



Company Name:

TARRANT COUNTY
PURCHASING DEPARTMENT

MELISSA LEE, C.P.M., A.P.P.
PURCHASING AGENT

CHRIS LAX, CPSM, CPSD, CPCP
ASSISTANT PURCHASING AGENT

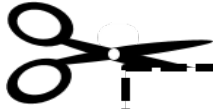
RFP NO. 2023-157

**REQUEST FOR PROPOSALS
FOR
ANNUAL CONTRACT FOR
LARGE FORMAT OVERHEAD SCANNER**

**PROPOSALS DUE JUNE 15, 2023
2:00 P.M. CST**

RFP NO. 2023-157

Please cut out and affix to the outside of your response package



**TARRANT COUNTY
SEALED BID/PROPOSAL/RESPONSE**

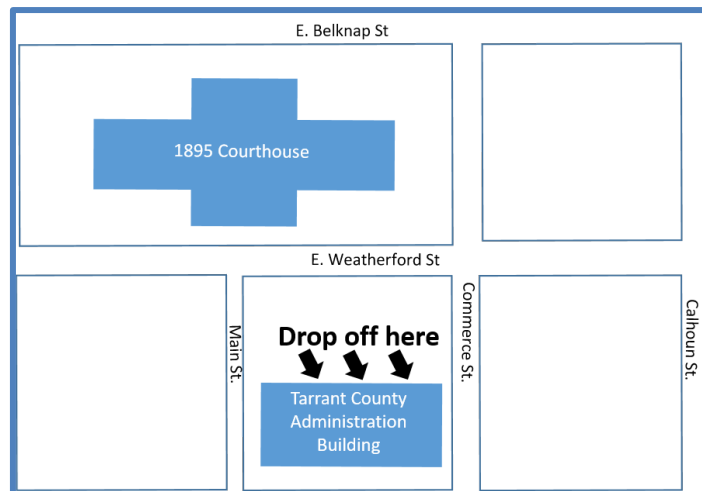
RFP No. 2023-157

**RFP FOR ANNUAL CONTRACT FOR LARGE FORMAT
OVERHEAD SCANNER**

Due Date: JUNE 15, 2023 at 2:00 PM. CST

**Tarrant County Administration Building
ATTN: Purchasing Department
100 E. Weatherford St., Third Floor, Suite 303
Fort Worth, Texas 76196-0104**

Street View



Building View

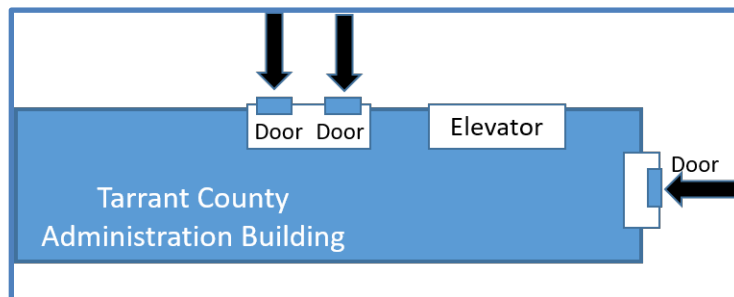


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This Table of Contents is intended as an aid to Respondents and not as a comprehensive listing of the proposal package. Respondents are responsible for reading the entire proposal package and complying with all specifications.

PRE-PROPOSAL CONFERENCE

All Respondents are encouraged to attend the Pre-Proposal Conference:

A Pre-Proposal GoToMeeting Video Conference will be held:

WEDNESDAY, MAY 31, 2023 AT 2:00 P.M. CST

RSVP: Vendors planning to attend the Pre-Proposal GoToMeeting Video Conference must RSVP to Wanyu Chen, Senior Buyer, via fax 817-884-2629 or, if unable to fax, email to BidQuestions-RSVP@tarrantcountytx.gov by 5:00 p.m. Tuesday, May 30, 2023. Confirmed receipt by Tarrant County of this email is required.

A RSVP must be completed by each company representative wishing to participate in the GoToMeeting and an email address must be provided for each.

After the RSVP deadline, a GoToMeeting invitation will be sent to participants.

Questions from Respondents will be addressed at the pre-proposal conference. Any vendor who submits a proposal without attending the scheduled pre-proposal conference does so at his own risk. Such Respondent who submits a proposal and does not attend the scheduled pre-proposal conference waives any right to assert claims due to undiscovered conditions.

RFP FOR ANNUAL CONTRACT FOR LARGE FORMAT OVERHEAD SCANNER

Tarrant County is soliciting proposals for its **RFP FOR ANNUAL CONTRACT FOR LARGE FORMAT OVERHEAD SCANNER** for the **TARRANT COUNTY OFFICE OF HISTORIC PRESERVATION AND ARCHIVES**.

Original and Two (2) Copies
OF
COMPLETED PROPOSALS
MUST BE RECEIVED IN THE
TARRANT COUNTY PURCHASING DEPARTMENT
AT 100 E. WEATHERFORD, SUITE 303
FORT WORTH, TEXAS 76196-0104
ON OR BEFORE JUNE 15, 2023 AT 2:00 P.M. CST

All proposals are due in the Tarrant County Purchasing Department by the due date in sealed envelopes or boxes. All proposals must be clearly marked with the Proposal Number, the name of the company submitting the proposal package, and date and time of opening on the outside of the envelope/box and/or Air Bill/Delivery Receipt. The original proposal must be clearly marked "ORIGINAL" and contain all original signatures. "No-Bid" response to be returned on the form included in the section under Forms.

Any proposal received after the date and hour set for Proposal opening will not be accepted. The 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 Respondent. If Proposals are sent by mail to the Tarrant County Purchasing Department, the Respondent shall be responsible for actual delivery of the Proposal package to the Tarrant County Purchasing Department before the date and hour set for Proposal opening. 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 Proposal 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 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 Tarrant County Purchasing Agent and the approval of Tarrant County Commissioners Court.

