maintenance and service for desktop scanning equipment for the Sedgwick County Division of Information and Operations (hereinafter referred to as "SCDIO").

Should you elect to participate, three (3) copies of the attached PROPOSAL RESPONSE FORM are due on or before 1:45 p.m., C.S.T., Tuesday, November 4, 2003. Late or incomplete responses will not be accepted and will not receive consideration for a final award.

Proposed base pricing for services may be disclosed at a public meeting to receive and file responses of this and other solicitations, and at the Sedgwick County Board of Bids and Contracts meeting. It should be noted that other information provided in your response will be considered proprietary and will not be divulged during the proposal review process. Because purchases or contractual agreements of this nature require the expenditure of public funds and/or use of public facilities, the successful respondent shall understand that portions (potentially all) of their proposal (including any final contracts) will become public record after its acceptance by the Board of County Commissioners. Accept our assurance that the information provided will be used for evaluating the ability of your agency to handle this account and WILL NOT be shared with any persons not involved with the selection process.

Iris Baker, C.P.M.
Director of Purchasing

1. ABOUT THIS DOCUMENT

This document is a Request for Proposal. It differs from a Request for Bid/Quotation in that the County is seeking a solution, as described on the cover page and in the following Background Information section, not a bid/quotation meeting firm specifications for the lowest price. As such, the lowest price proposed will not guarantee an award recommendation. As defined in Charter Resolution No. 55, Competitive Sealed Proposals will be evaluated based upon criteria formulated around the most important features of a product or service, of which quality, testing, references, availability or capability, may be overriding factors, and price may not be determinative in the issuance of a contract or award. The proposal evaluation criteria should be viewed as standards, which measure how well a vendor's approach meets the desired requirements and needs of the County. Those criteria that will be used and considered in evaluation for award are set forth in this document. The County will thoroughly review all proposals received. The County will also utilize its best judgment when determining whether to schedule a pre-proposal conference, before proposals are accepted, or meetings with vendors, after receipt of all proposals. A Purchase Order/Contract will be awarded to a qualified vendor submitting the best proposal. Sedgwick County reserves the right to select, and subsequently recommend for award, the proposed equipment/service which best meets its required needs, quality levels, and budget constraints.

2. DEFINITIONS

Certain terms are used throughout the document. To assist you in understanding the County's requirement, please note the definitions as follows:

Individual	Person assigned, by the successful proposer, to provide on-County-site maintenance and/or warranty services for the duration of the contractual period.
Installation	Inspection, set-up, installation, burn-in, of personal computers and related peripheral equipment for any Sedgwick County facility.
Maintenance	On-site assessment and repair on non-warranted equipment.
On-site	Any County owned building/facility/office OR privately owned building/facility/office, which the County leases or sub-lets for official use.
SCDIO	Sedgwick County – Division of Information & Operations
Warranty	On-site (Sedgwick County facilities) manufacturer certified services until the expiration of any existing warranty.

3. BACKGROUND INFORMATION

It is the intention of Sedgwick County-Division of Information & Operations (SCDIO) to obtain contract maintenance for an approximate period from December 2003 through December 2004, with a one (1) year automatic option to renew as mutually acceptable to both parties. The successful vendor will provide any maintenance and/or warranty service on-site **FOR ALL COUNTY DEPARTMENTS** and specified products.

Services shall include all midrange production scanners and interface boards listed in **Attachment A**. Brands include but are not limited to: Bell & Howell, Fujitsu, Panasonic, and Kofax. Respondents must clearly delineate any items, which are excluded from the proposal, and propose a price, which includes labor, travel, time and/or mileage, which will cover the individual's service performance. Respondents will also supply a

pricing structure for parts usage and any costs associated with parts procurement. It is expected that the amount will be guaranteed through the term of the contractual period.

4. SELECTION CRITERIA

The selection process will be based on the responses to this Request for Proposal, and any interviews required to verify the ability of respondents to provide services/products in accordance to this document. A committee comprised of county staff will judge each firm's response as determined by meeting the following criteria:

1. Meeting all Request for Proposal Conditions and miscellaneous instructions as outline herein, and the clarity, completeness and comprehensiveness of the proposal.
2. Providing references (which will be contacted) for current customers of the proposed solution/product/services verifying service levels and capability of the respondent to provide a thorough solution.
3. Meeting all Request for Proposal Requirements and /or Specifications as outlined herein.
4. Proposing the services described herein with the most advantageous and prudent methodology to the County.

