



**REQUEST FOR BID
BID SPEC FORM**

**Specification No.
2018-014-320**

BID CONTACT
MARY SCHINDLER
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DELIVERY LOCATION
SOUTH SOUND 911
RECORDS DEPARTMENT
945 TACOMA AVE SOUTH
TACOMA, WA 98402

BIDS MUST BE RECEIVED ON OR BEFORE NOVEMBER 15, 2018 AT 1200 NOON.

DELIVER BIDS TO 955 TACOMA AVE S, STE 102, TACOMA WA 98402
South Sound 911 IS NOT RESPONSIBLE FOR BIDS NOT RECEIVED TIMELY

QTY	UNIT	DESCRIPTION	DELIVERY TIME	UNIT PRICE	TOTAL
ALL PRICES QUOTED SHALL BE F.O.B. DESTINATION, FREIGHT PREPAID AND ALLOWED: SUBSTITUTES ALLOWED FOR EQUIPMENT AND SOFTWARE; HOWEVER FUNCTIONALITY MATCH IS REQUIRED PRICING MUST BE BROKEN OUT AS PRESENTED BELOW					
1	ea	Cogent LiveScan fingerprint desktop system			
1	ea	Cogent LiveScan fingerprint laptop/notebook system System computer: - Intel i5 CPU 8 GB RAM and MS Windows operating system, minimum 1 year warranty			
2	ea	Cogent Tenprint Scanners - CS500e – 500ppi scanner for flat, rolled fingerprint images - Minimum 1 year warranty with option of extended warranty			
2	ea	19" flat panel monitor			
2	ea	LiveScan v4 software for WA state approved transactions - <u>Cost for Year One only. See below for Year Two</u>			
2	ea	UPS power backup			
2	ea	Card printers - FBI Certified - Lexmark MS810, minimum 1 year warranty			
2	ea	RMS interface software to import customer name and other RMS demographic information from South Sound 911 systems to the Livescan system with data elements to be used by both clients using a simple file format such as .text or XML file formatted with commonly-used data fields; bid response must include interface specification documentation to provide technical details for data communication protocol			
1	ea	On-site configuration and installation support, including travel			
1	ea	On-site training for 10 staff members (1 day) (Not taxable)			
1	ea	Extended warranty with maintenance, year two			

WASHINGTON STATE SALES TAX RATE APPLICABLE TO THIS REQUEST 10.1%

*Payment Terms: _____%, _____ days.
(* If no terms are quoted, net 30 will apply.)

Firm: _____

Delivery to be made in **(FIFTEEN)** calendar days after receipt of order.

Mailing Address: _____

City: _____ State: _____ Zip: _____

SIGNATURE OF PERSON AUTHORIZED TO SIGN THIS SUBMITTAL	
_____	Date _____
PRINTED NAME	TITLE

Phone No. _____
(*Please provide 1-800 number if available**)

FAX No. _____

E-Mail Address _____



STANDARD TERMS and CONDITIONS

1. **Preparation/Submittal of Bids**

- A. All information requested of the Bidder/Proposer must be entered in the appropriate space on the RFB/RFQ/RFP form. Failure to do so may disqualify your bid/proposal.
- B. All information must be written in ink or typewritten. Mistakes may be crossed out and corrections inserted before submission of your bid/proposal. Corrections shall be initialed in ink by the person signing the bid/proposal.
- C. Time of delivery must be stated as the number of calendar days following receipt of the order by the Bidder/Proposer to receipt of the goods or services by South Sound 911 and may be a determining factor in the award of the contract.
- D. All bids/proposals must be signed by an authorized officer or employee of the Bidder/Proposer.
- E. South Sound 911 will not be responsible for any explanation or interpretation of the RFB/RFQ/RFP documents, except if made by written addendum.
- F. Bids/Proposals must be submitted by or prior to the RFB/RFQ/RFP date and time specified. The RFB/RFQ/RFP number and opening date must be noted on the face of the envelope if submitted by mail or in person.
- G. Submission of facsimile or email bid/proposals will not be accepted.
- H. All bid/proposal prices must remain firm for acceptance by South Sound 911 for a period of at least 60 calendar days from the RFB/RFQ/RFP opening date.

2. **Bid/Proposal Withdrawal:** No bid/proposal can be withdrawn after having been formally opened by a representative of South Sound 911.

3. **Shipping and Delivery:** F.O.B. Point/Freight: All prices quoted shall be F.O.B. destination, freight prepaid and allowed. Failure to meet this requirement may result in your bid/proposal being rejected as non-responsive. Deliveries will be accepted at the delivery address shown on the front of the RFB/RFQ/RFP, Monday through Friday (except on legal holidays of South Sound 911).

