



**SAN MATEO COUNTY EXPO & FAIR ASSOCIATION
DBA
SAN MATEO COUNTY EVENT CENTER
SAN MATEO COUNTY FAIR
THE JOCKEY CLUB**

**NETWORK, WORKSTATION, NETWORK SERVER SUPPORT SERVICES
(includes smart phones, notebooks, and copiers)**

REQUEST FOR PROPOSAL

RFP NUMBER 2012 - 101

Contact Person: Diane Baumann, Accounting Manager
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San Mateo, CA 94403

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Date Released: February 15, 2012

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PART I DEFINITIONS

ASSOCIATION

Refers to the San Mateo County Expo and Fair Association. The Association is a 501 (c) (3) nonprofit corporation charged with the management of the San Mateo County Event Center facility, The Jockey Club (Satellite Wagering Facility) and promoter of the San Mateo County Fair under contract with the County of San Mateo.

CONTRACTOR

Refers to the Bidder Selected by the Association to provide the services set forth in this RFP. The terms Contractor, Bidder, and Proposer can be used interchangeably.

BIDDER/PROPOSER

The individual, company, organization, or business entity submitting the proposal in response to the request for proposals

RFP

Request for Proposal

RESPONSIVE

Proposals that are timely, meet the proper format required for submittal of the proposals, and provide the required information pursuant to the criteria outlined in the RFP will be considered "responsive".

QUALIFIED/RESPONSIBLE BIDDER:

The term "qualified" as it is used in this document refers to the bidders who have submitted the proposal per the requirements as stated in the RFP. A responsible bidder is a proposer who has the capability in all respects to perform fully the agreement requirements and the integrity and reliability to assure good faith performance.

LICENSEE:

The organization awarded an agreement as a result of this RFP Process

PART II

GENERAL INFORMATION

The San Mateo County Event Center hereby referred to as Association is requesting proposals from qualified IT firms or individuals with sufficient resources to support computer infrastructure at the San Mateo County Event Center.

REQUEST FOR PROPOSALS (RFP)

The Association, in releasing this RFP intends to award an agreement for a period of three (3) years, for the onsite maintenance and service for network servers, workstations, local area network equipment, smart phone, tablet computers and networked copy machines. The Association at their sole option, shall have the right to negotiate one two year extension to this contract.

Association may terminate this contract for any reason upon ninety (90) days prior written notice to Contractor. In the event of such termination, Association shall only pay for services rendered prior to the effective date of termination. In no event shall Association be liable to contractor for any lost profits or consequential damages.

PROPOSER RESPONSIBILITY

Read the documents very carefully, as the Association shall not be responsible for errors and omissions on the part of the Proposer. Carefully review final submittal as reviewers will not make interpretations, detect or correct errors in calculations.

DELIVERY OF PROPOSALS

Deliver four (4) copies, with original signatures, to the Association's Administration Office no later than Monday, March 19, 2012 at 4:00 p.m. No proposals shall be considered which have not been received at the place, and prior to the indicated time, stated in this PRF. Envelopes must have the company name on the outside and be addressed as follows:

IT Services
Do Not Open – Sealed Bid
San Mateo County Event Center
2495 S. Delaware Street
San Mateo, CA 94403
Attn: Diane Baumann, Accounting Manager

Any proposal, which is received by the Association before the time and date set for receipt of the proposal, may be withdrawn or modified by the written request of the bidder. However, in order to be considered, the modified proposal must be received by the time and the date set for receipt of proposal.

Proposals are not to be delivered to any address other than what is provided above.

CONTRACT AWARD

The agreement shall be awarded to the "most qualified, responsible bidder." The most qualified responsible bidder shall be determined by the evaluation of the criteria set forth in Part VI of this RFP.

A Notice of Award will then be posted at the Corporation's Administration Office and a copy of the notice will be emailed to each Proposer.

