

**COUNTY OF TANEY,
MISSOURI**



REQUEST FOR BID

For

Crime and Accident Reconstruction Software

Taney County, Missouri

RFB #201111-158 – Crime and Accident Reconstruction Software

Release Date:

November 26, 2011

Submittal Deadline:

December 15, 2011

Not later than 9:00 AM, Central Time

Taney County Purchasing
132 David Street
P.O. Box 1630
Forsyth, Missouri 65653

Ron Erickson, Director of Purchasing
Phone: 417-546-7281 Fax: 417-546-3931
E-mail: rone@co.taney.mo.us

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INSTRUCTIONS AND GENERAL CONDITIONS

- 1) **Delivery of Proposals:** Sealed proposals, subject to Instructions and General Conditions and any special conditions set forth herein, will be received at the Taney County Purchasing Office until the proposal closing date and time indicated herein for furnishing the County with services as detailed in the following request for proposal.

- 2) **Proposal Closing:** All Proposals / Bids shall be **delivered before** 9:00 AM, Central Time, Thursday December 15, 2011 to:

Taney County Purchasing Department
Ron Erickson, Director of Purchasing
132 David Street / PO Box 1630
Forsyth, Missouri 65653

- 3) The County will not accept any Proposals / Bids received after 9:00 AM and will consider such late bids as **NON-RESPONSIVE**. They will either be filed, returned, or discarded.
- 4) Proposals / Bids will be opened publicly at 9:00 AM on December 15, 2011 and read aloud. All proposal/bid responses will be considered public information and following contract execution or rejection of all proposals, all responses will become a part of public record and will be released to any person or firm that requests it.
- 5) Proposals / Bids may be withdrawn on written request from the Offeror at the address shown in this RFB prior to the time of acceptance of the Bid.
- 6) Proposals / Bids **must** be submitted in a sealed envelope identified with the bid number and date of closing. List the bid number on the outside of the box or envelope and note "Response to Request for Bid enclosed".
- 7) If you do not want to submit a bid, please return the *No Bid Response Page* and note your reason. No fax or electronic transmitted bids will be accepted.
- 8) If you have obtained this Proposal / Bid request document from our Web Page or from another source than the Taney County Purchasing Department, please check with our office prior to submitting your proposal to ensure that you have a complete package. The Purchasing Department cannot be responsible for providing addenda if we do not have you on our Vendor list for this proposal.
- 9) This County is not responsible for any expenses which proposers may incur in estimating, inspecting, nor preparing and submitting bids called for in this Request for Bid.
- 10) The County reserves the right to conduct personal interviews or require presentations of any or all proposers prior to selection. The County will not be liable for any costs incurred by the proposer in connection with such interviews/presentations (i.e. travel, accommodations, etc.)
- 11) All Proposals / Bids submitted shall be binding, and remain firm for ninety (90) calendar days following the opening. Pricing / Costs submitted within this response **MUST BE HONORED** within that set timeframe, **NO EXCEPTIONS**. Offerors should NOT respond unless certain on this point.
- 12) The Taney County Commission reserves the right to reject any or all bids, when such rejection is in the best interest of the County.
- 13) Bids may be awarded to one company or multiple companies; when such award is deemed in the best interest of the County.

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INTRODUCTION AND GENERAL INFORMATION

Introduction:

- 1) This document constitutes a request for sealed bids for **Crime and Accident Reconstruction Software** as set forth herein.

- 2) Organization – This document, referred to as Request for Bid (RFB), is divided into the following parts:
 - Instructions and General Conditions
 - Instructions and General Information
 - Scope of Services: Background, Proposal Format, Specifications
 - Cost / Bid

Guidelines for Written Questions:

- 1) All questions regarding this Request for Bid shall be submitted in writing, **prior to the bid opening** and no later than **9:00 AM., on December 8, 2011**. All questions must be mailed, faxed or emailed to; **Ron Erickson, Director of Purchasing**. All such questions will be answered in writing, and such answers will be provided to all parties having obtained a Request for Bid packet by the County by posting the addendum on the County Web site at www.taneycounty.org (select Current Bid Notices).

- 2) In the event that it becomes necessary to revise any part of this RFB, written addenda will be issued. Any addendum to this RFB is valid only if in writing and issued by the Taney County Purchasing Department.

- 3) **Timeline:** The County anticipates a contract award following the evaluation of the bid responses within **15 days from the RFB opening date and completion**. These dates are provided for informational purposes and may change as requirements dictate.

