

# **REQUEST FOR PROPOSAL**

## **#6093**

# **“ON-CALL” REPAIR OF RECORDING EQUIPMENT FOR VARIOUS WASHTENAW COUNTY DEPARTMENTS**

Prepared By:

Washtenaw County Purchasing  
Administration Building  
P.O. Box 8645  
220 N. Main B-35  
Ann Arbor, MI 48107

Crystal A. Wake, C.P.M., CPPB  
Buyer  
(734) 222-6760





**WASHTENAW COUNTY  
FINANCE DEPARTMENT**

**Purchasing Division**

P.O. Box 8645, 220 N. Main, Ann Arbor, MI 48107-8645  
Phone (734) 222-6760, Fax (734) 222-6764

**REQUEST FOR PROPOSAL #6093**

July 28, 2003

Washtenaw County Purchasing Division on behalf of Various County Departments is issuing a Sealed Request for Proposal (RFP) #6093 for "on call" repair of Court Recording equipment and other various dictation and office recording equipment.

**Sealed Proposals:** vendor will deliver three (3) copies to the following address:

**Washtenaw County Purchasing Division  
220 N. Main St. Room B-35  
P.O. Box 8645  
Ann Arbor, MI. 48107**

**by 2:00 p.m. on MONDAY, AUGUST 11, 2003**

**This submission shall include the entire Request For Proposal document and any amendments if issued.**

**Proposals received after the above cited time will be considered a late quote and are not acceptable unless waived by the Purchasing Manager.**

Please use the attached self-addressed label or the envelope must be clearly marked "**SEALED RFP # 6093**".

Please direct questions regarding this RFP to Crystal A. Wake at (734) 222-6760.

Thank you for your interest.

I. PROPOSAL
-------------

Definitions: "County" is Washtenaw County in Michigan.

"Bidder" an individual or business submitting a bid to Washtenaw County.

"Contractor" One who contracts to perform work or furnish materials in accordance with a contract.

"Equipment" covers Recording equipment, assorted dictating/transcribing machines, answering machines and other related office and court equipment.

**Purpose of Proposal:** Washtenaw County has various types of recording equipment requiring "on-call" repair. The equipment is located at many different locations throughout the County (a list of addresses is included in Appendix (A)).

The equipment consists mainly of various types of table top and portable cassette dictators (recorders) and/or transcribers (playback only), transfer units, telephone answering machines, amplifiers, microphones, speakers and related equipment. More than half of the equipment is Sony, with the remainder divided between Sanyo, Dictaphone, and others.

**Proposal Terms:**

A. Washtenaw County reserves the right to reject any and all proposals received as a result of this RFP. If a proposal is selected it will be the most advantageous regarding price, quality of service, the Contractors qualifications and capabilities to provide the specified service, and other factors which Washtenaw County may consider. The County does not intend to award a contract fully on the basis of any response made to the proposal; the County reserves the right to consider proposals for modifications at any time before a contract would be awarded, and negotiations would be undertaken with that contractor whose proposal is deemed to best meet the County's specifications and needs.

B. Proposals must be signed by an official authorized to bind the contractor to its provisions for at least a period of 60 days. Failure of the successful bidder to accept the obligation of the contract may result in the cancellation of any award. See Section III "Standard Provision For Contracts" pgs. 4-8, for Washtenaw County contract requirements.

C. In the event it becomes necessary to revise any part of the RFP, addenda will be provided. Deadlines for submission of RFP's may be adjusted to allow for revisions. The entire proposal document with any amendments should be returned in triplicate. To be considered, original proposal and two copies must be at the County Purchasing Office on or before the date and time specified.

D. Proposals should be prepared simply and economically providing a straight-forward, concise description of the contractor's ability to meet the requirements of the RFP. Proposals shall be written in ink or typewritten. No erasures are permitted. Mistakes may be crossed out and corrected and must be initialed in ink by the person signing the proposal.

