



NOTICE OF RE-SOLICITATION

SERIAL 05189-RFP

**REQUEST FOR PROPOSAL FOR: ELECTRONIC DATA BASE PRODUCTS AND SERVICES
(MARICOPA COUNTY LIBRARY DISTRICT
BRANCHES ONLY)**

Notice is hereby given sealed proposals will be received by the Materials Management Department, Materials Management Center, 320 West Lincoln Street, Phoenix, Arizona 85003-2494, until 2:00 P.M. [Arizona Time] on **MARCH 16, 2007** for the furnishing of the following for Maricopa County Proposals will be opened by the Materials Management Director (or designated representative) at an open, public meeting at the above time and place.

All Proposals must be signed, sealed and addressed to the Materials Management Department, Materials Management Center, 320 West Lincoln Street, Phoenix, Arizona 85003-2494, and marked **"SERIAL 05189-RFP REQUEST FOR PROPOSAL FOR ELECTRONIC DATA BASE PRODUCTS AND SERVICES (MARICOPA COUNTY LIBRARY DISTRICT BRANCHES ONLY)"**.

The Maricopa County Procurement Code ("The Code") governs this procurement and is incorporated by this reference. Any protest concerning this Request for Proposal must be filed with the Procurement Consultant in accordance with Section MC1-905 of the Code.

ALL ADMINISTRATIVE INFORMATION CONCERNING THIS REQUEST FOR PROPOSAL AND THE CONTRACTUAL TERMS AND CONDITIONS CAN BE LOCATED A <http://www.maricopa.gov/materials>. ANY ADDENDA TO THIS REQUEST FOR PROPOSAL WILL BE POSTED ON THE MARICOPA COUNTY MATERIALS MANAGEMENT WEB SITE UNDER THE SOLICITATION SERIAL NUMBER.

PROPOSAL ENVELOPES WITH INSUFFICIENT POSTAGE WILL NOT BE ACCEPTED BY THE MARICOPA COUNTY MATERIALS MANAGEMENT CENTER

INQUIRIES:

DAVE LAFOND
PROCUREMENT CONSULTANT
TELEPHONE: (602) 506-3248
EMAIL: lafondd@mail.maricopa.gov

NOTE: MARICOPA COUNTY PUBLISHES ITS SOLICITATIONS ONLINE. THEY ARE AVAILABLE FOR VIEWING AND/OR DOWNLOADING AT THE FOLLOWING INTERNET ADDRESS:

<http://www.maricopa.gov/materials/advbd/advbd.asp>

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NO RESPONSE

Respondents not responding to this proposal are asked to complete this document and return it to Maricopa County Materials Management Department, 320 W. Lincoln St., Phoenix, AZ 85003-2494 or fax to 602/258-1573.

MARK OUTSIDE ENVELOPE “SERIAL 05189 -RFP

Responses must be received by **2:00 P.M. [Arizona Time], March 16, 2007**. Respondents failing to submit a proposal, or this document, may be subject to removal from the Maricopa County Materials Management Contractor List.

SERIAL: 05189-RFP RESOLICITATION

TITLE: ELECTRONIC DATABASE PRODUCTS AND SERVICES (MARICOPA COUNTY
LIBRARY DISTRICT BRANCHES ONLY)

CONTRACTOR NAME: _____

ADDRESS: _____

PHONE: _____ CONTACT:_____

REASON FOR NOT SUBMITTING A PROPOSAL:

- _____ Insufficient time
- _____ Do not handle product/service
- _____ Other: _____

IMPORTANT

(PLEASE READ BEFORE SUBMITTING YOUR PROPOSAL)

M/WSBE CONTRACT PARTICIPATION

An M/WSBE goal has not been established for Minority/Women-Owned Small Business Enterprises (M/WSBE) for this Request for Proposals.

