

BID/RFP REQUEST FORM

Requested by: \_\_\_\_\_ Date: \_\_\_\_\_

Account Number: \_\_\_\_\_ Requires additional funds: Y/N

Estimated Cost: \_\_\_\_\_

Brief description of commodity or service needed and its purpose: \_\_\_\_\_

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

CHECK LIST:

BID INFORMATION NEEDED:

- 1) Specifications:
  - a) 2 or 3 Manufacturers must be able to meet these specifications - no brand names
  - b) Quantity has been identified
  - c) Delivery date requirements
  - d) Warranty information requirements

- 2) Possible vendors list - all those whom you have spoken with or that you know sell this type of commodity.

PROPOSAL INFORMATION NEEDED: (Services and High Tech. Equipment)

- 1) RFP document: Optional use of the pre-developed outline - available from purchasing.
  - a) Background information and purpose
  - b) Organization of the RFP and procedures
  - c) Timetable
  - d) Optional: Pre-proposal Conference (used to explain the procurement requirements)
  - d) A contact person to answer any questions regarding the RFP, generally the requesting department.
  - e) Evaluation Criteria: Cost must be at least 30% of the points
  - f) Instructions: Copies required, and Required information (ie..., Transmittal letter, Response form, and Signature page)
  - g) Other procurement procedures- no late bids will be accepted, we reserve the right to reject any or all proposals or to waive minor irregularities if in the best interest of Utah County, will be evaluated by Utah County and/or its representatives.
  - h) Insurance requirements, licensing requirements, and Proof of Workers Compensation ect...
  - i) Payment terms

- 2) Possible vendors list - all those whom you have spoken with or that you know sell this **high-tech equipment** or offer these **services**.

- 3) Evaluation Committee: Please attach a list of those people who you feel are experts in this area or would be a benefit to the evaluation process. These people will need to meet, discuss the proposals and give an in depended evaluation based on the "Evaluation Criteria" outlined in the RFP. Each member will need to submitted an "Evaluation Sheet" for each RFP evaluated.. (A sample evaluation sheet is available form purchasing)

- 4) Contract: The attorney's office will provide.

Department Head Approval: \_\_\_\_\_

Commission Approval:

\_\_\_\_\_  
\_\_\_\_\_  
Comment: \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Attorney Approval:

\_\_\_\_\_  
Comment: \_\_\_\_\_  
\_\_\_\_\_  
Contract: Y/N