



Vendor Name:

TARRANT COUNTY
PURCHASING DEPARTMENT

JACK BEACHAM, C.P.M.
PURCHASING AGENT

ROB COX, A.P.P.
ASSISTANT

RFP NO. 2011-065

REQUEST FOR PROPOSALS
FOR
ANNUAL CONTRACT
FOR
MICR PRINTER MAINTENANCE

PROPOSALS DUE APRIL 4, 2011
2:00 P.M.

RFP NO. 2011-065

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This Table of Contents is intended as an aid to vendors and not as a comprehensive listing of the proposal package. Vendors are responsible for reading the entire proposal package and complying with all specifications.

RFP FOR ANNUAL CONTRACT FOR MICR PRINTER MAINTENANCE

Tarrant County is soliciting proposals for **ANNUAL CONTRACT FOR MICR PRINTER MAINTENANCE**.

THE ORIGINAL AND THREE (3) COPIES
OF
COMPLETED PROPOSALS
MUST BE RECEIVED IN THE
PURCHASING DEPARTMENT
AT 100 E. WEATHERFORD, SUITE 303
FORT WORTH, TEXAS 76102
ON OR BEFORE APRIL 4, 2011 AT 2:00 P.M.

All proposals, including a "NO BID", are due in the Purchasing Department by the due date, in sealed envelopes or boxes. **All proposals must be clearly marked with the RFP Number, the name of the company submitting the proposal, and date and time of opening on the outside of the envelope/box and/or Air Bill/Delivery Receipt.** Original proposal must be clearly marked "**ORIGINAL**" and contain all original signatures.

Any proposal received after the date and/or hour set for RFP opening will not be accepted. Respondent will be notified and will advise Tarrant County Purchasing as to the disposition by either pick up, return at respondent's expense, or destroyed with written authorization of the bidder. If proposals are sent by mail to the Purchasing Department, the respondent shall be responsible for actual delivery of the proposal to the Purchasing Department before the advertised date and hour for opening of RFPs. If mail is delayed either in the postal service or in the internal mail system of Tarrant County beyond the date and hour set for the RFP opening, proposals thus delayed will not be considered and will be disposed of as authorized.

Proposals may be withdrawn at any time prior to the official opening. Alterations made before opening time must be initialed by proposer/respondent guaranteeing authenticity. After the official opening, proposals become the property of Tarrant County and may not be amended, altered or withdrawn without the recommendations of the Purchasing Agent and the approval of Commissioners Court.

Tarrant County is exempt from Federal Excise and State Sales Tax. The County is not exempt from Surplus Lines Tax or Texas Stamping Tax. Therefore, only applicable taxes must be included in this proposal.

No oral explanation in regard to the meaning of the proposal specifications will be made and no oral instructions will be given before the award of the contract. Requests from interested respondents for additional information or interpretation of the information included in the specifications and all questions should be directed in writing, via facsimile, to:

GWEN PETERSON, C.P.M., A.P.P., SENIOR BUYER
FAX: (817) 884-2629

RFP FOR ANNUAL CONTRACT FOR MICR PRINTER MAINTENANCE

All documents associated with this RFP, including but not limited to, the RFP document, questions and their responses, addenda and special notices will be posted under the RFP number on the Tarrant County web site and available for download by respondents and other interested parties. It is the bidders'/respondents' sole responsibility to review this site and retrieve all related documents prior to the RFP due date.

The deadline for receipt of all written questions shall be 12:00 (Noon), Fort Worth time, Friday, March 18, 2011.

Proposal Response Forms must be fully completed and included in your response. Forms that have been retyped or altered may result in rejection of proposal.

This RFP is issued in compliance with the County Purchasing Act, Section 262.030. Negotiations shall be conducted with responsible vendor(s) who submit proposals determined to be reasonably susceptible of being selected for award.

It is the bidders' sole responsibility to print and review all pages of the RFP document, attachments, questions and their responses, addenda and special notices. The Proposal Signature Form must be signed and returned. Failure to provide signature on this form renders proposal non-responsive. Failure to complete and the submission of all required forms, including but not limited to the Reference Page, Certificate of Eligibility, Checklist, Questionnaires (when applicable), Addenda (including revised forms), and any other specified forms or documents will be grounds for rejection of entire proposal.

CONFIDENTIALITY: Any material that is to be considered confidential in nature must be clearly marked as such and shall be treated as confidential to the extent allowable in the Open Records Act. Pricing information is not considered confidential. Trade secrets or confidential information **MUST** be placed in a separate envelope marked "**CONFIDENTIAL INFORMATION**" and **EACH PAGE** must be marked "**CONFIDENTIAL INFORMATION.**" Tarrant County will make every effort to protect these papers from public disclosure as outlined in LGC, Section 262.030(c) of the State of Texas County Purchasing Act.

