

STATE OF KANSAS
REQUEST FOR QUOTATION

SUBMIT BID TO
DIVISION OF PURCHASES
900 SW JACKSON, ROOM 102N
TOPEKA, KANSAS 66612-1286

It shall be the vendor's responsibility to monitor this website on a regular basis for any changes/addenda.

<http://www.da.ks.gov/purch/>

This Space for Bidder's Name and Address

Quotation #: **12484 R**

Date Mailed: 11/02/2009

Closing 2:00 PM: 11/16/2009

1. When communicating, always refer to the above quotation number.
2. To receive consideration for award, one copy of the "Request for Quotation," properly completed and signed, must be returned to and received by the Division of Purchases no later than the specified closing time.
3. All prices, terms, and conditions shall be shown. Prices, terms, and conditions not shown or presented after closing will not be considered in the evaluation.
4. Prompt payment discounts will not be considered in determining the low bid.
5. Prices quoted shall be less Federal Excise and State Sales tax.
6. The Director of Purchases reserves the right to accept or reject any part of this quotation.
7. Bid results will not be given to individuals over the phone. Results can be obtained by attending the public bid opening. If unable to attend the public bid opening, bid tabulations can be obtained in person for \$3.00. Bid results can also be obtained by sending (do not include with bid) a check for \$3.00 payable to the State of Kansas, with a self addressed, stamped envelope to the Kansas Division of Purchases, Attn: Bid Results/Copies, 900 SW Jackson, Room 102-N, Topeka, KS 66612. Please reference quote number on check. Copies of individual bids may be obtained under the Kansas Open Records Act by calling (785) 296-0002, requesting an estimate of the cost to reproduce the documents, and remitting that amount to the above address. Upon receipt of the funds, the documents will be sent.
8. Faxed bid responses are not acceptable for bids in excess of \$25,000.
FAX: (785) 296-7240
9. I hereby certify that I(we) do not have any substantial conflict of interest sufficient to influence the bidding process on this bid. A conflict of substantial interest is one which a reasonable person would think would compromise the opening bidding process.

THIS IS NOT AN ORDER

db

Prices are to be delivered FOB Destination Prepaid & Allowed: Adjutant Generals Department, Topeka, KS. 66611

Purchase Requisition Number(s): **017448**

For Additional Information Contact: thurston.smith@da.ks.gov

QUANTITY AND UNIT	ITEMS AND SPECIFICATIONS Page 1 of 10	UNIT PRICES	TOTAL PRICE
1 Each	DIGITAL CARD IDENTITY SYSTEM W/CONSUMABLES <u>THIS IS A REBID OF RFQ #12484 THAT CLOSED AUGUST 28, 2009.</u> It is the vendor's responsibility to ensure bids are received by the closing date and time. Delays in mail delivery or any other means of transmittal, including couriers or agents of the issuing entity shall not excuse late bid submissions. PLEASE NOTE: If you expect to deliver your bid in person, watch for a major construction project which result in the closure of streets around the Landon State Office Building at various times throughout 2009. This construction activity will affect ease of access to the building. Please plan accordingly. Card Identity System as per composition. Questions/Addenda - No pre proposal conference is scheduled for this Request for Quotation. Questions requesting clarification of the RFQ must be submitted electronically (MS Word) to the Procurement Officer indicated above, by 10:00 a.m. on Thursday November 5, 2009. Each question or clarification should reference the appropriate RFQ section.		

Federal Employer Identification Number (F.E.I.N) or Social Security Number:

Show Payment Terms:

Signed by:

Delivery To Be: days after receipt of order.

