

STATE OF WASHINGTON
ADMINISTRATIVE OFFICE OF THE COURTS
1206 Quince Street SE
Post Office Box 41170
Olympia, Washington 98504-1170

REQUEST FOR QUALIFICATIONS & QUOTATIONS

RFQQ 11-04

Line Printer Purchase

1 PURPOSE

The Administrative Office of the Courts (AOC) is initiating this Request for Quotations (RFQQ) to solicit responses from firms or other independent contractors (vendor) interested in providing 8 Line Printers with built in Ethernet 10/100Base-TX connectivity, a 1 year NBD Depot warranty, an option for up to four more consecutive years, and a firmware version specifically designed for the AOC. Printer must be one of these three brands/models:

- Compuprint 9300
- Tally 6306
- InfoPrint 6500

2 CURRENT ENVIRONMENT

The AOC provides support services to state, county, and city courts throughout the state including the Supreme Court (SC), Court of Appeals (COA), Superior Courts, and Courts of Limited Jurisdiction (District and Municipal Courts).

The AOC’s Information Systems Division (ISD) is responsible for development and maintenance of computer applications.

3 RFQQ ADMINISTRATION AND INSTRUCTIONS TO VENDORS

3.1 RFQQ COORDINATOR

Upon release of this RFQQ, all vendor communications concerning this acquisition must be directed to the RFQQ Coordinator listed below. Unauthorized contact regarding the RFQQ with other state employees may result in disqualification. Any oral communications will be considered unofficial and non-binding on the State. Only written statements issued by the RFQQ Coordinator may be relied on.

Christine Winslow, RFQQ Coordinator
 Administrative Office of the Courts
 1206 Quince Street SE
 P. O. Box 41170
 Olympia, Washington 98504-1170
 E-mail: christine.winslow@courts.wa.gov
 Telephone: (360) 705-5249
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3.2 RFQQ SCHEDULE:

RFQQ releasedSeptember 24, 2010
 Deadline for questions.....September 29, 2010

Answers to questions released.....	October 4, 2010
Responses due no later than 5 p.m.....	October 7, 2010
Successful vendors announced.....	October 8, 2010
Vendor Debriefing.....	October 11-15, 2010
Protest Period.....	October 18-22, 2010
Contract awarded	October 25, 2010

3.3 RFQQ QUESTIONS

Specific questions concerning the RFQQ should be submitted to the RFQQ Coordinator in writing by fax, email or hand delivery.

Oral responses given to any questions are to be considered preliminary and non-binding. Only written responses to questions will be considered official.

3.4 RESPONSE FORMAT

Vendors must submit their responses electronically in Word or PDF format to the e-mail address indicated above.

3.5 RESPONSE REQUIREMENTS AND CONTENT

Vendors must respond to each question/requirement contained in Exhibit A, Vendor Response. As long as each response is complete, Vendors may submit multiple responses.

3.6 RESPONSE DATE AND LOCATION

The vendor's response, in its entirety, must be received by the RFQQ Coordinator in Olympia, Washington, in accordance with the schedule contained in Subsection 3.2 above. Late responses will not be accepted and will be automatically disqualified from further consideration.

Vendors assume the risk of the method of dispatch chosen. The AOC assumes no responsibility for delays caused by the U.S. Postal Service, state mail delivery systems, or any other party. Postmarking by the due date will not substitute for actual receipt. Late responses will not be accepted, nor will additional time be granted to any vendor. Responses may be delivered by mail, courier, hand-delivery, facsimile transmission or email.

3.7 COSTS OF PREPARING RESPONSES

The AOC will not pay any vendor costs associated with preparing responses, submitted in response to this RFQQ.

3.8 RESPONSES PROPERTY OF THE AOC

All responses, accompanying documentation and other materials submitted in response to this RFQQ shall become the property of the AOC and will not be returned.

3.9 PROPRIETARY INFORMATION/PUBLIC DISCLOSURE

All responses received shall remain confidential until the evaluation is completed and the vendor is selected and approved and a contract signed. Thereafter responses shall be deemed public records as defined in [chapter 42.56 RCW](#).

