



***REQUEST FOR PROPOSALS***

***KITSAP COUNTY***

***2023-031***

***PERMIT DIGITIZATION SERVICES***

***Posted: May 9, 2023***

**Proposal Response Deadline:**

**May 25, 2023, 12:00 p.m.**

## **PROJECT BACKGROUND**

Kitsap County Department of Community Development (KCDCD) is soliciting proposals from qualified imaging firms for digital imaging of paper permit files.

KCDCD permitting divisions are charged with the responsibility to help develop socially, environmentally, and economically sustainable communities by conducting, at a minimum, land use and environmental application review, building and construction plan review, and site and building inspections. To accomplish this, KCDCD reviews and processes over 4,000 permit applications annually to ensure compliance with Kitsap County Code, International Building Code and other locally mandated laws and code regulations. Since implementation of fully online permit submittal and plan review in 2018, KCDCD has completed imaging of nearly all building permits and has begun land use permit imaging. It is the intent of KCDCD to continue digitizing all permitting records to achieve a “paperless” records system in compliance with Washington State Law, so that files may be accessible to the public, striving to enhance government transparency and public trust.

## **SCOPE OF WORK**

The selected firm will image both, essential permit records and permit records identified as critical for future business needs. Records will include plans, drawings, permits and other critical property documentation.

Types of records and estimated volumes up to:

- Building Permits – Approx. 25 Boxes
- Land Use and Site Development Permits – Approx. 900 Boxes

Some batches of imaging may require compliance with granting agencies, including but not limited to Washington State Archives Local Records Grant.

## **DELIVERABLES**

- Retrieve existing boxes and files from County offices in order to scan and digitize the files based upon the specifications identified.
- Prepare documents by removing bindings, staples, paper clips, etc. and preserving the file folder for file naming.
- Scan/image all documents in accordance with guidelines and standards set forth in WAC Chapter 434-66, Imaging Systems, Standards for Accuracy and Durability
  - Ability to image odd and/or various paper sizes, including but not limited to 8 ½ x 11, 11 x 17, 36 x 24, 48 x 36, etc. or folded documents.
  - Documents may be a mix of color or black and white.
  - Images scanned at a minimum of 300 dpi.
  - Images scanned are to be delivered and viewable in PDF format.
  - Complete permits files are to be scanned in their entirety regardless of paper size, named and saved by permit file number listed on file folder.
  - Images will be inspected to ensure sequential order, right side up page orientation, missing pages, duplicate pages, retakes, and image quality.
  - Ability to flag and/or remove PII or confidential memos after agency is notified.
- KCDCD may request that the proposer send an electronic copy of any files in proposer’s possession to KCDCD as needed and within 5 business days of request.
- Provide index of records from document information to include but not limited to, permit number, parcel number, site address, etc.

- Deliver records electronically as prescribed by KCDCD via external hard drive.
- Destroy physical records when authorized and in accordance with guidelines and standards set forth in WAC 434-640, or return files in original format (i.e., folder, box, etc.) when authorized.

## **CONTRACT TERM**

Services are expected to begin by July 1, 2023, with project completion no later than June 30, 2024 and may be extended for additional consecutive terms at mutual agreement of the parties, not to exceed a total of 4 years.

Attached as Appendix D is Kitsap County's Goods and Services Contract. Please review this document carefully as it is intended to be non-negotiable. However, reasonable requests for modification may be granted at the County's sole discretion. If a contractor takes exception to any provision in Appendix D, those exceptions must be noted on the Exceptions and Assumptions Form (Appendix B).

## **PROPOSAL REQUIREMENTS**

Submitted proposal must include the following information:

- Bidders Certification Form (Appendix A)
- Exceptions and Assumptions Form (Appendix B)
- Contractor References (Appendix C)
- Contract for Good and Services (Appendix D)
- **Cover letter** must be completed and included as the first page of the proposal. The cover letter must be on the proposer's official business letterhead stationery and be signed by an individual that is authorized to bind the firm contractually. Please include:
  - Proposer's name and address
  - Contact person's name
  - Contact person's telephone, fax and email
- **Executive Summary** shall not exceed two (2) pages and should summarize the proposal by providing salient features of the proposal as noted below:
  - Detailed Statement of Qualifications, background and experience providing scanning and indexing services, including methodology and technical approach;
  - Ability to scan and index multiple mediums and sizes;
  - Staffing levels to support timely delivery of imaged records;
  - Protocols for handling and destroying files;
  - Approach to quality control.
- **Cost proposal** will include detailed scanning prices broken down as 300 DPI Black/White, Grayscale, and Full Color scanning with the document preparation and indexing associated with each scanned item by various paper sizes (letter, legal, ledger, e-sized, ANSI-C, ANSI-D, ANSI-E and oversized documents). Any additional charges that may be associated with the scope of work must also be identified, including, but not limited to: providing on-demand images needed prior to next delivery, pick-up and/or delivery, transportation and/or handling of records, fuel, and mileage charges.