Vendors may propose methodologies which meet the "spirit" of the listed requirements, but should note that the proposed system/service/product which meets all, or most closely meets, the specifications will be recommended for award within the listed selection criteria.

The review committee will select the proposal(s), which appear most beneficial. No negotiations, decisions, or actions will be initiated by any firm as a result of any verbal discussion with any County employee prior to the opening of responses to this document. Sedgwick County reserves the right to select, and subsequently recommend for award, the proposed services/products which best meets its required needs, quality levels, and budget constraints. Vendors will NOT be compensated for any part of the proposal submittal process.

5. CONTRACT PERIOD & PAYMENT TERMS

A contractual period will begin approximately December 1, 2003 or immediately following Sedgwick County Board of County Commission approval of the recommended proposal and receipt by the County of any/all required contractual paperwork. There will be no price increases during the initial term of the contract. Both parties may extend the contract for an additional one (1) year subject to mutual agreement. Individual prices shall be negotiated at the renewal based on call and inventory levels. An increase of no more than 3% will be allowed in the optional year.

The County will verify its interest (in writing) in extending the contract approximately 45 days prior to the end of the then current contractual period.

The County shall retain the right to cancel this agreement at any time, with thirty (30) day written notice, for failure of the successful firm to provide the specified services.

Copies of any contracts, which require Sedgwick County's signature, must be provided for review by the Sedgwick County Legal Department.

Payment for all specified services to the successful vendor will be made following:

- ?? Provision of services during a monthly period;
- ?? Verification by Division of Information & Operations Project Manager that the specified services have been completed; and,
- ?? Receipt of invoice.

6. QUESTION and CONTACT INFORMATION

Technical questions only, submitted in writing, may be addressed to:

Lacy Leslie, Imaging Services Administrator
Division of Information and Operations
538 N. Main
Wichita, KS 67203
Phone: (316) 660-9821; Fax: (316) 383-7673; Email: lleslie@sedgwick.gov

Questions regarding the purchasing process may be addressed to:
Iris Baker, Purchasing Director
Division of Finance, Purchasing
604 N. Main, Suite F
Wichita, KS 67203
Phone: (316) 383-7494; Fax (316) 383-7055; Email: ibaker@sedgwick.gov

7. MINIMUM MANDATORY REQUIREMENTS

The County desires the best services available. The following requirements are provided to assist responders in understanding the objectives of the County and submitting a thorough response. Proposals received must reflect in detail their inclusion and the degree provided. The successful respondent shall:

		Yes	No	Comments
1.	Provide maintenance, warranty, or installation coverage on equipment specified during normal County business hours (8:00 am to 5:00 pm), Monday through Friday with County holidays excluded.			
2.	Maintenance services to be provided on-site by the individual(s) (or designee (s)) provided. If in the event a device must be repaired off-site (not on County property), the successful proposer will provide an acceptable equivalent device for the County department to use until the repaired device is returned. Unless extreme circumstances exist, it is the County’s expectation equipment will not be off-site for more than four (4) business days.			
3.	Individual (s) performing work must be authorized/certified/trained by the manufacturer to provide maintenance and warranty services on those devices upon which they propose to provide support, if applicable or specifically note exceptions. The individual(s) will work with SCPIO staff to complete required warranty paperwork. SCPIO may require copies of any certifications/licenses of the identified individuals(s).			
4.	Regular reports will be provided on parts availability and parts inventory levels for the Sedgwick County local area. In addition, SCPIO reserves the right to perform an audit on parts price listings of the proposer.			
5.	Scope of work for the service individual(s) will include providing maintenance repairs to the computer equipment listed within and providing preventive maintenance on equipment.			
6.	Identify the number of service individual(s) available to perform work.			

7.	Ensure that any inspection costs or other costs associated with this maintenance be included in the proposed price.			
8.	Identify how service personnel are to be contacted by SCDIO and describe the method and timeliness used for dispatching service personnel to our site.			
9.	Provide quarterly preventive maintenance checks on all hardware equipment listed at the end of this document.			
10.	Provide scanner cleaning kits and limited consumable parts on-site to be maintained by DIO-Imaging Services Administrator.			
11.	Provide a vehicle for use by the individual(s) during work hours.			

