

Request for Quotation

Return Bid To:

Dept of Buildings & General Svcs
 Purchasing & Contrac Administration
 Drawer 33
 1078 US Rte 2 - Middlesex
 Montpelier VT 05633-7601

Request Quote ID.	Date	Buyer	Page
08125 - 0000000033	03/16/2004	Wallace, Lee	1
Payment Terms	Date Quote Open	Closing	
Net 30	03/17/2004	04/02/2004	04:30:00 PM

Ship To: Department of Motor Vehicles
 120 State St
 Montpelier VT 05603-0001

Line	Item	Description	Qty	UM	Unit Price	Extended Amount
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1		INTERACTIVE KIOSK UNIT TO COME COMPLETE WITH TOUCH SCREEN MONITOR, PRINTER AND COMPUTER.	6.00	EA		
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Freight Terms: FOBDEST Ship Via: BESTWAY

6 IDENTICAL INTERACTIVE KIOSK UNITS THAT WILL CONTAIN:

>17" TOUCH SCREEN MONITOR. BID BOTH CRT AND LCD MONITORS

>A COMPUTER: CURRENT MODEL WITH 516K MEMORY AND 40 GB HARD DRIVE WITH WINDOWS 2000 PRO OPERATING SYSTEM, NETWORK READY. COMPUTER SHOULD BE A RECOGNIZED NATIONAL BRAND

>A LASER PRINTER WITH 2 PAPER TRAYS (HP 4200 OR EQUAL) ; PRINTED PAPER NEEDS TO BE ACCESSIBLE TO CUSTOMER WHILE THE REST OF THE PRINTER IS INACCESSIBLE. ONE TRAY WILL CONTAIN STANDARD WEIGHT 8 1/2 X 11 PAPER AND THE OTHER WILL HANDLE A REGISTRATION FORM THE SAME SIZE BUT SLIGHTLY HEAVY. (THIS FORM HAS BEEN RUN THROUGH HP LASER PRINTERS MANY TIMES WITHOUT DIFFICULTY.

>POWER CORDS CONNECT TO AN INSTALLED CIRCUIT BREAKER OUTLET STRIP.

>ANY INTERNAL CABLING AS NEEDED

COMPLETE SPECIFICATIONS TO INCLUDE PICTURES/DRAWINGS, DIMENSIONS, CONSTRUCTION MATERIALS, CHOICE OF COLORS/FINISHES AND ANY OTHER PERTINENT DETAILS OF THE KIOSK MUST ACCOMPANY THE BID.

COMPLETE DESCRIPTIONS OF THE MONITOR, COMPUTER & PRINTER MUST BE SUPPLIED.

THE KIOSKS WILL BE CONNECTED TO THE INTERNET THROUGH A NETWORK CONNECTION SUPPLIED BY THE STATE. THE KIOSK MUST HAVE AN ACCESS HOLE FOR THE NETWORK CABLE. THIS CONNECTION WILL PROVIDE ACCESS TO THE APPLICATION THAT RUNS THE PROCESS.

UNITS NEED TO BE MOUNTED ON LOCKING WHEELS SO IT CAN BE EASILY MOVED WHEN NECESSARY, BUT OTHERWISE STAY IN PLACE.

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THE UNITS MUST BE ADA COMPATIBLE TO PROVIDE FOR HANDICAP ACCESS

THE UNITS NEED TO BE SECURE SO NO ACCESS TO THE INTERIOR IS POSSIBLE WITHOUT A KEY AND THE SCREEN AND PRINTER CANNOT BE MOVED IN ANY WAY.

THE UNITS ARE TO BE DELIVERED TO THE DMV MAIN OFFICE AT 120 STATE STREET, MONTPELIER, VERMONT 05603. THERE IS A LOADING DOCK AND ELEVATOR AT THIS BUILDING

REQUIRED DELIVERY DATE IS NLT JUNE 1, 2004 TO ALLOW FOR JULY 1, 2004 IMPLEMENTATION.

THERE IS NO SPECIFIC MATERIAL, FINISH OR COLOR SCHEME REQUIREMENT, HOWEVER DURABILITY IS A MAJOR FACTOR IN THE SUCCESS OF THIS DESIGN.

IF YOU HAVE ANY QUESTIONS REGARDING THIS DOCUMENT PLEASE CONTACT:

LEE WALLACE
 SENIOR PURCHASING AGENT
 802-828-2210
 FAX 802-828-2222
 lee.wallace@state.vt.us

PURCHASING AND CONTRACT ADMINISTRATION TERMS AND CONDITIONS REVISED ON 11/13/03 ARE ATTACHED AND INCORPORATED AS PART OF THIS RFQ.