TENTATIVE SCHEDULE

RFP Released	February 15, 2012
Non Mandatory tour of Facility	March 6, 2012
Last date for questions	March 8, 2012
Response to questions (all questions shared with all RFP Recipients)	March 12
Proposals due at San Mateo County Event Center no later than 4:00 p.m.	March 19, 2012
Proposals opened	March 20, 2012
Staff check all references and deliver responses to scoring committee	March 21, 2012
Interview, if necessary, to clarify proposals Opening & Interviews are not public	March 23, 2012
Notice of Proposed Award posted and mailed	March 26, 2012
Anticipated Board approval	March 28, 2012
Proposed contract commences	April 1, 2012

INSURANCE

The proposer awarded the contract shall provide original Certificate of Insurance including \$1,000,000 in commercial general liability coverage, \$1,000,000 per occurrence for bodily injury and property damage liability combined and \$500,000 coverage for workers compensation coverage in a form and manner acceptable to the Association within 15 days of the contract award. Failure to do so could result in the termination of said contract.

The certificate must include:

- . evidence of authorized insurance coverage for the term of the contract which includes set up and tear-down;
- . a 30-day cancellation notice;
- . the Association with address shown as certificate holder; and
- . the additional insured paragraph in the following exact words:

“The State of California, San Mateo County Event Center, San Mateo County, their agents, officers, servants, and employees, are made additional insured, but only insofar as the operations under this contract are concerned.”

CONTACT FOR INFORMATION:

Verbal communication with the Association's officers and employees concerning the RFP shall not be binding on the Association, and shall in no way excuse the Proposer of obligations as set forth in the RFP. Only questions concerning the technical requirements of the RFP will be answered.

Inquiries concerning this RFP will only be accepted via email and are to be directed to:
Diane Baumann, Accounting Manager
San Mateo County Event Center
dbaumann@smeventcenter.com

Inquires must be submitted no later than March 8, 2012. All questions will be answered by March 12, 2012. All questions and responses will be distributed to all proposers who received an RFP.

PART III
RULES GOVERNING EVALUATION, SELECTION AND SCORING PROCESS
RFP REQUIREMENTS AND CONDITIONS

SUBMISSION OF RFP:

To be eligible for consideration, and award of agreement, the proposal must be in the Association's administration office no later than 4:00 p.m. Monday, March 19, 2012

ERRORS

It is in the proposer's best interest to submit a complete and accurate proposal. Where documentation or response is incomplete or silent, it will be assumed that the proposal is deficient. Further, it is in the proposer's best interest to write a proposal that meets the stated requirements contained in this RFP. While applicants may provide alternatives to the requirements for consideration, failure to comply with all minimum requirements described within the RFP may disqualify proposals. The Association reserves the right to waive any RFP requirements if it deems it to be in the best interest of the Association.

Any ambiguity, conflict, discrepancy, omission, or other error in this RFP, or doubts as to meaning, shall be brought to the Association's attention no later than March 8, 2012. Otherwise, any discrepancies, omissions, ambiguities or conflicts later brought to Association's attention will be interpreted in the best interest of the Association.

All interpretations and clarifications will be in the form of written addendum to the RFP. All bidders are responsible for inquiring as to addendum issued and providing an email address to receive any written addendum to the RFP. All addendum become part of the agreement documents.

ADDENDA

If necessary, the Association will modify the RFP prior to the date set for submission of final proposals, by issuance of an addendum to all parties who have been furnished notice of the RFP for bidding purposes. All proposers should inquire from the contact person listed on the cover sheet whether any addenda have been issued prior to submitting a proposal in response to the RFP. Addendum will be numbered. The first number of an addendum will be A-1.

DEFINITIONS

The Association has established certain requirements with respect to the proposals to be submitted by prospective Proposers. The use of "shall", "must" or "will" indicates a mandatory requirement or condition in this RFP. Failure to include such mandatory requirements or condition may result in the disqualification of a proposal.

The words "should" or "may" indicate a desirable attribute or condition, but are permissive in nature and may affect the score the proposal receives.