"The Texas Public Information Act gives the public the right to request access to government information, subject to certain narrow exceptions. Tarrant County is an entity subject to this Act. Therefore, please be advised that your company's declaration that certain information submitted in response to an RFP is "confidential" will not be treated as such if the County receives a request for a copy of the RFP. The County will of course make every effort to inform your company of such a request and to provide you with an opportunity to object to the release of any proprietary information, but Tarrant County cannot and will not make an agreement to withhold information from the public contrary to the County's responsibilities under the Act."

Additionally, to the extent your response is incorporated into the contract, that contract will become an official record available for public inspection.

Proposals shall be opened so as to avoid disclosure of contents to competing offerors and kept secret during the process of negotiation. All proposals that have been submitted shall be open for public inspection after the contract is awarded, except for trade secrets and confidential information contained in the proposals and identified as such.

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The successful Contractor shall defend, indemnify, and hold harmless Tarrant County from any and all liability or loss of any nature whatsoever arising out of or relating to the Contractor performing work on County premises, including, without limiting the generality of the foregoing coverage, any act or omission of the contractor, its agents, servants, employees, or invitees in the execution or performance of the contract.

Continuing non-performance of the vendor in terms of Specifications shall be a basis for the termination of the contract by the County. The County shall not pay for work, equipment, or supplies which are unsatisfactory. Vendors will be given a reasonable opportunity before termination to correct the deficiencies. This, however, shall in no way be construed as negating the basis for termination for non-performance.

The **contract may be terminated** by either party upon written thirty (30) days notice prior to cancellation.

Proposals will be considered irregular if they show any omissions, alteration of form, additions or conditions not called for, or irregularities of any kind. However, Tarrant County reserves the right to waive any irregularities and to make award in the best interest of the County.

Tarrant County reserves the right to accept or reject in part or in whole any proposals submitted and to waive any technicalities for the best interest of the County. Proposals may be rejected, among other reasons, for any of the following specific reasons:

1. Proposals received after the time limit for receiving proposals.
2. Proposals containing any irregularities.
3. Unbalanced value of any items.

Vendors may be disqualified and their proposals not considered, among other reasons, for any of the following specific reasons:

1. Reason for believing collusion exists among the Vendors.
2. Reasonable grounds for believing that any Vendor is interested in more than one Bid for the work contemplated.
3. The Vendor being interested in any litigation against the County.
4. The Vendor being in arrears on any existing contract or having defaulted on a previous contract
5. Lack of competency as revealed by a financial statement, experience and equipment, questionnaires, etc.
6. Uncompleted work which in the judgement of the County will prevent or hinder the prompt completion of additional work, if awarded.
7. Respondents shall not owe delinquent property tax in Tarrant County.

Due care and diligence has been used in preparation of this information, and it is believed to be substantially correct. However, the responsibility for determining the full extent of the exposure and the verification of all information presented herein, shall rest solely with the proposer. Tarrant County and its representatives will not be responsible for any errors or omissions in these specifications, nor for the failure on the part of the proposer to determine the full extent of the exposures.

The successful proposer/respondent may not assign their rights and duties under an award without the written consent of the Purchasing Agent. Such consent shall not relieve the assignor of liability in the event of default by the assignee.

RFP FOR ANNUAL CONTRACT FOR MICR PRINTER MAINTENANCE

SPECIAL TERMS AND CONDITIONS OF THE CONTRACT

1. **Contract Terms:** Successful vendor(s) will be awarded a twelve (12) month contract, effective from date of award or notice to proceed as determined by Tarrant County Purchasing. At Tarrant County's option and approval by the vendor, the contract may be renewed for three (3) additional one (1) year periods, as further explained in Renewal Options. **Prices must remain firm for the entire contract.**
2. **Renewal Options:** Tarrant County reserves the right to exercise an option to renew the contract of the vendor for three (3) additional one (1) year periods, provided such option is stipulated in the Special Conditions and agreed upon by both parties. If the County exercises the right in writing, the Bidder shall update and submit any legal documents required during the initial solicitation by no later than thirty (30) calendar days prior to the commencement of the option period. These documents, if applicable, will be specified in the Special Conditions and include, but are not limited to, Insurance Certificates and Performance Bonds and must be in force for the full period of the option. If the updated documents are not submitted by the Bidder in complete form within the time specified, the County will rescind its option and seek a new bid solicitation.
3. **MINIMUM INSURANCE REQUIREMENTS**
 - A. The Contractor shall take out, pay for and maintain at all times during the prosecution of the work under the contract, the following forms of insurance, in carriers acceptable to and approved by Tarrant County.
 - 1) Workers' Compensation — statutory
 - 2) Employer's Liability — \$500,000
 - 3) Comprehensive Commercial General Liability:
 - a. Bodily Injury/Personal Injury — \$1,000,000 per occurrence
\$2,000,000 aggregate
 - b. Property Damage — \$1,000,000 aggregate
 - 4) Professional Liability — \$1,000,000 per occurrence
\$2,000,000 aggregate
 - B. The County reserves the right to review the insurance requirements of this section during the effective period of the contract and to require adjustment of insurance coverage and their limits when deemed necessary and prudent by the County based upon changes in statutory law, court decisions, or the claims history of the industry as well as the Contractor.

