



REQUEST FOR BID No. 201309-242

TANEY COUNTY MISSOURI  
Purchasing Department  
132 David Street / P. O. Box 1630  
Forsyth, Missouri 65653

Attn: **Ron Erickson, Director of Purchasing**  
Phone: 417-546-7281 / FAX: 417-546-3931  
[rone@co.taney.mo.us](mailto:rone@co.taney.mo.us)

Commodity Title: **IN CAR VIDEO CAMERAS**  
**PLEASE MARK YOUR ENVELOPE "SEALED BID #201309-242"**  
**RETURN ONE (1) ORIGINAL AS WELL AS A DIGITAL CD COPY,**  
**or THREE (3) HARD COPIES.** *(Failure to submit copies, as indicated here MAY*  
*result in being declared "Non-Responsive" disqualifying your entire Bid Response.)*

**Bid Submission Address and Deadline**

Day / Date: **Tuesday October 22, 2013**  
Time: **2:00 P.M. C.D.T. (No late Bids will be accepted)**  
Location / Mail Address: Taney County Purchasing Department  
132 David St. / P. O. Box 1630  
Forsyth, MO 65653  
Directions: The Purchasing office is located on the second floor of the  
old courthouse in downtown Forsyth, between the  
Commission Offices and the Recorder of Deeds Offices.

**Bid Opening**

Day / Date: **Wednesday October 23, 2013**  
Time: **9:30 A.M. C.D.T.**  
Location / Address: Taney County Commission Hearing Room  
132 David Street  
Forsyth, MO 65653

**The undersigned certifies that they have the authority to bind this company in an agreement to supply the commodity or service in accordance with all terms, conditions, and pricing specified herein or to offer a "No Bid." Please type or print the information below.** Bidder is REQUIRED to complete, sign and return this form with their submittal of Bid as well as all pages initialed. \*An authorized signature is **mandatory**, lack thereof will result in a determination of "Non-Responsive". Also required is a direct email address in order to receive award results. We do not use USPS for results notification *only* email. Final results will also later be posted on our website at: [www.taneycounty.org](http://www.taneycounty.org). **Please do not call for results.**

_____		_____	
Company Name		Authorized Person (Print)	
_____		_____	
Address		*Signature	
_____		_____	
City/County/State/Zip		Title	
_____		_____	
Telephone #	Fax #	Date	Tax ID #
_____		_____	
E-mail		Entity Type (Corporation, LLC, Sole Proprietor, Partnership)	

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**MISCELLANEOUS BIDDING PROCESS INFORMATION**

The Purchasing Department is responsible for the Bid opening at the time and place noted in the request. If a Vendor is interested in a copy of the Bid tabulation they must include a direct email address, not website, in order to receive results. Obviously sealed Bids cannot be emailed so they must either be delivered by hand, courier, or USPS. (Please note USPS concerns on page #3, item #3.)

A formal invitation for Bid is utilized when the total purchase exceeds \$4,500. The County also uses this method when the life of a term and supply contract is valued more than \$4,500. The Bid Package will contain well-defined standard technical specifications for the nature of the service or product requested. A formal closing date and time is specified. The Bidder must comply with this requirement in order to be considered for award. All Formal Invitations for Bid are handled by the Taney County Purchasing Department. Technical specifications are the responsibility of the specific requesting department.

**Bid Response Tips:**

1. Read ALL Bid documents immediately upon receipt. Note any special dates or requirements.
2. Contact the Taney County Purchasing Department with any questions relating to the Bid prior to the Bid opening. (Email to: [rone@co.taney.mo.us](mailto:rone@co.taney.mo.us).)
3. Use ink to fill in all blanks. (If I can't read your handwriting your Bid **will** be rejected.)
4. PER PAGE #1 - COPIES ARE REQUIRED, marking copies vs. original. (*Failure to submit copies, as requested, MAY result in being declared "Non-Responsive" disqualifying your entire Bid Response.*)
5. Turn your Bid in as soon as possible. The deadline dates and times are strictly adhered to. The County cannot accept any late Bids. In the event of only one response the County may reject the entire Bid and re-let it.
6. Attend pre-Bid conferences, if any. (Most are Mandatory.)
7. Pay close attention to the terms *must, shall, should* or *may*. **READ EVERYTHING.**
8. Include an updated **W-9** form completed with your company information and signature.
9. Include, if applicable, current **prevailing wage** considerations within your Bid.
10. Remember to sign the Bid sheet as this is mandatory.

