



CHIPPEWA COUNTY REQUEST FOR BIDS

Fujitsu fi-6770 Scanner

ISSUED BY: CHIPPEWA COUNTY BOARD OF COMMISSIONERS

December 16, 2013

Project Representative: Brian Bartlett, Hardware Operations Analyst
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CHIPPEWA COUNTY REQUEST FOR BIDS

Fujitsu fi-6770 Scanner

I. INTRODUCTION

Chippewa County seeks bids from qualified firms, on a competitive basis, for 1, (one) Fujitsu fi-6770 Scanner.

A. Bid Submittal and Project Representative

To be considered, firms must submit a complete, sealed response to this Request for Bids (RFB), using the format provided, to:

Chippewa County Controller's Office
ATTN: Scott Shackleton
319 Court St.
Sault Ste. Marie, MI 49783
(906)635-6330

Requests for information or interpretation of the intent of the RFB and any/all other inquiries must be addressed to:

Chippewa County Information Systems
ATTN: Brian Bartlett
325 Court St, Suite 105.
Sault Ste. Marie, MI 49783
(906)635-6361
bbartlett@chippewacountymi.gov

Contact with any other Chippewa County personnel regarding this RFB will be considered grounds for elimination from the selection process.

B. Submittal Requirements and Deadline

Each proposal must be submitted on the approved form in a sealed envelope, plainly marked "Fujitsu Scanner" on the exterior. Proposals must be signed by an official authorized to bind the firm to its provisions. To be considered a valid response to this Request for Bids, the proposal must remain valid for at least sixty (60) days. Chippewa County is not liable for any cost incurred by the firm prior to the issuance of a contract. Proposals must be received on or before **12:00 noon January 8, 2014** to be considered.

C. Right of Refusal

Chippewa County reserves the right to reject any or all proposals, to negotiate separately with any source whatsoever in any manner necessary to attend to the best interests of the County, to waive irregularities in any proposal and to accept a proposal which best meets the needs of Chippewa County, irrespective of the bid price.

D. Disclosure of Proposals

Proposals are subject to disclosure under the Michigan Freedom of Information Act (Act 442, P.A. 1976, as amended, being MCL 15.231 through 15.246). After a contract award, a summary of total price information for all proposals will be furnished upon request.

E. Independent Price Determination

By submitting a proposal you certify, and in the case of a joint proposal, each party certifies as to its own organization, that in connection with this proposal:

1. The prices in its proposal have been determined independently without consultation, communication or agreement, for the purpose of restricting competition, as to any matter relating to such prices with any other proposing party or with any other competitor;
2. Unless otherwise required by law, the prices which have been quoted in the proposal have not been knowingly disclosed by the proposing party and will not be knowingly disclosed to any competitor; and
3. No attempt has been made or will be made by the proposing party to induce any other person of firm to submit or not submit a proposal for the purpose of restricting competition.

F. Each Person signing the proposal certifies that:

1. (S)he is the person within the organization responsible for the decision as to prices being offered in the proposal, and that (s)he has not participated, and will not participate, in any action contrary to I.D.1,2 and 3, above; or
2. (S)he is not the person within the organization responsible for the decision as to the prices being offered in the proposal, but that (s)he has been authorized, in writing, to act as an agent for the persons responsible for such decisions in certifying that such persons have not participated, and will not participate, in any action contrary to I.D.1.2 and 3, above; and that (s)he has not participated, and will not participate, in any action contrary to I.D.1,2 and 3, above.

G. Insurance Requirements

The successful firm will be required to provide and maintain public and professional liability, property damage, and worker's compensation insurance protecting, as they may appear, the interests of all parties to any agreement that may result from this RFB. The firm is responsible for insuring the protection of all persons and property at all times. Documentation of the above insurance must be provided by the successful bidder prior to contract execution. Chippewa County must be included as a separate named insured.

The firm will be required to furnish appropriate certificates of insurance prior to commencement of any work undertaken on behalf of the County.

The effective dates and expiration dates of all policies should coincide with the term of the contract. If any of the insurance expires during the contract period, it will be necessary for a current certificate of insurance to be issued and filed with the County Controller.