Tarrant County is exempt from Federal Excise and State Sales Tax; therefore, tax must not be included in this proposal. Tarrant County is not exempt from Surplus Lines Tax or Texas Stamping Tax.

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 Tarrant County.

No oral explanation or instructions will be given by Tarrant County officials or employees in regard to the meaning of the proposal specifications before the award of the contract unless authorized by the Tarrant County Purchasing Agent or their designee. Requests from interested bidders for additional information or interpretation of the information included in the specifications should be directed in writing, via fax or via email, to:

RFP FOR ANNUAL CONTRACT FOR LARGE FORMAT OVERHEAD SCANNER

WANYU CHEN, SENIOR BUYER

Fax: 817-884-2629

Email: BidQuestions-RSVP@tarrantcountytx.gov

All documents relating to this proposal including but not limited to, the proposal document, questions and their responses, addenda and special notices will be posted under the proposal number on the Tarrant County website and available for download by interested parties. No documents will be faxed or emailed after the initial Notice of Intent prior to award. **It is the Respondent's sole responsibility to review this site and retrieve all related documents prior to the Proposal due date.**

The deadline for receipt of all questions is 12:00 p.m., CST, Thursday, June 1, 2023. After this deadline, all questions and responses will be posted on the website and available for download by interested parties.

All questions **must** be submitted in writing and directed to Wanyu Chen, Senior Buyer, via fax at **817-884-2629** or, if unable to fax, emailed to:

BidQuestions-RSVP@tarrantcountytx.gov

Faxed Questions: Faxed questions **must** reflect the RFP number **or** include the RFP cover page.

Emailed Questions: The email **must** include the RFP No. in its subject and confirmation of receipt by Tarrant County is **required**.

All Proposal Response Forms and questionnaires must be fully completed and included in your response. Detailed specifications have been provided, and any deviations or exceptions must be referenced on the designated response forms that have been provided. Unless deviations are specifically stated herein, benefits will be provided according to the specifications at no additional charge.

The Proposal is issued in compliance with the County Purchasing Act, Section 262.030. Negotiations may be conducted with responsible Respondent(s) who submit Proposals determined to be reasonably susceptible of being selected for award.

It is the Respondent's sole responsibility to print and review all pages of the Proposal document, attachments, questions and responses, addenda and special notices. The Signature Form must be signed and returned. Failure to provide a signature on this form renders the Proposal non-responsive. Failure to complete and submit all required forms, including but not limited to References, Compliance with Federal and State Laws Form, 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 may be treated as confidential to the extent allowable in the Texas Public Information 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 Texas Local Government Code, Section 262.030(c).

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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 a Proposal is "confidential" will not be treated as such if Tarrant County receives a request for a copy of the Proposal. Tarrant 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 per the procedure outlined in Texas Government Code Section 552.305. Notice to your company under Section 552.305 may be sent via either certified mail or e-mail using the contact information provided by you on the signature form. Please be advised that Tarrant County cannot and will not make an agreement to withhold information from the public contrary to Tarrant County's responsibilities under the Act.

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

Proposals shall be opened to avoid disclosure of contents to competing Respondents 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.

All proposals shall specify terms and conditions of payment, which will be considered as part of, but not control, the award of the proposal. Tarrant County review, inspection, and processing procedures ordinarily require thirty (30) days after receipt of invoice, materials, or service. Proposals which call for payment before thirty (30) days from receipt of invoice, or cash discounts given on such payment, will be considered only if, in the opinion of the Tarrant County Purchasing Agent, the review, inspection, and processing procedures can be completed as specified.

Invoices shall be sent directly to the Tarrant County Auditor's Office, Attention: Accounts Payable, 100 East Weatherford, Room 506, Fort Worth, Texas 76196, or email to SAP-invoices@tarrantcountytexas.gov. In accordance with the Prompt Payment Act, it is the intention of Tarrant County to make payment on completed orders within thirty (30) days after receipt of invoice or items; whichever is later, unless unusual circumstances arise. **Invoices must be fully documented as to labor, materials, and equipment provided and must reference the Tarrant County Purchase Order Number in order to be processed. No payments shall be made on invoices not listing a Purchase Order Number.**

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

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

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

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Proposals may be deemed non-responsive, among other reasons, for any of the following specific reasons:

1. Proposals containing any inconsistencies.
2. Unbalanced value of any items.

Respondents 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 Respondents.
2. Reasonable grounds for believing that any Respondent is interested in more than one proposal for the work contemplated.
3. The Respondent being interested in any litigation against Tarrant County.
4. The Respondent 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 that in the judgment of Tarrant County will prevent or hinder the prompt completion of additional work, if awarded.
7. Respondents shall not owe delinquent property tax in Tarrant County.
8. Respondent's past performance record with Tarrant County.
9. Limited competition.

Due care and diligence have been used in the 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 Respondent. 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 Respondent to determine the full extent of the exposures.

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

Audit Clause: The Vendor must agree that Tarrant County will, until the expiration of twelve (12) months after final payment under this agreement, have access to and the right to examine at reasonable times any directly pertinent books, documents, papers and records (hard copy, as well as computer generated data) of the Vendor involving transactions related to this solicitation. This right to audit also extends to any obligations assigned to any subcontracts or agreements formed between the Vendor and any subcontractors to the extent that those subcontracts or agreements relate to fulfillment of the Vendor's obligations to Tarrant County under this solicitation. The vendor must agree that Tarrant County will have access during normal working hours to all necessary facilities, staff and workspace in order to conduct audits. Tarrant County will provide the Vendor with reasonable advance notice of intended audits. The Vendor must provide records within ten (10) business days or a mutually agreed upon timeline.