The Materials Management Department of Maricopa County will endeavor to ensure in every possible way that Minority and Women-owned Small Business firms shall have every opportunity to participate in providing professional services, materials, and contractual services to the Materials Management Department of Maricopa County without being discriminated against on the grounds of race, religion, sex, age or national origin. The Maricopa County Minority Business Program, effective January 1, 1992, is incorporated by reference.

**REQUEST FOR PROPOSAL FOR: ELECTRONIC DATABASE PRODUCTS AND SERVICES
(MARICOPA COUNTY DISTRICT BRANCHES ONLY)**

1.0 INTENT/OVERVIEW:

- 1.1 This solicitation is intended to result in the award of contracts for a wide and comprehensive selection of electronic library-related products and services. These products and services shall be made available, via the internet, to only Maricopa County District Library Branches from inside the libraries and via remote customer access. Products and services provided under these contracts will also be assessable for purchase by other libraries throughout the State of Arizona. Respondent's proposals must be based upon unlimited simultaneous access for users.
- 1.2 New contractors may be added to any resultant contract(s) during the term of that contract as appropriate in order to meet the continuing needs of the Library District.
- 1.3 Participating Libraries and Populations Served. (Information is from the 2003-2004 Arizona State Library Statistical Report.)

Table 1.3 *(TABLE 1.3 IS NOT APPLICABLE TO THIS OPEN SOLICITATION)*

LIBRARY	NUMBER LOCATIONS	NUMBER CARD HOLDERS
Chandler Public Library	3	83,000
Glendale Public Library	3	79,079
Maricopa County Library District	13	190,187
Mesa Public Library	3	133,342
Peoria Public Library	2	56,000
Phoenix Public Library	13	850,000
Scottsdale Public Library	4	142,000
Tempe Public Library	1	160,000

- 1.4 For Maricopa County Library District Branches only, with estimated number of card holders at approximately 190,187 at this time.

Table 1.4 **List of Maricopa County Library District Branches**

Aguila Branch Library	Gila Bend Branch Library	Northwest Regional Library
Campbell Branch Library	Guadalupe Branch Library	Perry Branch Library
Civic Center Library	Hollyhock Branch Library	Queen Creek Branch Library
El Mirage Branch Library	Litchfield Park Branch Library	Robson Branch Library
Fountain Hills Branch Library	North Valley Regional Library	Southeast Regional Library

NOTE: As new branches are opened, they will be added to any resultant contract.

2.0 SCOPE OF SERVICES:

- 2.1 Current Core Subject Areas (CSA) Sought. (NOTE: Additional CSA's may be added to any resultant contract as funding becomes available.)
- 2.1.1 Full-Text Periodicals. Full text articles from general periodicals covering a broad range of topics to include business, reference, health, general science, education, current topics, etc.
- 2.1.2 Newspapers. Complete electronic editions of U.S. newspapers with full text coverage, particularly the inclusion of, but not limited to, Arizona newspapers.
- 2.1.3 Encyclopedias. General purpose encyclopedias that include coverage of current events, quick references and in-depth research.

- 2.1.4 Health. Comprehensive resource of up-to-date, full text information relative to consumer health topics, including traditional and holistic medicine, health and wellness.
- 2.1.5 Business. Reference and research materials for business, including company profiles both, domestic and global.
- 2.1.6 Homework / Student Support. Information exhibiting balance on all sides of current topical issues and/or on-line tutorials and practice tests in support of student education.
- 2.1.7 Literature. Critical content, biographical, and bibliographical information on literature and literary figures covering all genres.
- 2.1.8 Science. General science information including access to full text articles covering the broad range of scientific thought and discovery.
- 2.1.9 Spanish. Full text access to general interest Hispanic magazines in Spanish.
- 2.2 Respondents may submit proposals for a selection of CSA's in one (1) or more of the above listed CSA's. Each CSA shall be discussed in a separate sub-section within Respondent's proposal (See Section 3.12).
- 2.3 **LANGUAGES OTHER THAN ENGLISH**