8. MINIMUM PERSONNEL REQUIREMENTS

The successful respondent shall adhere and meet the following.

		Yes	No	Comments
1.	Minimum acceptable certification level of the on-site service individual(s) would be A+ Certification, Tier1 product Certification, and/or MICROSOFT Certified Professional status.			
2.	Stipulate how vendor will ensure that the individual(s) will assist the County in maintaining a drug free environment.			
3.	Individual(s) providing services to County will have no prior felony convictions or any convictions other than minor traffic violations and understand the County may initiate a background check administered by the Sheriff's Department should it be determined to be in the County's best interest.			
4.	Ensure the individual(s) will report to work on County facilities in suitable business attire. Business casual uniforms identifying the individual(s) as an employee of the successful vendor is acceptable.			
5.	Individual(s) will be trained in customer service techniques and adhere to all applicable Sedgwick County policies.			
6.	Monthly meetings with a company representative and member of SCDIO staff to review performance and statistics. The individual(s) will provide statistics on number of calls including details such as model number, type of problem, time to resolution, etc.			
7.	Individual(s) (or designee(s)) will check in with SCDIO Imaging Services Administrator to acknowledge receipt of a call, provide a status on a/the call, and to close a/the call. The Imaging Services Administrator will monitor vendor performance and will report to management any non-compliance with the contract.			

9. INSURANCE

Liability insurance coverage shall be considered as primary and not as excess insurance. The carrier(s) shall provide thirty (30) days written notice to the County by registered mail prior to any modification, cancellation, non-renewal, or other change in coverage. The policies must be effective prior to the commencement of work and must remain in force until termination of work under this contract. In the event of interruption of coverage for any reason, all work under the contract shall cease and shall not resume until coverage has been restored.

If at any time during the term of this contract or any extension thereof, any required policies of insurance should expire, or are canceled, it will be the responsibility of the proposer to furnish to the County a Certificate of Insurance indicating renewal or an acceptable replacement of the expiring policy prior to the expiration or insured. The following minimum coverage is generally required of vendors providing services:

Workers Compensation		
Applicable State Statutory Employers' Liability		\$100,000.00
Contractor's Liability Insurance		
Form of insurance shall be by a Comprehensive General liability and comprehensive Automobile Liability		
Bodily Injury		
Each Occurrence		\$500,000.00
Aggregate		\$500,000.00
Property Damage		
Each Occurrence		\$500,000.00
Aggregate		\$500,000.00
Personal Injury		
Each Person Aggregate		\$500,000.00
General Aggregate		\$500,000.00
Automobile Liability – Owned, Non-owned and Hired		
Bodily Injury Each Person		\$500,000.00
Bodily Injury Each Occurrence		\$500,000.00
XCU Coverage – Remove exclusion		

10. INDEMNIFICATION

The successful firm shall hold Sedgwick County harmless from and indemnify it against all liability, including attorneys fee, which may arise from and accrue directly from the performance of the work or any obligation of the successful firm or failure of the successful firm to perform any work or obligation provided for in the agreement.

11. TENTATIVE TIME LINE

The following dates are provided for information purposes and are subject to change without notice.

Distribution of Request for Proposal	October 16, 2003
Sealed proposals due before 1:45 p.m.	November 4, 2003
Review proposals, conduct interviews.....	November 4- November12, 2003
Board of Bids and Contracts	November 20, 2003
Board of County Commission.....	November 26, 2003

12. PROPOSAL CONDITIONS

Vendors will understand that pricing offered in the proposal document will be provided to other local government entities with whom Sedgwick County regularly enters into cooperative agreements. In submitting a response to this Request for Proposal, vendors hereby understand the following:

