

INVITATION TO BID

STATE OF ALABAMA

COUNTY OF BALDWIN

NOTICE IS HEREBY GIVEN that the County Commission of Baldwin County, (“Commission”), Alabama, will **receive bids in the Purchasing Office on July 27, 2016 at 11:00 A.M., for the Provision of Continuous Signaling GPS Tracking Electronic Monitoring and Alcohol Electronic Monitoring Program for the Baldwin County Sheriff’s Department. Bids will be opened on July 27, 2016 at 11:30 A.M., in the Purchasing Conference Room located at 257 Hand Ave., Bay Minette, Alabama. Bids received after the July 27, 2016 at 11:00 A.M. deadline will not be considered.** All times to be determined solely by the clock on the wall of the Purchasing Conference Room. For all purposes and uses herein, a bid and all required paperwork is “received” at the time and date indicated on the Purchasing Office file stamp which shall be impressed on the face of all such documents when and as presented at the Purchasing Office.

SEE ATTACHED SPECIFICATIONS

This invitation package consists of **ELEVEN (11)** pages. Bidders shall verify that have received all pages as indicated. If all pages have not been received, then it is the responsibility of the bidder to contact the Purchasing Manager, Wanda Gautney at (251) 580-2520 phone, (251) 580-2536 fax.

GENERAL BID INFORMATION

Bidders shall carefully read all parts of the invitation package with its accompanying schedules and attachments, if any. Bidders shall direct all requests for explanation or additional information concerning the meaning or interpretation of the conditions or attached specifications of this invitation to Wanda Gautney in writing or by e-mail (wgautney@baldwincountyal.gov) in sufficient time for a reply before submission date of bids. The Commission cannot, and does not, guarantee that such inquiries sent by mail or e-mail will be received timely or prior to the required submission date and time. It is the responsibility of the bidder to contact the Purchasing Manager, Wanda Gautney at (251) 580-2520 if a reply is not received.

The use of specific names and numbers in the specifications is not intended to restrict the bidder or any seller or manufacturer, but is solely for the purpose of indicating the type, size and quality of materials, product services, or equipment considered best suited for Baldwin County.

Contact initiated by a potential bidder with a county official will be only as specifically set out in this invitation. Any other contact with a county official initiated by a potential bidder or bidder regarding this bid, **between the date of this invitation to the date of bid award**, shall be deemed and treated as an attempt to unduly influence the bid award, and may be grounds for rejection of the bid submitted by the bidder initiating such other contact, at the discretion of the Baldwin County Commission.

BIDDER QUALIFICATIONS

All bidders, to the best of their knowledge and belief, must be in, and remain in compliance with all applicable Federal, Alabama State, County and municipal laws, regulations, resolutions and ordinances. In particular, and without limitation, all bidders must be licensed and permitted in accordance with The Code of Alabama Title 10, concerning corporations doing business within Alabama, Title 34, dealing with licensing for businesses, Title 40, concerning licenses and taxation, unless otherwise exempt. All bidders should be prepared to timely submit to the County non confidential evidence or documentation demonstrating that the fact they are presently licensed and permitted under Alabama law. Such non confidential evidence or documentation is encouraged to be submitted with the Bid Package.

The bidder expressly acknowledges, to and for the benefit of the Baldwin County Commission, that this Agreement may be funded with **federal grant monies** and, therefore, bidder expressly warrants and agrees that it shall at all times comply with all applicable federal, state, local and municipal laws and regulations. For more information about the Federal regulations visit the website <http://www.gpoaccess.gov/index.html> Code of Federal Regulations.

All bidders must provide proof of proper certification of authority, and any required registration, to transact business in this State, in order to perform work for the Baldwin County Commission. Bidder's Registration Number shall be provided on the Bid Response Form. The phone number for the Alabama Secretary of State is (334) 242-5324, Corporate Division.