Spanish language products, or products with the ability to serve Customers in languages other than English, should be addressed for the general population and in all Core Subject Areas as described in Section 2.1. The Respondent's proposal must clearly address each of the Core Subject Areas. Mexican Spanish is preferred, with particular interest in covering indexing, abstracting, and/or full-text to general magazines and newspapers and health information (main-stream as well as alternative).
- 2.4 **COPYRIGHT**

The Respondent is responsible for legally obtaining copyright to items offered in the products. Copyright fees must be included in any proposed prices.
- 2.5 **TAX:**

No tax shall be levied against labor. It is the responsibility of the Respondent to determine any and all taxes and include the same in proposal price.
- 2.6 **DELIVERY:**

Respondent's must demonstrate how they will deliver access to their product(s) / service(s) /site(s) to all users, state-wide.
- 3.0 **SPECIAL TERMS & CONDITIONS:**
 - 3.1 **CONTRACT TERM:**

This Request for Proposal is for awarding a firm, fixed price purchasing contract to remain in effect through the 31st day of May, 2016.
 - 3.2 **OPTION TO EXTEND:**

The County may, at their option and with the approval of the Contractor, extend the period of the Contract for additional one (1) year term(s), up to a maximum of fifteen (15) years. The Contractor shall be notified in writing by the Materials Management Department of the County's

intention to extend the contract period at least thirty (30) calendar days prior to the expiration of the original contract period.

3.3 PRICE ADJUSTMENT:

Requests for reasonable price adjustments, if any, must be submitted sixty (60) days prior to the Contract anniversary date, beginning with Year Two of the Contract. Requests for adjustment in cost of service-related labor, copyright, licensing and/or materials must be supported by appropriate documentation. If County agrees to the adjusted price terms, County shall issue written approval of the change. The reasonableness of the request will be determined by comparing the request with the Consumer Price Index or by performing a market survey.

3.4 INDEMNIFICATION:

3.4.1 Indemnification

To the fullest extent permitted by law, Contractor shall defend, indemnify, and hold harmless the County, its agents, representatives, officers, directors, officials, and employees from and against all claims, damages, losses and expenses, including but not limited to attorney fees and costs, relating to this Contract.

The amount and type of insurance coverage requirements set forth herein will in no way be construed as limiting the scope of the indemnity in this paragraph.

The scope of this indemnification does not extend to the negligence of the County.

3.4.2 Warranty and Indemnification – Copyright

Contractor warrants and represents that it has the full right, power and authority to enter into this Contract and to grant the rights granted herein; that it has not previously licensed the interactive multimedia rights to the Material to any third party; and that County's inclusion and use of the Material will not violate any rights of any kind or nature whatsoever of any third party. Contractor shall indemnify and hold harmless County, its successors, assigns and licensees, and the respective officers, directors, agents and employees, from and against any and all claims, damages, liabilities, costs and expenses (including reasonable attorneys' fee), arising out of or in any way connected with any breach of any representation or warranty made by Contractor herein.

3.4.3 Warranty and Indemnification – Use of Internet

Contractor shall indemnify and hold County harmless from and against any claims, liabilities, damages and expenses, including, without limitation, reasonable attorney's fees relating to or arising out of Contractor's breach of any of its material obligations under this Contract. Contractor shall not be liable for any third party claims based upon or arising from County's negligent operation of the System or for any indirect, incidental or consequential damages arising from the use of or inability to use the System attributable to County's negligence, provided that Contractor is not also negligent.

3.5 PROCUREMENT CARD ORDERING CAPABILITY:

It is the intent of Maricopa County to utilize a procurement card that may be used by the County from time to time, to place and make payment for orders under the Contract. Respondents without this capability may/shall be considered non-responsive and not eligible for award consideration.

