



# COLLIN COUNTY

Office of the Purchasing Agent  
2300 Bloomdale Road  
Suite 3160  
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www.collincountytx.gov

## COLLIN COUNTY, TEXAS

ADDENDUM No. ONE (1)

RFP No. 12113-10

REQUEST FOR PROPOSAL

FOR

MAINTENANCE: SCANNERS

DATE: FEBRUARY 15, 2010

NOTICE TO ALL PROSPECTIVE OFFERORS:

PLEASE MAKE THE FOLLOWING CHANGES TO THE INVITATION FOR BID:

CHANGE DUE DATE FROM:

THURSDAY, FEBRUARY 11, 2010 @ 2:00 P.M.

CHANGE DUE DATE TO:

THURSDAY, FEBRUARY 18, 2010 @ 2:00 P.M.

DELETE EXISTING: SCANNER MAINTENANCE UPDATED 1-25-2010

SECTION 4.0, EVALUATION CRITERIA AND FACTORS

SECTION 5.0, SPECIAL CONDITIONS AND SPECIFICATIONS

SECTION 6.0, PROPOSAL FORMAT

REPLACE WITH THE ATTACHED: SCANNER MAINTENANCED UPATED 2-10-2010

SECTION 4.0, EVALUATION CRITERIA AND FACTORS

SECTION 5.0, SPECIAL CONDITIONS AND SPECIFICATIONS

SECTION 6.0, PROPOSAL FORMAT

CHANGE ITEM DESCRIPTION FROM:

12113-10-1-01 – ANNUAL COST – FUJITSU 4340C – ADVANCED EXCHANGE PLUS NBD

12113-10-1-02 – PRO-RATED COST FUJITSU 4340C, 3/1-9/30/10

12113-10-1-03 – ANNUAL COST – FUJITSU 5650C – SCANCARE PLUS NBD

12113-10-1-04 - PRO-RATED COST FUJITSU 5650C, 3/1-9/30/10

12113-10-1-05 – ANNUAL COST - FUJITSU 5750C, SCANCARE PLUS NBD

12113-10-1-06 - PRO-RATED COST 5750C, 3/1-9/30/10

12113-10-1-07 – ANNUAL COST – FUJISTU M4099 – BASIC PLUS NBD

12113-10-1-08 – PRO-RATED COST FUJITSU M4099, 3/1-9/30/10

12113-10-1-09 – ANNUAL COST – FUJITSU 6670A – SCAN CARE PLUS NBD

12113-10-1-10 – PRO-RATED COST FUJITSU 6670A – SCAN CARE PLUS NBD

CHANGE ITEM DESCRIPTION TO:

12113-10-1-01 - 10/1/2010 ANNUAL COST – FUJITSU 4340C – ADVANCED EXCHANGE PLUS NBD

12113-10-1-02 - PRO-RATED COST FUJITSU 4340C, 3/1-9/30/10 – BASIC CO-TERM  
12113-10-1-03 - SINGLE EVENT PM - LOW-VOLUME - FUJITSU 4340C  
12113-10-1-04 - 10/1/2010 ANNUAL COST – FUJITSU 5650C – SCANCARE PLUS NBD  
12113-10-1-05 - PRO-RATED COST FUJITSU 5650C, 3/1-9/30/10 – BASIC CO-TERM  
12113-10-1-06 - SINGLE EVENT PM - LOW-VOLUME - FUJITSU 5650C  
12113-10-1-07 - 10/1/2010 ANNUAL COST - FUJITSU 5750C, SCANCARE PLUS NBD  
12113-10-1-08 - PRO-RATED COST 5750C, 3/1-9/30/10 – BASIC CO-TERM  
12113-10-1-09 - SINGLE EVENT PM - LOW-VOLUME - FUJITSU 5750C  
12113-10-1-10 - 10/1/2010 ANNUAL COST – FUJITSU M4099 – BASIC NBD  
12113-10-1-11 - PRO-RATED COST FUJITSU M4099, 3/1-9/30/10 – BASIC CO-TERM  
12113-10-1-12 - SINGLE EVENT PM - MID-VOLUME - FUJITSU M4099  
12113-10-1-13 - 10/1/2010 ANNUAL COST – FUJITSU 6670A – SCAN CARE PLUS NBD  
12113-10-1-14 - PRO-RATED COST FUJITSU 6670A – BASIC CO-TERM  
12113-10-1-15 - SINGLE EVENT PM - LOW-VOLUME - FUJITSU 6670A

ALL OTHER TERMS AND CONDITIONS OF THE PROPOSAL AND SPECIFICATIONS REMAIN THE SAME.

SINCERELY,  
FRANKLIN YBARBO  
PURCHASING AGENT

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## 4.0 EVALUATION CRITERIA AND FACTORS

4.1 The award of the contract shall be made to the responsible offeror whose proposal is determined to be the lowest and best evaluated offer resulting from negotiation, taking into consideration the relative importance of price and other factors set forth in the Request For Proposals in accordance with Vernon's Texas Code Annotated, Local Government.