**Please Note...**

*There are several steps, requirements and legalities which must be followed when engaging in an effort to respond to any certain Bid. Here I hope I have served to assist any/all participants in making sure everyone has a fair and pleasant experience with my County. Please keep in mind that it is entirely possible that this sheet, along with all of the other information as detailed within this Bid, may NOT include everything to cover every possible situation. Should that occur please let me know.*

*Thank you for your interest in Taney County Missouri.*

*Sincerely,*


  


**RON ERICKSON**  
Director of Purchasing  
Taney County Missouri

## **Instructions and General Conditions**

1. **Delivery of:** Sealed Bids, subject to Instructions and General Conditions and any special conditions set forth herein, will be received at the Taney County Purchasing Office until the Bid closing date and time indicated herein for furnishing the County with goods, and or, services as detailed in the following Request for Bid.
2. **Copies:** For the convenience of all a digital – CD copy may be submitted in lieu of three additional hard copies – with the original, as indicated on page #1. If sending all hard copies please mark each to differentiate between the original and the three copies. (Copies are required – NOT optional.)
3. **Closing:** Sealed Bids must be delivered before **2:00 P.M.** central time on **Tuesday October 22, 2013** to the Taney County Purchasing Department as listed on page one. Bidders should take into account all possible risks of their Bid not arriving in time when electing to mail in Bids too close to the above closing date. Often the Post Office leaves a “pick up slip” in our PO Box which may / may not allow us time to retrieve said item. It is the Bidders responsibility, not the county, nor the Post Office – to ensure their sealed Bids are **delivered** in time to the Purchasing Department. (Be extra careful when your Bid response involves a large package or box.)
4. **Late Packages:** The County will not accept any Bids received after the above listed closing date/time and will consider such late Bids as **NON-RESPONSIVE**. They will remain on file un-opened.
5. **Opening:** Bids will be opened publicly at **9:30 AM** on **Wednesday October 23, 2013** and read aloud. All Bid responses will be considered public information as soon as they are opened and become a part of public record to be released to any person or firm that requests it.
6. **Award.** Recommendation for award will be made formally to the Taney County Commission at a later date after a full and complete review process – often within a few days of the Bid opening.
7. **Withdrawals:** Bids may be withdrawn on written request from the Bidder at the address shown in this RFB prior to the time of acceptance of the Bid.
8. **Sealed & Marked:** Bids **must** be submitted in a single sealed envelope identified with the Bid number and dates of closing & opening. List the Bid number on the outside of the box or envelope and note “Response to Request for Bid enclosed”. Also include a return name & address. **No fax or electronic transmitted Bids will be accepted.**
9. **No Bid:** If you do not want to submit a Bid, please return the *No Bid Response Form* on page #6 of this package, and note your reason.
10. **Bidder Expenses:** 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.
11. **Presentations:** 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 or presentations (i.e. travel accommodations, etc.)
12. **Bid Term:** All 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. Bidders should NOT respond unless certain on this point.
13. **Bid Rejection:** The Taney County Commission reserves the right to reject any or all Bids, when such rejection is in the best interest of the County.
14. **Multiple Awards:** Bids may be awarded to one company or multiple companies; when such award is deemed in the best interest of the County.
15. **Payment Terms:** County standard payment terms are Net 30 after receipt of invoice.
16. **Effective:** This agreement shall take effect upon the approval by the Taney County Commission.
17. **Alterations:** Any alterations, changes, lining out, or margin notes to any of these instructions will result in being determined as non-responsive to this Bid and thus be disqualified.

**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 **9:30 AM Tuesday October 15, 2013**. All questions must be emailed to; **Ron Erickson, Director of Purchasing**. ([rone@co.taney.mo.us](mailto:rone@co.taney.mo.us))
2. All such questions will be answered in writing, and such answers will be emailed to all parties who had previously been part of the original DBI (Direct Bid Invitation email.), or had made email contact during the open Bid questioning timeframe. Any given addendum will also be posted on the Taney County Web site at: [www.taneycounty.org](http://www.taneycounty.org) prior to Bid opening date. (See #3 below...)
3. Once at our website click on: . Any/all addenda will be attached at the end of the posted Bid. An indication, in red, will alert visitors as to the presence of any addenda.
4. 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.
5. **Timeline:** The County anticipates a contract award following the evaluation of all 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.
6. **Sunshine Laws:** Due to applicable sunshine laws and regulations concerning public documents, all Bid responses will be considered public information as soon as they are opened and become a part of public record releasable to any person or firm that requests it. Requests for copies, of Bid responses, must be made through the Taney County Clerk's Office (417-546-7202) requiring a Public Service Request Form (PSR). By law charges for time spent as well as a cost per page apply. Payment for copying fees is required prior to the making of copies. (*Section 610.026, RSMo.*)