3.6 INTERNET ORDERING CAPABILITY:

It is the intent of Maricopa County to utilize the Internet to communicate and to place orders under this Contract. Respondents without this capability may/shall be considered non-responsive and not eligible for award consideration.

- 3.7 All responses to this solicitation become the property of Maricopa County and (other than pricing) will be held confidential, to the extent permissible by law. The County will not be held accountable if material from proposal responses is obtained without the written consent of the Respondent by parties other than the County.

3.8 INQUIRIES AND NOTICES:

All inquiries concerning information herein shall be addressed to:

MARICOPA COUNTY
DEPARTMENT OF MATERIALS MANAGEMENT
ATTN: CONTRACT ADMINISTRATION
320 W. LINCOLN ST.
PHOENIX, AZ 85003

Administrative telephone or email inquiries shall be addressed to:

Dave LaFond, Procurement Consultant, 602-506-3248
(lafond@mail.maricopa.gov)

Inquiries may be submitted by telephone but must be followed-up in writing. No oral communication is binding on Maricopa County.

3.9 INSTRUCTIONS FOR PREPARING AND SUBMITTING PROPOSALS:

Respondents are to provide one (1) original hard copy (labeled) and four (4) copies of their proposal, plus one (1) electronic copy, including Attachment A, Pricing, on CD-ROM. **Respondents are to address proposals identified with return address, serial number and title in the following manner:**

**Maricopa County Department of Materials Management
320 W. Lincoln St.
Phoenix, AZ 85003**

SERIAL 05189-RFP

**ELECTRONIC DATA BASE PRODUCTS AND SERVICES (MARICOPA COUNTY
LIBRARY DISTRICT BRANCHES ONLY)**

Proposals must be signed by an owner, partner, or corporate official who has been authorized to make such commitments. All prices shall be held firm for a period of one hundred twenty (120) days after the RFP closing date.

3.10 EXCEPTIONS TO THE SOLICITATION:

The Respondent shall identify and list all exceptions taken to all sections of this solicitation and list these exceptions referencing the section (paragraph) where the exception exists and identify the exceptions and the proposed wording for the Respondent's exception. The Respondent will list these exceptions in the Best and Final Proposal under the heading, "Exception to the Solicitation, SERIAL 05189-RFP." **Exceptions that surface elsewhere and that do not also appear under the heading, "Exception to the Solicitation, SERIAL 05189-RFP," shall be considered invalid and void and of no contractual significance.**

The County reserves the right to reject, render the proposal non-responsive, enter into negotiations on any of the Respondent exceptions, or accept them outright.

3.11 GENERAL CONTENT:

- 3.11.1 The proposal should be specific and complete in every detail. It should be practical and should be prepared simply and economically, providing a straightforward, concise delineation of product(s) and service(s) [e.g. site(s) and system(s)] being proposed.
- 3.11.2 The Respondent should not necessarily limit the proposal to the performance of the services in accordance with this solicitation but should outline any additional services and their costs if the Respondent deems them necessary to provide the services sought.

3.12 FORMAT AND CONTENT:

To aid in the evaluation, it is desired that all proposals follow the same general format. Proposals shall not exceed 200 pages or 20 pages per CSA. The proposals are to be submitted in 11 font, single-sided pages in three-ring binders and have sections tabbed as below:

- 3.12.1 Table of Contents.
- 3.12.2 Letter of Transmittal (Exhibit 2).
- 3.12.3 Executive Summary – This section shall contain an outline of the Respondent’s proposed product(s) [e.g. site(s) and / or system(s)].
- 3.12.4 Proposal – This section shall contain a description of the Respondent’s product(s) [e.g. site(s) and / or system(s)] being proposed. Proposals should be all-inclusive, detailing Respondent’s best offer. Each CSA shall be addressed under a separate tab within this section.
- 3.12.5 Qualifications – This section shall describe the Respondent’s ability, length of time involved in this specific market and specific experience related to the proposed product(s) and/or service(s).
- 3.12.6 Respondent’s Licensing / Use Agreement(s). (NOTE: Respondent’s licensing / use agreements will negotiated, then if agreed upon, will be incorporated into and will become part of any resultant contract.)
- 3.12.7 Proposal exceptions. (NOTE: An excessive number of Respondent exceptions to the solicitation may cause the Respondent’s proposal to be determined non-responsive.)
- 3.12.8 Pricing (Attachment “A”). [NOTE: Pricing shall be provided as a percentage off Respondent’s published price list(s). Variable percentage discounts shall not be acceptable. County will accept firm percentage discounts only.]
- 3.12.9 Agreement (Attachment “B”).
- 3.12.10 References (Attachment “C”).
- 3.12.11 If Respondent has a ‘Trial Site’ available, the address should be included to allow the Evaluation Committee to view it.

3.13 EVALUATION OF PROPOSAL – SELECTION FACTORS:

A Proposal Evaluation Committee shall be appointed and chaired by the Procurement Officer of this solicitation to evaluate each proposal and make a recommendation as to whom they deem to be the successful Respondent. At the County’s option, Respondents may be invited to provide a demonstration of their particular product(s) and / or system(s) for the Evaluation Committee. Negotiations, as necessary will be conducted with all acceptable Respondents. Proposals will be evaluated on the following criteria which are listed in descending order of importance.

- 3.13.1 Content of Respondent's Product(s) [e.g. site(s) and system(s)].
- 3.13.2 Ease of customer access to of Respondent's Product(s) [e.g. site(s) and system(s)].
- 3.13.3 Established need for Respondent's Product(s) and Service(s) [e.g. site(s) and system(s)].
- 3.13.4 Price. (Percentage off Respondent's published price list(s)).

3.14 POST AWARD MEETING:

The successful Respondent(s) may be required to attend a post-award meeting with the Library District to discuss the terms and conditions and general management of the Contract. This meeting will be coordinated by the Procurement Officer of the Contract.

NOTE 1: RESPONDENTS ARE STRONGLY ENCOURAGED TO REVIEW MARICOPA COUNTY'S PROCUREMENT ADMINISTRATIVE INFORMATION AND SAMPLE CONTRACT DOCUMENT PRIOR TO SUBMITTING A PROPOSAL. FOR THIS INFORMATION, GO TO: www.maricopa.gov/materials/ADVBD/Boilerplate/Terms-conditions.asp

NOTE 2: RESPONDENTS ARE REQUIRED TO USE ATTACHED FORMS TO SUBMIT THEIR PROPOSAL.

ATTACHMENT “A”

PRICING

Respondents, if pricing is based on other than a published price list or catalog, provide the basis, on a separate sheet, on which the percentage discount is applied. The basis, for example, may be a price per population, per library, per registered cardholders or other method. The County is not requesting pricing formulas.

EXAMPLE:

Price Based on Population	10% Discount
\$30,000.00 Base Price	\$27,000.00 Discounted Price

**ATTACHMENT A
PRICING**

SERIAL 05189-RFP

PRICING SHEET: NIGP 95635, B0604225

BIDDER NAME: _____
VENDOR #: _____
BIDDER ADDRESS: _____
P.O. ADDRESS: _____
BIDDER PHONE #: _____
BIDDER FAX #: _____
COMPANY WEB SITE: _____
COMPANY CONTACT (REP): _____
E-MAIL ADDRESS (REP): _____

WILLING TO ACCEPT FUTURE SOLICITATIONS VIA EMAIL: ____ YES ____ NO

ACCEPT PROCUREMENT CARD: ____ YES ____ NO

REBATE (CASH OR CREDIT) FOR UTILIZING PROCUREMENT CARD: ____ YES ____ NO ____ % REBATE

(Payment shall be made within 48 hrs utilizing the Purchasing Card)

INTERNET ORDERING CAPABILITY: ____ YES ____ NO ____ % DISCOUNT

OTHER GOV'T. AGENCIES MAY USE THIS CONTRACT: ____ YES ____ NO

PAYMENT TERMS: BIDDER IS REQUIRED TO PICK ONE OF THE FOLLOWING.