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TO THE EXTENT PERMITTED BY LAW, RESPONDENT AGREES TO DEFEND, INDEMNIFY AND HOLD TARRANT COUNTY, ITS OFFICIALS, AGENTS, SERVANTS, AND EMPLOYEES, HARMLESS AGAINST ANY AND ALL CLAIMS, LAWSUITS, ACTIONS, COSTS AND EXPENSES OF ANY KIND, INCLUDING BUT NOT LIMITED TO, THOSE FOR PROPERTY DAMAGE OR LOSS (INCLUDING ALLEGED DAMAGE OR LOSS TO OWNER'S BUSINESS AND ANY RESULTING LOST PROFITS), EMPLOYMENT MATTERS, AND/OR PERSONAL INJURY, INCLUDING DEATH, THAT MAY RELATE TO OR ARISE OUT OF OR BE OCCASIONED BY (I) RESPONDENT'S BREACH OF ANY OF THE TERMS OF PROVISIONS OF THIS AGREEMENT OR (II) ANY NEGLIGENT ACT OR OMISSION OR INTENTIONAL MISCONDUCT OF RESPONDENT, ITS OFFICERS, AGENTS, ASSOCIATES, EMPLOYEES, CONTRACTORS OR SUBCONTRACTORS, RELATED TO THE PERFORMANCE OF THIS AGREEMENT.

THE SUCCESSFUL RESPONDENT(S) WILL COMPLY WITH ALL STATE, FEDERAL, AND LOCAL LAWS INCLUDING BUT NOT LIMITED TO THE AMERICANS WITH DISABILITIES ACT, TITLE VII OF THE CIVIL RIGHTS OF 1964, AGE DISCRIMINATION IN EMPLOYMENT ACT, CIVIL RIGHTS ACT OF 1991, FEDERAL INSURANCE CONTRIBUTIONS ACT (FICA), FAIR LABOR STANDARDS ACT, EQUAL PAY ACT OF 1963 AND THE AFFORDABLE HEALTH CARE ACT, AS TO TREATMENT AND COMPENSATION OF ITS EMPLOYEES.

RESPONDENT(S) WILL PREPARE PAYROLL CHECKS, MAKE ALL NECESSARY DEDUCTIONS AND PAY ALL TAXES AND MAINTAIN INSURANCE REQUIRED BY FEDERAL, STATE, AND LOCAL LAWS. RESPONDENT ACCEPTS FULL RESPONSIBILITY FOR THE PAYMENT OF WAGES, COMPENSATION, OVERTIME AND BENEFITS TO PERSONNEL. RESPONDENT ACCEPTS RESPONSIBILITY FOR PAYMENT OF ALL TAXES, ASSESSMENTS, FEES, AND FINES THAT MAY BE DUE AND OWING TO ANY LOCAL, STATE OR FEDERAL GOVERNMENT AGENCIES.

RFP FOR ANNUAL CONTRACT FOR LARGE FORMAT OVERHEAD SCANNER

SPECIAL TERMS AND CONDITIONS OF THE CONTRACT

1. **CONTRACT TERMS:** 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 two (2) additional twelve (12) month periods, as further explained in Renewal Options. **Prices must remain firm for the entire contract.**
2. **RENEWAL OPTION:** Tarrant County reserves the right to exercise an option to renew the contract of the Respondent for two (2) additional twelve (12) month periods, provided such option is stipulated in the Special Conditions and agreed upon by both parties. If Tarrant County exercises the right in writing, the Vendor must update and submit any documents required during the initial solicitation by no later than thirty (30) calendar days prior to the commencement of the option period. These required documents must be in force for the full period of the option. If the updated documents are not submitted by the Vendor in complete form within the time specified, Tarrant County may rescind its option and seek a new solicitation.
3. **MINIMUM INSURANCE REQUIREMENTS:**
 - A. Vendor 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/Employer's Liability
 - a. Worker's Compensation — statutory
 - b. Employer's Liability — \$500,000
 - 2) Commercial General Liability:
 - a. Bodily Injury/Personal Injury/Property Damage
— \$1,000,000 per occurrence/\$2,000,000 aggregate
 - 3) Auto Liability:
 - a. Combined Single Limit (CSL) — \$500,000 per occurrence
 - B. Tarrant 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 Tarrant County based upon changes in statutory law, court decisions, or the claims history of the industry as well as the Vendor.

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 Tarrant County Purchasing Agent and the Budget and Risk Management Department at 100 East Weatherford Street, Suite 305, Fort Worth, Texas 76196 prior to work commencing.
- 2) All Certificates shall provide Tarrant County with an unconditional thirty (30) day written notice in case of cancellation or any major change.
- 3) As to all applicable coverage, policies 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 Proposal number for which the insurance is being supplied.
- 5) The Respondent 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 Respondent is responsible for making sure any subcontractor(s) performing work under this agreement has the required insurance coverage(s) and supplies Tarrant County with the proper documents verifying the coverage.

4. CRIMINAL BACKGROUND CHECK:

- A. If this contract requires that Vendor personnel access Tarrant County Data (either on-site or remotely) or access secure areas of Tarrant County Facilities, then Vendor personnel may be required to undergo a fingerprint-based Criminal Justice Information Services (CJIS) Background Check, a Human Resources Criminal Background Check, or a Sheriff's Criminal Background Check. Criminal Background Checks will be paid for by Tarrant County.
1. The Vendor must provide information, including, but not limited to, employee name, date of birth, a clear copy of employee's driver's license, and a copy of employee's social security card for each individual required to pass a Criminal Background Check.
 2. Award of a contract could be affected by the Vendor's refusal to agree to these terms.
 3. Failure of the Vendor to supply personnel who pass a Criminal Background Check could affect the award of the contract or could result in the termination of the contract.
 4. The Criminal Background Check applies to the individual and not the Company.
 5. Passing status must be maintained by Vendor personnel for the duration of the contract.

SPECIAL TERMS AND CONDITIONS OF THE CONTRACT

5. INFORMATION TECHNOLOGY HOSTED OR CLOUD SOLUTION:

A. The following is only applicable when the Vendor is providing Information Technology hosted or cloud solution:

1. **Confidentiality, Integrity, Availability (CIA)**

Vendor shall protect the Confidentiality, Integrity, and Availability (CIA) of all Tarrant County Data ensuring extra levels of security. All Tarrant County information must remain private and permit redaction of protected information before publication. Audit trails cannot be altered.