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SPECIAL TERMS AND CONDITIONS OF THE CONTRACT

C. Required Provisions:

- 1) Proof of Carriage of Insurance - All certificates of insurance will be required in duplicate and filed with the Purchasing Agent and the Budget and Risk Management Department at 100 East Weatherford Street.
- 2) All certificates shall provide Tarrant County with an unconditional thirty days written notice in case of cancellation or any major change.
- 3) As to all applicable coverage, certificates shall name Tarrant County and its officers, employees, and elected representatives as an additional insured.
- 4) All copies of the certificates of insurance shall reference the project name and bid number for which the insurance is being supplied.
- 5) The Contractor agrees to waive subrogation against Tarrant County, its officers, employees, and elected representatives for injuries, including death, property damage, or any other loss to the extent the loss, if any, is covered by the proceeds of insurance.
- 6) The Contractor/Vendor is responsible for making sure any sub-contractor(s) performing work under this agreement has the required insurance coverage(s) and supplies Tarrant County with the proper documents verifying the coverage.

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STATEMENT OF WORK

I. **GENERAL STATEMENT:**

- A. Tarrant County is soliciting proposals from qualified vendors to provide on-site maintenance and repair of specific MICR printers and folder/sealer equipment. Maintenance and repair is to be provided on-site on business days (8:00AM to 5:00PM Monday thru Friday, Fort Worth time). The vendor will provide all labor, service, installation, expertise, transportation, lodging, per diem, all repair and/or replacement parts, at no additional cost to Tarrant County. If possible, Tarrant County prefers to award this contract as "all or none" to a single respondent, however, if a single vendor cannot fulfill the desired scope of maintenance for both the printer equipment and the folder/sealer equipment, the County may select a second vendor for work under this RFP. The contract(s) resulting from this RFP will be for twelve (12) months with options to renew for three (3) additional twelve (12) month periods, as further explained in Special Conditions (page 4).
- B. By responding to this proposal, respondent is declaring their past experience, qualifications, ability and agreement to provide all products, materials, repair and/or replacement parts or components, technical support, and/or services necessary to fulfill the requirements of this RFP to the satisfaction of Tarrant County if awarded the contract.

II. **CONTRACT REQUIREMENTS:**

- A. **Vendors are to include one (1) original of any or all vendor-required contracts** (i.e., purchase contract, lease/purchase contract, maintenance contract, license contract, etc) in their proposal response. Vendors should ensure that ALL applicable contracts are included with their proposal response, and that ONLY applicable contracts are included. Failure to provide contracts as instructed or to cause an unnecessary and untimely delay in getting contracts reviewed and signed may result in the rejection of that Vendor's bid.
- B. During the evaluation process (and prior to making an award recommendation), the Vendor/s who appear successful in their proposal will have their contracts subjected to review by Tarrant County's District Attorney's office.
- C. Following this review, the Vendor must incorporate any necessary changes or addenda into the contracts and quickly provide four (4) signed originals to Tarrant County for the County Judge to sign in the Commissioners Court when a contract award is made. Once award has been made, and the County Judge has signed the contracts, one (1) complete set will be returned to the Vendor by Tarrant County. **Failure of the Vendor to provide ALL applicable contracts in a timely and orderly manner may jeopardize award recommendation.**

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III. CURRENT SERVICE:

- A. Maintenance for the MICR printers is currently provided by Pitney Bowes. The current contract with Pitney Bowes will expire on May 31, 2011.

IV. EVALUATION CRITERIA:

- A. Evaluation will be performed by a committee and will be based on the following criteria and weight factors:

PART A: Compliance to Specifications (Value = 50%)

An evaluation of the Respondent's level of compliance to the Specifications.