E. The price quotations stated in the bidder's proposal will not be subject to any price increase from the date on which the proposal is opened at the County Purchasing Office to the mutually agreed-to date of contract

F. All loaner equipment and repaired equipment is open to inspection and acceptance or rejection at the discretion of the County. Such inspection may be conducted at any time.

## II. PROPOSAL SPECIFICATIONS

The proposal should include all of the following information:

- A. Contractor's Qualifications, years in business, experience in providing the level and type of service specified in the proposal.
- B. Staff profile and experience including maintenance personnel, qualifications and names of employees or subcontractors who would be on-call for the duration of the contract.
  - 1. Training of personnel ,i.e. factory training, classes.
  - 2. All personnel certified to work on Sony court equipment must be listed.
- C. Vehicles for repair/service calls, location and number.
- D. List of loaner equipment ready to be placed as needed in the County.
- E. Spare parts, location and amounts for types of equipment specified in proposal.
- F. Certification of supply of parts from an authorized representative of the manufacturer.
- G. At least two (2) current references of repair/maintenance agreements covering similar services. Include company name, contact name, phone number.
- H. Bank reference with name and phone number of contact person.
- J. Parts sheets with prices for all Manufactures and Models covered in the proposal. (See Bid Sheet B: pg. 13.)

### III. STANDARD PROVISIONS FOR CONTRACTS

If a contract is awarded, the selected vendor will be required to adhere to a set of general contract provisions which will become a part of any formal agreement. These provisions are general principles which apply to all contractors of service to Washtenaw County such as the following:

#### ARTICLE III - REPORTING OF CONTRACTOR

Section 1 - The Contractor is to report to Facilities Management and will cooperate and confer with him/her as necessary to insure satisfactory work progress.

Section 2 - All reports, estimates, memoranda and documents submitted by the Contractor must be dated and bear the Contractor's name.

Section 3 - All reports made in connection with these services are subject to review and final approval by the County Administrator.

Section 4 - The County may review and inspect the Contractor's activities during the term of this contract.

Section 5 - When applicable, the Contractor will submit a final written report to the County Administrator.

Section 6 - After reasonable notice to the Contractor, the County may review any of the Contractor's internal records, reports, or insurance policies.

#### ARTICLE V - PERSONNEL

Section 1 - The contractor will provide the required services and will not subcontract or assign the services without the County's written approval.

Section 2 - The Contractor will not hire any County employee for any of the required services without the County's written approval.

Section 3 - The parties agree that the Contractor is neither an employee nor an agent of the County for any purpose.

## ARTICLE VI - INDEMNIFICATION AGREEMENT

The contractor will protect, defend and indemnify Washtenaw County, its officers, agents, servants, volunteers and employees from any and all liabilities, claims, liens, fines, demands and costs, including legal fees, of whatsoever kind and nature which may result in injury or death to any persons, including the Contractor's own employees, and for loss or damage to any property, including property owned or in the care, custody or control of Washtenaw County in connection with or in any way incident to or arising out of the occupancy, use, service, operations, performance or non-performance of work in connection with this contract resulting in whole or in part from negligent acts or omissions of contractor, any sub-contractor, or any employee, agent or representative of the contractor or any sub-contractor.

## ARTICLE VII - INSURANCE REQUIREMENTS

The Contractor will maintain at its own expense during the term of this Contract, the following insurance:

1. Workers' Compensation Insurance with Michigan statutory limits and Employers Liability Insurance with a minimum limit of \$100,000 each accident for any employee.
2. Comprehensive/Commercial General Liability Insurance with a combined single limit of \$1,000,000 each occurrence for bodily injury and property damage. The County shall be added as "additional insured" on general liability policy with respect to the services provided under this contract.
3. Automobile Liability Insurance covering all owned, hired and on-owned vehicles with Personal Protection Insurance and Property Protection Insurance to comply with the provisions of the Michigan No Fault Insurance Law, including residual liability insurance with a minimum combined single limit of \$1,000,000 each accident for bodily injury and property damage.