- **References** and contact information for at least three (3) current or former customers with service needs and/or programs similar in size and scope to Kitsap County, including brief description of service provided.
- **Copy of the Contractor’s current Certificate of Liability Insurance** showing evidence of proper insurance, including the required levels shown in Appendix D, Draft Goods and Services Contract.
- Any additional information the Contractor feels addresses the selection criteria.

**SELECTION CRITERIA**

Selection shall be based on the following:

- |                                        |           |
|----------------------------------------|-----------|
| 1. Methodology and technical approach  | 30 points |
| 2. Project consultant/staff experience | 30 points |
| 3. Similar project experience          | 20 points |
| 4. Cost Proposal                       | 15 points |
| 5. References                          | 5 points  |

**DEADLINES**

Below is a table of relevant deadlines by which the actions must be completed. Dates and times are subject to change. If the County changes any of date or time, the change will be made by addendum.

ITEM	DUE DATE and TIME
RFP Released	May 9, 2023
Proposals Due	May 25, 2023, by 12:00 pm PST
Notice of Intent to Award	May 26, 2023
Kitsap County Commissioners approval to award contract	June 12, 2023

**QUESTIONS, COMMUNICATIONS**

All communications concerning this Solicitation must be in writing directed to the Purchasing Supervisor identified above via email. Written questions will be accepted up to the deadline. Correspondence concerning the Solicitation should refer to the Solicitation number, page, and section number. Bidders are to obtain written clarification from the Purchasing Supervisor regarding any inadequacy, omission, or conflict prior to submitting a bid. Failure to do so will not relieve the Bidder of any responsibilities under this Solicitation or any subsequent Contract. Oral statements or instructions will not constitute an amendment to this Solicitation. Bidders may only rely on written answers issued by the Purchasing Supervisor. Bidders that communicate with other county staff regarding the Solicitation without prior authorization from the Purchasing Supervisor may be disqualified.

**PROPOSAL SUBMITTAL**

Bids shall be submitted to the Purchasing Supervisor in a sealed envelope or package provided by the Bidder and identify the: 1) Bidder’s name and address, 2) Solicitation name and number, and 3) submittal date clearly identified on the outside of the envelope or package. The Bidder is to return all exhibits and addenda signed by a person authorized to sign on behalf of the Bidder. Unsigned bids may be rejected by the County as incomplete. Bidders shall submit: one (1) original, marked “original”, five (1) hard copies, and one (1) electronic copy of their bid with their submittal. Bids submitted by email or fax will not be considered.

Please submit by mail to:  
Glen S McNeill,  
Kitsap County Purchasing  
614 Division Street, MS-21  
Port Orchard, WA 98366

**OR**

Hand deliver to:  
Glen S McNeill, Purchasing Supervisor  
Kitsap County Administration Building  
Purchasing Office – Fourth Floor  
619 Division Street  
Port Orchard, WA 98366

	<b>APPENDIX A BIDDER CERTIFICATION</b>	<b>Purchasing Department</b> 619 Division St., MS-7 Port Orchard, WA 98366 Phone: (360) 337-4789 Purchasing@co.kitsap.wa.us
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All information requested below must be provided. Failure to properly complete, sign and return this Bidder’s Certification form may cause the bid to be rejected. Bidder, through the duly authorized undersigned representative (“Representative”) makes this certification as a required element of submitting a responsive bid. Bidder certifies, to the best of its knowledge and belief, that the following are true, complete, correct, and made in good faith:

BIDDER AND REPRESENTATIVE INFORMATION			
Legal Name of Bidder: <i>(Provide full legal name)</i>			
Bidder’s Trade Names			
Bidder’s Street Address:			
Bidder’s Website			
Bidder Organization Type: <i>(Check applicable box)</i>	Corporation:	<input type="checkbox"/> Domestic	<input type="checkbox"/> Foreign
	Limited Liability Company (LLC):	<input type="checkbox"/> Domestic	<input type="checkbox"/> Foreign
	Partnership:	<input type="checkbox"/> Domestic	<input type="checkbox"/> Foreign
	Sole Proprietorship:	<input type="checkbox"/>	
State and Date of Formation:	Identify the state where the corporation, LLC, or partnership is formed – e.g., ‘Washington’ if domestic and the name of the state if ‘Foreign’ (i.e., not Washington)		
Federal Tax ID No.			
Washington State UBI No.			
State Industrial Acct ID No.			
Name/Title of Bidder’s Representative:			
Representative’s Address:			
Representatives Phone Nos			

Representative's Email Address:	
Identify all Addenda received by Bidder:	Addendum No/Date Addendum No/Date Addendum No/Date Addendum No/Date Addendum No/Date
Did an outside individual/agency assist with the bid preparation? <input type="checkbox"/> Yes <input type="checkbox"/> No If yes, please identify the individual/agency:	

1. UNDERSTANDING. Bidder certifies that Bidder has read, thoroughly examined, and fully understands all of the provisions, requirements and scope of the Solicitation (including all exhibits and attachments), the extent the local conditions affect the services to be provided, and the terms and conditions of the Contract and any amendments or clarifications to the Solicitation, and agrees to abide by the same. Bidder will make no claim against the County based upon ignorance of conditions or misunderstanding of the solicitation documents, or the goods and/or services to be provided.
  
2. ACCURACY. While the County has used considerable efforts to ensure the information in the solicitation is accurate, the County does not guarantee or warrant the information to be accurate nor is it necessarily comprehensive or exhaustive. Nothing in this solicitation is intended to relieve the Bidder from forming their own opinions and conclusions with respect to the matters addressed in the solicitation. Bidder certifies that Bidder has carefully prepared and reviewed its bid and fully supports the accuracy of the same. Bidder understands and acknowledges that the County shall not be responsible for any errors or omissions on the part of Bidder in preparing its bid and that the continuing compliance with these statements and all requirements of the Solicitation are conditions precedent to the award or continuation of the resulting Contract.
  
3. LEGAL CONSIDERATION. Bidder understands and acknowledges that it is the Bidder's responsibility to comply with all applicable federal, state, and local laws, ordinances, rules, and regulations applicable to the goods and services to be provided under this Solicitation.
  
4. LIABILITY FOR ERRORS. While the County has used considerable efforts to ensure the information in the solicitation is accurate, the County does not guarantee or warrant the information to be accurate nor is it necessarily comprehensive or exhaustive. Bidder understands and acknowledges that nothing in this solicitation is intended to relieve the Bidder from forming their own opinions and conclusions with respect to the matters addressed in the solicitation.
  
5. NO COLLUSION OR ANTI-COMPETITIVE PRACTICES. Bidder certifies that Bidder has not, either directly or indirectly, entered into any agreement, participated in any collusion, or otherwise taken any action in restraint of free competitive bidding in connection with this Solicitation. Bidder certifies that Bidder's bid prices have been arrived at independently, without engaging in collusion, bid rigging, or any other illegal activity, and without for the purpose of restricting competition any consultation, communication, or agreement with any other bidder or competitor relating to (a) those prices, (b) the intention to submit a bid, or (c) the methods or factors used to calculate the prices offered. Bidder certifies that Bidder has not been and will not knowingly disclose its bid prices, directly or indirectly, to any other bidder or competitor before award of a Contract, unless otherwise required by law. Bidder certifies that Bidder

has made no attempt and shall not make any attempt to induce any other person or firm to submit or not to submit a bid for the purpose of restricting competition. However, Bidder may join with other persons or organizations for the purpose of presenting a bid.