2. **Breach Notification**

Vendor agrees that upon discovery of unauthorized access to Tarrant County Data, Vendor shall notify Tarrant County both orally and in writing. In no event shall the notification be made more than forty-eight (48) hours after Vendor knows or reasonably suspect unauthorized access has or may have occurred. In the event of a suspected unauthorized Access, Vendor agrees to reasonably coordinate with Tarrant County to investigate the occurrence.

3. **Data**

All Tarrant County data will remain in the 48 contiguous United States at all times.

4. **Right to Audit**

Tarrant County reserves the right to audit Vendor datacenters which house Tarrant County Data or receive SSAE 16 SOC Type II audits from a reputable security advisory service firm (e.g. EY, Deloitte, KPMG, PWC, Coalfire, etc.).

STATEMENT OF WORK

I. PURPOSE

- A. The purpose of this Request for Proposals (FRP) is to engage a qualified and experienced Large Format Overhead Scanner vendor, who is also able to provide installation service, technical support, software maintenance, and equipment maintenance for offered equipment. The respondent **must** be an authorized reseller of the product being proposed and provide proof of authorization.

II. ABBREVIATIONS/DEFINITIONS

- TC – Tarrant County
- TCOHPA – Tarrant County Office of Historic Preservation and Archives
- DAMS – Digital Asset Management System
- Dynamic Range – Range of tonal values captured from lightest to darkest areas
- EXIF – Exchangeable Image File Format
- FADGI – Federal Agencies Digital Guidelines Initiative
- GLAM – Galleries, Libraries, Archives, Museums
- IT/ITD – Information Technology Department
- Metadata – Data representing descriptive, administrative, or structural information about data
- OCR – Optical Character Recognition
- Optical Resolution – Actual number of pixels captured without interpolation
- OS – Operating System
- PPI – Pixels Per Inch, refers to resolution in file form as opposed to printed

III. OBJECTIVES

- A. The Tarrant County Office of Historic Preservation and Archives (TCOHPA) provides scans of collection materials upon patron request, and the implementation of an oversize overhead scanner would allow for better quality single scans of oversize items.
- B. The TCOHPA plans to utilize an oversize overhead scanner at a high rate (12–25 hours per week) because of the large quantity of oversize loose and bound materials within the collections.
- C. Care of oversize and delicate materials will be greatly increased by avoiding attempting to scan oversize items on small scanners, requiring awkward handling and in some cases folding of materials, or damage of delicate materials that cannot be placed face down or sustain pressure.
- D. Increase in efficiency of scanning oversize materials, where time is saved in the scanning process as well as in the file editing process, including automatically generated metadata and automatic creation of derivatives.
- E. Make oversize and delicate materials more easily accessible to patrons online.

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IV. CURRENT ENVIRONMENT

- A. TCOHPA holds a large quantity of oversize archival materials, including posters, maps, architectural drawings, photographs, and bound materials. These materials are only available for patron use in-person or upon request of scanning because of the lack of a safe and efficient method to scan these materials to make them available online.
- B. TCOHPA currently maintains three small scanners: Epson Expression 12000XL, Epson DS-50000, Epson Perfection V800 Photo. These scanners are acceptable for scanning smaller items in the collections, but anything over 10x16 inches requires multiple scans to capture the full item.
- C. TCOHPA charges patrons per scan, so when a patron requests a scan of an oversize item, the cost to the patron is high due to the number of scans required to capture the full item. Additionally, the scan quality is often not as high because of the awkward positioning of oversize items to fit the small scanners, and the safety of the materials is compromised during the scanning process. There are also great inefficiencies in scanning oversize items on small scanners including: requiring multiple staff to support oversize items during scanning in order to protect the item; having to edit, convert, save, name, and add metadata to multiple scans of a single item; having to stitch together multiple scans of a single item to create a single image, and then to name and add metadata to that file.

V. SCOPE

- A. The scope of this project is the successful delivery and installation of a large format overhead scanner, and training on utilizing the proposed equipment.
- B. The equipment is being installed at the Tarrant County Plaza Building located at 200 Taylor Street, Suite 5200, 5th Floor, Fort Worth, TX 76196-0226. The equipment is being installed on the fifth floor of this building. This building has a loading dock. The Department will coordinate with Tarrant County Facilities Management Department for delivery and storage at the loading dock, which is located below the regular building floors in a sheltered area. The installation will be scheduled at a later day and time, and technician will be responsible to move and install the equipment on the 5th floor.

VI. OUT OF SCOPE

- A. Vendor provided digitization of archival materials is out of scope for this project.
- B. Digital Asset Management Systems are out of scope for this project.

VII. CONSTRAINTS

- A. Vendor proposal must be compatible with Windows 10 OS.
- B. Vendor proposed equipment must be A0 size or larger.

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VIII. GENERAL VENDOR REQUIREMENTS

- A. Vendor must have employees with appropriate knowledge and skills to complete installation of proposed equipment, train Tarrant County employees on use of the proposed equipment, and provide support, troubleshooting, and maintenance of proposed equipment.
- B. Vendor must demonstrate quality of proposed equipment by supplying the following: A full scan, created using the proposed equipment, of one or more finely detailed color maps or drawings, showing a wide range of tonal values, with dimensions greater than 36 x 36 inches. The file will be a TIF format with all original EXIF metadata intact.

IX. PAST PERFORMANCE

- A. Respondent's past performance should demonstrate a successful history of implementing the proposed equipment at GLAM institutions which utilize the proposed equipment at a moderate or high rate. To show this, TCOHPA would like to see a list of successful sales of the proposed equipment, instances where an institution terminated contract on the proposed equipment, and vendor should provide references who have owned and operated the proposed equipment regularly for at least one (1) year.