Print Name:

Title:

Date:

Toll Free or Phone #:

Fax #:

Email Address:

QUANTITY AND UNIT	ITEMS AND SPECIFICATION	UNIT PRICES	TOTAL PRICE
	Failure to notify the Procurement Officer of any conflicts or ambiguities in this Request for Proposal may result in items being resolved in the best interest of the State. Any modification to this Request shall be made in writing by addendum and posted on the Division of Purchases' website, http://da.ks.gov/purch. Only written communications are binding. Answers to questions will be available in the form of an addendum on the Division of Purchases' website. It shall be the responsibility of all participating vendors to acquire any and all addenda and additional information as it is made available from the web site cited above. Vendors are required to check the website periodically for any additional information or instructions. Card Identity System 1 each - Fargo HDP5000 Printer with Duplex Lamination #89008 (No substitution) Mfg Name and Item Number: _____ Includes - Full Service"Extended Warranty" Fargo Electronics part #86151, three [3] year period which includes a loaner and a twenty-four [24] hour turnaround on providing the loaner. Mfg Name and Item Number: _____ 1 each - Asure ID Express 2009 Software #86412 (No Substitution) Mfg Name and Item Number: _____ 5 each - Ribbon YMCK - HDP5000 #84051, 500 prints (No Substitution) Mfg Name and Item Number: _____ 3 each - HDP Film - HDP5000 #84053, 1500 prints (No Substitution) Mfg Name and Item Number: _____ 9 each - 1.0 Mil PolyGuard - Clear Overlamine #86201, 250 prints (No Substitution) Mfg Name and Item Number: _____ 1 each - Cleaning Kit - HDP5000 (No Substitution) Mfg Name and Item Number: _____ 1 each - Lamination dust cover for Duplex HDP5000 (No Substitution) Mfg Name and Item Number: _____ 250 ea - HID Prox II Comp [individual] Cards - 1586 LGGMN – Programmed, H10301/26 bit, card numbering and Facility code will be specified upon award (No Substitution) Mfg Name and Item Number: _____		

QUANTITY AND UNIT	ITEMS AND SPECIFICATION	UNIT PRICES	TOTAL PRICE
	2 pkg. - Flat Braid Color Lanyards - Breakaway - (100 in a pack) Mfg Name and Item Number: _____	\$ _____	\$ _____
	2 pkg. - Clear Proximity Badge Holders Vertical - (100 in a pack) Mfg Name and Item Number: _____	\$ _____	\$ _____
	2 pkg. -Round Swivel Back Badge Reels - Black - (100 in a pack) Mfg Name and Item Number: _____	\$ _____	\$ _____
	OPTIONAL: Year 4 - Extended Warranty period which includes a Loaner and a twenty-four [24] hour turnaround on providing the loaner. Mfg Name and Item Number: _____ Year 5 - Extended Warranty period which includes a Loaner and a twenty-four [24] hour turnaround on providing the loaner. Mfg Name and Item Number: _____ Award will be by line item or group total, whichever is in the best interest of the State of Kansas Please provide price for each line item. Warranty Repair Service will be provided by the following Authorized Service Provider: Business Name _____ Address _____ City _____ State _____ Zip _____ Telephone Number _____ Whenever a material, article or piece of equipment is identified in the specifications by reference to a manufacturer's or vendor's name, trade name, catalog number, etc., it is intended to establish a standard, unless otherwise specifically stated. Any material, article or equipment of other manufacturers or vendors shall perform to the standard of the item specified. All bids must be accompanied by sufficient descriptive literature and/or specifications to provide for detailed comparison. Samples of items, if required, shall be furnished at no expense to the State of Kansas and if not destroyed in the evaluation process, shall be returned at vendor's expense, if requested. Brand Names and Comparable Products Provision: The use of a brand name is for the purpose of describing the standard of quality performance, and characteristics desired and is not intended to limit or restrict competition.		\$ _____ \$ _____