- 4) **Sunshine Laws:** Due to applicable sunshine laws and regulations concerning public documents, the County's bid file becomes part of public record at the time of contract execution or when all bids are rejected.

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SCOPE OF SERVICES

Background Information:

The Taney County Commission will be accepting and reviewing all responses to this RFB in an effort to meet the needs of all Taney County residents by providing all local law enforcement agencies with this critical tool to assist them in their efforts to fight crime and make Taney County as safe as possible for all.

Proposal Format:

Items should be **priced separately** and Taney County reserves the right to purchase any quantity that meets our needs.

Bidders may bid on any of the needed items. Preference will be given to the bidder who can provide the lowest price for the items, with installation and local support of these items.

Bidders should plan on an approximate number of 45-65 units to be purchased by Taney County Missouri.

Questions regarding the specifications can be obtained by contacting Branson Police Sergeant Sean Barnwell at 417-337-8593, sbarnwell@bransonmo.gov.

Specifications:

- **Crime and Accident Reconstruction Software**
 - Product will support computer assisted diagramming of both crime scenes and accident scenes.
 - Will utilize drag and drop technology
 - Will allow export of the finished image as a bitmap image
 - Will contain a large library of objects to utilize in the software
 - Will have the ability to make a TO SCALE diagram
 - Will have the ability to create, store and recall past or recreated diagrams of streets or structures to save time in the creation of diagrams
 - Will contain measurements tools
 - Must work in Windows XP and Windows 7.
 - Pricing
 - Vendor must be able to sell this product either as an individual license or enterprise license with the purchase being made at the County level and the licenses disbursed to five local government agencies.
 - Maintenance costs must be included for at least the first year and then separated for the five agencies to continue as they see fit.

- **Installation:**

Quoted price will include all fees for installation discs. Vendor is not expected to physically perform the installation but must provide support for any problems that arise.

- **Prevailing Wage:**

All Bids shall comply with the prevailing wage laws as set forth by the State of Missouri. **Annual Wage Order No. 18**, Section 110 – **TANEY COUNTY** should completion of this project require any form of labor to be completed on Taney County property.

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• **Insurance Requirements:**

The Contractor shall not commence work under this contract until they have obtained all insurance required under this paragraph and such insurance has been approved by the County. Insurance limits indicated below may be lowered at the discretion of the County.

- 1) **Compensation Insurance** - The Contractor shall take out and maintain during the life of this contract, **Employee's Liability and Worker's Compensation Insurance** for all of their employees employed at the site of work. Worker's Compensation coverage shall meet Missouri statutory limits. Employee's Liability limits shall be \$1,000,000.00 each employee, \$1,000,000.00 each accident, \$1,000,000.00 policy limit.
- 2) **Comprehensive General Liability Insurance** - The Contractor shall take out and maintain during the life of this contract. The amounts of insurance shall not be less than \$2,000,000.00 combined single limit for any one occurrence covering both bodily injury and property damage, including accidental death.
- 3) **Commercial Automobile Liability** - The Contractor shall take out and maintain during the life of this contract, automobile liability insurance in the amount of not less than \$2,000,000.00 combined single limit for any one occurrence covering both bodily injury and property damage, including accidental death, to protect themselves from any and all claims arising from the use of the Contractor's own automobiles, teams and trucks, both on and off the site of work.
- 4) **Proof of Carriage of Insurance** - The Contractor shall furnish the County with Certificate of Insurance which names the County as additional insured.

COST / BID

RFB# 201111-158

***Please make sure that cost includes Prevailing Wage as mentioned above.**

TOTAL COST TO THE COUNTY: _____

BIDDER: _____

ADDRESS: _____

Phone: _____ Fax: _____

The undersigned offers to furnish and deliver the articles or services as specified at the prices and terms stated and in strict accordance with the specifications, instructions and general conditions of bidding which have been read and understood, and all of which are made part of this order.

Authorized Signature: _____

Printed Name and Title: _____

Today's Date: _____

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“NO BID RESPONSE FORM”

NOTE: Complete and return this form only if you do not want to submit a bid. If you do not wish to respond to this RFB, please fill this form out and return it to the Purchasing Department by mail or fax.

Thank you...

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Business Name:	
Address:	
Telephone:	
Contact Person:	
Date:	
Reason(s) for not bidding:	