PART B: Pricing (Value = 50%)

An evaluation of the prices applicable to the offered solutions.



TARRANT COUNTY

HISTORICALLY UNDERUTILIZED BUSINESSES (HUB) POLICY

I. POLICY STATEMENT

The Tarrant County Commissioners Court, being the policy development and budgetary control unit of county government, will strive to ensure that all businesses, regardless of size, economic, social or ethnic status have an equal opportunity to participate in the County's procurement processes. The County is committed to promote full and equal business opportunity for all businesses to supply the goods and services needed to support the mission and operations of county government, and seeks to encourage the use of certified historically underutilized businesses (HUBs) through the use of race, ethnic and gender neutral means. It is the policy of Tarrant County to involve certified HUBs to the greatest extent feasible in the County's procurement of goods, equipment, services and construction projects while maintaining competition and quality of work standards. The County affirms the good faith efforts of firms who recognize and practice similar business standards.

II. DEFINITIONS

Historically underutilized businesses (HUBs), also know as a disadvantaged business enterprise (DBE), are generally business enterprises at least 51% of which is owned and the management and daily business operations are controlled by one or more persons who is/are socially and economically disadvantaged because of his or her identification as a member of certain groups, including women, Black Americans, Mexican Americans and other Americans of Hispanic origin, Asian Americans and American Indians.

Certified HUBs includes business enterprises that meet the definition of a HUB and who meet the certification requirements of certification agencies recognized by Tarrant County.

Businesses include firms, corporations, sole proprietorships, vendors, suppliers, contractors, subcontractors, professionals and other similar references when referring to a business that provides goods and/or services regardless of the commodity category.

Statutory bid limit refers to the Texas Local Government Code provision that requires competitive bidding for many items valued at greater than \$25,000.

III. POLICY GUIDELINES

- A. Tarrant County, its contractors, their subcontractors and suppliers, as well as all vendors of goods, equipment and services, shall not discriminate on the basis of race, color, creed, gender, age, religion, national origin, citizenship, mental or physical disability, veteran's status or political affiliation in the award and/or performance of contracts. All entities doing business or anticipating doing business with the County shall support, encourage and implement affirmative steps toward a common goal of establishing equal opportunity for all citizens and businesses of the county.
- B. Tarrant County will use and recognize the State of Texas certification process in conjunction with the implementation of this policy. The County may recognize other agencies' certification processes recognized by the State of Texas. Tarrant County reserves the right to review the certification status of any vendor applying to do business with the County. This review will be accomplished to determine the validity and authenticity of the vendor's certification as a HUB.
- C. The Commissioners Court may establish HUB target goals. Through a systematic approach of soliciting quotes, bids and proposals from certified HUBs and in compliance with applicable state and federal law this policy will strive to meet those goals.
 1. Target goals should consider:
 - the availability of HUB firms within the specific category of goods or services to be procured; and
 - the diversity of the county's population.
 2. The goals should be reviewed and amended periodically.
 3. The program may apply to all County procurements including construction and professional services.
 4. Particular attention will be given to HUB participation on purchases in excess of the statutory bid limit.
 5. The Commissioners Court herein establishes a 20% good faith target goal for Tarrant County.

- D. Tarrant County will actively seek and encourage HUBs to participate in all facets of the procurement process by:
1. Continuing to increase and monitor a database of certified HUB vendors, professionals and contractors. The database will be expanded to include products, areas of expertise and capabilities of each HUB firm.
 2. Continuing to seek new communication links with HUB vendors, professionals and contractors to involve them in the procurement process.
 3. Continuing to advertise bids on the County's website and in newspapers including newspapers that target socially and economically disadvantaged communities.
 4. Continuing to provide copies of bid specifications to minority Chambers of Commerce.
- E. As prescribed by law, the purchase of one or more items costing in excess of the statutory bid limit must comply with the competitive bid process. Where possible, those bids will be structured to include and encourage the participation of HUB firms in the procurement process by:
1. Division of proposed requisitions into reasonable lots in keeping with industry standards and competitive bid requirements.
 2. Where feasible, assessment of bond and insurance requirements and the designing of such requirements to reasonably permit more than one business to perform the work.
 3. Specification of reasonable, realistic delivery schedules consistent with the County's actual requirements.
 4. Specifications, terms and conditions reflecting the County's actual requirements are clearly stated, and do not impose unreasonable or unnecessary contract requirements.
- F. A HUB Policy statement shall be included in all specifications. The County will consider the bidder's responsiveness to the HUB Policy in the evaluation of bids and proposals. Failure to demonstrate a good faith effort to comply with the County's HUB policy may result in a bid or proposal being considered non-responsive to specifications.
- G. The Purchasing Department will actively seek the participation of HUB firms in the quotation process for purchases under the statutory bid limit. HUB firms will be identified on the computerized database and linked to the commodities they represent. Buyers will be encouraged to use available internal and external databases of certified HUB firms.