X. TECHNICAL REQUIREMENTS

- A. Equipment:
 - 1. Must be BRAND-NEW equipment
 - 2. Must include a minimum 1-Year warranty (Includes parts, labor, and software, diagnosis, etc.)
 - 3. Should be A0 size range or larger
 - 4. Must have a workstation (including PC, monitor, and scanner interface board)
 - 5. Must include software
 - 6. Must be compatible with Windows 10 OS
 - 7. Must have 4 Star FADGI compliant calibration
 - 8. Must include vacuum table
 - 9. Should have dual LED lights
 - 10. Should have lighting correction
 - 11. Should include foot pedal/switch
 - 12. Should have optical resolution of 600-ppi at minimum
 - 13. Should offer 48-Bit color input and 24-Bit color output
 - 14. Should include book cradle
 - 15. Should offer additional accessories

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16. Should include ability to add metadata during process
 17. Should allow for OCR during process
 18. Should have background saving capability
 19. Should allow for file saving in multiple formats
- B. Contractor Staff Requirements:
1. Awarded vendors must provide technicians that are trained to complete requested services.
 2. Awarded vendors must maintain an adequate number of trained staff to complete required installation service, technical support, software maintenance, and equipment maintenance.
 3. Tarrant County reserves the right to have the awarded vendor's integrated technician(s) removed from County property for any reason and request the awarded vendor replace the technician in a timely manner.
- C. Installation Requirements:
1. Awarded vendor is solely responsible for the provision of all labor, management, and materials needed to install requested equipment.
 2. Awarded vendors will be responsible for cleanup of debris and spills resulting from work completed while completing services under this proposal.
 3. Awarded vendors shall not use Tarrant County dumpsters to dispose of any refuse.
 4. Awarded vendors shall be responsible for replacing, at no cost to Tarrant County, any damages incurred during completion of services under this request for proposals. Awarded vendor's personnel includes any personnel sub-contracted by the awarded vendor.
 5. Tarrant County reserves the right to request an SDS sheet for any chemicals/products that are used during the completion of services. Tarrant County reserves the right to disallow the use of any chemicals/products under this proposal.
 6. All costs for installation service must be provided on the provided price form of this proposal. This is to include, but is not limited to all labor, materials, parts, travel, fuel, and deliver.
 7. Awarded vendor must contact Tarrant County Historic Preservation and Archives for coordinating the schedule before delivery.

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D. Technical Support Requirements:

1. Respondent should submit a Service Level Agreement (SLA) with the response.
2. Awarded vendor is solely responsible for the provision of all labor, management, and materials needed to provide technical support services.
3. Awarded vendor must provide a phone number and/or email address for Tarrant County personnel to contact in order to troubleshoot minor equipment and software issues.
4. Awarded vendor technicians must be available during normal business hours (8:00 am – 5:00 pm CST, Monday through Friday). During off hours, the awarded vendor must have a message system for Tarrant County personnel to leave a message regarding the issue being experienced. After Tarrant County personnel leaves a message, the awarded vendor is expected to contact the personnel back within one (1) business day.
5. Technical Support is to be provided to Tarrant County during coverage period at no additional cost.

XI. TEST PLAN FOR ACCEPTANCE

- A. Tarrant County will have one (1) week of testing the equipment, to begin after installation and training is completed, before determining if the equipment will be accepted.

XII. TRAINING PLAN

- A. Awarded vendor must provide training for end users upon installation of equipment. In-person training must be provided within Tarrant County. Training will be in the form of “Train the Trainer,” and will be scheduled with Tarrant County personnel.
- B. Awarded vendors must provide both a physical copy and a digital copy of a training/operation manual prior to installation of equipment. Training manuals must be provided to Tarrant County at no additional cost.

XIII. SUBMISSION REQUIREMENTS

- A. Vendor proposal must include all information requested in this RFP and should be formatted with the lettering and numbering system as outlined below. Vendor is solely responsible for thoroughly understanding the RFP and any attachments, exhibits, appendices, and forms. Responses should be comprehensive yet precise and accurate, providing detailed descriptions as to how your solution will meet each requirement where requested.

1. SECTION I – REQUIRED FORMS AND EXECUTIVE SUMMARY

- a. Signature Form with signature
- b. Addendum Signature Form(s) with signature (if applicable)
- c. Compliance with Federal and State Laws Form with signature

RFP FOR ANNUAL CONTRACT FOR LARGE FORMAT OVERHEAD SCANNER

- d. References
 - i. Vendor Reference Calls (or Checks) are an important step in County's evaluation process. Respondents MUST provide at least three (3) written, verifiable, references dated within the last six (6) months from clients for which the vendor has rendered services substantially like those sought by Tarrant County and who speaks highly of your products and services.
 - Please include the name, telephone, and e-mail address of client references who are currently utilized your services.
 - Confirmed their willingness to discuss their experiences (e.g., successes and failures) working with your company. This may include your customer references responding to a brief questionnaire or feedback survey.
 - Confirmed the accuracy of their contact information which includes name, title, e-mail address, and phone number, within the last sixty (60) days.
 - e. Deficiencies and Deviations Form
 - f. HUB Certificate/Form for Disadvantaged Business Enterprises and HUB Certificate (if applicable). Please write N/A on the form if it is Not Applicable.
 - g. Confirmation of meeting the required insurance for this RFP (a sample certificate will suffice).
 - h. Price Proposal Form
 - i. Reseller Authorization
 - j. USB Drive contains one (1) full scan of a detailed color map or poster that measures at least 36 x 36 inches at the highest optical resolution to demonstrate quality of proposed equipment.
 - k. Executive Summary. Include concise narrative summary of your proposal, including highlights of any key or unique features, excluding price. The highlighted features should tie in with the stated evaluation criteria.
2. **SECTION II – COMPANY PROFILE**
 - a. Brief overview of company.
 - b. Key personnel assigned to project including resumes, applicable certifications. Describe their role in the company and planned participation in the project.