6. FIRM OFFER. Bidder certifies that its bid, attached hereto, is a firm offer which cannot be withdrawn for a period of **ninety (90)** days following the bid due date and time. County may accept such bid, with or without further negotiation, at any time within such period. In the event of a protest, Bidder's bid shall remain valid for such period or until the protest and any related court action is resolved, whichever is later.
7. CONFLICT OF INTEREST. Bidder certifies that, in preparing this bid, Bidder has not been assisted by any current or former employee of the County whose duties relate (or did relate) to this Solicitation, or prospective Contract, and who was assisting in other than his or her official, public capacity. Neither does such a person nor any member of his or her immediate family have any financial interest in the outcome of this bid.
8. NO REIMBURSEMENT. Bidder certifies that Bidder understands that the County will not reimburse Bidder for any costs incurred in preparing, submitting, developing, demonstrating, presenting, negotiating, or providing a response, and/or samples, for this solicitation. All such activities are done at the bidder's own expense.
9. PERFORMANCE. Bidder certifies that Bidder understands that its submittal of a bid and execution of this Bidder's Certification certifies bidder's willingness to comply with the Contract, if awarded such. By submitting this bid, Bidder hereby offers to furnish the goods and/or services solicited pursuant to this Solicitation in compliance with all terms, conditions, and performance requirements contained in this Solicitation and the resulting Contract.
10. PUBLIC RECORDS. Bidder understands and acknowledges that all bids and other records submitted to the County in response to the Solicitation are the property of the County and subject to the Public Records Act (Act), chapter 42.56 RCW. If a bidder considers any portion of its bid, electronic or hard copy, to be protected from inspection and copying under Washington law, it is the responsibility of the bidder to specifically identify each page and item the bidder claims to be exempt from disclosure. If the County receives a request under the Act to inspect or copy the information that has been identified by the bidder as exempt from disclosure, the County's sole obligation will be to make a reasonable effort to notify the bidder of the request and the date the exempt information will be released to the requestor unless the bidder obtains a court order to enjoin disclosure pursuant to RCW 42.56.540. The County will release the information unredacted on the date specified, absent receipt of a court order enjoining such disclosure. The County has, and by this section assumes, no obligation to claim any exemption from disclosure under the Act on behalf of the bidder. The County will not be liable to the bidder for the County's release of records that have been marked by the bidder as exempt.
11. INSURANCE. Bidder certifies that Bidder will provide a current, valid Certificate of Insurance for each and all of the required insurance coverages as specified in the Contract within the timeframe requested by the County, but no later than the execution date of the Contract.
12. DEBARMENT. Bidder certifies as follows (must check one):
  - NO DEBARMENT. Bidder and/or its principals are not presently debarred, suspended, proposed for debarment, declared ineligible, or voluntarily excluded from contracting with any federal, state, or local governmental entity;  
OR
  - DEBARRED. As detailed on the attached explanation (Bidder to provide), Bidder and/or its principals presently are debarred, suspended, proposed for debarment, declared ineligible, or voluntarily excluded from contracting with a federal, state, or local governmental entity.
13. CRIMINAL OFFENSE, CIVIL JUDGMENT. Bidder certifies as follows (must check one):
  - NO CRIMINAL OFFENSE, CIVIL JUDGMENT. Bidder and its officers, directors, and managers have not, within the three (3) year period preceding the date of this Solicitation, been convicted or had a civil judgment rendered against Bidder or such officers, directors, and managers for commission of fraud or a criminal offense in connection with obtaining, attempting to obtain, or performing a governmental contract; violation of any federal or state

antitrust statute; or commission of embezzlement, theft, forgery, bribery, falsification or destruction of records, making false statements, or receiving stolen property. Bidder further certifies that Bidder, and its officers, directors, and managers are not presently indicted or otherwise criminally or civilly charged by a governmental entity with commission of any of the offenses enumerated in this paragraph; **OR**

- CRIMINAL OFFENSE, CIVIL JUDGMENT.* As detailed on the attached explanation (Bidder to provide), within the three (3) year period preceding the date of this Solicitation, Bidder or its officers, directors, or managers have been convicted or had a civil judgment rendered against Bidder or such officers, directors, or managers for commission of fraud or a criminal offense in connection with obtaining, attempting to obtain, or performing a governmental contract; violation of any federal or state antitrust statute; or commission of embezzlement, theft, forgery, bribery, falsification or destruction of records, making false statements, or receiving stolen property.