Insurance companies, named insurers and policy forms shall be subject to the approval of the Washtenaw County Administrator. Such approval shall not be unreasonably withheld. Insurance policies shall not contain endorsements or policy conditions, which reduce coverage, provided to Washtenaw County. Contractor shall be responsible to Washtenaw County for all costs resulting from both financially unsound insurance companies selected by Contractor and their inadequate insurance coverage. Contractor shall furnish the County Administrator with satisfactory certificates of insurance or a certified copy of the policy, if requested by the County Administrator.

No payments will be made to the Contractor until the current certificates of insurance have been received and approved by the Administrator. If the insurance as evidenced by the certificates furnished by the Contractor expires or is canceled during the term of the contract, services and related payments will be suspended. Contractor shall furnish the County Administrator's Office with certification of insurance evidencing such coverage and endorsements at least ten (10) working days prior to commencement of services under this contract. Certificates shall be addressed to the County Administrator, P.O. Box 8645, Ann Arbor, MI 48107, and shall provide for 30 day written notice to the Certificate holder of cancellation of coverage.

## ARTICLE VIII - COMPLIANCE WITH LAWS AND REGULATIONS

The Contractor will comply with all federal, state and local regulation, including but not limited to all applicable OSHA/MIOSHA requirements and the Americans with Disabilities Act.

## ARTICLE IX - INTEREST OF CONTRACTOR AND COUNTY

The Contractor promises that it has no interest which would conflict with the performance of services required by this contract. The Contractor also promises that, in the performance of this contract no officer, agent, employee of the County of Washtenaw, or member of its governing bodies may participate in any decision relating to this contract which affects his/her personal interest or the interest of any corporation, partnership or association in which he/she is directly or indirectly interested or has any personal or pecuniary interest. However, this paragraph does not apply if there has been compliance with the provisions of Section 3 of Act No. 317 of the Public Acts of 1968 and/or Section 30 of Act No. 156 of Public Acts of 1851, as amended by Act No. 51 of the Public Acts of 1978, whichever is applicable.

## ARTICLE X - CONTINGENT FEES

The Contractor promises that it has not employed or retained any company or person, other than bona fide employees working solely for the Contractor, to solicit or secure this contract and that it has not paid or agreed to pay any company or person, other than bona fide employees working solely for the Contractor, any fee, commission, percentage, brokerage fee, gifts or any other consideration contingent upon or resulting from the award or making of this contract. For breach of this promise, the County may cancel this contract without liability or at its discretion, deduct the full amount of the fee, commission, percentage, brokerage fee, gift or contingent fee from the compensation due the contractor.

## ARTICLE XI - EQUAL EMPLOYMENT OPPORTUNITY

The Contractor will not discriminate against any employee or applicant for employment because of race, creed, color, sex, sexual orientation, national origin, physical handicap, age, height, weight, marital status, veteran status, religion and political belief (except as it relates to a bona fide occupational qualification reasonably necessary to the normal operation of the business).

The Contractor will take affirmative action to eliminate discrimination based on sex, race, or a handicap in the hiring of applicants and the treatment of employees. Affirmative action will include, but not be limited to: Employment; upgrading, demotion or transfer; recruitment advertisement; layoff or termination; rates of pay or other forms of compensation; selection for training, including apprenticeship.

The Contractor agrees to post notices containing this policy against discrimination in conspicuous places available to applicants for employment and employees. All solicitations or advertisements for employees, placed by or on the behalf of the Contractor, will state that all qualified applicants will receive consideration for employment without regard to race, creed, color, sex, sexual orientation, national origin, physical handicap, age, height, weight, marital status, veteran status, religion and political belief.