GROUNDINGS FOR REJECTION OF THE PROPOSAL

A proposal shall be rejected if

It is received at any time after the exact time and date set for receipt of proposals.

It is not prepared in accordance with the required format or information is not submitted in the format required by this RFP.

The firm has submitted multiple bids in response to this RFP without formally withdrawing other bids.

A Proposal may be rejected if

It contains false or misleading statements or references which do not support attributes or conditions contended by the proposer . (The proposal **shall** be rejected if, in the opinion of the Association , such information was intended to mislead the Association in its evaluation of the proposal and the attribute, condition or capability of requirement of this RFP.)

It is unsigned.

OTHER INFORMATION

DISPOSITION OF PROPOSALS

All materials submitted in response to this RFP will become the property of the Association. All proposals, evaluations and scoring sheets shall be available for public inspection at the conclusion of the committee scoring process and announcement of intent to award. If an individual requests copies of these documents, the Association will assess a fee to cover duplicating costs. Documents may be returned only at the Associations option and at the proposer's expense. One copy of each proposer's proposal shall be retained for official Association files.

CONFIDENTIALITY OF PROPOSALS

The California Public Records Act, Government Code Section 6250, provides that access to information concerning the conduct of the people's business is a fundamental and necessary right of every person in the state. Public records are defined as any writing relating to the conduct of the public's business and are open to inspection during normal business hours. There are specific exceptions to the Public Record Act. In the event the Association receives a request for inspection of any proposal submitted pursuant to this RFP, it is the responsibility of the organization whose proposal has been requested to assert any right to confidentiality that may exist. The Association will not make that assertion on behalf of the proposer. Without a judicial determination that the documents are exempt from disclosure, they will be subject to inspection. Due to the potential proprietary information to be provided, proposals will not be considered public record until after a decision has been made by the Board of Directors.

Submission of a proposal constitutes a complete waiver of any claims whatsoever against the San Mateo County Event Center, and/or its agents, officers or employees, that the Association has violated a proposer's right to privacy, disclosed trade secrets or caused any damage by allowing the proposal to be inspected.

MODIFICATION OR WITHDRAWAL OF PROPOSALS

Any proposal which is received by the Association before the time and date set for receipt of proposals may be withdrawn or modified by written request of the proposer . However, in order to be considered, the modified proposals must be received by the time and date set for receipt of proposals

A Proposer cannot withdraw or modify a proposal after the due date and time for receipt of proposals and, further, a bid cannot be "timed" to expire on a specific date. For example, a statement similar to "This proposal and the cost estimate are valid for sixty (60) days" is non-responsive to the RFP.

The Association is not liable for any costs of preparation of presentation of proposals

RIGHT TO REJECT ANY OR ALL PROPOSALS

This RFP does not commit the Association to award a contract, to pay costs incurred in the preparation of a proposal responding to this request, or to procure a contract for service. The Association reserves the right to accept or reject any or all proposals received as a result of this request, to negotiate with qualified applicants the restructuring of the proposal, or to cancel in part or in its entirety the RFP process if the Association deems it is in its best interest to do so. This RFP will not be construed to be a low bid process. The contract, if awarded, will be negotiated with the proposer who can best meet the Associations needs as identified in this RFP.

SUBCONTRACTING:

No agreement shall be executed with any subcontractor to perform any services set forth in this agreement, unless first receiving Association's written approval. No approval under this section shall constitute a continuing approval for subcontracting the same or any other services unless the approval specifically states that it is a continuing approval.

PART IV

HISTORY AND GENERAL INFORMATION

The Association is a 501 (c) (3) nonprofit corporation charged with the management of the San Mateo County Event Center facility, The Jockey Club (Satellite Wagering Facility) and promoter of the San Mateo County Fair under contract with the County of San Mateo.