QUANTITY AND UNIT	ITEMS AND SPECIFICATION	UNIT PRICES	TOTAL PRICE
	BIDS ON COMPARABLE PRODUCTS ARE INVITED. INDICATE APPROPRIATE ITEMS, BRANDS AND MODEL NUMBERS. Minor deviations in size and operational characteristics from those set forth in the specification will be considered when such deviations do not alter nor deter the State from accomplishing its intended usage or function. Each bidder must clearly indicate in writing where (if any) their product characteristics deviate from these specifications, and explain how their product accomplishes the desired function even though product characteristics may be different. PRICES ABOVE SHALL INCLUDE SHIPPING AND HANDLING CHARGES. Shipping and F.O.B. Point: Unless otherwise specified, unit prices shall be F.O.B. DESTINATION, PREPAID AND ALLOWED (included in the unit price) delivered to the agency's receiving dock or other designated point as specified in this Request without additional charges. PLEASE EXTEND PRICES WHEN PREPARING YOUR BID. VENDOR'S PRICING RESPONSE SHALL BE PROVIDED ON THIS BID FORM. Failure to provide information as requested may result in the determination of vendor's response being incomplete and non-responsive. Tax Clearances: Per KSA 75-3740(c), the Director of Purchases may reject the bid of any bidder who is in arrears on taxes due the State of Kansas. The Division of Purchases will confirm tax status prior to the release of a purchase order or contract award. The State of Kansas reserves the right to allow a bidder an opportunity to clear its tax status within ten (10) calendar days, or to proceed with award to the next lowest responsive bidder, whichever is determined by the Director of Purchases to be in the best interest of the State. Potential bidders are encouraged to contact the Kansas Department of Revenue directly (and on a regular basis) to confirm current tax status and to clear up any outstanding liabilities. The Secretary of Revenue is authorized to exchange such information with the Director of Purchases as is necessary to determine the bidders tax clearance status, notwithstanding any other provision of law prohibiting disclosure of the contents of taxpayer records or information. Instructions on how to check Tax Clearance Status can be found at the following website: http://www.ksrevenue.org/taxclearance.htm Information about Tax Registration can be found at the following website: http://www.ksrevenue.org/busregistration.htm Please Indicate Taxes Currently Registered for in Kansas: ☐ Corporate Income Tax ☐ Sales Tax ☐ Withholding Tax ☐ Compensating Use Tax ☐ None		

QUANTITY AND UNIT	ITEMS AND SPECIFICATION	UNIT PRICES	TOTAL PRICE
	Contact Information: Please provide the attached contact information for use should the State of Kansas need to contact the appropriate officials within your company to discuss your tax clearance / registration status. Contact Person for Tax Issues: _____ Company Name: _____ FEIN: _____ Mailing Address _____ City & State _____ Zip Code _____ Toll Free Telephone _____ Local Telephone _____ Fax _____ E-Mail: _____ Accounts Receivable Set-Off Program: During the course of this contract if the vendor is found to owe a debt to the State of Kansas, agency payments to the vendor may be intercepted / setoff by the State of Kansas Accounts Receivable Setoff Program. Notice of the setoff action will be provided to the vendor. The vendor shall credit the account of the agency making the payment in an amount equal to the funds intercepted. K.S.A. 75-6201 et seq. allows the Director of Accounts & Reports to set-off funds the State of Kansas owes vendors against debts owed by the vendors to the State of Kansas. Payments setoff in this manner constitute lawful payment for services or goods received. The vendor benefits fully from the payment because its' obligation to the State is reduced by the amount subject to setoff. CRIMINAL OR CIVIL OFFENSE OF AN INDIVIDUAL OR ENTITY THAT CONTROLS A COMPANY OR ORGANIZATION OR WILL PERFORM WORK UNDER THIS CONTRACT: Any conviction for a criminal or civil offense that indicates a lack of business integrity or business honesty must be disclosed. This includes (1) conviction of a criminal offense as an incident to obtaining or attempting to obtain a public or private contract or subcontract or in the performance of such contract or subcontract; (2) conviction under state or federal statutes of embezzlement, theft, forgery, bribery, falsification or destruction of records, receiving stolen property; (3) conviction under state or federal antitrust statutes; and (4) any other offense to be so serious and compelling as to affect responsibility as a state contractor. For the purpose of this section, an individual or entity shall be presumed to have control of a company or organization if the individual or entity directly or indirectly, or acting in concert with one or more individuals or entities, owns or controls 25 percent or more of its equity, or otherwise controls its management or policies. Failure to disclose an offense may result in disqualification of the bid or termination of the contract.		

TAX CLEARANCE

PLEASE NOTE: THIS INFORMATION HAS CHANGED EFFECTIVE 10/27/09

Per KSA 75-3740-(c), the Director of Purchases may reject the bid of any bidder who is in arrears on taxes due the State of Kansas. The Secretary of the Kansas Department of Revenue is authorized to exchange such information with the Director of Purchases as is necessary to determine a bidder's tax clearance status, notwithstanding any other provision of law prohibiting disclosure of the contents of taxpayer records or information.

