

## 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 November 30, 2023, at 1:00 P.M., for the Provision of Push-To-Talk over Cellular (PoC) Services & Equipment Monthly Rental for the Baldwin County Commission. Bids will be opened on November 30, 2023, at 1:30 P.M., in the Purchasing Conference Room located at 257 Hand Ave., Bay Minette, Alabama. Bids received after the November 30, 2023, at 1:00 P.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 **TEN (10)** 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 Director, 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](mailto: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 in a timely manner or prior to the required submission date and time. It is the responsibility of the bidder to contact the Purchasing Director, 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, must be in, and remain, and by submitting a bid represent that they are and will 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 and remain 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, and Title 40, concerning licenses and taxation, unless otherwise exempt. All bidders shall be prepared to timely submit to the County non-confidential evidence or documentation demonstrating that 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.gpo.gov/fdsys/browse/collectionCfr.action?collectionCode=CFR> 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. The 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 grantees 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](http://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](http://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](http://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 handwritten 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. WG24-04) 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 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, **“WG24-04” “PUSH-TO-TALK OVER CELLULAR (POC) SERVICES & EQUIPMENT MONTHLY RENTAL.”** 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 the 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 7<sup>th</sup> day of November, 2023.

Billie Jo Underwood s/s  
BILLIE JO UNDERWOOD, Chairman  
Baldwin County Commission

## **BID #WG24-04 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. The equipment must be a current production model. If equal models are bid the substituted equipment must be current production models.

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

## **GENERAL**

The following specifications provide the data necessary for vendors to submit bids for Push-To-Talk over Cellular (PoC) Services & Equipment that will be utilized by various departments within Baldwin County.

If an "or equal" item is bid, it will be the Bidder's responsibility to prove that "or equal" item is in fact equal. If an "or equal" item is bid, the Bidder will be responsible for providing one device of each model along with any related software for demonstration purposes, prior to the bid award. Specifications listed highlight important features, but do not constitute full specifications used to determine "or equal" acceptance.

## **AWARD**

Award will be made to the lowest responsible bidder meeting the bid specifications. It is the County's intent to award the bid to one vendor.

It is the intent of the Baldwin County Commission to award this contract for a twenty-four (24) 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 one (1) additional year at the same prices and terms as in the original contract. The Baldwin County Commission will, in writing, notify the Contractor thirty (30) days prior to expiration of the contract with its' intention to extend the contract.

## **SPECIFICATIONS FOR PUSH-TO-TALK OVER CELLULAR (PoC) SERVICES & EQUIPMENT MONTHLY RENTAL**

### **Required Features**

**All radios shall have the following:**

System-wide All call  
Fleet All Call  
Subfleet All Call  
Individual Call  
Internal GPS  
Caller ID  
Text Messaging

### **RADIO #1**

**Model** or equivalent.

i305 Basic Model wGPS

i405 w/LCD and Limited Keypad w/GPS

**Package must Include:**

Ai3054 Antenna  
BLi3054 Battery  
BCi3054 Belt Clip  
SCi3054 Single Unit Charger  
PSSCi3054 Charger Power Cord

**Optional Accessories:**

mcl3054 Multi-Unit Charger  
SURNXK-1 Surveillance Kit  
SMNXK-1 Speaker Mic

**RADIO #2**

**Model** *or equivalent.*

i450 w/LCD and Full Keypad w/GPS

**Package must Include:**

Ai4501 Antenna  
BLi4501 Battery  
BCi4501 Belt Clip  
SCi4501 Single Unit Charger  
PSSCi4501 Charger Power Adapter

**Optional Accessories:**

MCi4501 Multi-Unit Charger  
SURNXK-1 Surveillance Kit  
SMNXK-1 Speaker Mic

**RADIO #3**

**Model** *or equivalent.*

i682 LCD w/Limited Keypad w/GPS

**Package Includes:**

Ai6708 Antenna  
BCi6708 Battery  
SCi6708 Single Unit Charger  
PSSCi6708 Charger Power Adapter

**Optional Accessories:**

SMCi6708 Multi-Unit Charger  
SURNXK-7 Surveillance Kit  
SMNXK-7 Speaker Mic

**RADIO #4**

**Model** *or equivalent.*

m990 Mobile Radio w/GPS

**Package Includes:**

AGm990-4G 4G/GPS Antenna  
PMm9901 Palm Mic

**Dispatching Software & Equipment**

- Dispatch Service to include all of Baldwin County with unlimited PoC talk time.
  