## ARTICLE XII – LIVING WAGE

The parties understand that the County has enacted a Living Wage Ordinance that requires covered vendors who execute a service or professional service contract with the County to pay their employees under that contract, a minimum of either \$9.09 per hour with benefits or \$10.66 per hour without benefits. Contractor agrees to comply with this Ordinance in paying its employees. Contractor understands and agrees that an adjustment of the living wage amounts, based upon the Health and Human Services poverty guidelines, will be made on or before April 30, 2003 and annually thereafter which amount shall be automatically incorporated into this contract. County agrees to give Contractor thirty (30) days written notice of such change. Contractor agrees to post a notice containing the County's Living Wage requirements at a location at its place of business accessed by its employees.

## ARTICLE XIII - EQUAL ACCESS

The Contractor shall provide the services set forth in Article I without discrimination on the basis of race, color, religion, national origin, sex, sexual orientation, marital status, physical handicap, or age.

## ARTICLE XIV – OWNERSHIP OF DOCUMENTS AND PUBLICATION

All documents developed as a result of this contract will be freely available to the public. None May be copyrighted by the Contractor. During the performance of the services, the Contractor will be responsible for any loss of or damage to the documents while they are in its possession and must restore the loss or damage at its expense. Any use of the information and results of this contract by the Contractor must reference the project sponsorship by the County. Any publication of the information or results must be co-authored by the County.

## ARTICLE XV - ASSIGNS AND SUCCESSORS

This contract is binding on the County and the Contractor, their successors and assigns. Neither the County nor the Contractor will assign or transfer its interest in this contract without the written onsent of the other.

## ARTICLE XVI - TERMINATION OF CONTRACT

Section 1 - Termination without cause. Either party may terminate the contract by giving thirty (30) days written notice to the other party.

## ARTICLE XVII - PAYROLL TAXES

The Contractor is responsible for all applicable state and federal social security benefits and unemployment taxes and agrees to indemnify and protect the County against such liability.

## ARTICLE XVIII - PRACTICE AND ETHICS

The parties will conform to the code of ethics of their respective national professional associations.

ARTICLE XIX - CHANGES IN SCOPE OR SCHEDULE OR SERVICES

Changes mutually agreed upon by the County and the Contractor, will be incorporated into this contract by written amendments signed by both parties.

ARTICLE XXII - CHOICE OF LAW AND FORUM

This contract is to be interpreted by the laws of Michigan. The parties agree that the proper forum for litigation arising out of this contract is in Washtenaw County, Michigan.

ARTICLE XXIII - EXTENT OF CONTRACT

This contract represents the entire agreement between the parties and supersedes all prior representations, negotiations or agreements whether written or oral.

#### IV. REPAIR OF EQUIPMENT CONDITIONS

**Award:** Washtenaw County reserves the right to reject any and all proposals received as a result of this RFP. If a proposal is selected it will be the most advantageous regarding price (See: "Low Bid" following), quality of service, the Contractors' qualifications and capabilities to provide the specified service, and other factors which the County may consider. The County does not intend to award a contract fully on the basis of any response made to the proposal; the County reserves the right to consider proposals for modifications at any time before a contract would be awarded, and negotiations would be undertaken with that contractor whose proposal is deemed to best meet the County's specifications and needs.

**Low Bid:** Low Bid will be determined by response given on Bid Sheet Part A: pg. 12. This is the total price for placing all County equipment as described in the Bid, under "on-call" repair coverage.

**Term of Contract:** The County intends to award the entire service contract to one company for a one (1) year term. The contract could be extended for years two (2) and three (3) with the same terms and conditions if the County and the Contractor agree.

**Bidders Inspection:** Bidders will be given the opportunity to inspect all equipment prior to submitting an offer. Appointments for the inspection of equipment shall be made with personnel at the various addresses listed in Appendix (A). Failure to inspect the equipment prior to submission of an offer will not relieve the Contractor from performing the requirements of the contract in strict accordance with its terms and conditions at the offered price.

**Tools:** The County will not supply any parts, tools and/or test equipment for the performance of this contract. It is the Contractor's responsibility to furnish such items, including any necessary supplies, to complete the contract work.