- H. Nothing in this policy shall be construed to require the County to award a contract other than to the lowest responsive bidder as required by law. This policy is narrowly tailored in accordance with applicable law.

IV. ADMINISTRATIVE GUIDELINES

- A. The Purchasing Department shall serve as the County's HUB Office with responsibility for the implementation, monitoring and general operations of the HUB policy. The Purchasing Agent shall serve as the County HUB Officer.
1. The HUB Officer will establish procedures to implement this policy across the full spectrum of the procurement process. The County HUB Office will periodically review with department head and elected officials regarding procurement opportunities.
 2. Managing the policy and training buyers and other County personnel in order to meet County goals will be the responsibility of the HUB Office.
 3. The HUB Office will cooperate with other local government entities to increase HUB participation throughout the county and region. The HUB Office is encouraged to participate in educational and other outreach programs to assist HUB firms.
 4. The HUB Officer will receive and review complaints and recommendations regarding the implementation of the HUB Policy and the good faith efforts of bidders. Further, the HUB Office will audit for compliance to the HUB Policy on eligible projects after award, during the performance of the contract and after completion, while also making any recommendations to Commissioners Court regarding any irregularities or misrepresentation of facts as they relate to compliance with the policy. The HUB Office will review documentation submitted by HUB firms in compliance with this policy.
 5. An annual report along with recommendations shall be provided to the Commissioners Court and Purchasing Board. The annual report will provide statistical data and efforts reflected in the number of purchase orders, value of goods and services purchased, percentages to HUB firms, and outreach and marketing efforts. Other statistics may be required or requested by the Commissioners Court or Purchasing Board.

510 Historically Underutilized Businesses Policy

Adopted: Court Order 64788 (December 17, 1990)

Amended: Court Order 69958 (December 7, 1993)

Amended: Court Order 99651 (December 28, 2006)

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FOR DISADVANTAGED BUSINESS ENTERPRISES ONLY

Disadvantaged Business Enterprises (DBE) are encouraged to participate in Tarrant County's bid process. The Purchasing Department will provide additional clarification of specifications, assistance with Bid Proposal Forms, and further explanation of bidding procedures to those DBEs who request it.

Representatives from DBE companies should identify themselves as such and submit a copy of the Certification.

The County recognizes the certifications of both the State of Texas General Services Commission HUB Program and the North Central Texas Regional Certification Agency. All companies seeking information concerning DBE certification are urged to contact.

Texas Procurement and Support Services
Statewide HUB Program
1711 Jacinto Blvd.
PO Box 13047
Austin, TX 78711-3047
(512) 463-5872

OR

North Central Texas
Regional Certification Agency
624 Six Flags Drive, Suite 100
Arlington, TX 76011
(817) 640-0606

If your company is already certified, attach a copy of your certification to this form and return with proposal.

COMPANY NAME: _____

REPRESENTATIVE: _____

ADDRESS: _____

CITY, STATE, ZIP: _____

TELEPHONE NO. _____ FAX NO. _____

Indicate all that apply:

_____ Minority-Owned Business Enterprise
_____ Women-Owned Business Enterprise
_____ Disadvantaged Business Enterprise

RFP FOR ANNUAL CONTRACT FOR MICR PRINTER MAINTENANCE

VENDOR REFERENCES

Please list three (3) references, **other than Tarrant County**, who can verify your performance as a vendor. Performance includes but shall not be limited to, sales and/or service, delivery, invoicing, and other items as may be required for Tarrant County to determine your firm's ability to provide the intended goods or service of this RFP. The County prefers references to be from customers for whom your firm has provided the same items (sales and/or services) as those specified in this RFP. Inaccurate, obsolete or negative responses from the listed references could result in rejection of your proposal.

REFERENCE ONE

GOVERNMENT/COMPANY NAME: _____
LOCATION: _____
CONTACT PERSON AND TITLE: _____
TELEPHONE NUMBER: _____
SCOPE OF WORK: _____
CONTRACT PERIOD: _____

REFERENCE TWO

GOVERNMENT/COMPANY NAME: _____
LOCATION: _____
CONTACT PERSON AND TITLE: _____
TELEPHONE NUMBER: _____
SCOPE OF WORK: _____
CONTRACT PERIOD: _____

REFERENCE THREE

GOVERNMENT/COMPANY NAME: _____
LOCATION: _____
CONTACT PERSON AND TITLE: _____
TELEPHONE NUMBER: _____
SCOPE OF WORK: _____
CONTRACT PERIOD: _____

THE ORIGINAL AND THREE (3) COPIES OF THIS FORM MUST BE RETURNED WITH PROPOSAL!