All vendors, contractors and grantee are required to comply with the Alabama Immigration Law under Sections 31-13-9 (a) and (b) of the Code of Alabama. Information and forms can be found on the Baldwin County Commission's Purchasing website under E-Verify at www.baldwincountyal.gov All bidders should submit with their bid response the completed E-Verify package which can be downloaded from the Purchasing website www.baldwincountyal.gov

All bidders that qualify as a Disadvantaged Business Enterprise (DBE) must provide supporting documentation in their bid response along with the completed DBE Registration form that may be downloaded from the County website www.baldwincountyal.gov A Disadvantaged Business Enterprise or DBE means a for-profit small business that (1) is at least 51% owned by one or more individuals who are both socially and economically disadvantaged or, in the case of a corporation, in which 51% of the stock is owned by one or more such individuals; and (2) whose management and daily business operations are controlled by one or more of the socially and economically disadvantaged individuals who own it.

PREPARING THE BID

Bids must be typed or hand written in ink. A bid submitted in pencil is unacceptable. The Bid Guarantee and Bid Response Form must be the original paperwork; copies are not acceptable. All required paperwork must be received in the sealed Bid Package.

These specifications exhibit the general intent and purpose of Baldwin County regarding this bid; and they shall be so considered by the bidders. Accordingly, the bidder admits and agrees that said specifications are not complete in every detail. The bidder also agrees that the work and materials not indicated, or expressly mentioned in these specifications, but which are reasonably necessary for the full and faithful performance of the item(s) bid in accordance with the full and faithful intent, will be included in the bid and incorporated in the work the same as if fully and expressly indicated and specified.

The Bidders shall list on a separate sheet of paper any variations from, or exceptions to, the conditions and specifications of this bid. The exceptions shall be labeled “**EXCEPTION(S) TO BID CONDITIONS AND SPECIFICATIONS,**” and shall be attached to the front of the bid inside the Bid Package. Additional features and/or capabilities not included in the specifications may be included in the bid.

To facilitate the bid evaluation and tabulation, bids should be submitted with specifications identified in the order in which they appear in this document. If applicable, the bidder will provide cost in two (2) categories:

- (1) Cost using material as specified.
- (2) Cost using material as specified of at least 25% recycled material, if available.

It is the intent of the Commission to award bids which include recycled material when not prohibitive in cost and when in compliance with all other terms and conditions of the Alabama Competitive Bid Law.

IF THE TOTAL PROPOSED BID AMOUNT EXCEEDS \$10,000.00, A BID GUARANTEE OF AT LEAST 5% OF THE PROPOSED BID AMOUNT, NOT TO EXCEED \$10,000.00, WILL BE INCLUDED WITH THE BID. Such bid guarantee shall be in the form of a bid bond (individual or annual, provided, that bonding is available for such services, equipment or materials), postal money order, certified check, cashier’s check, or Letter of Credit. **No exceptions will be allowed.** In the event that a bidder is unable to, or does not, accept the bid award, the bid guarantee may be forfeited to the County at the County’s discretion.

SUBMITTING THE BID

In the event that a bidder is financing the product(s) through another agency other than itself, the financing agency must sign the Bid Response Form along with the bidder. A copy of the financing agreement and all conditions must be included with the Bid Response Form. The bidder and the Financing Agency will be held to the requirements stated in the Invitation to Bid. Any assignment of the financing agreement must be approved by the financing agency and the County Commission. Failure to disclose the financing information and all conditions will disqualify the Bidder at the County’s discretion.

Bidders that are returning a **NO BID** statement shall write on the outside of the Bid Package, the **Bid Number (i.e. WG16-40) with “NO BID”** written underneath. The Bid Package will not be opened in public, but it will be noted that the bidder did respond.

Bids may be hand delivered at any time prior to the bid opening date and time to the Baldwin County Purchasing Office, Annex III Building, 257 Hand Avenue, ATTN.: Wanda Gautney, **(mailing) 312 Courthouse Square-Suite 15, Bay Minette, Alabama 36507**. The Commission cannot guarantee that bids sent by mail or courier will be received will be received on or before the bid opening day and time as required. Bids received after the deadline shall not be accepted and shall be returned.