### 4.1.1 Detailed Proposal Assessment

- 4.1.1.1. Cost – 30%
- 4.1.1.2. Qualifications of the Firm/References – 25% (See 6.1 and 6.4)
- 4.1.1.3. Qualifications of the Staff/Training – 25% (See 6.2)
- 4.1.1.4. Reporting -20% (See 6.3)

## 5.0 SPECIAL CONDITIONS AND SPECIFICATIONS

5.1 Purpose: The intended use/purpose for this Request for Proposal is to describe in detail specifications for Maintenance for Fujitsu Scanners.

5.2 Term: Provide for a contract commencing upon award through September 30, 2010 with up to three (3) additional annual renewals.

5.3 Funding: Funds for payment have been provided through the Collin County budget approved by the Commissioners' Court for this fiscal year only. State of Texas statutes prohibit the County from any obligation of public funds beyond the fiscal year for which a budget has been approved. Therefore, anticipated orders or other obligations that may arise past the end of the current Collin County fiscal year shall be subject to budget approval.

5.4 Price Redetermination: A price redetermination may be considered by Collin County only at the contract extension date. All requests for price redetermination shall be in written form, shall be submitted a minimum of thirty (30) days prior to the extension date and shall include documents supporting price redetermination such as Manufacturer's direct cost, postage rates, Railroad Commission rates, Federal/State minimum wage law, Federal/State unemployment taxes, F.I.C.A, Insurance Coverage Rates, etc.. The Vendor's past experience of honoring contracts at the quotation price will be an important consideration in the evaluation of the lowest and best quote. Collin County reserves the right to accept or reject any/all of the price redetermination as it deems to be in the best interest of the County.

5.5 Price Reduction: If during the life of the contract, the vendor's net prices to its customers for the same product(s) and/or services shall be reduced below the contracted price, it is understood and agreed that the County shall receive such price reduction.

5.6 Approximate Usage: See attached list of equipment to be covered (Attachment A).

5.7 Scope of Work: The type of contract requested is listed in spreadsheet (Attachment A). Brand and part number show are for descriptive purposes only, to indicate quality and type of product desired.

- 5.7.1 Scan Care Plus Next Business Day – provide service and preventative maintenance kits as described by Fujitsu, or approved equal.

- 5.7.2 Basic Next Business Day – provide service as described by Fujitsu, or approved equal.
- 5.7.3 Advanced Exchange Plus Next Business Day – provide service as described by Fujitsu, or approved equal.
- 5.8 Current Maintenance: The majority of these scanners are not currently covered under an existing maintenance program. There will be a space provided on the bid form to indicate if an additional fee is required.
- 5.9 Pro-Rated Annual Cost: In addition to providing your annual cost of maintenance Collin County will require the 1<sup>st</sup> year to be prorated March 1, 2010 through September 30, 2010.
- 5.10 Vendor shall provide technicians that that have been trained to repair Fujitsu Scanners
- 5.11 Vendor shall utilize OEM parts for repair.
- 5.12 Collin County is requesting a single event Preventative Maintenance on each scanner at the start of contract.

## 6.0 PROPOSAL FORMAT

6.1 The proposal shall, at a minimum, include a Table of Contents detailing sections and corresponding page numbers, and shall be printed on letter-size (8-1/2"x 11") paper and if submitting manually, assembled with spiral-type bindings or staples. DO NOT USE METAL-RING HARD COVER BINDERS (If providing hard copy)

### 6.1.1 FIRM OVERVIEW

Offeror is requested to define the overall structure of the Firm to include the following

- 6.1.1.1 A descriptive background of your company's history.
- 6.1.1.2 State your principal business location and any other service locations.
- 6.1.1.3 What is your primary line of business?
- 6.1.1.4 How long have you been selling product(s) and/or providing service for Fujitsu scanners?
- 6.1.1.6 State how many and the locations where your product/services are in use.
- 6.1.1.7 State number of Fujitsu scanners that your firm currently has under contract.

### 6.2 PROPOSED PROJECT TEAM/STAFF QUALIFICATIONS/EXPERIENCE/CREDENTIALS

- 6.2.1 Offeror is requested to provide qualifications as well as experience information on Offeror's key personnel that will be assigned to this project, i.e Who will be the County's liason for any issues?
- 6.2.2 Provide documentation that your technicians have been trained to repair Fujitsu scanners.
- 6.2.3 Do your technicians receive on-going training for Fujitsu scanners?

6.3 REPORTING REQUIREMENTS

6.3.1 Activity reports, monthly preferred, quarterly acceptable

6.3.2 Mean time between failures

6.3.3 Mean time to repair (i.e. how long from notification of issue to fix)

6.3.4 Ability to report the top 5 issues the County is facing on a quarterly basis.

6.4 REFERENCES

6.4.1 Offeror is requested to include at least three (3) references with names, addresses and telephone numbers.

6.4.2 State number of Fujitsu scanners that your firm currently has under contract.

6.5 PRICING/FEES

6.5.1 Provide pricing in the space provided on the bidsync.com website.

6.5.2 Provide any additional fees related to this contract. Describe in detail each fee.