1. 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. Contracts entered into on the basis of submitted proposals are revocable if contrary to law.
2. Alternate proposals (two or more proposals submitted) will be considered for an award. Sedgwick County reserves the right to make the final determination of actual equivalency or suitability of such proposals with respect to requirements outlined herein.
3. The proposals 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 proposal specifications, conditions, and requirements will control.
4. Sedgwick County will retain the right to reject any part of or any and/or all proposals received, or to accept any item or items in the proposal, if determined to be non-responsive in any form, or if determined to be in the best interest of Sedgwick County. It will further be understood that each responder's sureties and insurers are subject to the approval of the County.
5. Sedgwick County may award a purchase contract based on initial offers received without discussion of such offers. **A vendor's initial offer should therefore be based on the most favorable terms available from a price and technical standpoint.** The County may, however, have discussion with those vendors that it deems in its discretion to fall within a competitive range. It may also request best and final offers from such proposers and make an award and/or conduct negotiations thereafter.
6. Sedgwick County reserves the right to negotiate separately with any proposer after the opening of this Request for Proposal when such action is considered in its best interest. Subsequent negotiations may be conducted but such negotiations will not constitute acceptance, rejection, or a counteroffer on the part of the County.
7. **Prices proposed may not be withdrawn for a period of 120 days following the opening of this Request for Proposal. Prices MUST also be free of duties, federal, state, and local taxes unless otherwise imposed by a governmental body and applicable to the material on the proposal.**
8. **Proposers MUST return three (3) signed, completed copies of attached Response Form to Sedgwick County, Kansas, Purchasing Department, Suite F, 604 North Main, Wichita, KS 67203-3672, on or before 1:45 p.m. on the proposal due date. The time stamp clock in the Purchasing Department will determine the time of receipt.** Proposals will be publicly opened at 2:00 p.m. the day proposals are due. Openings are generally held at 525 N. Main, 3rd floor, Board of County Commission Meeting Room.
9. **Envelopes/boxes containing Response Forms must be sealed and marked on the lower left-hand corner with the firm name and address, proposal number, proposal due date, and proposal opening time.**
10. Sedgwick County interprets the term "lowest responsible bidder/proposer" as requiring Sedgwick County to: (a) choose between the kinds of materials, goods, wares, or services subject to the proposal, and (b) determine which proposal 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, and maintenance costs of items upon which proposals are received. Sedgwick County can determine any differences or variations in the quality or character of the material, goods, wares, or services performed or provided by the respective responders.
11. 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, if necessary, to assist Sedgwick County in analyzing your proposal.
12. A purchase order and/or contractual agreement constitutes Sedgwick County's offer to the service provider upon the terms and conditions stated herein, and will become binding meeting the terms set forth herein when it is accepted by acknowledgment or performance.

13. After the award, if the successful vendor/supplier refuses or fails to make deliveries of the materials within the times specified in the *Request for Proposal*, purchase order or contractual agreement, Sedgwick County may, by written notice, terminate the contract OR purchase order. The successful respondent 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 K.S.A. 58-201, et seq., and any other lien, right, or claim of any nature or kind whatsoever.
14. Vendors responding to this proposal 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 Proposal, Addenda, Contract, Bonds, Insurance, Plans, Specifications, Mandatory Requirements and Conditions.
15. Unless specified otherwise, all items/services proposed are to be as a minimum but not necessarily limited to: new, current model year, and untitled prior to shipping and/or installation.
16. If a response to this Request for Proposal is accepted, the responder 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 Proposer. The Proposer agrees that the surety/deposit given concurrently herewith will become the property of the County in the event the responder fails to execute and deliver such contract within the specified time. In the further event of such failure, the Proposer will be liable for the County's actual damages that exceed the amount of the surety.
17. It will be understood that time is of the essence in the Proposer's performance. The Proposer 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 Proposer defaults in the performance of the Contract Documents, the Proposer will be liable for payment of the sums stipulated in the Contract Documents as liquidated damages, and not as a penalty.
18. The Proposer hereby certifies that he or she has carefully examined all of the documents for the project, has carefully and thoroughly reviewed this Request for Proposal, that he or she has inspected the location of the project (if applicable), and understands the nature and scope of the work to be done; and that this proposal is based upon the terms, specifications, requirements, and conditions of the Request for Proposal and documents. The Proposer further agrees that the performance time specified is a reasonable time, having carefully considered the nature and scope of the project as aforesaid.
19. It will be understood that any proposal and any/all referencing information submitted in response to this Request for Proposal will become the property of Sedgwick County and will not be returned. Sedgwick County will use discretion with regards to disclosure of proprietary information contained in any response, but cannot guarantee that information will not be made public. As a governmental entity, Sedgwick County is subject to making records available for disclosure after Board of County Commission approval of the recommendation. Any confidential or proprietary information should be clearly marked.
20. Sedgwick County will not be responsible for any expenses incurred by any vendor in the development of a response to this Request for Proposal, 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.
21. 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. Any dispute arising out of the contract documents or their interpretation will be litigated only within the courts of the State of Kansas.