RFP FOR ANNUAL CONTRACT FOR MICR PRINTER MAINTENANCE

PROPOSAL SIGNATURE FORM

The undersigned agrees this proposal becomes the property of Tarrant County after the official opening.

The undersigned affirms he has familiarized himself with the local conditions under which the work is to be performed; satisfied himself of the conditions of delivery, handling and a storage of equipment and all other matters which may be incidental to the work, before submitting a proposal.

The undersigned agrees if this proposal is accepted, to furnish any and all items/services upon which prices are offered, at the price(s) and upon the terms and conditions contained in the Specifications. The period for acceptance of this Proposal will be sixty (60) calendar days unless a different period is noted by the proposer/respondent.

The undersigned affirms that they are duly authorized to execute this contract, that this proposal has not been prepared in collusion with any other Proposer/Respondent, nor any employee of Tarrant County, and that the contents of this proposal have not been communicated to any other proposer/respondent or to any employee of Tarrant County prior to the official opening of this RFP.

Vendor hereby assigns to purchaser any and all claims for overcharges associated with this contract which arise under the antitrust laws of the United States, 15 USCA Section 1 et seq., and which arise under the antitrust laws of the State of Texas, Tex. Bus. & Com. Code, Section 15.01, et seq.

The undersigned affirms that they have read and do understand the specifications and any attachments contained in this RFP package. ***Failure to sign and return this form will result in the rejection of the entire proposal.***

NAME AND ADDRESS OF COMPANY:

Tel. No. _____

E-Mail Address: _____

AUTHORIZED REPRESENTATIVE:

Signature _____

Date _____

Name _____

Title _____

FAX No. _____

AFTER HOURS EMERGENCY CONTACT:

Name: _____

Tel. No. _____

COMPANY IS:

Business included in a Corporate Income Tax Return? _____ YES _____ NO

____ Corporation organized & existing under the laws of the State of _____

____ Partnership consisting of _____

____ Individual trading as _____

____ Principal offices are in the city of _____

THIS FORM MUST BE SIGNED AND THE ORIGINAL AND THREE (3) COPIES RETURNED WITH PROPOSAL

RFP FOR ANNUAL CONTRACT FOR MICR PRINTER MAINTENANCE

CERTIFICATION OF ELIGIBILITY

(This provision applies if the anticipated contract exceeds \$25,000)

By submitting a bid or proposal in response to this solicitation, the bidder/proposer certifies that at the time of submission, he/she is not on the Federal Government's list of suspended, ineligible, or debarred contractors.

In the event of placement on the list between the time of bid/proposal submission and time of award, the bidder/proposer will notify the Tarrant County Purchasing Agent. Failure to do may result in terminating this contract for default.

Authorized Signature

THIS FORM MUST BE SIGNED AND THE ORIGINAL AND THREE (3) COPIES RETURNED WITH PROPOSAL

RFP FOR ANNUAL CONTRACT FOR MICR PRINTER MAINTENANCE

RFP FORMS/DOCUMENTS CHECKLIST

✓Indicates Compliance	<p>A check mark (✓) in the space provided indicates these forms/documents have been completed and are included in your bid package. The original and one (1) copy of all forms/documents should be submitted. Failure to check all items could result in rejection of the entire bid. All deviations from specifications must be documented separately and included with bid package.</p>
	<p>1. <u>Vendor References.</u> Respondent has provided three (3) references, other than Tarrant County. References must be able to verify the quality of service your company provides and that your company has completed a project of similar size and scope of work to this RFP.</p>
	<p>2. <u>DBE Form.</u> The form for Disadvantaged Business Enterprises (DBEs) must be signed and returned with a copy of the current certification by those firms that have been certified as Minority-Owned, Woman-Owned, or a Disadvantaged Business Enterprise. (Mark N/A if not applicable.</p>
	<p>3. <u>Proposal Signature Form.</u> The Proposal Signature Form must be fully completed, <u>signed</u>, and included in your response. Forms that have been retyped or altered may result in rejection of proposal. Failure to provide signature on this form renders proposal non-responsive.</p>
	<p>4. <u>Insurance Certificates (If required).</u> Respondents must submit all Insurance Certificates with proposal.</p>
	<p>5. <u>Addenda.</u> When applicable, Respondent acknowledges receipt of all addenda and has included the signed Addenda cover pages and any revised RFP Forms in their proposal package.</p>
	<p>6. It is the Respondent's sole responsibility to print and review all pages of the RFP document, attachments, questions and their responses, addenda and special notices. Failure to complete and the submission of all required forms, including but not limited to the Reference Page, Certificate of Eligibility, Checklist, Questionnaires (when applicable), Addenda (including revised forms), and any other specified forms or documents will be grounds for rejection of entire proposal.</p>
	<p>7. Accuracy for all mathematical and number entries is the sole responsibility of the Respondent. Tarrant County will not be responsible for errors made by the bidder.</p>
	<p>8. All contracts required by the Respondent are included in their proposal package.</p>
	<p>9. Failure to comply with the requirements set forth in this RFP may result in rejection of proposal and/or cancellation of contract after award.</p>