TERMS WILL BE CONSIDERED IN DETERMINING LOW BID.

FAILURE TO CHOOSE A TERM WILL RESULT IN A DEFAULT TO NET 30.

BIDDER MUST INITIAL THE SELECTION BELOW.

NET 10 _____
NET 15 _____
NET 20 _____
NET 30 _____
NET 45 _____
NET 60 _____
NET 90 _____
2% 10 DAYS NET 30 _____
1% 10 DAYS NET 30 _____
2% 30 DAYS NET 31 _____
1% 30 DAYS NET 31 _____
5% 30 DAYS NET 31 _____

INDICATE PERCENTAGE OF M/WBE PARTICIPATION IF ANY HERE: _____ %

PLEASE INDICATE HOW YOU HEARD ABOUT THIS SOLICITATION:

____ NEWSPAPER ADVERTISEMENT
____ MARICOPA COUNTY WEB SITE
____ PRE-SOLICITATION NOTICE (POST CARD)
____ E-MAIL
____ OTHER (PLEASE SPECIFY)

ALL PRICING SHALL BE SUBMITTED ON TWO (2) CD's FORMATTED IN EXCEL '2003. PROPOSALS WILL **NOT** BE ACCEPTED WITHOUT THE ACCOMPANYING CD IN YOUR SUBMITTAL. ANY PROPOSAL NOT CONTAINING THE REQUIRED CD MAY BE CONSIDERED NON-RESPONSIVE AND NOT CONSIDERED FOR EVALUATION OR CONTRACT AWARD.

ATTACHMENT A PRICING

(NOTE: Prices shall be provided as a percentage off Respondent's published price list. Variable percentage discounts shall not be acceptable. County will only accept firm percentage discounts.)

NOTE TO RESPONDENTS: If pricing is based on other than a published price list or catalog, provide the basis, on a separate sheet, on which the percentage discount is applied. The basis, for example, may be a price per population, per library, per registered cardholders or other method. The County is not requesting pricing formulas.

EXAMPLE:

Price Based on Population 10% Discount

Base Price: \$30,000.00 Discounted Price: \$27,000.00

1.0 MARICOPA COUNTY ONLY (NOT APPLICABLE TO THIS RE-SOLICITATION)

<u>ITEM DESCRIPTION</u>	<u>PRICES BASED ON POPULATION</u>		<u>% OFF LIST</u>
	<u>List Price</u>	<u>Cost</u>	
1.1 Full-Text Periodicals			%
1.2 Newspapers			%
1.3 Encyclopedias			%
1.4 Health			%
1.5 Business			%
1.6 Homework/Student Support			%
1.7 Literature			%
1.8 Science			%
1.9 Spanish			%

2.0 STATEWIDE (INCLUDING MARICOPA COUNTY) (NOT APPLICABLE TO THIS RE-SOLICITATION)

<u>ITEM DESCRIPTION</u>	<u>PRICES BASED ON POPULATION</u>		<u>% OFF LIST</u>
	<u>List Price</u>	<u>Cost</u>	
2.1 Full-Text Periodicals			%
2.2 Newspapers			%
2.3 Encyclopedias			%
2.4 Health			%
2.5 Business			%
2.6 Homework/Student Support			%
2.7 Literature			%
2.8 Science			%
2.9 Spanish			%

ATTACHMENT A PRICING

3.0 MARICOPA COUNTY LIBRARY DISTRICT BRANCHES

<u>ITEM DESCRIPTION</u>	<u>PRICES BASED ON POPULATION</u>		<u>% OFF LIST</u>
	<u>List Price</u>	<u>Cost</u>	
2.1 Full-Text Periodicals			%
2.2 Newspapers			%
2.3 Encyclopedias			%
2.4 Health			%
2.5 Business			%
2.6 Homework/Student Support/Research			%
2.7 Literature			%
2.8 Science			%
2.9 Spanish			%

