

Wyer, Dennis

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**From:** Whitehead, Jerie  
**Sent:** Tuesday, October 02, 2001 1:26 PM  
**To:** RFP Alert  
**Subject:** Request for Bids to Provide & Install Twso Laser Check Printers & Encoders for the Kanawha County Clerk's Office

## KANAWHA COUNTY COMMISSION

P. O. BOX 3627  
407 VIRGINIA STREET, EAST  
CHARLESTON, WEST VIRGINIA 25336  
(304) 357-0117

### Request for Bids

**Re:** Provide & Install Two (2) Laser Check Printers & Encoders for the Kanawha County Clerk=s Office

**Date:** September 28, 2001

**Fiscal Year:** 2001-02

**Bid Opening:** Bids must be received on or before Wednesday, October 17, 2001, at 11:30 a.m. in the Kanawha County Commission Purchasing Office, 407 Virginia Street, East, Third Floor, Room 229, Charleston, WV 25301 (P.O. Box 3627, Charleston, WV 25336)

#### INSTRUCTIONS TO BIDDERS:

##### **\*THIS FORM MUST BE THE COVER SHEET FOR YOUR BID**

- Bids must be received in a sealed envelope with the date and time of the bid opening on the outside of the envelope. Faxed bids will not be accepted.**
- Unsigned bids will not be accepted.**
- Bid must be F.O.B. Delivery Point, unless otherwise indicated in proposal.
- All bids should be in ink, showing all facts and the total amount of the bid.
- The County reserves the right to accept or reject in part or in whole any bid submitted, whichever is in the best interest of the County.

Item No.	Quantity	Description	Amount
1	2 Each	Provide & Install Two (2) Laser Check Printers and Encoders for the Kanawha County Clerk=s Office	\$

Vendor Name: \_\_\_\_\_

Signature: \_\_\_\_\_

Address: \_\_\_\_\_

Date: \_\_\_\_\_

# SPECIFICATIONS

## COUNTY COMMISSION OF KANAWHA COUNTY CHARLESTON, WEST VIRGINIA

**ITEM:** Purchase and Installation of Two (2) Laser Check Printers and Encoders for the Kanawha County Clerk=s Office

**LOCATION:** Kanawha County Commission  
409 Virginia Street, East  
Charleston, WV 25301

<b>CONTACT:</b>	Jerie Whitehead Purchasing Director Kanawha County Commission 407 Virginia St., East P.O. Box 3627 Charleston, WV 25336 Telephone (304) 357-0115	Joan Baldwin Accounting Supervisor Kanawha County Clerk 409 Virginia Street, East, First Floor Charleston, WV 25301 Telephone (304) 357-0295
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**BID OPENING:** Bids must be received in a sealed envelope, with the date and time of the bid opening on the outside of the envelope, on or before Wednesday, October 17, 2001, at 11:30 a.m., in the Kanawha County Commission Purchasing Office, 407 Virginia Street, East, Third Floor, Room 229, Charleston, West Virginia 25301 (P.O. Box 3627, Charleston, WV 25336). *Faxed bids will not be accepted.*

**SPECIFICATIONS:** The following specifications are intended to describe a Laser Check Printer and Encoder for the Kanawha County Clerk=s Office and the details contained in these specifications are not designed to exclude any manufacturer from bidding, but are offered as a means of describing the needs of the Kanawha County Clerk's Office. Where brand names may be used, the words Aor equal@ are assumed to follow. All specifications are minimum requirements.

1. Provide and Install Two (2) Troy MICR Laser Printers (or equivalent) with the following features:
  - A. Two (2) 17 page per minute MICR printers with keyed security system to include Ethernet Cards
  - B. Certex Certichex Software Print Controller (or equivalent) with manual check module
  - C. Design and mapping for three (3) check types
  - D. Swipe card reader system with cards for seven (7) signatures

- E. One Pentium PC with Ethernet Card
- F. Installation and training
- G. Provide warranty details
- H. Local service support required with a 4-hour call back and service personnel on site within 24 hours
- I. One source for sales, installation, training & maintenance
- J. **Must be compatible with Kanawha County's SCT Accounting Software and Hardware**

***TERMS & CONDITIONS:***

**Real Estate and Personal Property Taxes:** A No bid will be accepted or opened on any County contract if the vendor is listed on the last published list of delinquent real or personal property taxes in Kanawha County; however, the Commission will accept bids by vendors who provide satisfactory proof of payment of current taxes or a certification from the Sheriff that no taxes are due prior to submission of said bid.@

**Required Forms:** Vendor shall complete and submit, or have on file with the County, a Vendor Registration and Disclosure Statement Form. A registration form is being supplied for your convenience.

**Rejection of Bids:** The Kanawha County Commission reserves the right to reject any and/or all bids and to waive any informalities in bidding.

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Outgoing mail is certified Virus Free.

Checked by AVG anti-virus system (<http://www.grisoft.com>).

Version: 6.0.282 / Virus Database: 150 - Release Date: 9/25/2001