THE ORIGINAL AND THREE (3) COPIES OF THIS FORM MUST BE RETURNED WITH PROPOSAL!

RFP FOR ANNUAL CONTRACT FOR MICR PRINTER MAINTENANCE

DEFICIENCIES AND DEVIATIONS FORM

Following is a listing of ALL deficiencies and deviations from the requirements and/or provisions as outlined in this Request for Proposals and Qualifications. Unless specifically listed here, your response will be considered to be in FULL compliance with the RFP. Respondent assumes the responsibility of identifying all deficiencies and deviations and if not identified, all requirements of the RFP stipulated must be fulfilled at no additional expense to Tarrant County.

This image shows a single sheet of white paper with horizontal ruling lines. The lines are evenly spaced and run across the width of the page. There are no margins, text, or other markings on the paper.

RFP FOR ANNUAL CONTRACT FOR MICR PRINTER MAINTENANCE

PROPOSAL INSTRUCTIONS

Part A and Part B of this Proposal are valued at 50% each.

In Part A (Proposal Compliance Questionnaire), respondents are to read the specifications and provide a "Yes" or "No" response to each item. **Where the reply is "Yes", to receive award points, supporting documentation (when available) must be included with the response to verify your claim.** Questions that go unanswered will be considered "No" and receive no points.

In Part B (Proposal Pricing), respondents are to provide firm fixed pricing in the spaces provided. Failure to respond fully to the information requested in this RFP may justify rejection of the vendor's response due to non-compliance to Specifications.

RFP FOR ANNUAL CONTRACT FOR MICR PRINTER MAINTENANCE

PROPOSAL COMPLIANCE QUESTIONNAIRE

PART A: COMPLIANCE TO SPECIFICATIONS (VALUE = 50%):

- 1) Vendor must show evidence of qualifications for servicing and supporting the equipment detailed in these specifications per manufacturer's requirements.
Max **10** points.
Compliant? ☐ Yes or ☐ No

- 2) Vendor must have access to OEM parts from authorized distributors of the equipment detailed in these specifications.
Max **10** points.
Compliant? ☐ Yes or ☐ No

- 3) Vendor must be located within a thirty (30) minute commute to where the equipment is installed in Tarrant County offices located in the downtown Fort Worth area.
Max **10** points.
Compliant? ☐ Yes or ☐ No

- 4) Maintenance services will be on-site on a 9 hours per day/5 days per week basis (8:00AM to 5:00PM Monday thru Friday Fort Worth time) with vendor providing all labor and necessary repair and/or replacement parts, at no additional charge to Tarrant County. Tarrant County is asking for fixed pricing for maintenance kits in this RFP. The maintenance kits will be purchased and invoiced separately on an as needed basis. The labor for the maintenance kit installation must be included in the original contract price as a service call with no additional charge for labor.
Max **10** points.
Compliant? ☐ Yes or ☐ No

- 5) Upon award, vendor will provide a toll-free telephone number that is monitored during the hours of coverage.
Max **10** points.
Compliant? ☐ Yes or ☐ No

- 6) Vendor must have and maintain a minimum of three (3) qualified technicians that are trained and experienced on the specific products listed with manufacturer's certification preferred.
Max **10** points.
Compliant? ☐ Yes or ☐ No

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PROPOSAL COMPLIANCE QUESTIONNAIRE