4. **Payment Terms:** Prices will be considered as net 30 if no cash discount is shown. Payment discount periods of twenty (20) calendar days or more will be considered in determining the apparent lowest responsible bid/proposal. Invoices will not be processed for payment nor will the period of the cash discount commence until receipt of a properly completed invoice and until all invoiced items are received and satisfactory performance of the contractor has been attained. If an adjustment in payment is necessary due to damage or dispute, the cash discount period shall commence upon the final approval for payment.

5. **Terms and Conditions:** All terms and conditions of South Sound 911 Purchase Order form shall apply to contracts resulting from this RFB/RFQ/RFP.

6. **Taxes:**

- A. South Sound 911 is exempt from Federal excise tax.
- B. South Sound 911 is subject to Washington state sales tax.
- C. Do not include Washington state sales tax or federal excise tax in the prices quoted. Bidder/Proposer is responsible to determine the correct sales tax rate to be paid and include it in the appropriate blank on the RFB/RFQ/RFP page.

7. **Increase or Decrease in Quantities/Extensions:** South Sound 911 reserves the right to increase or decrease the quantities of any item under this contract and pay according to the unit price in the RFB/RFQ/RFP. Unless otherwise specified in the solicitation, contracts resulting from this RFB/RFQ/RFP are subject to extension by mutual agreement at the same prices, terms and conditions.

8. **Evaluation of Bids/Awards:**

- A. South Sound 911 reserves the right to: 1) award bids/proposals received based on individual items or groups of items, or on the entire list of items; 2) accept the bid/proposal that is the lowest and the best bid/proposal in the interest of South Sound 911; 3) waive any informality in the bids/proposals; and

4) reject any or all bids/proposals or any part thereof, and if necessary, call for new bids/proposals.

- B. South Sound 911 reserves the right to correct ambiguities and obvious errors in the Bidder/Proposer's proposal. In this regard, if the unit price does not compute to the extended total price, the unit price shall govern.
- C. In the evaluation of bids/proposals, the Bidder's/Proposer's experience, delivery time, and responsibility in performing other contracts will be considered

9. **Approved Equivalents:**

- A. Unless an item is indicated "No Substitute," special brands, when named, are intended to describe the standard of quality, performance or use desired. Equivalent items will be considered by South Sound 911, provided that the Bidder/Proposer specifies the brand and model, and provides all descriptive literature, independent test results, product samples, etc., to enable South Sound 911 to evaluate the proposed "equivalent."
- B. The decision of South Sound 911 as to what items are equivalent shall be final and conclusive. If South Sound 911 elects to purchase a brand represented by the Bidder/Proposer to be an "equivalent," South Sound 911's acceptance of the item will be conditioned on South Sound 911's inspection and testing after receipt. If, in the sole judgment of South Sound 911, the item is determined not to be an equivalent, the item shall be returned at the Bidder/Proposer's expense and the contract canceled without any liability whatsoever to South Sound 911.
- C. When a brand name or level of quality is not stated by the Bidder/Proposer, it is understood the offer is exactly as specified. If more than one brand name is specified, Bidder/Proposer must clearly indicate the brand and model/part number being bid/proposed.

10. **Warranties/Guarantee:** Bidder/Proposer warrants that all materials, equipment and/or services provided as a result of the RFB/RFQ/RFP shall be fit for the purpose(s) for which intended, for merchantability, and shall conform to the requirements and specifications of the RFB/RFQ/RFP; all items comply with all applicable safety and health standards established for such products by the Washington Industrial Safety and Health Act (WISHA), RCW Chapter 49.17, the U.S. Occupational Safety and Health Act (OSHA) and/or Consumer Products Safety Act, and all other applicable federal laws or agency rules; all items are properly packaged; and all appropriate instructions or warnings are supplied including any applicable MSDS sheets.

11. **Legal Disputes:** The sole venue of any legal action arising out of the Contract or any bids submitted in response to this RFB/RFQ/RFP shall be in the Pierce County Superior Court for the state of Washington and the interpretation of the terms of the Contract shall be governed by the laws of the state of Washington.

12. **Code of Ethics:** Vendors, bidders, and contractors shall abide by the standards set forth in RCW 42.52 Ethics in Public Service. Violation of RCW 42.52 shall constitute a breach of contract, and will be grounds for termination of this contract.

13. **Prevailing Terms and Conditions:** Bidder/Proposer acknowledges and agrees that the terms and conditions stated herein shall control and prevail over any other conflicting terms and conditions Bidder/Proposer may present in connection with this Contract.

14. **Debarment and Suspension:** Bidder/Proposer acknowledges that it is responsible to notify South Sound 911 of any federal, state or local debarment or suspension regarding Bidder/Proposer, Bidder/Proposer's employee(s), or any subcontractor used in regard to any contract that may arise from acceptance of the bid/proposal, whether existing at the time or occurring during the life of any such contract. Failure to notify South Sound 911 is grounds for termination of the contract. Debarment or suspension, if it affects the funding source for the project or impacts Bidder/Proposer's ability to perform, is grounds for termination of the contract.