The Association was incorporated in 1938 for "That the purposes for which it is formed are to instruct the residents of the community in, and to advance, floral, agricultural, mechanical, and all other interests of every kind and nature of the County of San Mateo, and vicinity, and for the competitive exhibition of farm products, floral products, livestock and trials of speed, mechanical products, and all other products of every kind and nature, and to promote the general interests of the community, and for all other purposes for which such organizations are intended"

Currently the Association is a single enterprise fund that reports to the County of San Mateo and the State of California, Division of Fairs & Expositions. Annual revenues are approximately 8 million dollars. This income is derived from rental of the facility year around, the operation of a Satellite Wagering Facility, and the annual fair. The Association employs 40 people year round and almost 250 during our annual Fair.

The equipment to support includes, but is not necessarily limited to:

- 14 laptop computers (primarily Dell);
- 15 Desktops (all Dell);
- 12 iPads;
- 5 port port replicator
- 1 tablet computer (Dell);
- 7 smart phones (3 iphones; 3 Blackberries; 1 Android;)
- A wireless system managed by a Sohware 4ipnet HSG3200 Wifi Billing Gateway with Aerohive AP 350 Wireless Access Points throughout the grounds
- Rack mounted server with
 - 2 HP Proliant DL360G7 Servers
 - Dell Power Vault MD3220i Single controller with 7 Hard Drives
 - MS Windows Server 2008, Microsoft Exchange Server 2010
- 1 - Sharp MX4111 N printer, copier, fax, scanner
- 1 – Savin 4540 SPF printer, copier, fax, scanner

During the time of the annual fair (June 9 – 17, 2012) the following equipment will be put into service

- 2 additional copier/printers (networked)
- 2 laptops with badge printers (networked)
- Internet based ticketing system with scanners – networked

Visit www.sanmateocountyeventcenter.com for more information about the San Mateo County Event Center, the San Mateo County Fair and the Jockey Club.

PART V

STATEMENT OF WORK TO BE PERFORMED

GENERAL SERVICES

General services that may be required from the successful qualifiers:

Provide onsite maintenance and service for Network servers; workstations; laptops, tablet computers, smart phones, copiers and wireless system.

Labor/Parts:

Services covers labor only.

Replacement parts required will be purchased by the Association.

The Association agrees to contract for sixty (60) hours of service minimum per month.

Travel time shall not be compensated. All time to start when technician arrives on the property, or starts working remotely.

Response time:

Proposer agrees to respond by phone within thirty (30) minutes of a service call.

If required, proposer will be on location within three (3) hours of the initial service call.

Contract Hours:

Standard support services will be Monday through Friday, from 7 a.m. until 7 p.m. excluding federal holidays. Weekend support will be required for no more than 8 weekends per year. Notification will be given to contractor no less than 60 days prior to when weekend support is needed.

Software:

The reloading, maintenance and upgrading of operating systems such as Windows XP or Windows 7; antivirus software and client base software applications including, but not limited to:

- Microsoft Office Suite including Outlook and Visio
- EBMS – Ungerboeck Systems
- Meeting Matrix - 2010
- Peachtree Accounting – Sage Software
- Show works Entry Processing Software – Gladstone
- Campground Master
- Taxworks – Red Gear Accounting
- Adobe Acrobat
- Crystal Reports
- Sharp Desk

Preventive Maintenance:

Proposer will schedule quarterly Preventive Maintenance during the period of the Service Agreement. This service includes, but is not limited to:

- Inspection of hardware
- Verify and upgrade patches on the server
- Run suites of diagnostics and recommend solutions as needed to maximize uptime.
- Perform any hardware upgrades on servers
- Configure and implement local area network devices
- Service Ethernet hubs and switches
- Troubleshoot and repair local area network problems
- Software installation, maintenance and support
- Recommend system upgrades, including hardware/software replacements and upgrades

Site Access (Standby time)

Proposer will have ready and prompt access to all sites and equipments. Delays in gaining access to a site extending beyond twenty (20) minutes will result in charges at the normal rate.

Data Backup:

Proposer will establish and maintain an automatic backup system which will store a backup offsite, as well as on site.