22. County reserves the right to enter into agreements subject to the provisions of the Cash Basis Law (K.S.A. 10-1112 and 10-1113), and the Budget Law (K.S.A. 79-2935). Agreements shall be construed and interpreted so as to ensure that the County shall at all times stay in conformity with such laws, and as a condition of agreements the County reserves the right to unilaterally sever, modify, or terminate agreements at any time if, in the opinion of its legal counsel, the Agreement may be deemed to violate the terms of such law.
23. No prepayment of any kind will be made prior to shipment. Payment will be made upon verification of delivery, compliance with specifications/requirements, assurance that the product/service performs as specified and warranted, and receipt of correct invoicing. Payment of the seller's invoices is subject to adjustment for any shortage, or for the rejection of any item or items.
24. Successful contractor may have access to private or confidential data maintained by the County to the extent necessary to carry out its responsibilities of the contract. Contractor shall be responsible for compliance with the privacy provision of the Health Insurance Portability and Accountability Act (HIPAA) and shall comply with all other HIPAA provisions and regulations as applicable.
25. The successful proposer agrees all data, records and information which the proposer, including its agents and employees, obtains access to for the purposes of this proposal, remains at all times exclusively the property of Sedgwick County. Proposer agrees it will take all reasonable steps and the same protective precautions to protect Sedgwick County's proprietary information from disclosure to third parties as with successful proposer's own proprietary and confidential information. **Proposer agrees that all data, regardless of form that is generated as a result of this Request for Proposal, is the property of Sedgwick County.**
26. Neither Agreements nor any rights or obligations hereunder shall be assigned or otherwise transferred by any party without the prior written consent of the others.
27. The Proposer agrees to comply with K.S.A. 44-1030, which reads as follows: "The Proposer hereby agrees that":
 - a. He or she will observe the provision of the Kansas Commission on Human Rights 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 or she will include the phrase 'Equal Opportunity Employer,' or a similar phrase to be approved by the Kansas Commission on Human Rights;
 - c. If he or she fails to comply with the manner in which he reports to the Kansas Commission on Human Rights, 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, Kansas;
 - d. If he or she is found guilty of a violation of the Kansas Act Against Human Rights under a decision, or order of the Kansas Commission on Human Rights which has become final, he or she 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, Kansas; and,
 - e. He or she 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 subcontractor or vendor.
28. By submission of a response, the Proposer 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 Proposer'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. Proposers will identify any interests and the individuals involved on separate paper with the response will understand that the County, at the discretion of the Purchasing Director in consultation with the County Counselor, may reject their proposal.
29. No gifts or gratuities of any kind shall be offered to any County employee at any time.
30. The supplier will hold and save Sedgwick County, Kansas, 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.

31. The Proposer certifies that this proposal is submitted without collusion, fraud or misrepresentation as to other Proposers, so that all proposals for the project will result from free, open and competitive proposing among all vendors.
32. Sedgwick County will accept responses transmitted via a facsimile unless stated to the contrary within this document. Proposals 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 proposals 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 proposal response via a facsimile does NOT relieve the proposer of: (1) responsibilities stated in the document (such as attendance at a mandatory pre-proposal 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 proposal sureties (bonds, certificates of insurance, etc.)
33. The Proposer must provide Sedgwick County with a toll-free telephone number OR accept collect calls. FAX numbers should also be provided if available. Additional information may be obtained from Iris Baker, Sedgwick County, Kansas, Purchasing Department, 604 North Main, Suite F, Wichita, KS 67203-3703 (316) 383-7494.

REQUEST FOR PROPOSAL
03-0026
SCANNER EQUIPMENT MAINTENANCE

All firms interested in proposing MUST provide four (4) completed copies of the **entire** document and return with any supplementary materials. Responses are due NOT LATER THAN 1:45 p.m., Tuesday, November 4, 2003. Attention: Iris Baker, Sedgwick County Purchasing Department; 604 N. Main, Suite F, Wichita, Kansas 67203-3703.