BIDDERS ARE TO PROVIDE A UNIT PRICE FOR THE KIOSK CONFIGURED AS SPECIFIED AND DELIVERED TO DMV IN MONTPLER. SINCE WE HAVE ASKED FOR BIDS ON BOTH CRT AND LCD MONITORS, INCLUDE THE CRT MONITOR IN THE UNIT PRICE AND AN ADDITIONAL AMOUNT TO BE ADDED OR DEDUCTED FOR THE LCD.

BIDS MAY BE RETURNED BY MAIL TO THE ADDRESS ABOVE OR SENT VIA E-MAIL TO lee.wallace@state.vt.us. YOU MAY ALSO FAX YOUR BID TO 802-828-2222 IF IT DOES NOT CONTAIN ANY PICTURES.

THERE MUST BE ONLY ONE POWER CORD FROM A CIRCUIT BREAKER OUTLET STRIP COMING OUT OF THE BACK OF THE KIOSK.

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The undersigned agrees to furnish the products or services listed at the prices quoted and, unless otherwise stated by the vendor, the Terms of Sale are Net 30 Days from receipt of service or invoice, whichever is later. Percentage discounts may be offered for prompt payment of invoices; however, such discounts must be in effect for a period of 30 days or more in order to be considered in making awards.

VERMONT TAX CERTIFICATE

To meet the requirements of Vermont Statute 32 V.S.A. subsection 3113, by law, no agency of the State may enter into, extend or renew any contract for the provision of goods, services or real estate space with any person unless such person first certifies, under the pains and penalties of perjury, that he or she is in good standing with the Department of Taxes. A person is in good standing if no taxes are due, if the liability for any tax that may be due is on appeal, or if the person is in compliance with a payment plan approved by the Commissioner of Taxes, 32 V.S.A. subsection 3113.

In signing this bid, the bidder certifies under the pains and penalties of perjury that the company/ individual is in good standing with respect to, or in full compliance with a plan to pay, any and all taxes due the State of Vermont as of the date this statement is made.

Delivery Offered _____ Days After Notice of Award Terms of Sale _____

Quotation Valid for _____ Days Date: _____

Name of Company: _____ Telephone Number: _____

Fed ID or SS Number: _____ Fax Number: _____

By: _____ Name: _____
 Signature (Bid Not Valid Unless Signed) (Type or Print)

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STATE OF VERMONT
AGENCY OF ADMINISTRATION
DEPARTMENT OF BUILDINGS AND GENERAL SERVICES

PURCHASING AND CONTRACTING DIVISION
1078 US ROUTE 2 - MIDDLESEX
DRAWER 33
MONTPELIER VERMONT 05633-7601
802-828-2211

PURCHASING AND CONTRACTING TERMS AND CONDITIONS

Statement of Rights: The State of Vermont reserves the right to obtain clarification or additional information necessary to properly evaluate a QUOTATION. Vendors may be asked to give a verbal presentation of their quotation after submission. Failure of vendor to respond to a request for additional information or clarification could result in rejection of that vendor's quotation. The State reserves the right to accept or reject any and all bids, in whole or in part, with or without cause; to waive technicalities in submissions, to secure a project that is deemed to be in the best interest of the State. The State also reserves the right to make purchases outside of the awarded contracts where it is deemed in the best interest of the State.

Responses: Responses must be submitted on and in accordance with forms or format provided by Purchasing and Contracting Division. Prices and information entered on the quote, except signature of vendor, should be typed or printed for legibility. **ALL SUBMISSIONS MUST BE SIGNED.**

Prices: Unless otherwise stated, prices are net and no charge for packing, shipping, or for any other purpose will be allowed over and above the price quoted. Prices quoted for printing are to include printing, binding, wrapping, and packaging. All prices are delivered F.O.B. destination, unless otherwise stated.

Taxes: Most Vermont State purchases are not subject to Federal or State sales or excise taxes and must be invoiced tax free. An exemption certificate will be furnished upon request covering taxable items. The contractor agrees to pay all Vermont Taxes which may be due as a result of this order. If taxes are to be applied to the purchase it will be so noted in the for response.

Substitution: Unless otherwise stated, vendors may offer substitutes to items identified by a manufacturer's number or brand. When offering a substitution, vendor must describe any differences and provide technical information that will assist in the evaluation. After an award is made, substitutions are not acceptable unless authorized in writing by the Purchasing and Contracting Division.

Specification Change: Any changes or variations in the specifications must be received in writing from the Purchasing and Contracting Division. Verbal instructions or written instructions from any other source are not to be considered.

Method of Award: Awards will be made under the provisions of VSA Title 29 Chapter 49 § 903. The State may award one or more contracts and reserves the right to make additional awards to other vendors who submitted Quotations at any time during the first year of the contract if such award is deemed to be in the best interest of the State. Preference shall be given to resident bidders of the State and products raised or manufactured in the State all other things being equal.