Any information contained in the response that is considered by the vendor proprietary and exempt from disclosure under specified provisions of [chapter 42.56 RCW](#) must be clearly designated by a transmittal letter identifying the portions claimed exempt by page noting the particular basis for each such exemption. Failure to include such a transmittal letter in a response will be deemed a waiver by a vendor of any assertion of exemption from disclosure of any portion of their response. In addition to the transmittal letter, each page claimed to be exempt from disclosure must be clearly identified by the word "confidential" printed in the lower right hand corner of the page. Any claim by a vendor that the entire proposal is exempt from disclosure will not be honored.

If a request is made to view or obtain a copy of a vendor's response, the AOC will comply with applicable public disclosure requirements. If any information in the response is marked as proprietary, such information will not be made available until the affected vendor has been given an opportunity to seek an injunction or restraining order against the requested disclosure.

3.10 RFQQ AMENDMENTS/CANCELLATION/REISSUE/REOPEN

The AOC reserves the right to change the RFQQ Schedule or issue amendments to this RFQQ at any time. The AOC also reserves the right to cancel or reissue the RFQQ.

3.11 MINOR ADMINISTRATIVE IRREGULARITIES

The AOC reserves the right to waive minor administrative irregularities contained in any response.

3.12 INABILITY TO ENTER CONTRACT

The AOC reserves the right to eliminate from further consideration any vendor that the AOC, because of legal or other considerations, is unable to contract with at the time responses are due in accordance with the schedule contained in Subsection 3.2 above.

3.13 NO OBLIGATION TO ENTER A CONTRACT

The release of this RFQQ does not compel the AOC to enter any contract.

The AOC reserves the right to refrain from contracting with any vendor that has responded to this RFQQ whether or not the vendor's response has been evaluated and whether or not the vendor has been determined to be qualified. Exercise of this reserved right does not affect the AOC's right to contract with any other vendor.

The AOC reserves the right to request an interview with any vendor who is a prospective contractor prior to entering a contract with that vendor. If a vendor declines the request for an interview for any reason, the vendor will be eliminated from further consideration.

3.14 MULTIPLE CONTRACTS

The AOC reserves the right to enter contracts with more than one vendor as a result of this RFQQ.

3.15 NON-ENDORSEMENT

The selection of a vendor pursuant to this RFQQ does not constitute an endorsement of the vendor's services. The vendor agrees to make no reference to the AOC in any literature, promotional material, brochures, sales presentations, or the like without the express written consent of the AOC.

3.16 CONTRACT PAYMENT LIMITATIONS

The Washington State Constitution provides that the state of Washington shall make no advanced payment for goods or services. Therefore, the vendor should anticipate payment at the end rather than the beginning of the invoice period in which it submits any services for which a payment is due. Invoices should be submitted no more often than monthly.

4 RFQQ EVALUATION

4.1 AOC EVALUATION TEAM

An AOC Evaluation Team (Team) of at least three (3) persons will evaluate the responses to this RFQQ. The Team will review the vendor information and prices quoted for the required service. The Team may also consider past contract performance and may factor into the evaluation technical specifications that exceed the required specifications.

4.2 RFQQ CLARIFICATION

As part of the evaluation process, at the discretion of the Team, vendors may be asked to clarify specific points in their response. However, under no circumstances will the vendor be allowed to make changes to the response.

4.3 RFQQ SCORING

Responses will be scored as follows:

Items will be scored according to the following scoring criteria.

- The vendor must meet the requirements in Exhibit A.
- The lowest proposed cost for will receive the most points.

5 POST EVALUATION

5.1 NOTIFICATION OF SELECTION OF APPARENTLY SUCCESSFUL VENDORS

Vendors, whose responses have not been selected for further negotiations or award, will be notified via FAX or email.

5.2 DEBRIEFING OF UNSUCCESSFUL VENDORS

Vendors who submitted responses that were not selected will be given the opportunity for a debriefing conference. A request for a debriefing conference must be received by the RFQQ Coordinator within three (3) business days after the notification to unsuccessful vendors is faxed or e-mailed to vendors. The debriefing must be held within three (3) business days of the request.

Discussion will be limited to critique of the requesting vendor's response. Comparisons between responses or evaluations of other responses will not be allowed. Debriefing conferences may be conducted in person or on the telephone, at the discretion of the RFQQ Coordinator, and will be scheduled for a maximum of one (1) hour.

5.3 PROTEST PROCEDURES

Vendors submitting a protest to this procurement shall follow the procedures described herein. Protests of vendors that do not follow these procedures shall not be considered. This protest procedure constitutes the sole administrative remedy available to the vendor under this procurement.