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

FIRM NAME _____

CONTACT _____ DATE _____

SIGNATURE _____ TITLE _____

ADDRESS _____ CITY/STATE _____ ZIP _____

PHONE _____ FAX _____ HOURS _____

TAXPAYER I.D. NUMBER _____

COMPANY WEB SITE ADDRESS _____ E-MAIL _____

GENERAL NATURE OF BUSINESS _____

NUMBER OF LOCATIONS _____ NUMBER OF PERSONS EMPLOYED _____

Type or Organization (check all which apply):

_____ Sole Proprietorship _____ Partnership _____ Incorporated _____ Corporation

_____ MINORITY BUS ENT _____ WOMAN-OWNED BUS ENT _____ SMALL BUS ENT

_____ MANUFACTURER _____ DISTRIBUTOR _____ RETAIL _____ DEALER _____ SERVICE

WE ACKNOWLEDGE RECEIPT OF THESE ADDENDA: NO. _____, DATED _____;

NO. _____, DATED _____; NO. _____, DATED _____.

I/We _____ propose to provide maintenance services for all desktop equipment and agree to meet or exceed all specifications, requirements, and conditions described in the preceding document.

1. Costs.
 - a. Hourly Rate \$_____.
 - b. Services/repairs after business hours, weekends, or holidays \$_____ per hour.
2. Provide data on the firm's background, experience, and qualifications.
3. Provide the name of the individual/individuals who will be the primary point of contact. Include resumes and related experience, specialization, accomplishments, etc.
4. Identify at least three (3) references, include Organization, contact name, title, address, telephone number, description of services and date of service of those familiar with your work, capability, and performance. It would be most helpful to include past projects of similar size and scope.
5. Discuss any exceptions to requirements in detail, including the list for product to be supported.
6. Provide a parts list, along with pricing which will be effective for Sedgwick County during the scope of this contract.
7. Provide copies of professional certificates for staff that will be working under this agreement.
8. Provide any additional information that may assist the County in evaluating your proposal.

ATTACHMENT A

Current equipment to be covered under agreement.

<u>Make</u>	<u>Model</u>	<u>Serial #</u>	<u>Location</u>	<u>Department</u>	
Fujitsu	3093DE	11102	434 N. Market	Appraiser	*
Fujitsu	3093DE	11105	434 N. Market	Appraiser	*
Fujitsu	3093DE	475	434 N. Market	Appraiser	*
Fujitsu	4340C	615	434 N. Market	Appraiser	*
Fujitsu	4340C	2308	434 N. Market	Appraiser	*
Fujitsu	3093DE	11063	525 N. Main, 1st Floor	Treasurer	*
Fujitsu	3093DE	311472	525 N. Main, 8th floor	Bureau of Finance	*
Fujitsu	3093EX	3947	525 N. Main, 8th floor	Bureau of Finance	
Fujitsu	3093DE	11056	525 N. Main, 2nd floor	Clerk	*
Fujitsu	3093DE	11109	525 N. Main, 3rd floor	Counselor	*
Fujitsu	3093DE	311407	525 N. Main, 3rd floor	Counselor	*
Fujitsu	4340C	385	538 N. Main, 2nd floor	DIO	*
Fujitsu	3093DE	311422	535 N. Main, 1st floor	District Attorney	*
Fujitsu	3093DE	11093	510 N. Main, 1st floor	Election Commission	*
Fujitsu	3093DE	11094	510 N. Main, 1st floor	Election Commission	*
Fujitsu	4340C	619	635 N. Main	COMCARE	*
Fujitsu	3093DE	11078	1919 N. Amidon	COMCARE	*
Fujitsu	3093EX	4187	604 N. Main, Suite F	Purchasing	
Fujitsu	3093EX	458	604 N. Main, Suite F	Purchasing	
Fujitsu	3093EX	2490	604 N. Main, Suite F	Purchasing	
Fujitsu	3093EX	751	525 N. Main, Mezzanine Level	Record's Management	
Bell & Howell	4040D	87S1000694	141 W. Elm	Sheriff	
Bell & Howell	4040D	84S1000447	141 W. Elm	Sheriff	
Bell & Howell	4040D	84S1000411	141 W. Elm	Sheriff	
Bell & Howell	4040D	87S1000698	141 W. Elm	Sheriff	
Bell & Howell	4040D	87S1000688	141 W. Elm	Sheriff	

* denotes Kofax Adrenaline boards