**Response Time:** The response time for critical repairs will be taken into consideration in the award of the contract.

There must always be a person to receive the repair call. Calling in to an answering machine or to voice mail is not acceptable.

#### **MAXIMUM RESPONSE TIME FOR ALL OTHER REPAIRS IS (24) HOURS FROM CALL.**

The repair of court equipment is critical. Since the recorders are the only record of the case the court suspends operations until the equipment is repaired or replaced with a loaner.

**Replacement:** When on site repair will take too long or the equipment needs to be removed for repair, if requested a loaner is left at that location. The cost of the loaner equipment is included in the price given in the proposal and is not a separate charge.

The Sony equipment is critical for the operation of the court and a loaner must be a Sony and be functionally equivalent to the original equipment. The number of tape drives, tape speeds, counter digits etc., must be equivalent. For the non Sony equipment the loaner must be of the same type and have similar function.

**Location:** The locations of the equipment is listed in Appendix (A)., pgs. 17-18 and 21-22. The equipment will be repaired at the location if possible, and returned to same location.

(See: Authorization to Work pg. 10.) All pickups and deliveries will be at the contractor expense.

**Abuse:** The contractor agrees that, should any defect develop or appear which the County finds was not caused by improper use, the contractor shall promptly, upon demand, fully correct, substitute and make good, any such defective materials without cost to the County.

**Responsibility:** The Contractor will be responsible for "on-call" repair of all equipment contained on the final contract. Appendix (A) lists the approximate number of machines by manufacturer and model. The actual count of equipment at each location will be inventoried before finalizing the contract document.

**Authorization to work:** All authorized calls to the contractor for service must be made through the office of Facilities (734) 973-4486. All other calls from County employees for service should be referred back to Support Services at (734) 222-3737. This requirement is designed to help the County in tracking equipment maintenance.

Emergency repair requests can be placed directly with the contractor because time is critical. On emergency repairs the contractor is still required to submit repair information to the Facilities Management department as detailed below.

After repair is made the Contractor is responsible for reporting back to Facilities Management:

- 1) the equipment location,
- 2) serial number,
- 3) county number (small, blue, bar-coded number),
- 4) nature of repair,
- 5) was a loaner substituted and
- 6) parts used.

**Spare Parts:** The spare parts are to be bid as directed on the price sheet Part B:(pg. 13). The vendor is required to have on hand the critical spare parts needed to repair the equipment, especially the Sony court recorder equipment. The repair work and installed replacement parts shall be equal to or exceed the manufacturer's specifications.

All spare parts are to be new unless new parts are unavailable due to the age of the equipment.

At the time of the Proposal opening the vendor must be able to establish to the County that an adequate supply of spare parts and loaner equipment is on hand for repair of the equipment.

**Note:** On Price Sheet part B: pg. 13, Spare Parts are bid as a discount off the manufacturer's price list. These parts prices would only be used by the County if the County chooses "Time and Material" pricing.

Price Sheet A: pg. 12, "On-Call" Repair includes cost of all spare parts needed for repairs.

**Repair:** All Sony equipment MUST be serviced by an Authorized Sony Dealer. The remaining equipment will be serviced by a reputable, responsible service company.

If the contractor deems a particular piece of equipment is unrepairable, it will be up to Purchasing or the Department to decide if this is acceptable. If Purchasing or the Department decide that the equipment is repairable a unit must be returned in good working condition.

**Bid Sheet for Proposal #6093**

The County requires that response be given in two Options: A: "On-Call" Repair and B: Time and Materials

**A: "ON-CALL" REPAIR**

Requirements:  
Contractor to furnish "on-call" repair of equipment which includes total cost of all labor, parts, tools, equipment, supplies, materials, travel and shipping expenses for unlimited emergency and normal repair services.

<p>YEARLY "ON-CALL" REPAIR Contract</p> <p>A breakdown of costs per machine must be provided in Appendix (A):</p>	<p>\$_____ year</p>
---	---------------------

Note: The price given above will be used to determine low bidder, (See "Low Bid" pg. 9.)