3. SECTION III – QUALIFICATIONS AND EXPERIENCE

- a. Provide background information on employees who will be working as a part of this proposal, including background knowledge and experience with both the technical aspects of the proposed equipment and training of others in utilizing/troubleshooting proposed or similar equipment.
- b. Provide a successful history of implementing the proposed equipment at GLAM institutions which utilize the proposed equipment at a moderate or high rate to demonstrate past performance. To show this, TCOHPA would like to see a list of successful sales of the proposed equipment, instances where an institution terminated contract on the proposed equipment, and vendor should provide references who have owned and operated the proposed equipment regularly for at least one (1) year.
- c. Prove a written response that demonstrates technical knowledge of proposed equipment and scanning in general.
- d. Provide one (1) full scan of a detailed color map or poster that measures at least 36 x 36 inches at the highest optical resolution to demonstrate quality of proposed equipment in an USB drive. The scan must be created using the proposed equipment. The file provided will be TIF format with all original EXIF metadata intact.

4. SECTION IV – RESPONSE TO REQUIREMENTS

- a. Provide a detailed written response to respond each technical requirement listed in X., and number all items consecutively and with the lettering and numbering system.

5. SECTION V – PROJECT APPROACH AND IMPLEMENTATION

- a. Provide a comprehensive project approach and implementation plan. This plan should detail the work for all tasks and milestones necessary to complete the proposed scope of work.
- b. Provide a test plan that describes testing best practices that will be conducted to ensure successful implementation. This includes, but is not limited to, systems integration testing, validation, and user acceptance testing.
- c. Provide a training plan overview that defines the method(s) of delivery, training topics, participants, and timelines.
- d. The County's roles and responsibilities required to complete the project should be included in the project schedule as defined in the proposal. This should include, but is not limited to, role descriptions, deliverables, requirements, and limits or exclusions. Please include in this section GANTT and RACI charts if applicable.

RFP FOR ANNUAL CONTRACT FOR LARGE FORMAT OVERHEAD SCANNER

XIV. PROPOSAL EVALUATION AND AWARD

- A. Respondents shall have NO contact regarding this RFP with any known member of the Evaluation Committee, member(s) of the Tarrant County Commissioners Court or their staff, or any other Tarrant County elected officials or their staff, prior to award. Any contact regarding this RFP may result in the Respondents' disqualification and removal from consideration by the Tarrant County Commissioners Court. Contact may be initiated by the Tarrant County Purchasing Department for purposes of evaluation and clarification. The only contact should be facilitated by the Tarrant County Purchasing Department.

- B. Approach:
 - 1. The Tarrant County Purchasing Department will guide the evaluation of the responses received. An Evaluation Committee will be established to evaluate and score the submitted Proposals. The Evaluation Committee may consist of representatives from various County Departments.
 - 2. The County reserves the right at its sole determination to include additional Department(s), Employee(s), or Contractor(s) in the evaluation of proposals as the County deems necessary.
 - 3. The County reserves the right at its sole discretion to determine the process for proposal evaluation and may elect to accelerate the evaluation process by combining or eliminating evaluation phases.

- C. Evaluation Criteria:
 - 1. Qualifications and Experience 150 points
 - 2. Response to Requirements 200 points
 - 3. Interview/Presentation 150 points
 - 4. References 100 points
 - 5. Project Approach and Implementation..... 100 points
 - 6. Price 300 points
 - TOTAL..... 1,000 points

- D. Vendor Interview/Presentations
 - 1. As part of the evaluation process, vendors will be asked to participate in an interview. Vendors must be prepared to give virtual interview/presentations as an alternative to in-person (live) interview/presentations. Tarrant County reserves the right to select whether interview/presentations will be in-person (live) or virtual. All costs associated with interview/presentations are the sole burden of the Respondent.
 - 2. Vendor should demonstrate technical knowledge of proposed equipment and scanning in general. The presentations must be facilitated by technical experts, who can speak to technical aspects of the proposed equipment and related software.

RFP FOR ANNUAL CONTRACT FOR LARGE FORMAT OVERHEAD SCANNER

E. Evaluation of Price:

1. Responses will be evaluated separately to score the Price Proposal.
2. Price:
 - a. Price Form: The Respondent who submits the lowest total price will receive the maximum price score of 300 Points
 - b. The Price section will be scored using the following formula: $\text{Lowest Total Price Proposal} / \text{Respondent's Total}$

F. Contract Negotiations:

1. The Tarrant County Purchasing Department may conduct contract negotiations along with representatives from the Criminal District Attorney's Office and other County Departments.
2. The County reserves the right at its sole discretion to determine if pursuing contract negotiations is in the best interest of the County. The County is under no obligation to pursue Contract Negotiation.

G. Best and Final Offer (BAFO):

1. The Respondents with the highest scores may be invited to prepare a Best and Final Offer for consideration by the Evaluation Committee.
2. Tarrant County reserves the right at its sole discretion to determine if pursuing BAFO(s) is in the best interest of the County. The County is under no obligation to pursue BAFO(s).
3. In the event, the County elects not to pursue BAFO(s), Contract Negotiation will be conducted based on the final rankings previously described.



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 known 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 \$50,000.

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 does recognize other agencies' certifications. 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 bid notifications 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 Tarrant County 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 meeting specifications as required by law. This policy is narrowly tailored in accordance with applicable law.

IV. ADMINISTRATIVE GUIDELINES

- A. The Tarrant County 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)
Amended: Court Order 127875 (June 19, 2018)

RFP FOR ANNUAL CONTRACT FOR LARGE FORMAT OVERHEAD SCANNER

FOR DISADVANTAGED BUSINESS ENTERPRISES ONLY

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

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

Tarrant 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, Texas 78711-3047
(512) 463-5872

OR

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

IF YOUR COMPANY IS CERTIFIED, ATTACH A COPY OF THE 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

NOTE: WITHOUT A VALID CERTIFICATION ON FILE, YOU WILL NOT BE EVALUATED AS A HUB/DBE.

IF THIS DOES NOT APPLY TO YOUR COMPANY, PLEASE CHECK THIS BOX AND RETURN THIS FORM WITH YOUR RESPONSE.

