

POLK COUNTY DEPARTMENT OF GENERAL SERVICES
RFP NO. 151-1314
POLK COUNTY JAIL
COMMISSARY SERVICES AND TRUST ACCOUNTING SOFTWARE

OFFICIAL PUBLICATION

The Polk County Department of General Services is accepting sealed proposals for Polk County Jail Commissary Services and Trust Accounting Software. Proposals shall be received by the Polk County Department of General Services, Room 365, Polk County Administrative Office Building, 111 Court Avenue, Des Moines, Iowa until 2:00 p.m., May 16, 2013. The proposals shall be publicly opened and read at 2:05 p.m. on the above-mentioned date.

It should be noted that a **MANDATORY** pre-bid telephone conference shall be held on April 25, 2013 at time to be determined. It is **MANDATORY** that prospective Contractors submit a letter of intent and RSVP to Shari Harvey, Procurement Specialist, via email by April 24, 2013 at 2:00 p.m. Shari.Harvey@polkcountyiowa.gov. In cases of joint proposals, only a representative of the primary contractor is required to RSVP.

Interested contractors may obtain the Request for Proposal packet from Room 365, Polk County Administrative Office Building, 111 Court Avenue, Des Moines, Iowa, between the hours of 8:00 a.m. and 5:00 p.m., weekdays. Request for Proposal packets are also available online at: <http://cms.polkcountyiowa.gov/GeneralServices/Pages/currentBids.aspx>

By virtue of statutory authority, a preference may be given to products and provisions grown and produced within the State of Iowa and to Iowa domestic labor.

It shall be the purchasing policy of Polk County to allow the Polk County Board of Supervisors the discretion of showing preference in purchasing goods and services from contractors who produce goods or maintain an office in Iowa. Preference may also be given to goods produced in Polk County or to contractors maintaining an office in Polk County. Further, it shall be the policy of Polk County to actively solicit and seek out local contractors of goods and services and to encourage said contractors to stock and supply Iowa-made products.