ATTACHMENT “B”**AGREEMENT**

The Respondent hereby certify that they have read, understand and agree that acceptance by Maricopa County of the Respondent's offer by the issuance of a Purchase Order or Contract will create a binding Contract. Further, they agree to fully comply with all terms and conditions as set forth in the Maricopa County Procurement Code, and amendments thereto, together with the specifications and other documentary forms herewith made a part of this specific procurement

BY SIGNING THIS AGREEMENT THE SUBMITTING FIRMS CERTIFIES THAT THEY HAVE REVIEWED THE ADMINISTRATIVE INFORMATION AND DRAFT RFP CONTRACT'S TERMS AND CONDITIONS LOCATED AT <http://www.maricopa.gov/materials>. AND AGREE TO BE CONTRACTUALLY BOUND TO THEM.

MINORITY/ WOMEN-OWNED SMALL BUSINESSES (check appropriate item):

_____ Disadvantaged Business Enterprise (DBE)
_____ Women-Owned Business Enterprise (WBE)
_____ Minority Business Enterprise (MBE)
_____ Small Business Enterprise (SBE)

FIRM SUBMITTING PROPOSAL

FEDERAL TAX ID NUMBER

PRINTED NAME AND TITLE

AUTHORIZED SIGNATURE

ADDRESS

TELEPHONE

FAX #

CITY STATE ZIP

DATE

WEB SITE: _____

EMAIL ADDRESS: _____

ATTACHMENT “C”

RESPONDENT’S REFERENCES

FIRM SUBMITTING PROPOSAL: _____

1. COMPANY NAME: _____
ADDRESS: _____
CONTACT PERSON: _____
TELEPHONE: _____ E-MAIL ADDRESS: _____

2. COMPANY NAME: _____
ADDRESS: _____
CONTACT PERSON: _____
TELEPHONE: _____ E-MAIL ADDRESS: _____

3. COMPANY NAME: _____
ADDRESS: _____
CONTACT PERSON: _____
TELEPHONE: _____ E-MAIL ADDRESS: _____

4. COMPANY NAME: _____
ADDRESS: _____
CONTACT PERSON: _____
TELEPHONE: _____ E-MAIL ADDRESS: _____

5. COMPANY NAME: _____
ADDRESS: _____
CONTACT PERSON: _____
TELEPHONE: _____ E-MAIL ADDRESS: _____

**EXHIBIT 1
VENDOR REGISTRATION PROCEDURES**

On-line Vendor Registration at Maricopa County is available NOW!

On November 22, 2004, Maricopa County changed its vendor registration process.

On-Line Registration is FREE and REQUIRED for all vendors.

Register On-line at www.maricopa.gov/materials

It is required that you select an appropriate commodity code(s) associated with your line of business.

Upon completion of your on-line registration, you are responsible for updating any changes to your information. Please retain your Login ID and Password for future use.

If you have any questions, email us at VendorReg@mail.maricopa.gov.

EXHIBIT 2

LETTER OF TRANSMITTAL
(To be typed on the letterhead of Offeror)

Maricopa County Department of Materials Management
320 West Lincoln,
Phoenix, Arizona 85003

Re: Solicitation 05189-RFP

To Whom It May Concern:

(NAME OF COMPANY), hereby submits our response to your Request for Proposal dated December 8, 2005, and agree to perform as proposed in our proposal, if awarded a contract. We shall thereupon be contractually obligated to carry out our responsibilities respecting the services proposed.

Kindly advise, in writing, on or before _____ if you should desire to accept this proposal.

Sincerely,

NAME (please print)

SIGNATURE

TITLE (please print)