RFP FOR ANNUAL CONTRACT FOR LARGE FORMAT OVERHEAD SCANNER

REFERENCES

Please list three (3) references, **other than past or present employees of Tarrant County**, who can verify your performance as a Vendor. Performance includes but is not limited to, sales and/or service, delivery, invoicing, and other items as may be required for Tarrant County to determine Respondent's ability to provide the intended goods or service of this Proposal. Tarrant County **PREFERS** references to be from Government customers. References must be able to verify the quality of service Respondent's company provides and that the Respondent has completed a project of similar size and scope of work in this solicitation. Inaccurate, obsolete or negative responses from the listed references could result in rejection of your Proposal.

Failure to supply the required references will deem Respondent as non-responsive and will not be considered for the award.

Respondent involvement with reference checks is not permitted. Only Tarrant County or its designee will conduct reference checks. Any deviation to this will result in rejection of your response.

REFERENCE ONE

GOVERNMENT/COMPANY NAME: _____
ADDRESS: _____
CONTACT PERSON AND TITLE: _____
TELEPHONE NUMBER: _____
E-MAIL ADDRESS: _____
SCOPE OF WORK: _____
CONTRACT PERIOD: _____

REFERENCE TWO

GOVERNMENT/COMPANY NAME: _____
ADDRESS: _____
CONTACT PERSON AND TITLE: _____
TELEPHONE NUMBER: _____
E-MAIL ADDRESS: _____
SCOPE OF WORK: _____
CONTRACT PERIOD: _____

REFERENCES MUST BE RETURNED WITH PROPOSAL!

RFP FOR ANNUAL CONTRACT FOR LARGE FORMAT OVERHEAD SCANNER

REFERENCES

REFERENCE THREE

GOVERNMENT/COMPANY NAME: _____

ADDRESS: _____

CONTACT PERSON AND TITLE: _____

TELEPHONE NUMBER: _____

E-MAIL ADDRESS: _____

SCOPE OF WORK: _____

CONTRACT PERIOD: _____

REFERENCES MUST BE RETURNED WITH PROPOSAL!

SIGNATURE FORM

The undersigned, on behalf of and as the authorized representative of Respondent, agrees this Proposal becomes the property of Tarrant County after the official opening.

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

The undersigned agrees, on behalf of Respondent, that if this Proposal is accepted, to furnish all materials and services upon which price(s) 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 ninety (90) calendar days.

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

Respondent hereby assigns to Tarrant County 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 solicitation. **Failure to sign and return this form will result in the rejection of the entire Proposal.**

Signature _____ **X**
Authorized Representative

Legal Name of Company

Date

Street Address

Printed Name of Authorized Representative

City, State and Zip

Title of Authorized Representative

Telephone Number

Fax Number

E-Mail Address

AFTER HOURS EMERGENCY CONTACT:

Name: _____

Tel. No. _____

THIS FORM MUST BE SIGNED.

THE ORIGINAL WITH ORIGINAL SIGNATURE AND TWO (2) COPIES MUST BE RETURNED WITH PROPOSAL!



Did you sign and submit all
required forms?

**If not, your Proposal
will be rejected!**

RFP FOR ANNUAL CONTRACT FOR LARGE FORMAT OVERHEAD SCANNER

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 _____

Unique Entity Identifier (UEI) Number: _____

CAGE Code: _____

COMPLIANCE WITH FEDERAL AND STATE LAWS

CERTIFICATION OF ELIGIBILITY

By submitting a Bid in response to this solicitation, the Bidder certifies that at the time of submission, they are not on the Federal Government's list of suspended, ineligible, or debarred entities.

In the event of placement on the list between the time of Bid submission and time of award, the Bidder will notify the Tarrant County Purchasing Agent. Failure to do so may result in terminating this contract for default.

RELATING TO STATE CONTRACTS WITH AND INVESTMENTS IN COMPANIES THAT BOYCOTT ISRAEL AND INVESTMENTS IN COMPANIES THAT DO BUSINESS WITH IRAN, SUDAN, OR ANY KNOWN FOREIGN TERRORIST ORGANIZATIONS.

Bidder verifies that they do not boycott Israel and will not boycott Israel in accordance with Texas Government Code Section 2270.001(2) during the term of this contract. Bidder further verifies pursuant to Texas Local Government Code Section 2252.152 that they are not engaged in business with Iran, Sudan, or any foreign terrorist organization. The term "foreign terrorist organization" means an organization designated as a foreign terrorist organization by the United States Secretary of State as authorized by 8 U.S.C. Section 1189.

DISCLOSURE OF INTERESTED PARTIES

The law states that a governmental entity may not enter into certain contracts with a nonexempt business entity unless the business entity submits a disclosure of interested parties to the governmental entity. By submitting a Bid in response to this solicitation, the Bidder agrees to comply with HB 1295, Government Code 2252.908. Bidder agrees to provide Tarrant County Purchasing Agent, and/or requesting department, the "Certificate of Interested Parties," Form 1295 as required, within **ten (10)** business days from notification of pending award, renewal, amended or extended contract.

VENDOR IS EXEMPT FROM CERTIFICATION REGARDING ENERGY COMPANIES AND FIREARM ENTITIES OR FIREARM TRADE ASSOCIATIONS:

Vendor is a sole proprietorship OR is a non-profit entity OR Vendor is a company that does NOT have 10 or more full-time employees AND/OR this contract does NOT have a value of \$100,000.00 or more that is to be paid wholly or partly paid from public funds of the governmental entity.

If the Vendor Cannot Certify that it is EXEMPT as Above, Vendor Must Certify as Follows:

Vendor is NOT EXEMPT and Certifies as follows:

Boycott of Energy Companies Prohibited. In compliance with Section 2274.002 of the Texas Government Code (added by 87th Legislature S. B. 13), Vendor verifies that it does not boycott energy companies and will not boycott energy companies during the term of the above-described contract. "Boycott energy company" is defined in Section 809.001(1) (added by 87th Legislature, S. B. 13) and means, without an ordinary business purpose, refusing to deal with, terminating business activities with, or otherwise taking any action that is intended to penalize, inflict economic harm on, or limit commercial relations with a company because the company: (A) engages in the exploration, production, utilization, transportation, sale, or manufacturing of fossil fuel-based energy and does not commit or pledge to meet environmental standards beyond applicable federal and state law; or (B) does business with a company described by subsection (A).