**1. REQUIREMENTS:**

- 1.1 **Award of Contract:** The County reserves the right to award to more than one (1) supplier. Multiple awards may be made on the basis of a primary, secondary, and tertiary supplier. The primary supplier shall furnish the County's requirements until such time as the County determines that it is in the best interest of the County to seek performance from the secondary supplier, then tertiary supplier. The County's decision will be based upon the ability of the primary source to supply acceptable goods or services within the County's time requirements. The County's decision to utilize the secondary and tertiary sources shall be final and conclusive. In addition, the resulting contract from this RFB will be considered "Non-Exclusive". The County reserves the right to obtain service from other suppliers. The county will not be held to any minimums nor maximums.
- 1.2 **Response Content:** In order to enable direct comparison of competing Responses, Bidders must submit Responses in strict conformity to the requirements stated herein. Failure to adhere to all requirements may result in Bidder's Response being disqualified as non-responsive. All Responses must be submitted using the provided Response Sheet. Every question must be answered and if not applicable, the section must contain "N/A." Manufacturer's published specifications for the items requested shall be included with the response.
- 1.3 **Advice of Award:** The County's Bids, Bid Tabulations, and Bid Awards may be viewed on our web page at [www.taneycounty.org](http://www.taneycounty.org). View information under *Purchasing*.
- 1.4 **Response Clarification:** The County reserves the right to request additional written or oral information from Bidders in order to obtain clarification of their Responses.
- 1.5 **Rejection or Correction of Responses:** The County reserves the right to reject any or all Responses. Minor irregularities or informalities in any Response which are immaterial or inconsequential in nature, and are neither affected by law nor at substantial variance with Bid conditions, may be waived at our discretion whenever it is determined to be in the County's best interest.
- 1.6 **Evaluation Process:** The County's sole purpose in the evaluation process is to determine from among the Responses received which one is best suited to meet the County's needs at the lowest possible cost. Any final analysis does not imply that one Bidder is superior to another, but simply that in our judgment the Contractor selected appears to offer the best overall solution for our current and anticipated needs at the lowest possible cost.
- 1.7 **Acceptability:** The County reserves the sole right to determine whether goods and/or services offered are acceptable for County use.

**SPECIFICATIONS:**

The Taney County Sheriff's Department is soliciting bids for approximately ten (10) in car video camera systems. (The county will not be held to any minimum nor maximum number of units purchased.) Last time we received questions on whether or not we use in car computers and in some cases we do. They are Panasonic Toughbooks CF 30. Bids must meet at a minimum the following specifications:

- Two camera stand alone systems.
- Solid state memory.
- Pre-event recording.
- Remote microphone with 12 volt charging mount.
- Must allow for recording of interior of vehicle.
- Monitor at least 3.5" in size.
- Software for playback and archiving.
- Wireless download to server.
- Must be up-gradable to allow for streaming video.
- Must be compatible/ compliant with our current video management systems.

For any **TECHNICAL QUESTIONS** specific to the equipment specifications contact:

**Sheriff Jimmie Russell** at 417-546-7250, or one of his designees.

**BID FORM**

Bidder must complete the following section in its entirety, and sign and date where indicated on page #1. This agreement shall take effect upon the approval by the Taney County Commission.

- A. ACCEPTANCE OF BID BY COUNTY: The County shall have a minimum of 90 calendar days from the date of the opening to accept bidder's offer.
- B. County standard payment terms are Net 30 after receipt of invoice.  
State any discounts offered: \_\_\_\_\_
- C. Response time/delivery: \_\_\_\_\_  
(After receipt of order)
- D. Submittals - The following must be submitted with bid:
  - 1. References and experience
  - 2. Key personnel
  - 3. Warranty
  - 4. Descriptive literature
  - 5. List of suppliers
- E. Total Price: Price to be FOB destination, Taney County, Missouri

Price Each \$ \_\_\_\_\_

Total Price \$ \_\_\_\_\_

**DEBARMENT CERTIFICATION PAGE**

**(Please complete and return with Bid Response)**

Certification Regarding Debarment, Suspension, Ineligibility and Voluntary Exclusion  
Lower Tier Covered Transactions

This certification is required by the regulations implementing Executive Order 12549, Debarment and Suspension, 29 CFR Part 98 Section 98.510, Participants' responsibilities. The regulations were published as Part VII of the May 26, 1988, Federal Register (pages 19160-19211).