Method of Contact:

Proposer and Association shall jointly develop a system to request, approve, log and track service requests. These logs shall be the basis of all billings.

Payment:

All services shall be invoiced monthly. Payment shall be made within 15 days of receiving invoice. All payments shall be made by Association check.

PART VI

FORMAT AND CONTENT REQUIREMENTS

Interested parties must include the following in their proposal in response to this RFP. Four complete sets of the proposal must be submitted.

Proposers Information Form (included with the RFP)

Proposers Financial Proposal (included with RFP)

Company Profile & History:

List of principles and staff who would be assigned projects;

Discuss commitments you will make to staff continuity, including your staff turnover, experience In the past three years.

Discuss the firm's independence with respect to Corporation

Years in business

Company's philosophies

Extensive list of clients with contact info (may be contacted for references)

Letters of Recommendation from at least 2 clients similar to Association. Must be dated in the last two years.

Any other pertinent information.

PART VII

EVALUATION CRITERIA AND SELECTION PROCESS

Each proposal shall be evaluated to determine responsiveness to the Association's needs as described in this RFP.

During the evaluation and selection process, the Evaluation and Selection Committee will interview a Proposer for clarification only. The Proposer cannot change proposals after the time and date designated for receipt.

Final determination of the Proposer to be awarded the agreement will be made on the basis of the information submitted, references provided and telephone or internet checks with the State Department of Consumer Affairs or other agencies. The Proposer that, in the opinion of the review committee, will best serve the needs of the Corporation will be awarded the agreement.

EVALUATION AND SELECTION

1. After the period has closed for receipt of proposals, each proposal is examined by fair staff to determine compliance with the RFP format requirements and grounds for rejection (under part III). (this is not a public review)
2. Each Proposer's Information Form is reviewed and further research or verification of information included on the form may be completed.
3. The Evaluation Committee is provided copies of all the proposals for their individual review.
4. The Evaluation Committee will conduct oral or phone interviews (if needed) with the bidder for clarification of proposals. (This is not a public review)
5. The Evaluation Committee individually scores each proposal based on the scorecard provided in this packet. A cumulative score is determined based on these individual scores. (See Score Card)
6. A "Notice of Proposed Award" is posted at the Fair Administration Office and emailed to each Proposer.
7. At their next regular Board meeting, the Fair Board of Directors will approve the Service Agreement with the successful bidder.

THE ASSOCIATION RESERVES THE RIGHT TO VERIFY ANY REFERENCE DISCLOSED IN THIS PROPOSAL OR TO ASCERTAIN THE ACCURACY OF INFORMATION PRESENTED. MISINFORMATION OR INACCURACIES ARE GROUNDS FOR DISQUALIFICATION.

**REQUEST FOR PROPOSAL PACKAGE
RFP #2012-101
Network, Workstation, Network Server Support Services
for the San Mateo County Event Center**

Score Card

- 30% - Proposer's Experience & Ability to Perform
- 20% - Proposer's familiarity with Special Event Facilities
- 40% - Proposer's Financial Proposal and other stated fees
- 10% - Client References

Scoring

Points

Proposers Experience & Ability to Perform	30 pts.
Proposer's familiarity Special Event Facilities/Computer Needs	20 pts.
Proposer's Financial Proposal and other stated fees.....	40 pts.
Client References	<u>10 pts.</u>
Total possible points.....	<u>100 pts.</u>

PART VIII

GENERAL AGREEMENT PROVISIONS

The agreement to be awarded shall include, but not be limited to, the following provisions:

A) Term

The agreement shall begin on April 1, 2012 and end on March 31, 2015. The awarded agreement is subject to annual evaluation of Proposer's performance and the Proposer's ability to successfully meet all agreement requirements. The Association at their sole option, may negotiate one two year extension to this contract.