- 7) Vendor response should be by telephone within thirty (30) minutes of the initial call for service, with on-site arrival to be “same-day” if the call is received before noon, and “early next business day” if the call is received after noon.
Max **10** points.
Compliant? ☐ Yes or ☐ No
- 8) Vendor must agree to one initial year “firm fixed-price” contract followed by three 1-year options to renew at the same “firm fixed-prices” based on mutual agreement between vendor and Tarrant County.
Max **10** points.
Compliant? ☐ Yes or ☐ No
- 9) Vendor must agree to the addition or removal of equipment to this contract based on the changing needs of Tarrant County. For equipment that is retired, Tarrant County will provide email notification for removal and vendor will delete from contract within thirty (30) days of notice. For equipment to be added, the County will provide make/model/serial number information to allow vendor to offer annual maintenance price. Pricing for added equipment must reflect the same discount as the pricing offered in the RFP. Upon quote from the vendor and acceptance by Tarrant County, a purchase order will be issued. Maintenance coverage will begin on date of acceptance.
Max **5** points.
Compliant? ☐ Yes or ☐ No
- 10) Vendor agrees to maintain a historical record of all work performed on Tarrant County equipment and be prepared to provide this history in a timely manner upon request.
Max **10** points.
Compliant? ☐ Yes or ☐ No
- 11) If possible, award will be made “All or none” to one vendor who can provide maintenance for both printer equipment and folder/sealer equipment.
Max **5** points for vendors who qualify for “all or none” award.
Compliant? ☐ Yes or ☐ No

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PROPOSAL PRICING

PART B: PRICING (VALUE = 50%):

Printer Equipment Maintenance Service

Item Description	Make/Model	Mfg Serial Number	Site Location	Annual Price
MICR Laser Printer with duplexer	PL4424M+ 3P36 13193885	0013022 11-BGA46	Tarrant County Accounts Payable 100 E Weatherford St, 5th Floor Fort Worth, TX 76102	\$ _____
MICR Laser Printer with duplexer and 2000 sheet drawer	PL4424M+ 3P36 13193885	0013024 11-BTY60	Tarrant County Accounts Payable 100 E Weatherford St, 5th Floor Fort Worth, TX 76102	\$ _____
Standard Register Secure Font Module	3P56 11194064	0000126 E10553	Tarrant County Accounts Payable 100 E Weatherford St, 5th Floor Fort Worth, TX 76102	\$ _____
Standard Register Secure Font Module	3P56 11194064	0000127 E10561	Tarrant County Accounts Payable 100 E Weatherford St, 5th Floor Fort Worth, TX 76102	\$ _____
MICR Laser Printer with duplexer	PL4424M+ 3P36 13193885	0013025 11-BTY65	Tarrant County Payroll and Benefits 100 E Weatherford St, 3rd Floor Fort Worth, TX 76102	\$ _____
MICR Laser Printer with duplexer	PL4424M+ 3P36 13193885	0013026 11-BTY66	Tarrant County Payroll and Benefits 100 E Weatherford St, 3rd Floor Fort Worth, TX 76102	\$ _____
Standard Register Secure Font Module	3P56 11194064	0000371 J23819	Tarrant County Payroll and Benefits 100 E Weatherford St, 3rd Floor Fort Worth, TX 76102	\$ _____
Standard Register Secure Font Module	3P56 11194064	0000404 ST015733	Tarrant County Payroll and Benefits 100 E Weatherford St, 3rd Floor Fort Worth, TX 76102	\$ _____
MICR Laser Printer with duplexer	PL4424M+ 3P36 13193885	0013023 11-BMA03	Tarrant County Jury Services 401 W Belknap St, 1st Floor Fort Worth, TX 76102	\$ _____
MICR Laser Printer with duplexer and 2000 sheet drawer	PL5850nM 3P36 13196718	0026228 790HOYD	Tarrant County Information Technology 200 Taylor St, 2nd Floor Data Center Fort Worth, TX 76102	\$ _____
MICR Laser Printer with duplexer and 2000 sheet drawer	PL5850nM 3P36 13196718	0028471 792914X	Tarrant County Information Technology 200 Taylor St, 2nd Floor Data Center Fort Worth, TX 76102	\$ _____
Total				\$ _____

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PROPOSAL PRICING

Folder/Sealer Equipment Maintenance Service

Item Description	Make/Model	Mfg Serial Number	Site Location	Annual Price
Pressure folder/sealer machine	Standard Register 608 Image Seal	1431	Tarrant County Accounts Payable 100 E Weatherford St, 5th Floor Fort Worth, TX 76102	\$ _____
			Total	\$ _____

Maintenance Kits

Vendors must bid only new maintenance kits with no exchange.

Item Description	Make/Model	Estimated Quantity	Delivered Unit Price	Extended Price
Maintenance Kit	Standard Register PL5850nM	2	\$ _____	\$ _____
Maintenance Kit	Standard Register P4424M+	4	\$ _____	\$ _____
			Total	\$ _____