



City of Conway
1201 Oak Street
Conway, Arkansas 72032

Invitation and Bid 2007-57

**INVITATION
TO THE VENDOR ADDRESSED:**

Bidders are invited to furnish the items listed herein in accordance with the terms and conditions attached. **Sealed** bids must be in the Mayor's Office (1201 Oak Street) no later than **10 am, Thursday, December 20th, 2007** at which time all bids will be opened and read in the Downstairs Conference Room in City Hall. Successful bidders will receive a purchase order, if necessary within 30 days after approval from City Council.

Unsigned bids will be rejected.

**CONWAY FIRE DEPARTMENT
ID CREDENTIALS AND ACCOUNTABILITY SYSTEM SPECIFICATIONS**

- The Conway Fire Department is requesting bids on an ID Badge System with Salamander Accountability Technology (**or equal**) using PDF-417 symbology.
- Award will be based upon those considerations that are in the best interest of the Fire Department and will be made to the responsive, responsible offerer whose bid is judged to be the most effective and economical for the purpose intended, according to the requirements and specifications stated in this Invitation for Bids.
- Price bid is to include all taxes, shipping and handling and inside delivery charges.

Contact Person:

**Amy Thornton / Mark Ledbetter
501.450.6143**

This bid is also available at www.cityofconway.org

BID SPECIFICATIONS

NOTE: Please provide detailed spec sheets if bidding brand other than one noted.

ITEM 1. CARD PRINTER– Duplex printing; single input hopper; edge to edge printing; full color print speed - up to 180 cards per hour. DataCard CP60 or an equal.

QTY.	PRICE/EACH	BRAND/MODEL
1 each	\$ _____	_____
Warranty:	_____	

ITEM 2. IDENTIFICATION SOFTWARE– Microsoft 2000 or Professional XP or SP2; User defined card size (CR50, CR80, Custom, 3-up key tags;) variable text; photo; bar code (21 types); Salamander PDF-417 medical bar code; auto-create production form; shape drawing support; font sizing and colors; multiple field selection, alignment and formatting; Multiple images per record; USB security key. ODBC compliant software.
DataCard IDCentre Silver v6.0 or an equal.

QTY.	PRICE/EACH	BRAND/MODEL
1 each	\$ _____	_____

ITEM 3. DIGITAL CAMERA– Microsoft Windows 2000 or Professional XP or SP2; real time preview, auto-focus/auto-crop; full featured software; flash system; TWAIN drivers; USB converter box; 2 USB ports to computer connections; TransCam TTS-C-DC Standard or equal.

QTY.	PRICE/EACH	BRAND/MODEL
1 each	\$ _____	_____

ITEM 4. YMCKT-KT full color print ribbons with topcoat

QTY.	PRICE/EACH	BRAND/MODEL
2 each	\$ _____	_____

ITEM 5. Adhesive sleeve kits

QTY.	PRICE/EACH	BRAND/MODEL
1 each	\$ _____	_____

ITEM 6. Isopropanol cleaning card kits.

QTY.	PRICE /EACH	BRAND/MODEL
1 each	\$ _____	_____

ITEM 7. CR80-30 BLANK PVC WHITE QGPP CARDS

QTY.	PRICE PER THOUSAND	BRAND/MODEL
1000 each	\$ _____	_____

ITEM 8, CR80-30 3-PART KEY TAGS

QTY.	PRICE PER THOUSAND	BRAND/MODEL
1000 each	\$ _____	_____

ITEM 9. Nickel plated steel badge clips with clear vinyl strap.

QTY.	PRICE PER BAG of 500	BRAND/MODEL
1 each	\$ _____	_____

ITEM 10. Stapler style slot punch with card guide.

QTY.	PRICE/EACH	BRAND/MODEL
1 each	\$ _____	_____

ITEM 11. SYMBOL MODEL MC50, Non-Rugged Pocket PC 2D Imager Scanner. Standard PDA unit, 4.77H X 2.95W X 1.11D with rechargeable Lithium Ion battery, cradle, holster and spare battery. Preloaded with Salamander fireTrax software. Includes Annual Maintenance Software, 24/7 toll free Help Desk. Salamander Administrative Host Software for managing records and printing tags.

QTY.	PRICE/EACH	BRAND/MODEL
1 each	\$ _____	_____

ITEM 12. SALAMANDER ADMINISTRATIVE HOST SOFTWARE for managing personnel records, printing ID Tags and after incident reports.

QTY.	PRICE/EACH	BRAND/MODEL
1 each	\$ _____	_____

ITEM 13. SALAMANDER PHONE INSTALLATION AND PROFESSIONAL ACCOUNTABILITY SYSTEM TRAINING.

QTY.	PRICE/EACH	BRAND/MODEL
1 each	_____	_____

OPTIONAL (may not be awarded)

ITEM 14. Rapid TAG Kit for on scene badging of volunteers, site visitors and victims.
Includes, E-Seek Model 250 PDF/Mag Stripe Reader with USB Interface connector.
Zebra TLP2844 Thermal Transfer and Direct Thermal 300 dpi Printer, 4.09 inch print Width, 8MB RAM, 4MB Flash.
Pelican carrying case and supplies for 500 temporary tags.
Includes, Annual Maintenance Software, 24/7 toll free Help Desk.