All bids received must be in a sealed envelope plainly marked, **“WG16-40” “PROVISION OF CONTINUOUS SIGNALING GPS TRACKING ELECTRONIC MONITORING AND ALCOHOL ELECTRONIC MONITORING PROGRAM.”** Bids submitted by “Express/Overnight” services must be in a separate inner envelope/package sealed and identified as stated in the previous sentence. Bidders and any other interested individuals are invited to attend the bid opening.

BID AWARD

The Baldwin County Commission, at its discretion, may offer an extension of the Contract awarded to the successful bidder for an additional period not to exceed twelve (12) months or until such time that a new contract can be bid and awarded. Any extension will be at the same prices, terms and conditions. Any extension must have the written approval of both the County and Awarded Bidder within sixty (60) days prior to the expiration of the original contract.

All factors stated in this invitation package will be considered in determining the successful bidder, and any omission(s) of the stated requirements may be cause for rejection of the bid (s), all as determined solely by the Baldwin County Commission.

The County Commission reserves the right to study bids as to their correctness and may award the bid within a thirty (30) day period but the County Commission reserves the right to extend the bid award for an additional thirty (30) days until an award decision can be made.

The Baldwin County Commission reserves the right to reject any, and all bids, to waive any informality in bids, and to accept in whole or in part, such bid or bids, solely at its discretion.

TITLE 39/CODE OF AL COMPLIANCE

As a condition of any Bid Award and the respective contract(s) pursuant thereto, the County places full reliance upon the fact that it is the sole responsibility of any contractor, person or entity entering into such a contract with Baldwin County for the prosecution of any public works, to ensure that they and/or any of their respective agents comply with all applicable provisions of Title 39-1-1 et seq. Code of AL 1975.

More specifically, any contractor, person or entity entering into such a contract with Baldwin County for the prosecution of any public works shall be in compliance with, and have full knowledge of, the following provisions of Title 39:

“(f) The Contractor shall, immediately after the completion of the contract give notice of the completion by an advertisement in a newspaper of general circulation published within the city or county in which the work has been done, for a period of four successive weeks. A final settlement shall not be made upon the contract until the expiration of 30 days after the completion of the notice. Proof of publication of the notice shall be made by the contractor to the authority by whom the contract was made by affidavit of the publisher and a printed copy of the notice published . . .” §39-1-1(f) Code of AL 1975.

“(g) Subsection (f) shall not apply to contractors performing contracts of less than fifty thousand (\$50,000) in amount. In such cases, the governing body of the contracting agency, to expedite final payment, shall cause notice of final completion of the contract to be published one time in a newspaper of general circulation, published in the county of the contracting agency and shall post notice of final completion on the agency’s bulletin board for one week, and shall require the contractor to certify under oath that all bills have been paid in full. Final settlement with the contractor may be made at any time after the notice has been posted for one entire week.” §39-1-1 (g) Code of AL 1975.

NOTE: Any failure to fully comply with this section or any applicable laws of the State of Alabama shall be deemed a material breach of the terms of both the Bid Award and the respective contracts resulting there from. Furthermore, Baldwin County takes no responsibility for resulting delayed payments, penalties, or damages as a result of any failure to strictly comply with Alabama Law.

Done this 5th day of July, 2016.

Tucker Dorsey s/s
TUCKER DORSEY, Chairman
Baldwin County Commission

BID #WG16-40 SPECIFICATIONS

These specifications shall be construed as minimum. Should manufacturer's current published data or specifications exceed these, such standards shall be considered minimum and furnished. All integral parts not specifically mentioned in the scope of these specifications that are necessary to provide a complete working unit shall be furnished.

Bidder shall give a Unit price as indicated on the Bid Response Form. The price shall include all applicable charges, labor, materials, equipment, services, and delivery charges, etc., required.