Minimum insurance requirements are as follows:

1. Commercial general liability insurance of limits not less than \$1,000,000 per occurrence. The limit may be higher depending upon the hazard involved, subject to review and recommendation of the County's licensed insurance counselor. Coverage is to include, but is not limited to premises, operations, products, and/or completed operations, personal injury and contract liability.
2. Automobile liability including statutory no-fault coverage, including all owned, non-owned, and hired autos within limits of a minimum of \$1,000,000. The limit may be higher depending upon the hazard involved, subject to review and recommendation of the County's insurance counselor.
3. Worker's Compensation and Employer's Liability if the selected firm hires one or more persons or currently has employees. If the selected firm does not have any employees, an affidavit must be filed with the County Clerk stating that the firm has no employees and will not hire any while working for Chippewa County as a vendor

or a subcontractor, etc. In addition, a Certificate of Assumed Name must be filed with the County Clerk.

Failure to comply with these insurance requirements may result in contract termination or delay in receipt of funds. The firm will be required to secure any/all necessary certificates and permits from municipal or other public authorities and comply with all licensing requirements and all federal, state, and municipal laws, ordinances and regulations as may be required.

H. County Liability.

Officers, agents and employees of Chippewa County will not, in any manner, be liable for any loss or damage to any person or property connected to or resulting from any work done on behalf of the County. In addition, the selected firm agrees to indemnify, defend and save harmless, the County, its officers, agents, and employees from any and all claims and losses accruing or resulting from the negligent performance of work as described in any agreement that results from this RFB. These same standards will apply to subcontractors or the selected firm. The County will be relieved from all risks of loss or to equipment or personnel during the engagement, except when such loss or damage is due to the fault or negligence of the County.

II. MINIMUM SPECIFICATIONS

1 Fujitsu fi-6770 Scanner

A. HARDWARE

SPECIFICATIONS	REQUIREMENTS
Brand	Fujitsu
Model	Fi-6770 (Note: the fi-6770A is not required)
Requirements	http://www.fujitsu.com/us/services/computing/peripherals/scanners/production/fi-6770.html

B. SOFTWARE

Kofax VirtualReScan Professional with Bar Code , Adobe Acrobat 9 Std. QuickScan Pro (Trial) , ScandAll Pro – Any & All software included by Fujitsu, specific to the fi-6770 model.

C. WARRANTY

OEM standard is 90 days. Extended warranty options from 1 – 3 years desired.

D. INSTALLATION/SETUP

N/A

E. OTHER

Chippewa County will be replacing an older fi-6770 scanner as a result of the winning bid. Available exchange program, deemed beneficial to the County would be desired, but cannot guarantee a winning bid as a result.

III. DETERMINATION OF THE BEST BID

A. Any purchase resulting from this RFB will be made from respondent whose bid is most advantageous to the County. In determining which bid is most advantageous and/or best, the County will consider:

1. The ability, capacity, and skill of the respondent to provide the desktops required.
2. Whether the bidder can fulfill the purchase and provide service promptly without delay or interference.
3. The character, integrity, reputation, judgment, experience and efficiency of the bidder.
4. The quality of performance of previous engagements with the bidder.
5. Previous and existing compliance by the bidder with applicable laws and ordinances.
6. The sufficiency of the financial resources and ability of the bidder to provide the requested desktops.
7. The number and scope of conditions attached to the bid.
8. Any potential conflicts of interest between bidders and the County governing body and staff.

B. If all bids received are reasonably equivalent other than with respect to cost, bidders whose business is located within Chippewa County will be given preference as follows:

1. If bids are taken for items or services for a cost between \$250 and \$2,500, the bid of the Chippewa County vendor may not exceed the lowest bid by more than 5.0%
2. For bids exceeding \$2500, the bid of the Chippewa County vendor must not exceed the lowest bid by more than 3.0%

IV. BID AWARD

Selection of a firm and awarding of a contract will be based upon evaluation by the County of the criteria listed above.



CHIPPEWA COUNTY
Fujitsu fi-6770 Scanner
BID SUBMISSION FORM

Firm/Individual Name _____

Address _____ Phone (____) _____

Description	Total Price
1 Fujitsu Fi-6770 Scanner	

A list of any other applicable costs must accompany the submitted bid.

A signature of official authorized to bind the firm to the provisions of the RFB:

Typed or printed name and title: _____ Date _____

Failure to complete this form will be considered grounds for elimination from the selection process.

Proposals must be received on or before 12:00 noon January 8, 2014 to be considered.