A "Tax Clearance" is a comprehensive tax account review to determine and ensure that the account is compliant with all primary Kansas Tax Laws administered by the Director of Taxation. Information pertaining to a Tax Clearance is subject to change(s), which may arise as a result of a State Tax Audit, Federal Revenue Agent Report, or other lawful adjustment(s).

Bidders (and their subcontractors) are expected to submit a current Tax Clearance Certificate with every event response. Bidders can obtain a Kansas Tax Clearance Certificate through the Kansas Department of Revenue's secure website (<http://www.ksrevenue.org/taxclearance.htm>).

Please Note: For applications entered prior to 5:00 PM Monday through Friday, results typically will be available the following business day. Individual and business applications are available. Tax clearance requests may be denied if the request includes incomplete or incorrect information.

Information about Tax Registration can be found at the following website:

<http://www.ksrevenue.org/busregistration.htm>

The Division of Purchases reserves the right to confirm tax status of all potential contractors and subcontractors prior to the release of a purchase order or contract award.

In the event that a current tax certificate is unavailable, the Division of Purchases reserves the right to notify a bidder (one that has submitted a timely event response) that they have to provide a current Tax Clearance Certificate within ten (10) calendar days, or the Division may proceed with an award to the next lowest responsive bidder, whichever is determined by the Director of Purchases to be in the best interest of the State.

Contact Information: Please provide the attached contact information for use should the State of Kansas need to contact the appropriate officials within your company to discuss your tax clearance / registration status.

CONTRACTOR

Contact Person for Tax Issues: _____

Company Name: _____

FEIN / Tax Number: _____

CAUTION: If your tax number is the same as your Social Security Number (SSN), you must leave this line blank. DO NOT enter your SSN on this Tax Clearance Form. If your SSN is required to process a contract award, including any tax clearance requirements, you will be contacted by an authorized representative of the Division of Purchases at a later date.

Mailing Address _____

City & State _____ Zip Code _____

Toll Free Telephone _____ Local _____ Cell: _____ Fax _____

E-Mail _____

SUBCONTRACTOR(S)

Contact Person for Tax Issues: _____

Company Name: _____ Tax Number: _____

Mailing Address _____

City & State _____ Zip Code _____

Toll Free Telephone _____ Local _____ Cell: _____ Fax _____

E-Mail _____

Additional pages may be added, as required, indicating the same information for multiple subcontractors.

**CERTIFICATION REGARDING
IMMIGRATION REFORM & CONTROL**

All Contractors are expected to comply with the Immigration and Reform Control Act of 1986 (IRCA), as may be amended from time to time. This Act, with certain limitations, requires the verification of the employment status of all individuals who were hired on or after November 6, 1986, by the Contractor as well as any subcontractor or sub-subcontractor. The usual method of verification is through the Employment Verification (I-9) Form. With the submission of this bid, the Contractor hereby certifies without exception that Contractor has complied with all federal and state laws relating to immigration and reform. Any misrepresentation in this regard or any employment of persons not authorized to work in the United States constitutes a material breach and, at the State's option, may subject the contract to termination and any applicable damages.

Contractor certifies that, should it be awarded a contract by the State, Contractor will comply with all applicable federal and state laws, standards, orders and regulations affecting a person's participation and eligibility in any program or activity undertaken by the Contractor pursuant to this contract. Contractor further certifies that it will remain in compliance throughout the term of the contract.

At the State's request, Contractor is expected to produce to the State any documentation or other such evidence to verify Contractor's compliance with any provision, duty, certification, or the like under the contract.

Contractor agrees to include this Certification in contracts between itself and any subcontractors in connection with the services performed under this contract.

Signature, Title of Contractor

Date

State of Kansas
Department of Administration
Division of Purchases

Supplier Diversity Survey Form

Why is the Division of Purchases requesting this information?

Current statutes governing the activities of the Kansas Division of Purchases do not include preferences or set-asides for Small Business Enterprises (SBEs). The Division of Purchases is interested in determining to what extent purchase orders and contracts are awarded to SBEs under existing work efforts. **Please Note:** You must submit this form with each bid opportunity.