All protests must be in writing and signed by the protesting party or an authorized agent. The protest must state all facts and arguments on which the protesting party is relying. All protests shall be addressed to the RFQQ Coordinator.

Only protests stipulating an issue of fact concerning a matter of bias, discrimination, or a conflict of interest, or non-compliance with procedures described in the procurement document shall be considered. Protests not based on procedural matters will not be considered.

In the event a protest may affect the interest of any other vendor, such vendor(s) will be given an opportunity to submit their views and any relevant information on the protest to the RFQQ Coordinator.

Upon receipt of a protest, a protest review will be held by the AOC to review the procurement process utilized. This is not a review of responses submitted or the evaluation scores received. The review is to insure that procedures described in the procurement document were followed, all requirements were met, and all vendors were treated equally and fairly.

Protests shall not be accepted prior to selection of the apparent successful vendor. Only submitters who attend a debriefing can submit a protest. Protests must be received within five (5) business days from the date of the notification of the apparent successful vendor. The Administrator or assigned delegate will then consider all the information available to her/him and render a written decision within five (5) business days of receipt of the protest, unless additional time is required. If additional time is required, the protesting party will be notified of the delay.

5.4 GENERAL TERMS AND CONDITIONS

The vendor selected will be expected to enter into a contract with AOC which is substantially the same as the contract posted at our procurement site at:

<http://www.courts.wa.gov/procure/vendorinfo/standcontract.doc>

In no event is a vendor to submit its own standard contract terms and conditions as a response to this RFQQ.

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EXHIBIT A -- VENDOR RESPONSE

Vendors must provide the information below.

1. Vendor Name.
3. Contact name, address, telephone number, e-mail address and fax number.
4. Describe the legal status of vendor, e.g., corporation, sole proprietor, etc.
5. Provide the vendor's Uniform Business Identifier (UBI) number. Information about the UBI can be obtained by calling the Washington State Department of Licensing, or by visiting its website at: <http://www.wa.gov/dol/bpd/ubiprogram.htm>.
6. Provide a statement that the price quoted in the attached response constitutes a firm offer valid for sixty (60) days following receipt and that the AOC may accept any time within the 60-day period.
7. Provide a statement that no assistance in preparing the response was received from any current or former employee of the state of Washington whose duties relate(d) to this RFQQ, unless such assistance was provided by the state employee in his or her official public capacity and that neither such employee nor any member of his or her immediate family has any financial interest in the outcome of this RFQQ.
8. State if the vendor or any employee of the vendor is related by blood or marriage to an AOC employee or resides with an AOC employee. If there are such relationships, list the names and relationships of said parties. Include the position and responsibilities within the vendor's organization of such vendor employees.
9. State whether any of the individuals proposed is a current state employee or a former state employee during the past two years. State the employing state agency, individual's title at that state agency, and termination date.
10. If the vendor has had a contract terminated for cause during the past five (5) years, describe all such incidents, including the other parties' name, address, and telephone number. Present the vendor's position on the matter. Termination for cause is defined as notice to stop performance or delivery due to the vendor's non-

performance or poor performance, and the issue was either: (a) not litigated; or (b) litigated and such litigation determined the vendor to be in cause. If the vendor has had no such terminations for cause in the past five (5) years, so state. Poor contract performance may cause the vendor to be eliminated from consideration. FAILURE TO DISCLOSE will result in disqualification of the vendor and, if applicable, may be grounds for termination of any contract entered with the vendor.

11. State the total cost for 8 Line Printers with a built in stand, or heavy duty after market stand, Ethernet 10/100Base-TX connectivity, and a firmware version designed to meet specific AOC requirements.
12. Can old Line Printers be returned to you for recycling?
13. Can you provide a credit towards the cost of the new printer for each printer returned and if so how much?
14. Please provide costs for one (1) year of warranty support for proposed equipment.
15. Can an additional number of warranty years be added to each printer onsite warranty to include parts and labor, and if so, how many years (up to 5 total) and at what cost?
16. State whether the vendor can apply a state inventory tag to each device, drop ship each device to a different court location, and provide back to the AOC a serial number/inventory tag/location report. If so, what is the fee for this service?
17. Acknowledge the AOC has 30-days upon arrival to return or purchase the equipment.
18. Provide a quote for the equipment, warranty, trade-in, shipping and services as applicable to match the responses above.