Default: In case of default of the contractor, the State may procure the materials or supplies from other sources and hold the contractor responsible for any excess cost occasioned thereby, provided, that if public necessity requires the use of materials or supplies not conforming to the specifications they may be accepted and payment therefore shall be made at a proper reduction in price.

Cancellation: The State specifically reserves the right to cancel the contract or any portion thereof providing, in the opinion of its Commissioner of Buildings and General Services, the services or materials supplied by the contractor are not satisfactory or consistent with the terms of the contract.

Delivery: Liability for product delivery remains with the contractor until properly delivered and signed for in accordance with the Purchasing and Contracting Division's terms and conditions. Shipments shall be securely and properly packed, according to accepted commercial practices, without extra charge for packing cases or other containers. Such containers to remain the property of the State unless otherwise stated. Deliveries that do not conform to the specifications or are not in good condition upon receipt shall be replaced promptly by the contractor.

Invoicing: All invoices are to be rendered by the Contractor on the vendor's standard bill-head and forwarded directly to the institution or agency ordering materials or services

Non Collusion: The State of Vermont is conscious of and concerned about collusion. It should therefore be understood by all that in signing bid and contract documents they agree that the prices quoted have been arrived at without collusion and that no prior information concerning these prices has been received from or given to a competitive company. If there is sufficient evidence to warrant investigation of the bid/contract process by the Office of the Attorney General, all bidders should understand that this paragraph might be used as a basis for litigation.

Amendments: No changes, modifications or amendments in the terms and conditions of this contract shall be effective unless reduced to writing, numbered and signed by the duly authorized representative of the State and Contractor.

Confidentiality: The successful response will become part of the contract file and will become a matter of public record as will all other responses received. If the response includes material that is considered by the bidder to be proprietary and confidential under 1 V.S.A. Chapter 5, the bidder shall clearly designate the material as such, explaining why such material should be considered confidential. The bidder must identify each page or section of the response that it believes is proprietary and confidential with sufficient grounds to justify each exemption from release, including the prospective harm to the competitive position of the bidder if the identified material were to be released. Under no circumstances can the entire response or price information be marked confidential. Responses so marked may not be considered.

Order of precedence: The order of precedence for documentation will be the State of Vermont Standard Contract Form and attachments, the bid document and any amendments, and the vendor's response and any amendments.

Applicable Law: This contract will be governed by the laws of the State of Vermont

Fair Employment Practices and Americans with Disabilities Act Contractor agrees to comply with the requirement of Title 21 V.S.A. Chapter 5, Subchapter 6, relating to fair employment practices, to the full extent applicable. Contractor shall also ensure, to the full extent required by the Americans with Disabilities Act of 1990, that qualified individuals with disabilities receive equitable access to the services, programs, and activities provided by the Contractor under this contract. Contractor further agrees to include this provision in all subcontracts

Child Support: (Applicable if the Contractor is a natural person, not a corporation or partnership.) Contractor states that, as of the date the contract is signed, he/she:

- a. is not under any obligation to pay child support; or
- b. is under such an obligation and is in good standing with respect to that obligation; or
- c. has agreed to a payment plan with the Vermont Office of Child Support Services and is in full compliance with that plan.

Contractor makes this statement with regard to support owed to any and all children residing in Vermont. In addition, if the Contractor is a resident of Vermont, Contractor makes this statement with regard to support owed to any and all children residing in any other state or territory of the United States.

Subcontractor: Contractor shall not assign or subcontract the performance of his agreement or any portion thereof to any other contractor without the prior written approval of the State. Contractor also agrees to include all subcontract agreements and a tax certification.

Mercury Statement The State of Vermont is committed to minimizing the amount of mercury utilized in its operations, and desires to eliminate the purchase of products that contain mercury whenever feasible alternatives exist at a reasonable cost and comparable performance. Where mercury-free alternative products do not exist, preference will be given to the purchase of products with the lowest (documented) total mercury content feasible and products that bear a mercury content warning label as required of product manufacturers under Vermont law. Executive Order #03-02

The State of Vermont urges suppliers to continue to develop, produce, and bring to market appropriate, cost competitive, and effective mercury-free replacements.

Climate Neutral Statement: State of Vermont Agencies and Departments are directed to reduce greenhouse gas emissions from state government buildings and operations, per Executive Order #11-02. To improve our energy performance and help the environment by reducing our energy use, purchases shall be made only for energy-consuming devices that meet or exceed the Energy Star or comparable standards established by the U.S. federal government, where possible, without compromising quality or performance. These products use 25 to 50 percent less energy than their traditional counterparts. Reduced energy consumption will result in fewer fossil fuels burned and greenhouse gas emissions reduced, lessening air pollution. Energy efficient products often have an extended product life and decreased maintenance costs, and provide a return on investment due to a reduction in energy costs.

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(AA PUR-208)
Revised
11/13/03