Persons or concerns wishing to receive a Purchase Order or Contract Award resulting from this bid opportunity must provide the information contained in this document before the award is made. To help expedite this procurement, it is requested that you submit this form with your bid.

COMPANY DATA

Legal Company Name _____
Doing Business As (if applicable) _____
Federal Tax ID Number / FEIN _____
Diversity Program Contact Name _____ Title _____
Phone Number _____ Fax Number _____
E-Mail Address _____ Company Web _____
Address _____
City _____ State _____ Zip Code _____
Legal Structure: ☐ Corporation ☐ Partnership ☐ Non-Profit ☐ Sole Proprietorship ☐ LLC
Signature _____ Date: _____

COMPANY DIVERSITY DATA

(A) Business Classification (See Appendix A for definitions):

Is your business a **Small Business Enterprise (SBE)** as defined by the SBA?

☐ Yes ☐ No ☐ Don't Know

Check all that Apply:

- | | |
|---|--|
| ☐ Disabled (DIS) | ☐ SBA-Small Disadvantage Business (SDB) |
| ☐ Veteran-Owned (VBE) | ☐ Women-Owned (WBE) |
| ☐ Service-Disabled Veterans-Owned (DVBE) | |
| ☐ African American | ☐ Native American |
| ☐ Minority-Owned Business Enterprise (MBE) | |
| ☐ Hispanic American | ☐ Asian Pacific American |
| ☐ Disadvantaged Business Enterprise (DBE) | |
| ☐ Asian Subcontinent American | ☐ Other: _____ |

(B) Has your Business Classification Status been certified by a state, municipal, federal or other certifying agency?

☐ No ☐ Yes Certifying Entity: _____

Other State of Kansas Resources for Small Business Enterprises (SBE)

Kansas Department of Commerce
Office of Minority/Women Business Development
<http://www.kansas.gov/ksbdc/>

**State of Kansas
Department of Administration
Division of Purchases
Supplier Diversity Survey Form**

**Appendix A
Definition of Terms**

Small Business Enterprise / Concern (SBE)

SBEs are businesses that do not exceed the size standard for the product or service it is providing as measured by its employment and/or business receipts in accordance with the U.S. SBA numerical size standards. These standards are defined as FAR 52.219-8, 13 CFR Part 121 and 13 CFR 121.410.

Disadvantaged Business Enterprise (DBE)

DBEs are defined as a business which are (a) owned by socially disadvantaged individuals who have been subjected to racial or ethnic prejudice or cultural bias because of their identity as a member of a group without regard to their individual qualities; or (b) owned by economically disadvantaged individuals whose ability to compete in the free enterprise system has been impaired due to diminished opportunities to obtain capital and credit as compared to others in the same line of business who are not socially disadvantaged.

Disabled Business Enterprise (DIS)

DIS businesses are at least 51% owned and controlled by one or more U.S. citizens who has a physical or mental impairment which substantially limits one or more of such person's major life activities.

Small Disadvantage Business Concern (SDB)

SDB businesses are certified by the SBA as meeting the following criteria: (1) they are small business concern and (2) must be at least 51% owned and controlled by one or more U.S. citizens who are socially and economically disadvantaged. African Americans, Asian Pacific Americans, Asian Subcontinent Americans, Hispanic Americans and Native Americans are presumed to qualify as being socially disadvantaged. Other individuals can qualify if they show by a preponderance of the evidence that they are socially disadvantaged. In addition, the personal net worth of each eligible owner applicant must be less than \$750,000, excluding the values of the applicant's ownership interest in the business seeking certification and the owner's primary residence. Successful applicants must also meet applicable size standards for small businesses in their industry. SDB regulations can be found in FAR 52.219-8 and 13 CFR parts 121 & 124.

Veterans-Owned Business Concern (VBE)

VBE businesses are at least 51% owned and controlled by one or more U.S. citizens who are Veterans of the U.S. Armed Forces. In the case of any publicly owned business, at least 51% of the stock is owned by one or more veterans and one or more veterans must control the management and daily business operation. The term "Veteran" means a person who served in the active military, naval or air service and who was discharged or released there from under conditions other than dishonorable. VBE regulations can be found in FAR 52.219-9 & 38 USC 101 (2).