COMPLIANCE WITH FEDERAL AND STATE LAWS

Discrimination against Firearm Entities or Firearm Trade Associations Prohibited. In compliance with Section 2274.002 of the Texas Governmental Code (added by 87th Legislature, S. B. 19), Vendor verifies that it does not have a practice, policy, guidance, or directive that discriminates against a firearm entity or firearm trade association; and will not discriminate during the term of the above-described contract] against a firearm entity or firearm trade association. “Discriminate against a firearm entity or firearm trade association” is defined in Section 2274.001(3) (added by 87th Legislature, S. B. 19) and means, with respect to the entity or association, to (i) refuse to engage in the trade of any goods or services with the entity or association based solely on its status as a firearm entity or firearm trade association; (ii) refrain from continuing an existing business relationship with the entity or association based solely on its status as a firearm entity or firearm trade association; or (iii) terminate an existing business relationship with the entity or association based solely on its status as a firearm entity or firearm trade association; the term *does not include*: (i) the established policies of a merchant, retail seller, or platform that restrict or prohibit the listing or selling of ammunition, firearms, or firearm accessories; and (ii) a company’s refusal to engage in the trade of any goods or services, decision to refrain from continuing an existing business relationship, or decision to terminate an existing business relationship: (aa) to comply with federal, state, or local law, policy, or regulations or a directive by a regulatory agency; or (bb) for any traditional business reason that is specific to the customer or potential customer and not based solely on an entity’s or association’s status as a firearm entity or firearm trade association.

Vendor Hereby Certifies (Mark Applicable Certification):

_____ Vendor is EXEMPT from Certification as set out above.

_____ Vendor is NOT EXEMPT from Certification as set out above, and Vendor Certifies that it does not and will not Boycott Energy Companies and that it does not and will not engage in prohibited Discrimination against Firearm Entities or Firearm Trade Associations.

Signature _____ X

THIS FORM MUST BE SIGNED.

THE ORIGINAL WITH ORIGINAL SIGNATURE AND TWO (2) COPIES MUST BE RETURNED WITH PROPOSAL.

DEFICIENCIES AND DEVIATIONS FORM

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

THE ORIGINAL AND TWO (2) COPIES OF THIS FORM SHOULD BE RETURNED WITH PROPOSAL!

NO-BID RESPONSE

In the event that your organization chooses not to submit a bid/proposal for this solicitation, the Tarrant County Purchasing Department is interested in the reasons why vendors have chosen not to submit bids/proposals in order to better serve the taxpayers of Tarrant County. Please indicate your reason(s) by checking all applicable items below and return this form to the address shown below.

- Could not meet specifications.
- Items or materials requested not manufactured by us or not available to our company.
- Insurance requirements too restricting.
- Bond requirements too restricting.
- The scope of services not clearly understood or applicable (too vague, too rigid, etc.)
- The project not suited to our organization.
- Quantities too small.
- Insufficient time allowed for preparation of bid/proposal.
- Other (please specify).

Vendor Name: _____

Contact Person: _____

Telephone: _____

Email: _____

Please send your response to:
Tarrant County Purchasing Department
100 E. Weatherford, Suite 303
Fort Worth, TX 76196-0104

RFP FOR ANNUAL CONTRACT FOR LARGE FORMAT OVERHEAD SCANNER

PROPOSAL PRICE FORM

ITEM NO.	DESCRIPTION	UNIT PRICE	QUANTITY	EXTENDED PRICE
1.	Large Format Overhead Scanner (Includes One-Year Warranty Maintenance and Support for Parts, Labor, Software, Diagnosis, etc.)	\$ _____	x 1	= \$ _____
	Brand/Model of Offered Equipment: _____ (i2s DigiBook SupraScan Quartz A0 HD LED or approved equivalent)			
2.	Onsite Installation of One (1) Large Format Overhead Scanner at below-listed address: Tarrant County Plaza Building 200 Taylor Street, Suite 5200, 5th Floor Fort Worth, TX 76196-0226	\$ _____	x 1	= \$ _____
3.	Year 2 Equipment Maintenance and Support (Must be All-inclusive: Parts, Labor, Software, Diagnosis, etc.)	\$ _____	x 1	= \$ _____
4.	Year 3 Equipment Maintenance and Support (Must be All-inclusive: Parts, Labor, Software, Diagnosis, etc.)	\$ _____	x 1	= \$ _____
5.	Staff Training Program (Includes Travel)	\$ _____	x 1	= \$ _____
6.	Freight, Inside Delivery, see V. B. for detail	\$ _____	x 1	= \$ _____
Proposal Total:				\$ _____

The Original and Two (2) Copies of this Form Must be Returned with Proposal!

RFP FOR ANNUAL CONTRACT FOR LARGE FORMAT OVERHEAD SCANNER

PROPOSAL PRICE FORM

ITEM NO.	DESCRIPTION	UNIT PRICE	QUANTITY	EXTENDED PRICE
----------	-------------	------------	----------	----------------

OPTIONAL:

- | | | | | | | |
|----|--|----------|---|---|---|----------|
| 1. | Year 4 Extended Warranty
(Must be All-inclusive: Parts, Labor, Software, Diagnosis, etc.) | \$ _____ | x | 1 | = | \$ _____ |
| 2. | Year 5 Extended Warranty
(Must be All-inclusive: Parts, Labor, Software, Diagnosis, etc.) | \$ _____ | x | 1 | = | \$ _____ |

Estimated Time of Delivery and Installation after Receipt of Order: _____ Business Days

The Original and Two (2) Copies of this Form Must be Returned with Proposal!