

KANAWHA COUNTY COMMISSION

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

Request for Bids

Re: Modifications to two (2) existing Microsoft Access 2000 databases -REVISED
Date: March 11, 2002
Fiscal Year: 2002-03
Bid Opening: Bids must be received on or before Friday, March 29, 2002 , at 11:00 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**

1. 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.
2. Unsigned bids will not be accepted.
3. Bid must be F.O.B. Delivery Point, unless otherwise indicated in proposal.
4. All bids should be in ink, showing all facts and the total amount of the bid.
5. 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	1 Each	Modifications to two (2) existing Microsoft Access 2000 databases per specifications	\$

Vendor Name: _____
Address: _____
Telephone: _____

Signature: _____
Date: _____
Total Bid: \$ _____

SPECIFICATIONS

COUNTY COMMISSION OF KANAWHA COUNTY CHARLESTON, WEST VIRGINIA

ITEM: Modifications to two (2) existing Microsoft Access 2000 databases

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

CONTACT:	Jerie Whitehead Purchasing Director Kanawha County Commission 407 Virginia St., East P.O. Box 3627 Charleston, WV 25336 Telephone (304) 357-0115	Dennis Wyer System Administrator Kanawha County Commission Goshorn Street Charleston, WV 25301 Telephone (304) 357-9810
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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 Friday, March 29, 2002, at 11:00 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:

Modifications must be made to 2 existing Microsoft Access 2000 databases to improve reports and user interface as follows:

1. A basic accounting system must be added to work in conjunction with the databases.
2. No part of the project can be encrypted or hampered in any way and must be fully modifiable by employees.
3. Presently there are two separate databases, which import from two separate DOS databases that are still in use. The objective is to eliminate the DOS program, consolidate the existing Access databases into a faster, easier to use database, and add a general accounting feature. Presently the main mdb file resides on a Windows 2000 server, which is then accessed by the runtime version of MSAccess on each of 7 user PCs. And one admin access using the developer's version of Access 2000 in order to make changes as needed.
4. This can be an off site project if the vendor is comfortable with programming information without physically seeing the process.
5. The project completion must be within 30 days of awarding the contract.
6. Please be aware that in order to qualify for this project you will need to provide 5 verifiable references of clients who are presently using Access database projects of similar complexity.
7. There would be a one-time import from DOS dbf files residing on a Novell server. As soon as

the department is comfortable with the new software, a final import would be performed and the entire DOS program stored on tape and deleted from the server.

8. The two separate programs should be combined into one program. The current dbf files in each program have the same name in each, i.e., fid.dbf, fidmast.dbf. The Access database must be able to import existing data from the DOS dbf files.
9. The Guardian program has a better user interface than does the Fiduciary. There needs to be a Switchboard type form in addition to the menu bar to would make the different modules easier to access for the end user.
10. The programs issue a receipt for the client. The data from the receipt must be stored in the accounting side for a daily receipts report, which includes a breakdown of the distribution of monies received by client and by user. The program must allow for a department administrator to add/delete accounts. (A portion of the receipt goes to various departments.)
11. The reports, publications, orders, labels and such are very slow, primarily due to the cumbersome queries. This needs streamlined. All items to be printed must transfer to Microsoft Word for further editing, with the only exception being the accounting reports. Also, the programs have never stored final reports or orders (court orders) with the record making it necessary to reproduce the report or order each time it is needed. This needs changed so the reports are stored with the client data.
12. No new reports are necessary outside of the basic accounting reports. The final program cannot use any encrypted code or dll files, so changes and additions can be made as needed later.
13. The programs have never stored final reports or orders (court orders) with the record making it necessary to reproduce the report or order each time it is needed. This is a potential legal liability that needs corrected.
14. A forum is established to answer questions at <http://www.kancocomm.com/fidguard>
15. All information, material and data associated with this project remain the sole property of the Kanawha County Commission. No duplicates or copies may be produced or distributed in any manner without the express written permission of the Kanawha County Commission.

TERMS & CONDITIONS:

Real Estate and Personal Property Taxes: 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.