Service-Disabled Veterans-Owned Business Concern (DVBE)

DVBE businesses are at least 51% owned and controlled by one or more U.S. citizens who are service-disabled Veterans of the U.S. Armed Forces. In the case of any publicly owned business, at least 51% of the stock is owned by one or more service-disabled veterans and one or more veterans must control the management and daily business operation. The term "Veteran" means a person who served in the active military, naval or air service and who was discharged or released there from under conditions other than dishonorable. The term "Service-Disabled" means a veteran of the U.S. Military Service has a service-connected disability with a disability rating of 0%-100%. In the case of permanent or severe disability, the spouse of caregiver of such a service-disabled veteran may control the management and daily operations. DVBE regulations can be found in FAR 52.219-9 & 38 USC 101 (2) & USC 101 (16).

Women-Owned Business Concern (WBE)

WBE businesses are at least 51% owned and controlled by one or more U.S. citizens who are female gender. In the case of any publicly owned business, at least 51% of the stock is owned by one or more women and one or more women must control the management and daily business operations. For Federal contracting regulations see FAR 52.219-8.

Minority-Owned Business Enterprise (MBE)

MBE businesses are at least 51% owned and controlled by one or more U.S. citizens belonging to certain ethnic minority groups. In the case of any publicly owned business, at least 51 % of the stock is owned by one or more minorities, and one or more minorities must control the management and daily business operations. "Ethnic Minority Groups" are people of Asian Pacific American, Asian Subcontinent American, African American, Hispanic American and Native American descent.

- **African Americans:** People whose origins lay in any of the Black racial groups of Africa.
- **Asian Pacific Americans:** People whose origins lay in Brunei, Burma, China, Guam, Indonesia, Japan, Kampuchea (Cambodia), Korea, Laos, Malaysia, Northern Mariana Islands, Republic of the Marshall Islands, Federated States of Micronesia, Republic of Palau (U.S. Trust Territory of the Pacific Islands), the Philippines, Samoa, Singapore, Taiwan, Thailand and Vietnam.
- **Asian Subcontinent Americans:** People whose origins lay in Bangladesh, Bhutan, India, Pakistan, Sri Lanka or Nepal.
- **Hispanic Americans:** People whose origins are in the South and Central America, Mexico, Puerto Rico, Cuba or the Iberian Peninsula (including Portugal).
- **Native Americans:** American Indians, Inuit (Eskimos), Aleuts, and native Hawaiians of Polynesian ancestry.

ADDENDUM

November 6, 2009

Addendum Number: 1

RFP Number: 12484-R

PR Number: 017448

Closing Date: November 16, 2009, 2:00 P.M.

Procurement Officer: Thurston L. Smith

Telephone: 785-296-7251

E-Mail Address: thurston.smith@da.ks.gov

Item: **DIGITAL CARD IDENTITY SYSTEM W/CONSUMABLES**

Agency: Adjutant Generals Department

Location: Topeka, KS. 66611

Conditions:

THIS IS A REBID OF RFQ #12484 THAT CLOSED AUGUST 28, 2009.

Item # 1 – Change in warranty part number -1 each - Fargo HDP5000 Printer with Duplex Lamination #89008 -Includes - Full Service"Extended Warranty" Fargo Electronics part #~~8615~~ #86155, [printer and lamination unit] three [3] year period which includes a loaner and a twenty-four [24] hour turnaround on providing the loaner.

It is the vendor's responsibility to monitor the Division of Purchase's website on a regular basis for any changes/addenda.

There are no other changes at this time.

A signed copy of this Addendum must be submitted with your bid. If your bid response has been returned, submit this Addendum by the closing date indicated above.

I (We) have read and understand this addendum and agree it is a part of my (our) bid response.

NAME OF COMPANY OR FIRM: _____

SIGNED BY: _____

TITLE: _____ DATE: _____

Addendum Number 1 to RFQ Number **12484-R** was recently posted to the Division of Purchases Internet website. **The bid document can be downloaded by going to the following website:**

<http://da.ks.gov/purch/rfq/rfqdata/12484.doc>

It is the vendor's responsibility to monitor the Division of Purchase's website on a regular basis for any changes/addenda