B) Indemnification and Liability

Proposer agrees to accept all responsibility for loss or damage to any person or entity, including San Mateo County Event Center and the County of San Mateo, and to indemnify, hold harmless, and release San Mateo County Event Center and the County of San Mateo, their officers, agents, and employees, from and against any actions, claims, damages, liabilities, disabilities, or expenses, that may be asserted by any person or entity, including Proposer, that arise out of, pertain to, or relate to this Agreement. Proposer agrees to provide a complete defense for any claim or action brought against San Mateo County Event Center and/or the County of San Mateo based upon a claim relating to Proposer's performance or obligations under this Agreement. Proposer's obligations under this Section 7 apply whether or not there is concurrent negligence on the part of the San Mateo County Event Center or the County of San Mateo, but, to the extent required by law, excluding liability due to the San Mateo County Event Center's conduct. San Mateo County Event Center and the County of San Mateo shall have the right to select their own legal counsel at PROPOSER'S expense, subject to Proposer's approval, which shall not be unreasonably withheld. This indemnification obligation is not limited in any way by any limitation on the amount or type of damages or compensation payable to or for Proposer or its agents under workers' compensation acts, disability benefits acts, or other employee benefit acts.

C) Independent Capacity

The Proposer, and the agents and employees of the Proposer, in the performance of this Agreement, shall act in an independent capacity and not as officers and employees or agents of the Association.

D) Insurance Requirements

Proposer shall furnish to the Corporation a certificate of insurance and proper policy endorsements as required on Attachment #1.

E) Non-Discrimination Clause

During the performance of this Agreement, Proposer and its sub proposers shall not unlawfully discriminate, harass, or allow discrimination, or harassment against any employee or applicant for employment because of sex, race, color, ancestry, religious creed, national origin, physical disability (including HIV and AIDS), mental disability, medical condition, marital status, or other protected status. Proposer and sub proposers shall insure that the evaluation and treatment of their employees and applicants for employment are free from such discrimination and harassment. Proposer and sub proposers shall comply with the provisions of the Fair Employment and Housing Act and the applicable regulations promulgated.

Proposer shall include the nondiscrimination and compliance provisions of this clause in all subcontracts to perform work under the Agreement.

Proposer, by signing this Agreement, assures the Association that it complies with the Americans with Disabilities Act (“ADA”) of 1990, which prohibits discrimination on the basis of disability, as well as all applicable regulations and guidelines issued pursuant to the ADA. Proposer further agrees that it will continue to comply with the ADA during the performance of this agreement.

F) Conflict of Interest

Proposer warrants and covenants that no official or employee of neither the Association nor any business entity in which an official or employee of the Association is interested:

has been employed, retained to solicit or aid in the procuring of this agreement;

will be employed in the performance of this agreement without the immediate divulgence of such fact to the Association. In the event the Association determines that the employment of any such official, employee, or business entity is not compatible with such official’s or employee’s duties as an official or employee of the Association, Proposer, upon request of the Association, shall terminate such employment immediately. For breaches or violations of this paragraph, the Association shall have the right both to annul this agreement without liability and, in its discretion, recover the full amount of any such compensation paid to such official, employee or business entity.

G) Drug-Free Workplace Certification

By signing the agreement, Proposer certifies compliance with Government Code in matters relating to providing a drug-free workplace, and agrees to abide by and implement all of its statutory obligations.

H) Compliance With Law

Proposer shall observe and comply promptly with all federal, state and county statutes and ordinances and with all rules, regulations, directives and orders of appropriate governmental agencies, such as statutes, ordinances, rules, regulations, directives, and orders now existing or may hereafter provide concerning the use and safety of the Premises.

I) Attorneys’ Fees

In the event the Association or Proposer shall bring any action or proceeding for damages for an alleged breach of any provision of this Agreement, to recover rents, or to enforce to establish any right or remedy of either party, the prevailing party shall be entitled to recover as a party of such action or proceeding, reasonable attorneys’ fees and court costs.

J) Merger

This writing is intended both as the final expression of the Agreement between the parties hereto with respect to the included terms and as a complete and exclusive statement of the terms of this Agreement. No modification of this agreement shall be effective unless and until such modification is evidenced by a writing signed by both parties.

