



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 Proposal 03-10259 Sound/Amplification Systems for Courtrooms

October 23, 2003

SEDGWICK County, Kansas, (hereinafter referred to as County) will accept proposals for the procurement and installation of sound /amplification systems for use by the Sedgwick County District Court Courtrooms. It is anticipated that an official contract and/or purchase order will be issued after Board of County Commission approval of the recommended proposal. It shall be noted, however, that the County cannot guarantee the purchase of the services/product described herein.

To ensure that vendors have complete information prior to submitting a proposal, a **MANDATORY PRE-PROPOSAL CONFERENCE** will be held in the District Court Training Center located in the District Court Administrative Office, Sedgwick County Courthouse, 11th floor, 525 N. Main Street, Wichita, KS, on Thursday, November 6th, at 8:00 a.m. CST.

Carefully review this Request for Proposal, as 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 entire document must be completed and returned in a sealed container/envelope to the Sedgwick County Purchasing Department on or before 1:45 p.m. CST, Tuesday, November 18, 2003. Late or incomplete responses will not be accepted and will not receive consideration for final award.**

Proposed base pricing 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. More than one proposal option may be submitted for consideration. Because purchases or contractual agreements of this nature require the expenditure of public funds and/or use of public facilities, the successful proposer will 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 firm to handle this account and will not be shared with any persons not involved with the selection process.

Kandace K. Johnson, CPPB
Senior Purchasing Agent

1. ABOUT THIS DOCUMENT

This document is a Request for Proposal. It differs from a Request for Quotation in that the County is **seeking a solution**, as described in the General and Background information sections, **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. GENERAL INFORMATION

The purpose of this document is to procure a better, more current Sound/Amplification System for four (4) Courtrooms. The District Court Department will provide specifications and requirements, which will result in the procurement of a suitable solution that best meets the needs and/or exceeds their requirements.

3. BACKGROUND INFORMATION

The sound/amplification system now being used by District Court has been in use for approximately eight (8) years and the quality is insufficient for District Court's needs. There is difficulty in hearing others within the courtroom when trial proceedings are being presented.

Depending on budget, the vision is to have four (4) courtrooms brought up to date at this time. These courtrooms are 5-5, 6-1, 7-1, and 8-2.

Listed on the following pages are the minimal essential components that any proposed solutions must meet as well as ones considered valuable, but optional.

4. OBJECTIVES

As a direct result of implementing a recommended solution within the parameters outlined in this document, the County desires to:

- ~~///~~ Procure a professionally designed sound management system
- ~~///~~ Provide quality sound throughout the courtrooms
- ~~///~~ Facilitate a "best value" purchase for the type of product described herein

5. BOND INFORMATION

A Performance Bond equal to the proposal figure may be required. The successful proposer shall well and truly perform all the covenants, conditions, and obligations of the "contract" documents on the part of the contract to be performed.

6. INSURANCE REQUIREMENTS

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

INDEMNIFICATION

The successful firm shall hold Sedgwick County harmless from and indemnify it against all liability, including attorneys fee's, 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.

7. CONTRACT PERIOD & PAYMENT TERMS

The contract period with the successful firm will begin following Board of County Commission approval of the recommended proposal, as finalized, and continue through installation of the system and a minimum 30-day trial period. The County reserves the right to cancel the contract and discontinue services with a fifteen (15) day written notice as a result of the failure of the contracted proposer to provide acceptable services as delineated in the response to this document or if determined that services can be better provided by in-house or other sources.

Progress payments for all specified services/product to the successful proposer can be made with the following criteria taken into consideration:

- ~~☒~~ Board of County Commission approval of the recommended proposal;
- ~~☒~~ Delivery of the proposed equipment/materials;
- ~~☒~~ Successful installation of the delivered equipment/product/materials and 30 day trial period;
- ~~☒~~ Completion of any necessary training to ensure that County personnel will be able to successfully make use of the equipment/product;
- ~~☒~~ Receipt of invoicing;
- ~~☒~~ Final payment won't be made until above conditions are met.

8. SELECTION CRITERIA

The selection process will be based on the responses to this Request for Proposal, and any interviews required

verifying the ability of proposer to provide services/products in response to this document. Vendors will NOT be compensated for any part of the proposal submittal process. A committee comprised of members of the Sedgwick County District Court, Facilities Maintenance and the Purchasing Department will judge each firm's responses as determined by meeting the following criteria:

1. Meeting Request for Proposal Conditions and miscellaneous instructions as outlined herein, and the clarity, completeness and comprehensiveness of the proposal.
2. Providing references (which will be contacted) of all past and current customers of the proposed solution / product services verifying service levels and capability of the proposer to provide a thorough solution.
3. Ability to provide a program /product /solution for evaluation which successfully tests and is compatible with County applications.
4. Proposing the system described herein with the most advantageous and prudent methodology and costs to the County.

The review committee will select the proposals that appear most beneficial. The proposers may be asked to provide a presentation of the Sound/Amplification System solution to the review committee during the evaluation period. 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.

9. QUESTIONS AND CONTACT INFORMATION

To ensure that vendors have complete information prior to submitting a proposal, a pre-proposal conference is scheduled for Thursday, November 6, 2003 at 8:00 a.m. CST. Vendors will have the opportunity to ask questions of the District Court, Facilities Maintenance as well as the Purchasing Department representatives relative to the requirements and specifications contained in the proposal. Questions can be submitted before the pre-proposal conference. All questions and answers will be provided in written form as an addendum.