14. WAGE THEFT PREVENTION. Bidder certifies as follows (must check one):

- NO WAGE VIOLATIONS.* Bidder has NOT been determined by a final and binding citation and notice of assessment issued by the Washington Department of Labor and Industries or through a civil judgment entered by a court of limited or general jurisdiction to have willfully violated, as defined in RCW 49.48.082, any provision of chapters 49.46, 49.48, or 49.52 RCW within three (3) years prior to the above-referenced Solicitation date; **OR**
- VIOLATIONS OF WAGE LAWS.* Bidder has been determined by a final and binding citation and notice of assessment issued by the Washington Department of Labor and Industries or through a civil judgment entered by a court of limited or general jurisdiction to have willfully violated, as defined in RCW 49.48.082, a provision of chapters 49.46, 49.48, or 49.52 RCW within three (3) years prior to the above-referenced Solicitation date.

15. TERMINATION FOR DEFAULT OR CAUSE. Bidder certifies as follows (must check one):

- NO TERMINATION FOR DEFAULT OR CAUSE.* Bidder has not, within the three (3) year period preceding the date of this Solicitation, had one (1) or more federal, state, or local governmental contracts terminated for cause or default; **OR**
- TERMINATION FOR DEFAULT OR CAUSE.* As detailed on the attached explanation (Bidder to provide), within the three (3) year period preceding the date of this Solicitation, Bidder has had one (1) or more federal, state, or local governmental contracts terminated for cause or default.

16. TAXES. Bidder certifies as follows (must check one):

- TAXES PAID.* Except as validly contested, Bidder is not delinquent and has paid or has arranged for payment of all taxes due by the Bidder and has filed all required returns and reports as applicable; **OR**
- DELINQUENT TAXES.* As detailed on the attached explanation (Bidder to provide), Bidder has not paid or arranged for payment of all taxes due by the Bidder and/or has not timely filed all required returns and reports as applicable.

17. LAWFUL REGISTRATION. Bidder, if conducting business other than as a sole proprietorship (e.g., Bidder is a corporation, limited liability company, partnership) certifies as follows (must check one):

- CURRENT LAWFUL REGISTRATION.* Bidder is in good standing in the State of Washington and the jurisdiction where Bidder is organized, including having timely filed all required annual reports; **OR**
- DELINQUENT REGISTRATION.* As detailed on the attached explanation (Bidder to provide), Bidder currently is not in good standing with the State of Washington and/or the jurisdiction where Bidder is organized.

18. REGISTRATION WITH WASHINGTON STATE DEPARTMENT OF REVENUE. Bidder certifies as follows (must check one):

- BIDDER IS REGISTERED WITH WASHINGTON STATE DEPARTMENT OF REVENUE.* Bidder is registered with the Washington State Department of Revenue, has a business license to do business in Washington, and has identified its Unified Business Identifier (UBI) number above.

OR

- BIDDER WILL REGISTER WITH WASHINGTON STATE DEPARTMENT OF REVENUE.* Bidder is not registered with the Washington State Department of Revenue but, if designated as the Apparent Successful Bidder, Bidder will register with the Washington State Department of Revenue and obtain a business license within twenty-four (24) hours of such designation or notification by County or be deemed a nonresponsive bid; OR
- BIDDER IS NOT REGISTERED WITH WASHINGTON STATE DEPARTMENT OF REVENUE.* Bidder is not registered with the Washington State Department of Revenue and Bidder declines to register with the Washington State Department of Revenue. *Note:* County requires all awarded bidders (including Washington firms and out of state firms) to be registered with the Washington State Department of Revenue. Bidders who are not registered will not be awarded a Contract.

19. SUBCONTRACTORS. Bidder certifies as follows (must check one):

- NO SUBCONTRACTORS.* If awarded a Contract, Bidder will not utilize subcontractors to provide the goods and/or services subject to this Solicitation; OR
- SUBCONTRACTORS.* As detailed on the attached explanation (Bidder to provide), if awarded a Contract, Bidder will utilize subcontractors to provide the goods and/or services subject to this Solicitation. In such event, Bidder certifies that, as to County, Bidder shall retain responsibility for its subcontractors, including, without limitation, liability for any subcontractor's acts or omissions. Bidder must provide the precise legal name (including state of organization), business address, and federal tax identification number for each subcontractor. Do not provide any social security numbers.

20. REFERENCES. Bidder certifies the references provided to the County have worked with Bidder and that such individuals and firms have full permission, without any additional requirement or release, to provide such references and information to the County. Bidder hereby authorizes the County (or its agent) to contact Bidder's references and others who may have pertinent information regarding Bidder's prior experience and ability to perform the Contract, if awarded. Bidder further authorizes such individuals and firms to provide references and release such information to the County.