<p>PLEASE STATE RESPONSE TIME: _____ EMERGENCY REPAIR hours</p> <p>_____ NORMAL REPAIR hours</p> <p>Response time: from time repair call is placed till Contractor arrives at the location. (See "Response Time" pg. 10.)</p>
---

**TIME IS CRITICAL TO THE FUNCTIONING OF THE COURT SYSTEM.**

Maximum  
RESPONSE TIME FOR EMERGENCY REPAIR IS TWO (2) HOURS FROM CALL.

Maximum  
RESPONSE TIME FOR ALL OTHER REPAIRS IS (24) HOURS FROM CALL.

A LOANER OF THE SAME MODEL MUST BE LEFT AT LOCATION ON REQUEST WHEN ORIGINAL MACHINE MUST BE TAKEN FOR REPAIR.

**Bid Sheet for Proposal #6093 cont.**

**B: TIME AND MATERIALS**

1. Time and Materials

Labor                    \$\_\_\_\_\_ per 1/4 Hour

Materials                \_\_\_\_\_ %

[Please give percent (%) discount from parts list, which should be enclosed with bid.]

Note: All Price Sheets, the bidder desires to bid, should be enclosed with the RFP. If the Bidder intends to supply parts for more than one make and/or model then the appropriate discounts for each price sheet and the price sheet should be included.

2. Travel            Is Travel Time included ?

\_\_\_\_\_ Yes    \_\_\_\_\_ No

Travel Time            \$\_\_\_\_\_ per 1/4 Hour

Travel Time (in quarter  
hours for a service call) \$\_\_\_\_\_ per 1/4 Hour

Include all incidental costs associated with Time and Materials. Failure to include these costs may be reason to reject this bid or to cancel the contract.

Note: Travel time expenses would only apply if "Time and Material" pricing was used by the County.

Time and Material pricing may be used in place of the "Yearly On-Call Contract Price" if the County determines this is in the County's best interest.

**SIGNATURE PAGE**

_____ Signature	_____ Company Name
_____ Print Name	_____ Company Address
_____ Title	_____ City                      St.                      Zip
_____ Telephone #	_____ Fax #
_____ Federal Tax ID #	_____ URL/Email Address

The above individual is authorized to sign on behalf of company submitting proposal.

## APPENDIX A

### **Section 1:**

Court Recording Equipment placed at District Court, Juvenile Court, Probate Court, Circuit Court, Friend of Court and Board of Commissioners. The equipment is usually configured as follows:

#### **A: Typical Recorder system configuration:**

Courtrooms usually have:

1. One, Sony BM-246 or two of either Sony BM-147, Sony BM-146 or BM-145 with a connecting Sony TU-15 Transfer Box (Most of the Court Recorders have foot switches for playback.)
2. One, 100 watt amplifier,
3. 5 or 6 connected microphones,
4. One set of speakers (usually 4 in the ceiling) and
5. Wiring for the system.

Hearing Rooms usually have:

1. One, Sony BM-246 or two of either Sony BM-146 or BM-145 with a connecting Sony TU-15 Transfer Box (Most of the Court Recorders have foot switches for playback) and
2. One or two microphones connected directly to the Court Recorders.

#### **B: List of Equipment by Model:**

List of Court Recording and ancillary equipment follows on pages 16 and 19-20. The list does not identify by model the ancillary components such as the foot pedals, microphones, cables, speakers and wiring in rooms. This ancillary equipment is still covered by the RFP.

Indicate on "Per Each Unit \$" line yearly "on-call" repair charge for each type of equipment.