QTY	PRICE/EACH	BRAND/MODEL
1 each	_____	_____

OPTIONAL (may not be awarded)

ITEM 15. ANNUAL PRODUCT SERVICE AGREEMENT on **Photo ID System** after 90 Day On-Site warranty.
Includes: Travel, Parts and Labor plus 2 Preventative Maintenance Inspections per year.

\$_____ per year and includes _____

ITEM 16. Installation and training of Photo ID System shall be provided at no additional charge.

Please explain in the space provided how service issues will be handled. _____

ON SITE SERVICE RESPONSE TIME AFTER RECEIVING TROUBLE CALL FROM CONWAY FIRE DEPARTMENT (24 HOURS REQUIRED): _____

DELIVERY TIME AFTER RECEIPT OF PURCHASE ORDER (Purchase order will be provided after City Council approval): _____

City of Conway - Fire Department
Bid Number: 2007-57
Bid Opening Date: Thursday, December 20th, 2007

Total Cost for ID Credentials & Accountability System

\$ _____

Unsigned bids will be rejected:

Authorized Agent Bidding on this project:

Company Name

Company Representative Name

Representative's Signature

Address

Email Address

City

State

Zip

Telephone Number

Fax Number

Date

Please feel free to submit additional information on this bid on a separate piece of paper; however this sheet has to be included & signed with any bid submitted.

City of Conway
TERMS AND CONDITIONS

Important – Read Carefully

By Submission of bid, bidder certifies that he has read all terms and conditions and that bid is submitted in accordance therewith.

1. Prices quoted will be considered to be net prices unless otherwise stated by the bidder. Cash discounts requiring payments in less than 30 days will not be considered in making awards.
2. Prices quoted shall be FOB Conway unless otherwise specifically stated on proposal. In either case, delivery charges must be prepaid.
3. All fees and taxes shall be included in prices quoted.
4. Bidder certifies that he will make delivery of items for which he bids within 10 days after receipt of award – unless otherwise specifically stated. Time of delivery in excess of 10 days may be considered a factor in making awards.
5. In case of default of contractor in making deliveries as per contract, the City may procure the articles or services from other sources and hold the contractor responsible for all excess costs occasioned thereby. Bidder's record as to satisfactory performance under previous contracts will be considered a factor in making awards and retention on bid lists.
6. The City reserves the right to reject any or all bids, in part or in whole and to waive information in bids received.
7. If not otherwise specified, bidder must furnish brand names with catalog number, if any, on items which are offered as "equal." In all such cases the burden of establishing equality is upon the bidder and failure to do so within a reasonable time may result in rejection. Alternative bids will not be considered unless no other type bid for the item is received.
8. In the case of equal or tie bids, preference will be given to Arkansas bidders. Other than as stated in the first sentence, awards on tie bids will be made at the discretion of the purchasing official. In such cases, "splitting" will be avoided and awards of previous contract(s) to one or more of the bidders will not be a factor.
9. In the event that bidder is unable to furnish all of an item, bids on portions thereof may be considered.
10. Final inspections and acceptance or rejection will be made after delivery. Items rejected because of non-conformance shall be removed and replaced immediately with those which meet specifications, all at the expense of the contractor. In the event that necessity requires the use of non-conforming items, payment therefore will be made at a proper reduction in price which shall be not greater than contractor's actual cost by purchase, fabrication, manufacture or other production method plus transportation paid to carriers. All costs in connection with testing items that do not meet specifications shall be paid by contractor.
11. Quality, time of performance, probability of performance, and location of bidder will be factors in awards of all contracts.
12. The City reserves the right to purchase any, all or none of the items listed, in combinations thereof that may be in the best interest of the City of Conway.
13. The City reserves the right to change any specifications, terms and/or conditions at any time, with adequate notice in writing to bid invitees of those changes, if any.
14. The City is qualified for "GSA" pricing schedules, if available and applicable.
15. The City reserves the right to waive any informalities or minor defects, but this shall not be construed to indicate waiver of any specification, term and/or condition unless in the best interest of the City in the judgment of the City.
16. **CONSTRUCTION/INSTALLATION:** Any construction work that is worth \$20,000 or more must comply with Arkansas Code Annotated § 22-9-204.
17. **PROHIBITED INTEREST CONDITION:** No official of the City authorized on behalf of the City to specify, plan, design, negotiate, make, accept or approve, or take part in specifying, planning, negotiating, making, accepting or approving any construction or material purchase contract or any subcontract in connection with any purchase made by the City of Conway shall become directly or indirectly interested personally in the purchase or any part thereof.
18. **EQUAL OPPORTUNITY IN EMPLOYMENT:** All qualified bidders will receive consideration without regard to race, color, religion, sex, age, disability or national origin.