21. REQUIRED LICENSES/CERTIFICATIONS. Bidder certifies that Bidder is fully licensed and certified (in good standing) for the type of work to be performed in Washington state as identified in the Solicitation at the time of the bid and will remain so throughout the Contract term.

22. AUTHORIZATION. The undersigned certifies that he/she is an authorized representative of the Bidder identified above; is authorized to submit this bid and make these certifications on behalf of the Bidder; and further certifies under penalty of perjury under the laws of the State of Washington, that the certifications herein are true and correct and made in good faith:

23.  
Bidder's Signature (*Authorized Representative*): \_\_\_\_\_

Print Name and Title of Signer: \_\_\_\_\_

Dated this \_\_\_\_ day of \_\_\_\_\_, 20\_\_\_\_



**APPENDIX B  
EXCEPTIONS AND ASSUMPTIONS**

**Purchasing Department**  
619 Division St., MS-7  
Port Orchard, WA 98366  
Phone: (360) 337-4789  
Purchasing@co.kitsap.wa.us

BIDDER'S NAME: \_\_\_\_\_

The County does not intend to make changes to the terms and conditions of the solicitation, unless necessary to clarify the scope of work and technical requirements. Failure to accept the terms and conditions may result in a proposal being deemed nonresponsive. Offerors shall identify all Exceptions and/or Assumptions taken to any terms, conditions, and specifications of the solicitation and associated documents must be clearly identified on the table below and returned with the proposal. Unallowable or questionable Exceptions and/or Assumptions may cause a proposal to be non-responsive. Exceptions or Assumptions noted elsewhere in the solicitation and not specified on this form will be considered void and may disqualify the offer. All cells below must be completed for each Exception and Assumption.

SPECIFICALLY DESCRIBE ALL EXCEPTIONS AND ASSUMPTIONS *(attach additional pages if needed)*:

<b>Identify All Exceptions and Deviations <i>(check one)</i></b>					
<input type="checkbox"/> <b>No Exceptions Requested:</b> Bidder is not requesting exceptions to the solicitation and associated documents.					
<input type="checkbox"/> Offeror requests the exceptions and/or assumptions identified below:					
No	Section, page, and reference	Language to which an Exception or Assumption taken	Provide basis for all Exceptions and Assumptions	Proposed Language	Price and Schedule Impact
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\_\_\_\_\_  
Signature of Bidder's Authorized Representative

\_\_\_\_\_  
Date

\_\_\_\_\_  
Name of Bidder's Authorized Representative (print)

\_\_\_\_\_  
Title



**APPENDIX C  
CONTRACTOR REFERENCES**

**Purchasing Department**  
619 Division St., MS-7  
Port Orchard, WA 98366  
Phone: (360) 337-4789  
Purchasing@co.kitsap.wa.us

BIDDER'S NAME: \_\_\_\_\_

BIDDERS: Provide at least three (3) references that can verify the Bidder's experience and ability to provide the goods and services identified in the solicitation.

Agency Name:	Contract Period:
Contact Person ( <i>Name and Title</i> ):	
Complete Primary Address:	
Telephone Number:	E-mail Address:
Project Name:	Go Live Date:
Modules/Functionality Installed:	
Other Comments:	

Agency Name:	Contract Period:
Contact Person ( <i>Name and Title</i> ):	
Complete Primary Address:	
Telephone Number:	E-mail Address:
Project Name:	Go Live Date:
Modules/Functionality Installed:	
Other Comments:	

Agency Name:	Contract Period:
Contact Person ( <i>Name and Title</i> ):	
Complete Primary Address:	
Telephone Number:	E-mail Address:
Project Name:	Go Live Date:
Modules/Functionality Installed:	
Other Comments:	

Bidder's Signature (*Authorized Representative*): \_\_\_\_\_

Print Name and Title of Signer: \_\_\_\_\_

Dated this \_\_\_\_ day of \_\_\_\_\_, 20\_\_\_\_



**APPENDIX D  
CONTRACT FOR GOODS AND  
SERVICES**

**Purchasing Department**  
619 Division St., MS-7  
Port Orchard, WA 98366  
Phone: (360) 337-4789  
[Purchasing@co.kitsap.wa.us](mailto:Purchasing@co.kitsap.wa.us)