K) Time is of the Essence

Time is of the essence with respect to the performance of every provision of this Agreement in which time or performance is a factor.

L) Severability

The invalidity or illegality of any provision shall not affect the remainder of the Agreement.

M) Captions

The section headings of this Agreement are inserted only as a matter of convenience and in no way define, limit, affect, or describe the scope of this Agreement or any provisions hereof.

PART XI

FORMS TO BE USED IN THE RELEASE OF THIS RFP

A) FORMS PROVIDED TO BE COMPLETED AND SUBMITTED BY BIDDER

- 1) Proposer's Information Form (2 pages)
- 2) Proposer's Financial Proposal (1 page)

B) DOCUMENTS TO BE COMPLETED BY THE CORPORATION

- 1) "Notice of Award" (after award is determined)

PROPOSER'S INFORMATION FORM

PAGE 1 of 2

Proposer's Name: _____ County: _____

Address: _____ Federal ID#: _____

City: _____ ZIP: _____

Email: _____

Status of Proposer proposing to do business (Please check one):

Individual: _____ Limited Partnership: _____

General Partnership: _____ Corporation: _____

Individual

(Please check one): _____ Resident _____ Non-Resident _____

If a sole proprietorship, state the true name of sole proprietor: (I.E., John Roe Smith; not J. Roe Smith or not John R. Smith)

Partnership (Please check one):

Limited Partnership: _____

General Partnership: _____

If a Partnership, list each partner, identifying whether limited partner(s), stating their true full name and their interest in the Partnership:

Corporation:

Place and date of Incorporation:

If not a California Corporation in good standing, please state the date the Corporation was authorized to do business in California:

Current Officers:

President: _____ **Vice-President:** _____

Secretary: _____ **Treasurer :** _____

BIDDER/ PROPOSER STATUS FORM

PAGE 2 of 2

ALL MUST ANSWER:

Are you subject to federal backup withholding?

Fictitious Name:

If Proposer is doing business under a Fictitious Business Name and will be performing under the Fictitious Name, please attach a clearly legible copy of the current fictitious filing.

Pending Litigation Hearings:

Are any Civil or Criminal Litigation or Administrative hearings currently pending against the Proposer's organization, owners, officers, or employees?

If yes, please state the case number, agency, or court where pending and status of litigation or hearing:

We reserve the right to verify the information provided on this form by the bidder during the RFP process. By signing this form, you are authorizing the release of any and all information pertaining to yourself and business in which you participate or have participated, including information of a confidential or privileged nature in the possession of government of private agencies or individuals who furnish such information from liability for damages which may result from furnishing the information requested.

I declare under penalty of perjury that the above information is true and correct and that I am authorized to sign this status form on behalf of the Proposer.

Signature: _____

Print Name: _____

If this status form is not completely filled out, signed and submitted with bidder's response to the RFP, the bid will be rejected as non-responsive. Any false or misleading information will cause the bid to be rejected as non-responsive.

**San Mateo County Event Center
Proposer's Financial Proposal
RFP # 2012-101
2012-2015
Network, Workstation, Network Server Support Services**

Firm Name: _____

I hereby submit the following financial proposal to the San Mateo County Event Center for a three-year period, 2012, 2013 and 2014.

SECTION I

Monthly Support Services:

A Flat Fee monthly support services: (based on 60 hours per month)

The Association will re-evaluate each December the number of hours required to maintain an adequate level of service.

2012 \$ _____

2013 \$ _____

2014 \$ _____

Comments: _____

Hourly charge for service during standard support periods: _____

Hourly charge for excess hours (over 60 per month) _____

Hourly charge for service outside standard support periods: _____

By its signature on this proposal form, the proposer certifies that he/she has read and understood the RFP package including the information regarding this financial proposal and bid protests. Further, proposer certifies that the information provided by the proposer is accurate, true and correct, and not intended to mislead the Association in any manner.

Signature: _____

Title: _____ Date: _____