Next to each specific unit is a "Per Each Unit \$" line to enter that unit's "on-call" repair cost for one (1) year. The contract will be for the entire aggregate of all machines "on-call" repair cost for one (1) year plus any additional charges for the ancillary equipment. The County reserves the right to change the units at any and all locations. If the count decreases then the award amount will decrease for every unit that is taken out of inventory or is no longer present by the amount the vendor bid under "Per Each Unit (\$)" on Appendix (A). Conversely if more equipment is found to be in use and is not under warranty then the final contract price could increase by the amount entered on "Per Each Unit (\$)". (See "Award:" pg. 9.)

Note: The price bid on Bid Sheet A: "On-Call" Repair pg. 12 is your actual bid for the entire "on-call" repair of all equipment covered by the bid. This price will be used along with other information to determine the low bidder for the proposal.

<b>APPENDIX A</b>
-------------------

<u>Qty</u>	<u>Mfr.</u>	<u>Model</u>	<u>Description</u>	<u>Per Each Unit (\$)</u>
18	Sony	BM-146	4 Track 4 Channel Court Recorder/Transcriber	_____
1	Sony	BM-147	4 Track 4 Channel Court Transcriber	_____
6	Sony	BM-246	4 Track 4 Channel Duel Deck Court Recorder/Transcriber	_____
3	Sony	TU-15	Court Room Mixer Transfer Box	_____
3	Realistic	MPA 40 & 90	Amplifiers	_____
3	Dukane	60 watt	Amplifiers	_____

<b>APPENDIX A</b>
-------------------

**C: Location of Equipment:**

Locations of each Courtroom and Hearing Room that has Court Recorders and ancillary equipment:

<b><u>DEPARTMENT</u></b>	<b><u>LOCATION</u></b>	<b><u>ROOM TYPE</u></b>
14A District Court #1	Service Center 4133 Washtenaw Ave Ann Arbor, MI 48108	Court Room *
14A District Court #6	Service Center 4133 Washtenaw Ave Ann Arbor, MI 48108	Court Room *
14A District Court #2	415 W. Michigan Ave Ypsilanti, MI 48197	Court Room *
14A District Court #3	122 S. Main St. Chelsea, MI 48118	Court Room *
14A District Court	Sheriff Department 2201 Hogback Road, Ann Arbor, MI 48105	Hearing Room
Juvenile Court	2270 Platt Rd. Ann Arbor, MI 48104	Court Room
Juvenile Court	2270 Platt Rd. Ann Arbor, MI 48104	Court Room
Juvenile Court	2270 Platt Rd. Ann Arbor, MI 48104	Hearing Room
Probate Court	101 E. Huron St. Ann Arbor, MI 48104	Court Room *
Circuit Court #2	101 E. Huron St. Ann Arbor, MI 48104	Court Room *

<b>APPENDIX A</b>
-------------------

<b>DEPARTMENT</b>	<b>LOCATION</b>	<b>ROOM TYPE</b>
Circuit Court #4	101 E. Huron St. Ann Arbor, MI 48104	Court Room *
Circuit Court #5	101 E. Huron St. Ann Arbor, MI 48104	Court Room *
Circuit Court (Admin.)	101 E. Huron St. Ann Arbor, MI 48104	Court Room
Circuit Court (Annex)	415 W. Michigan Ave Ypsilanti, MI 48197	Court Room *
Friend of the Court (1)	101 E. Huron St. Ann Arbor, MI 48104	Hearing Room
Friend of the Court (2)	101 E. Huron St. Ann Arbor, MI 48104	Hearing Room
Friend of the Court (3)	101 E. Huron St. Ann Arbor, MI 48104	Hearing Room

- Note: Indicates location of full sound system with amplifier, 5-6 microphones, 4 ceiling speakers and system wiring.

