City of Conway – Mayor's Office
www.cityofconway.org

Invitation and Bid 2008-35

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, on Thursday, April 24th, 2008** at which time all bids will be opened and read in the Downstairs Conference Room in City Hall. Successful bidders will receive purchase order, if necessary within 30 days after approval from City Council. ***Unsigned bids will be rejected.***

Conway Sanitation Department
Specifications for
Scale-House Software and Equipment

General Information:

The City of Conway Sanitation Department currently utilizes two weigh scales to record the weights of trash, yard-waste, recycling and other material accepted at our facility. We have an inbound and an outbound scale that operate off there own computers inside the scale-house.

Each scale has an indicator inside the building as well as a scoreboard mounted outside the building for the customers. The scale-house computers work off our city network with one being the main computer and the other linked to the main computer. All of our equipment was purchased through Cardinal Scale and should adapt to existing equipment.

Minimum Bid Specifications

1.1 Equipment Compatibility

A. Software must be able to operate with all equipment we currently utilize.

a. Cardinal Scales, indicators, scoreboards and equipment.

B. Software must be able to operate off the new Windows Operating System Windows Vista

C. Software must be able to operate off touch screen monitors.

D. Must be able to print to any printer we have installed on our network such as a ticket printer, laser printer or an ink jet printer.

E. Must interface with our current accounting software QuickBooks.

F. Software must be able to operate, store information, and be linked to our city network/server.

1.2 Report Criteria

A. Must be able to generate numerous reports on different items.

a. A Tax report to show daily, weekly, monthly, quarterly and yearly taxes we collected for time period requested.

b. Materials report to show all materials or individual materials for daily, weekly, quarterly, or yearly etc.

c. Customer report to show all customers or individual customers for any requested amount of time.

d. Vehicle report to show all vehicles or any individual vehicle for any requested amount of time.

e. Transaction type summary report to show all transaction types or individual transaction types daily, weekly, monthly or yearly.

1.3 Software Capabilities and Features

A. Software must provide a list of employees who have been authorized to charge on company's charge account. The list should be linked to the customer's charge account after a certain account has been entered in the system. When an account is chosen, only the list of names for that account shall be listed. It

should be easily changeable as additions and subtractions of names are quite frequent.

B. Operators must be able to weigh customers in and out from one computer with ease. There shall be an option to switch indicators the computer is reading to be able to get the gross and the net weights.

C. Software must be able to create four transaction types of tickets. There shall be an option at the start of all transaction while storing the gross weight to choose one of the following types:

    a. Cash Ticket
    b. Check Ticket
    c. Charge Ticket
    d. No Charge Ticket

D. Tickets must print same information we currently have on tickets as well as start transactions number where we left off at after new software has been installed. (This information will be provided at the time of bid award.)

E. There must be authority levels that allow us to set individual user rights and privileges that will limit certain users to access maintenance, voiding and un-voiding tickets, pricing, etc.

    a. When a ticket needs to be voided, we must have a place to type in a reason regarding why that transaction is being voided and be stored electronically. If for any reason we pull that transaction up in the future, that explanation needs to pull up with the details of that transaction.

F. Software must be able to transfer all data recorded in our current software (WinVRS) and be able to reprint, pull up on monitor's or edit all transactions made. This process should be done at time of installation from the company awarded the bid.

1.4 Optional Equipment-This equipment should be submitted in bid proposal as an option to buy. We currently do not utilize this equipment, but would look into purchasing and installing equipment at the same time of software installation.

    a. Cash/Check Drawer Interface-This drawer stays locked shut unless a cash or check ticket is printed.

b. Electronic Signature Capture

c. Drivers License Capture

1.5 Training - We will require training of employee's after the software has been installed and all data has been transferred. We will require three (3) eight (8) hour work days of training with a dedicated technician that is well educated on software. After this, we will require a technician to be available over the phone to assist us with any further questions.

a. Software and data transfer may be done with remote services. We have access to the internet for web based software as well as PC Anywhere.

1.6 Misc. Information

A. Any information that does not meet our specs listed here must be written on the exception page with an explanation and any alternative solutions.

B. All bidders must provide a delivery date of software to be ready for installation.

C. All bidders must submit a copy of all paperwork regarding any agreements with the purchasing of such software/license agreements.

D. All bidders must submit sample reports of what our requested reports will look like.

E. Software must be compatible for an unattended weighing unit, which automatically scans a card or vehicle for charge accounts, and accepts cash/credit outside the scale-house for future upgrade.

The bidder shall include all charges, including taxes, fees, shipping (if applicable)

In submitting this bid, it is understood by the undersigned Bidder that the right is reserved by the City of Conway to reject any and all bids.

If you have any questions about this bid, feel free to contact Cheryl Harrington cheryl.harrington@cityofconway or by 501.450.6155.

Bid specifications can be obtained from our website:
www.cityofconway.org

City of Conway
Exception Page
Bid Number 2008-35
Scale-House Software & Equipment

Please list all Exceptions or include them in your bid:

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City of Conway
Sanitation Department
Scale-House & Equipment
Bid Number: 2008-35
Bid Opening Date: Thursday, April 24th, 2008

Total Cost of Software & Equipment

$_____

Authorized Agent Bidding on this project:

_____
Company Name

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Company Representative Name

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Representative's Signature

_____
Address Email Address

_____
City State Zip

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Telephone Number Fax Number

_____
Date

Please feel free to submit additional information on this bid on a separately; however this bid tab sheet has to be included with bid.

Unsigned bids will be rejected:

City of Conway
TERMS AND CONDITIONS

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.