- Service to include Computer Based Dispatch software (Windows Based PC), and at no extra charge.

Computer Dispatcher software to include the following:

- System Access via computer at no extra charge
- GPS Positioning
- Google Street Map and Google Satellite Map displaying Unit ID and location
- All Call Fleet and Subfleet Calling
- Individual Fleet and Subfleet Calling
- Individual Unit Calling
- Geo-Fencing
- Speed Tracking
- Dynamic Regrouping
- Display of online and offline users
- Audio Recording Log with playback
- Time and Date Based Individual Route Playback including speed and locations
- Text messaging
- Text Message Log displaying Unanswered user, time, sender, receiver, GID and USERID
- GPS Tracking Export

**Warranty**

Manufacturer's warranties **shall** be provided in writing and shall specify any, and all, exclusions, including parts and labor. If such warranties are provided at additional cost, the incremental costs must be so specified. The procedures necessary to notify and utilize such warranty must be specified. Any additional charges relating to utilization of the warranty provided must be specified.

**Documentation**

The bid **shall** include all documentation, manuals and other printed matter relating to the operation and maintenance of the radio and other appurtenances.

**Delivery/Shipping Costs**

The bid **shall** include a delivery commitment, which must be within thirty (30) days from the receipt of an order. Shipping costs must be included in the price of the bid.

**Installation**

Installation of the radios will be performed by Baldwin County personnel. Required hardware shall be shipped with the units.



**BID #WG24-04 RESPONSE FORM**

Provision of Push-To-Talk over Cellular (PoC) Services & Equipment Monthly Rental  
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Date: \_\_\_\_\_

Out of State \_\_\_\_\_ or \_\_\_\_\_ If yes, \_\_\_\_\_  
Yes No Registration Number

Company Name: \_\_\_\_\_

Address: \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

Company Rep. \_\_\_\_\_  
(Rep. Name Typed or Printed)

Position: \_\_\_\_\_

Email address: \_\_\_\_\_

Phone: \_\_\_\_\_

Fax: \_\_\_\_\_

Financing through another agency beside yourself \_\_\_\_\_ or \_\_\_\_\_  
Yes No

If yes, must attach a copy of the financing agreement and all conditions to this response from.

\_\_\_\_\_  
Financing Agency Authorized Signature

**BID #WG24-04 RESPONSE FORM**

Provision of Push-To-Talk over Cellular (PoC) Services & Equipment Monthly Rental  
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**Radio #1 with accessories listed**

Make/Model: \_\_\_\_\_

Amount Bid: \$ \_\_\_\_\_ per month including equipment and unlimited Airtime

Initial Cost: \$ \_\_\_\_\_

Optional Accessories:

Multi-Unit Charger \$ \_\_\_\_\_

Surveillance Kit \$ \_\_\_\_\_

Speaker Mic \$ \_\_\_\_\_

**Radio #2 with accessories listed**

Make/Model: \_\_\_\_\_

Amount Bid: \$ \_\_\_\_\_ per month including equipment and unlimited Airtime

Initial Cost: \$ \_\_\_\_\_

Optional Accessories:

Multi-Unit Charger \$ \_\_\_\_\_

Surveillance Kit \$ \_\_\_\_\_

Speaker Mic \$ \_\_\_\_\_

**Radio #3 with accessories listed**

Make/Model: \_\_\_\_\_

Amount Bid: \$ \_\_\_\_\_ per month including equipment and unlimited Airtime

Initial Cost: \$ \_\_\_\_\_

Optional Accessories:

Multi-Unit Charger \$ \_\_\_\_\_

Surveillance Kit \$ \_\_\_\_\_

Speaker Mic \$ \_\_\_\_\_

**Radio #4**

Make/Model: \_\_\_\_\_

Amount Bid: \$ \_\_\_\_\_ per month including equipment and unlimited Airtime

Initial Cost: \$ \_\_\_\_\_