<b>APPENDIX A</b>
-------------------

**Section 2 Dictating and Transcribing Equipment**

<u>Qty</u>	<u>Model</u>	<u>Mfr.</u>	<u>Description</u>	<u>Per Each Unit (\$)</u>
<b>Sony</b>				
1	BM 20	Sony	Desk Dictator	_____
1	BM 75	Sony	Recorder	_____
1	BM 80	Sony	Transcriber/Recorder	_____
1	BM 89T	Sony	Transcriber	_____
4	BM 575	Sony	Portable Recorder	_____
5	TCM5000EV	Sony	Portable Recorder	_____
1	BM 54	Sony	Modified Court Transcriber	_____
1	RD 500	Sony	Call-In Dictation System	_____
2	M 2020	Sony	Desktop Transcriber/Recorder	_____
3	BM 840	Sony	Desktop Transcriber	_____
1	MZ R700	Sony	MiniDisk Recorder/Player	_____
1	M 527V	Sony	Portable Recorder	_____
2	M 629V	Sony	Portable Recorder	_____
<b>Panasonic</b>				
1	RQ 319	Panasonic	Portable Recorder	_____
1	RQ-L 319	Panasonic	Portable Recorder	_____
1	RN 405	Panasonic	Portable Recorder	_____
2	RN 502	Panasonic	Portable Recorder	_____

<b>APPENDIX A</b>
-------------------

<u>Qty</u>	<u>Model</u>	<u>Mfr.</u>	<u>Per Each</u> <u>Description</u>	<u>Unit (\$)</u>
<b>Dictaphone</b>				
1	6758	Dictaphone	Portable Dictator	_____
<b>Sanyo</b>				
1	TRC 9100	Sanyo	Desk Dictator/ Transcriber	_____
1	TRC 9010	Sanyo	Transcriber	_____
1	TRC 8800	Sanyo	Transcriber	_____
<b>Olympus</b>				
4	T 1100	Olympus	Portable Dictator	_____
9	S 831	Olympus	Micro Recorder	_____

**Section 3 Professional Telephone Answering Equipment**

<u>Qty</u>	<u>Model</u>	<u>Mfr.</u>	<u>Description</u>	<u>Per Each</u> <u>Unit (\$)</u>
<b>Miscellaneous Manufactures</b>				
1	Superprint E	Ultratec	TDD Answering System	_____
1	UX 255	Sharp	Answering Machine	_____

<b>APPENDIX A</b>
-------------------

**Section 4 Additional equipment locations in Washtenaw County.**

<b>DEPARTMENT</b>	<b>LOCATION</b>
Administration/BOC Human Resources Corporation Counsel/Risk Management Finance/Accounts Payable/Payroll/Purchasing	220 N. Main St. Ann Arbor, MI 48104
Friend of the Court Clerk – Court Services Probate Court Probation	101 E. Huron St. Ann Arbor, MI 48104
County Clerk Register of Deeds Vital Records Equalization Prosecuting Attorney Treasurer	200 N. Main St. Ann Arbor, MI 48104
Public Defender Information & Technologies Services	110 N. 4th Ave Ann Arbor, MI 48104
Building Inspection Environmental Health Planning Drain Commission Co-op Extension	705 Zeeb Road Ann Arbor, MI 48108
Emergency Management	2201 Hogback Rd Ann Arbor, MI 48105
Head Start Administration	3075 Washtenaw Ave Ypsilanti, MI 48197
Facilities Management	2155 Hogback Rd Ann Arbor, MI 48105
Juvenile Detention	4125 Washtenaw Ave Ann Arbor, MI 48105
Public Health	555 Towner St. Ypsilanti, MI 48198
Juvenile Court Services	2270 Platt Rd. Ann Arbor, MI 48104

**Section 4 Additional equipment locations in Washtenaw County.**

<b>DEPARTMENT</b>	<b>LOCATION</b>
Huron Valley Child Guidance Services	2940 Ellsworth Rd. Ypsilanti, MI 48108
Parks & Recreation Commission Administration	2230 Platt Rd. Ann Arbor, MI 48104
Parks & Recreation Pierce Lake Golf Course	1175 S. Main Stree (M-52) Chelsea, MI 48118
Parks & Recreation Rolling Hills Water Park	7660 Stoney Creek Road Ypsilanti, MI 48198