The use of specific names and numbers in the specifications is not intended to restrict the bidder or any seller or manufacturer's, but is solely for the purpose of indicating the type, size and quality of equipment considered best adapted to Baldwin County.

Award will be to the lowest responsible bidder meeting specifications. It is not the policy of the Baldwin County Commission to purchase on the basis of low bid only. Quality, conformity with specifications, purchase for which required, terms of delivery, finance package, resale value of equipment, and fast service and experience are among the factors that will be considered in determining the responsive bidder.

BID RESPONSE FORM:

Each supplier should use the Response Form provided for their bid. All warranties and exceptions are to be attached to the back of the Response Form. **All exceptions must be listed and attached to the bid response form.**

Bidder will give a daily rental rate for the GPS Tracking Electronic Monitoring Devices and Alcohol Electronic Monitoring Devices and Services. The bidder providing the monitoring services must have a live monitoring center and technical staff available 24/7/365 days. All equipment must be delivered to the County upon request within a 24 hour period.

Any questions or inquiries regarding this bid must be submitted by email no later than **July 20, 2016**, to the Baldwin County Purchasing Manager, Wanda Gautney at **wgautney@baldwincountyal.gov**

AWARD PERIOD

It is the intent of the Baldwin County Commission to award this contract for a twelve (12) calendar month period. However, the Baldwin County Commission may, at their option and in agreement with the Successful Bidder, renew the contract for up to two (2) additional years (2017 and 2018), in twelve (12) month increments. The Baldwin County Commission will, in writing, notify the Contractor thirty (30) days prior to expiration of the 2013 contract with its intent to extend the contract. The prices for 2016 shall also apply to the extension period(s).

It is the County's intent to award the bid to one Bidder.

No bid may be withdrawn for a period of thirty (30) days following the bid opening unless approved by the Baldwin County Commission, Bay Minette, Alabama.

TRAINING

The vendor will be responsible for initially providing the training in skills and knowledge necessary to implement and manage the program at no cost to the County. The training provided by the vendor should give a thorough review of the entire operation of the system and all facets of use as well as trouble shooting and use of the data in court and in case management. The vendor will also provide additional refresher or in service training as well as training for newly assigned personnel who may rotate into assignments involving use of the equipment also at no cost to the County.

MAINTENANCE AND REPAIRS

The vendor will provide maintenance of **all** monitoring equipment for the length of the contract at no additional cost. The vendor must maintain the equipment and spares in good operating condition and arrange for prompt repair or replacement.

The vendor shall provide for overnight shipping of **all** units requested or returned via a vendor designated company such as Federal Express overnight, USPS Priority, UPS overnight, DHL overnight or other recognized overnight shipper at no cost to the County. The vendor shall cease billing for any unit when the unit is deactivated and shelved awaiting reassignment to an offender, approved training or demo display use only or returned to the vendor.

Specifications for GPS Tracking Electronic Monitoring Devices

The following specifications are considered to be the minimum requirements to provide a continuous signaling electronic monitoring system and monitoring services for use in the County managed electronic monitoring program.

1 minute traces reported at 30 minute intervals

Live monitoring center and technical staff available 24/7/365 days

Most up to date GPS device

Device feature:

One-piece device

Multi-Network roaming communication which includes bidder (not just working off of voice towers)

Bands sized to offender or cut to fit

Optional steel plated band for high risk offenders

Cellular Triangulation in instances of no GPS

Rechargeable battery or extended life battery

Water resistant/water proof

Maximum download of data every 30 minutes; Able to download at anytime via web software

Use of software to include:

Web-based software accessible from any location with a high speed Internet connection

Google mapping software which includes street view of offender's location

Ability to view multiple offenders at the same time

Crime scene correlation

Case Management Services to include:

- Enrollment of client in database
- Contacting the monitoring center on behalf of the agency to activate or deactivate device
- Creation of all inclusion and exclusion zones and client schedules
- Modifications to client schedule
- Modifications to client Inclusion and Exclusion zones
- Receiving and processing alarms as per agency specification including phone call from LIVE monitoring center representative
- Alarms to be sent out via email and/or text message
- 24 hour/7 day a week processing alarms in an attempt to achieve offender compliance (i.e. battery is low) Bidder will contact offender and work with the offender to resolve low battery issue. If resolution can be achieved, no further action will be taken and will not have to disrupt staff during on-call hours.
- Creation of violation reports for agency staff that are user friendly such that reports can be filed with the court

ACCESSORIES AND SPARES

The vendor will provide all necessary tools, straps, and other accessories for attaching and removing the offender devices at no additional cost. The vendor will supply spare units to County upon request and charge a shelf fee for the units.

BID PRICE

The bid price will be stated in a cost per unit per day format for activated units and a daily shelf fee for spare units. The description of service is as defined in this invitation. There will be no additional fees for lost or destroyed units. There is no additional fee to activate or deactivate the unit. Also, ongoing maintenance is provided at no additional cost. **All equipment must be delivered to the County upon request within a 24 hour period.**

Specifications for Curfew and Alcohol Monitoring Devices

The following specifications are considered to be the minimum requirements to provide a Curfew and Alcohol monitoring system and monitoring services for use in the County managed electronic monitoring program.

Immediate Notification of Events/Alarms

Live monitoring center and technical staff available 24/7/365 days

Device features:

- Straps to be adjustable to fit various sized offenders
- Battery to be rechargeable or extended battery life
- Consistent data downloads from the device to meet necessary alerts
- Water resistant/water proof
- Optional steel plated band for high risk offenders
- Optional Hand Held Device

Use of software to include:

- Web-based software accessible from any location with a high speed Internet connection
- Electronic mapping software, to include, street view of offender's location
- Google mapping software which includes street view of offender's location
- Ability to view multiple offenders at the same time
- Crime scene correlation

Case Management Services to include:

- Enrollment of client in database
- Contacting the monitoring center on behalf of the agency to activate or deactivate device
- Creation of all inclusion and exclusion zones and client schedules
- Modifications to client schedule
- Modifications to client Inclusion and Exclusion zones
- Receiving and processing alarms as per agency specification including phone call from LIVE monitoring center representatives
- 24 hour/7 day a week processing alarms in an attempt to achieve offender compliance
- Creation of violation reports for agency staff that are user friendly such that reports can be filed with the court

ACCESSORIES AND SPARES

The vendor will provide all necessary tools, straps, and other accessories for attaching and removing the offender devices at no additional cost. The vendor will supply spare units to County upon request.

BID PRICE

The bid price will be stated in a cost per unit per day format for activated units and a daily shelf fee for spare units. The description of service is as defined in this invitation. There will be no additional fees for lost or destroyed units. There is no additional fee to activate or deactivate the unit. Also, ongoing maintenance is provided at no additional cost. **All equipment must be delivered to the County upon request within a 24 hour period.**

BID #WG16-40 RESPONSE FORM

PROVISION OF CONTINUOUS SIGNALING GPS TRACKING ELECTRONIC MONITORING AND ALCOHOL MONITORING PROGRAM

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GPS Tracking Electronic Monitoring Devices (including services)

Make/Model:

0-300	Active Units	\$ _____	each per day
301 - 600	Active Units	\$ _____	each per day
601 +	Active Units	\$ _____	each per day

Daily Shelf Fee
Spare Units \$ _____ each per day

Delivery Time: _____ days

Curfew and/or Alcohol Monitoring Devices (including services)

Make/Model:

0-300	Active Units	\$ _____	each per day
301 - 600	Active Units	\$ _____	each per day
601 +	Active Units	\$ _____	each per day

Daily Shelf Fee
Spare Units \$ _____ each per day

Delivery Time: _____ days

Brochures showing the equipment offered shall be attached to this Response Form.
All exceptions must be listed and attached to the bid response form.