

AGENDA PLACEMENT FORM

(Submission Deadline – Monday, 5:00 PM before Regular Court Meetings)

Date: 8.21.2023

Meeting Date: 8.28.2023

Approved

Submitted By: Ralph McBroom

Department/Office: Purchasing

Signature of Director/Official: _____

Agenda Title:

Courtrooms Upgrade

Public Description (Description should be 2-4 sentences explaining to the Court and the public what action is recommended and why it is necessary):

Consideration and approval of the award of RFQ 2023-343 Video Equipment required to upgrade the Video Systems in the Guinn Justice Center Courtrooms in the amount of \$8,500 to CDW-G using ARPA funds.

(May attach additional sheets if necessary)

Person to Present: Ralph McBroom

(Presenter must be present for the item unless the item is on the Consent Agenda)

Supporting Documentation: (check one) PUBLIC CONFIDENTIAL

(PUBLIC documentation may be made available to the public prior to the Meeting)

Estimated Length of Presentation: 5 minutes

Session Requested: Consent Item (Action Item, Workshop, Consent, Executive)

Check All Departments That Have Been Notified:

County Attorney IT Purchasing Auditor

Personnel Public Works Facilities Management

Other Department/Official (list) Guinn Criminal Justice Center

Please Inter-Office All Original Documents to County Judge’s Office Prior to Deadline & List All External Persons Who Need a Copy of Signed Documents In Your Submission Email

INFORMAL BIDS (QUOTES) TABULATION FORM



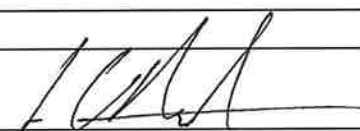
INSTRUCTIONS FOR COMPLETION:

- 1) Per Policy, purchases from \$10,000 and \$49,999.99 require at least two (2) vendor quotes.
- 2) Vendor quotes must be in writing (i.e. Vendor Quotation form; Vendor email; Internet Quote, etc.).
- 3) All awards should be made to the vendor whose proposal offers the "best value" to Johnson County.
- 4) Awards based on "best value" may consider various factors, including but not limited to:
 - (a) Price / Total Cost of Ownership, (b) Product/Service Quality, (c) Availability, (d) Vendor/Product Reputation, (e) Vendor's Ability to Meet County Needs, (f) Client References, (g) Past Experience with the County, and/or (h) any other relevant factor that ensures best value to the County, (i) Warranty.
- 5) Upon consideration of all factors, if all bids meet the County needs, the award should be made to the lowest bidder.

Informal Bids Tabulation Summary				VENDOR #1		VENDOR #2		VENDOR #3		VENDOR #4		VENDOR #5				
				Vendor Name:		CDW-G		NewEgg								
				Quoted By (Contact Name):		John		Internet								
				Enter "X" for selected vendor		X										
PRODUCT/SERVICE DESCRIPTION				ITEM	QTY	UNIT OF MEASURE	UNIT PRICE	EXTENDED PRICE	UNIT PRICE	EXTENDED PRICE	UNIT PRICE	EXTENDED PRICE	UNIT PRICE	EXTENDED PRICE		
Elmo PX-10E Document Camera				1	5	ea	\$1,700.00	\$8,500.00	\$1,990.00	\$9,950.00		\$0.00		\$0.00		
				2		ea		\$0.00		\$0.00		\$0.00		\$0.00		
				3		ea		\$0.00		\$0.00		\$0.00		\$0.00		
				4		ea		\$0.00		\$0.00		\$0.00		\$0.00		
				5		ea		\$0.00		\$0.00		\$0.00		\$0.00		
				6		ea		\$0.00		\$0.00		\$0.00		\$0.00		
				7		ea		\$0.00		\$0.00		\$0.00		\$0.00		
				8		ea		\$0.00		\$0.00		\$0.00		\$0.00		
				9		ea		\$0.00		\$0.00		\$0.00		\$0.00		
				10		ea		\$0.00		\$0.00		\$0.00		\$0.00		
				11		ea		\$0.00		\$0.00		\$0.00		\$0.00		
				12		ea		\$0.00		\$0.00		\$0.00		\$0.00		
* DISCLOSURE NOTICE: By signing below, I hereby certify that all quotes recorded include all the firms that have been contacted for bids and their replies are reflected accurately on this form.				SUBTOTAL			\$8,500.00	\$8,500.00	\$9,950.00	\$9,950.00	\$0.00	\$0.00	\$0.00	\$0.00		
				SHIPPING COST			\$0.00	\$0.00		\$0.00	\$0.00		\$0.00	\$0.00	\$0.00	\$0.00
				TOTALS			\$8,500.00	\$8,500.00	\$9,950.00	\$9,950.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
				Warranty				Mfr.	Mfr.							
F.O.B. SHIPPING TERMS				Included	Included											
DELIVERY DATE																

All awards should be made based on "Best Value" to the County. Please write a short summary below of why the vendor chosen is the best value if it is not the lowest bid.

* Name of Person Completing this Form: Lance Anderson

* Signature: 

NOTE: THE COMPLETED & SIGNED TABULATION FORM AND COPIES OF ALL QUOTES MUST BE ATTACHED TO THE PURCHASE REQUISITION.