

Craighead County

SUBMIT BID TO: Purchasing Director
511 Union St. Suite 119
Jonesboro, AR 72401
870.933.4500

INVITATION FOR BIDRFP Number: 2004-18Buyer: Sheriff's DepartmentBid Due Date: 05/24/2004 Time: 7:00 P.M.Bid Description: Surveillance System Update

**Craighead County Judge's Office
511 Union St.; Suite 119
Jonesboro, Arkansas 72401**

PURCHASING OFFICE

Sealed bids, subject to the conditions on the reverse hereof, and as may be attached hereto, will be received at this office until 7:00 PM May 24, 2004 and then publicly opened, for furnishing the equipment, materials, training and/or services as described below.

FOB Jonesboro, Arkansas

Maximum Delivery or completion time after issuance of purchase order or work ordered by county 45 days.

BY: Al Haines
Purchasing Director

1. Furnish Surveillance System Functionality Update package for the Craighead County Detention Facility, Craighead County, Arkansas per attached specifications.
2. Package shall include hardware, software, all delivery charges, training, and any other related costs associated with system.
3. This bid package contains 10 pages. All 10 pages must be returned to complete bid.
4. Bid must be signed by authorized company representative.
5. Bidder Should:
 - a. Clearly define and list warranty information on each item in years.
 - b. Include all labor, delivery charges, installation, training, programming, and any other charges FOB Jonesboro, Arkansas 72401, in bid price.
 - c. Include product literature and specifications with bid.
 - d. Include references of similar transactions to relative industries.
 - e. Specify cash discounts, if available.
 - f. Note bid number on outside of bid envelope.
 - g. Specify approximate completion time in days, if awarded bid.
 - h. List make, model, and manufacturer of equipment being offered.
 - i. Specify nearest service and parts supply location to Jonesboro, AR.
6. Does bidder meet all specifications? Yes _____ No _____
 - If no, clearly list and define differences on a separate sheet.
7. Bidders wishing to visit the Detention Center should schedule appointment with Joel Wilbanks at (870) 933-4551 Ext. 115
8. Additional information may be obtained at our Web Site at <http://www.craigheadso.org>
9. Bidder should show total price of this bid proposal here: \$ _____

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EXECUTION OF BID

Date _____

We, the undersigned, have read all the requirements set forth in this bid proposal including specifications, instructions, conditions, and pertinent information regarding the articles being bid on, and we agree to furnish articles at the prices stated.

Please Print or Type

Company Name: _____

Phone: _____

Address: _____

Fax: _____

City: _____

E-Mail: _____

State: _____

Web Site: _____

Zip Code: _____

Tax ID or SSN: _____

Singed _____

(Person Authorized to Sign Bids) Title

UNSIGNED BIDS WILL BE REJECTED

BIDS ARE SUBJECT TO REJECTION UNLESS SUBMITTED ON THIS FORM

NOTICE TO BIDDERS, SEE ATTACHMENTS FOR INSTRUCTIONS AND CONDITIONS.

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CONDITIONS OF BIDDING

Compliance with the following conditions is necessary for consideration of this bid.

1. Signature
 - 1.1. This bid must be signed with the firm name and by an authorized officer, employee or agent.
2. Sales Tax
 - 2.1. Is not to be shown in the bid price, but is to be added by the vendor to the invoice billing to the County. The County is not exempt from Arkansas State Sales Tax. Contractors are to include all costs into the bid price, including applicable taxes.
3. Freight and other delivery charges
 - 3.1. Bids must include freight and delivery charges from destination to designated County facility. Charges may not be added after the bid is opened. List freight and delivery charges separate.
4. Discounts
 - 4.1. Show rate, total amount, and latest day, any discounts will be allowed after receipt of article and invoice, otherwise the County will deduct allowed discount when payment is made.
5. Firm Price
 - 5.1. All prices quoted will remain firm for at least 30 days from date of bid, unless otherwise specified by the County or bidder.
6. Arkansas Preference
 - 6.1. Must be requested writing when bid is submitted to be considered as a factor in awarding a contract. Arkansas Code 19-11-259.
7. Identical Bids
 - 7.1. In the event of two or more identical best value scores, the contract may be awarded arbitrarily or for any reason to any of such bidders, or split in any proportion between the said two or more bidders at discretion of the County. In all cases where there are identical scoring bids, preference shall be given to residents or firms located and doing business in the county.
8. Clean up
 - 8.1. Complete cleanup and proper disposal of any and all job related items is considered to be a part of any contract let by Craighead County.
9. Ambiguity in bid
 - 9.1. Any ambiguity in any bid as the result of omission, error, lack of clarity or non-compliance specifications, instructions, and all conditions of bidding shall be construed in the light most favorable to the County.
10. Construction
 - 10.1. When requested, the Contractor is to supply the County with evidence of having and maintaining proper and specifically Workman's Compensation Insurance in accordance with the laws of the State of Arkansas, Public Liability, and Property Damage. All premiums and cost shall be paid by Contractor. In no way will the County be responsible in case of accident.
 - 10.2. A Performance Bond equaling the total amount of any bid exceeding \$20,000 must be provided for erection of any public building, public structure, or public improvement (Pursuant to Arkansas Code 18-44-503.)

11. Default

- 11.1. Back orders, default in promised delivery, or failure to meet specifications authorize the County to cancel this contract to the defaulting contractor. The contractor must give written notice to the County of the reason and the expected delivery date.

12. Reservations

- 12.1. The County reserves the right to reject any and all bids, accept in whole or in part, to waive informalities in bids received, to accept bid with or without trade-in, to accept bids on materials or equipment with variations from specifications in those cases where efficiency of operation will not be impaired, and unless otherwise specified by bidder, to accept any item in the bid. If unit prices and extensions thereof do not coincide, the County may accept the bid for the lesser amount whether reflected by extension or by the correct multiple of the unit price.

13. Performance Guarantee

- 13.1. In the event the items do not perform in compliance with the specifications stated in the vendor's bid, the vendor agrees to, in a timely and expeditious manner, to supply the additional items necessary to meet the specifications and requirements stated herein at no additional cost to the County.

INSTRUCTIONS TO BIDDERS

1. Submit bid on bid form attached or reverse side of this sheet.
2. Make certain to indicate identifying bid number on the outside of bid envelope.
3. Address all bids to:
Purchasing Director
Craighead County Judge's Office
511 Union St. Suite 119
Jonesboro, Arkansas 72401
4. DO NOT include Federal Excise Tax in bid. County will furnish exemption certificate.
5. State Manufacturer, Brand Name, Model, etc. for each item bid on.
6. Samples of items, when required must be furnished free, and, if not called for within 30 days from date of bid opening, will be disposed of by the County.
7. Bids received after stated time will not be considered.
8. Be sure and read all conditions and verify amounts before submitting bids. No changes or additions will be allowed after submission.
9. Guarantees and warranties should be attached as a part of the bid, as they may be a consideration in awarding contract.
10. Delivery or contract completion time is to be shown, as this date may, where time is of the essence, determine the contract award.
11. Additional information may be obtained from the Purchasing Department.

THE COUNTY RESERVES THE RIGHT TO ACCEPT PART OR ALL OF ANY SPECIFIC BID OR BIDS AND TO ACCEPT BID WITH OR WITHOUT TRADE-IN, AND REJECT ANY AND ALL BIDS.