Technical questions only, must be submitted in writing to:

Greg Cox
Sedgwick County District Court
525 N. Main, 11th floor
Wichita, KS 67203-3704
(316) 383-7302; Fax: (316) 383-7560
Email: gcox@dc18.org

Questions regarding the purchasing process should be submitted in writing to:

Kandace K. Johnson
Division of Finance, Purchasing
604 N. Main, Suite F
Wichita, KS 67203-3672
(316) 383-7495; Fax: (316) 383-7055
Email: kjohnson@sedgwick.gov

10. GENERAL REQUIREMENTS

As noted, the County desires the best sound/amplification system available. The following requirements of the proposer are provided to assist proposers 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 proposer will:

1. Include a list of all hardware and accessories needed for all four (4) courtrooms.
2. Provide detailed specifications of all hardware and accessories proposed.
2. Include all costs for training and installation of the proposed Sound/Amplification solution.
3. Have all the necessary tools and equipment to complete the installation.
4. Complete all ancillary forms in this Request for Proposal. Failure to comply may result in bid negation.
5. Have licenses and certification necessary to complete installation.

11. MINIMUM MANDATORY REQUIREMENTS

The following requirements are provided to assist proposers in understanding the objective of the County and submitting a thorough response. Proposal(s) received must reflect in detail their inclusion and the degree provided.

The County desires the most thoroughly engineered and acceptable solution available. The following specifications outline the minimum design/performance/combination requirements for the proposed system. This section lists criteria to be considered in evaluating the ability of firms interested in providing products/services specified, to be considered for award. **Specific responses to each must be acknowledged and any exceptions to the requirements must be detailed in the proposers response to this Request for Proposal.** *All requirements are minimum unless otherwise noted.* The successful proposer will propose a solution that will include, but not be limited to the following for each courtroom:

	DESCRIPTION	YES	NO
	MICROPHONES		
11.A	One (1) on bench and witness stand, two (2) each on counsel tables and podium.		
11.B	Low profile cardioid condenser.		
11.C	Uniform 120 degree angle of acceptance.		
11.D	Internal gooseneck.		
11.E	Adjustable in length.		
11.F	Foam windscreen.		
	MICROPHONE MOUNT		
11.G	Isolates noise, shock and vibrations.		
11.H	Mute button (not on/off switch).		
	SPEAKERS		
11.I	Supply audio to bench/court reporter area, jury box and public gallery.		
11.J	Provide adequate sound pressure levels and clarity so that speech is clearly audible at bench, jury box, and gallery.		
11.K	Clarity and volume must be adequate for the courtroom size and acoustic properties.		
	MIXER		
11.L	Provide controls at the Bench for 48 volt DC phantom power as well as individual microphone channel volume and overall system volume.		
11.M	Individual microphone channel volume.		
	WARRANTY		
11.N	Full one (1) year warranty on installation and equipment.		

12. ADDITIONAL REQUIREMENTS

The following is additional information needed to assess the capability and methodology of a proposed solution during the evaluation process to determine best value.

	DESCRIPTION	YES	NO
12.A	Identify and list any hardware designed for the proposed solution and include warranty information, extended warranty options and line item costs.		
12.B	Provide detailed wiring specifications.		
12.C	Provide an installation schedule.		

13. ALTERNATE REQUIREMENTS

The following is information for an alternate bid with all requirements remaining the same as above except for the following:

	DESCRIPTION	YES	NO
13.A	Wireless microphones for the witness stand and two (2) counsel tables.		

14. SCOPE OF WORK TO BE COMPLETED

1. Provide and install sound/amplification systems for four (4) courtrooms.
2. Provide and install all necessary wiring.

15. DELIVERY

Price proposed must be F.O.B. Sedgwick County District Court, 525 N. Main, Wichita, KS 67203, Inside Delivery. Delivery and installation of system must be coordinated with Greg Cox, Sedgwick County District Court, (316) 383-7302.

16. TENTATIVE TIME LINE

The following dates are provided for information purposes and are subject to change without notice. Contact Kandace Johnson, Purchasing Department at (316) 383-7495 to confirm any/all dates.

Distribution of Request for Proposal to interested partiesOctober 23, 2003
 Pre-proposal Conference at 8:00 a.m.....November 6, 2003
 Sealed proposals due before 1:45 p.m.November 18, 2003
 Review proposals November 18- November 20, 2003
 Board of Bids and ContractsNovember 20, 2003
 Board of County Commission.....November 26, 2003

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 the entire document 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 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 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 Kandace Johnson, Sedgwick County, Kansas, Purchasing Department, 604 North Main, Suite F, Wichita, KS 67203-3703 (316) 383-7495.

**Sound/Amplification Systems for Courtrooms
Proposal Response Form
03-10259**

All firms interested in proposing MUST provide three (3) copies of the entire document and return with any supplementary materials. Responses are due NOT LATER THAN Tuesday, November 18, 2003, at 1:45 p.m. CST. Attention: Kandace Johnson; Purchasing Department, 604 N. Main, Suite F, Wichita, KS, 67203-3672.

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 without 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;

FIRM NAME: _____

CONTACT: _____ DATE _____

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: _____ EMAIL: _____

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 _____

1. COSTS

Cost Categories	Cost in RFP	Comments
Courtroom 5-5		
Courtroom 6-1		
Courtroom 7-1		
Courtroom 8-2		
Total Project Cost		
Alternate Proposal		
Courtroom 5-5		
Courtroom 6-1		
Courtroom 7-1		
Courtroom 8-2		

2. State number of calendar days to complete installation and, training. Provide installation schedule.

3. Identify at least four (4) 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.

4. What are your customer/technical support hours?