(BEFORE COMPLETING CERTIFICATION, READ INSTRUCTIONS FOR  
CERTIFICATION)

- (1) The prospective recipient of Federal assistance funds certifies, by submission of this proposal, that neither it nor its principals are presently debarred, suspended, proposed for debarment, declared ineligible, or voluntarily excluded from participation in this transaction by any Federal department or agency.
- (2) Where the prospective recipient of Federal assistance funds is unable to certify to any of the statements in this certification, such prospective participant shall attach an explanation to this proposal.

**NO BID RESPONSE FORM**

**Taney County, Missouri  
RFB# 201309-242 In Car Video Cameras**

**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 preferably via email, but it may also be mailed or faxed.

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

\_\_\_\_\_  
Authorized Person (Print)

\_\_\_\_\_  
Address

\_\_\_\_\_  
\*Signature

\_\_\_\_\_  
City/County/State/Zip

\_\_\_\_\_  
Title

Reason(s) for not bidding:  
  
\_\_\_\_\_  
  
\_\_\_\_\_



## **STANDARD TERMS AND CONDITIONS**

1. Responses shall include all charges for packing, delivery, installation, etc., (unless otherwise specified) to the Taney County Department identified in this Request for Bid.
2. The Taney County Commission has the right to accept or reject any part or parts of all bids, to waive technicalities, and to accept the offer the County Commission considers the most advantageous to the County. Taney County reserves the right to award this bid on an item-by-item basis, or an "all or none" basis, whichever is in the best interest of the County.
3. Bidders must use the bid forms provided for the purpose of submitting bids, must return the bid and bid sheets comprised in this bid, give the unit price, extended totals, and **sign the bid**.
4. When products or materials of any particular producer or manufacturer are mentioned in our specifications, such products or materials are intended to be descriptive of type or quality and not restricted to those mentioned.
5. **Do not include Federal Excise Tax or Sales and Use Taxes in bid process, as law exempts the County from them.**
6. The delivery date shall be stated in definite terms, as it will be taken into consideration in awarding the bid.
7. The County Commission reserves the right to cancel all or any part of orders if delivery is not made or work is not started as guaranteed. In case of delay, the Contractor must notify the Purchasing Department.
8. In case of default by the Contractor, the County of Taney will procure the articles or services from other sources and hold the Bidder responsible for any excess cost occasioned thereby.
9. Failure to deliver as guaranteed may disqualify Bidder from **future** bidding.
10. Prices must be as stated in units of quantity specified, and must be firm.
11. No bid transmitted by fax machine or e-mail will be accepted.
12. The County of Taney, Missouri expressly denies responsibility for, or ownership of any item purchased until same is delivered to the County and is accepted by the County.
13. The County reserves the right to award to one or multiple respondents. The County also reserves the right to not award any item or group of items if the services can be obtained from a state or other governmental entities contract under more favorable terms. (Cooperative Purchase.)
14. The County, from time to time, uses federal grant funds for the procurement of goods and services. Accordingly, the provider of goods and/or services shall comply with federal laws, rules and regulations applicable to the funds used by the County for said procurement, and contract clauses required by the federal government in such circumstances are incorporated herein by reference. These clauses can generally be found in the Federal Transit Administration's Best Practices Procurement Manual – Appendix A. Any questions regarding the applicability of federal clauses to a particular bid should be directed to the Purchasing Department prior to bid opening.
15. In the event of a discrepancy between a unit price and an extended line item price, the unit price shall govern.
16. Should an audit of Contractors invoices – during the term of the Agreement, and any renewals thereof, indicate that Taney County has remitted payment on invoices that constitute an over-charging to the County above the pricing terms agreed to herein, the Contractor shall issue a refund check to the County for any over-charges within 30 days of being notified of the same.



**Taney County, Missouri**  
**RFB# 201309-242 In Car Video Cameras**  
**Addendum #1**

This addendum is issued in accordance with the Instructions and General Conditions, as well as Guidelines for Written Questions, in this Request for Bid and is hereby incorporated into and made a part of the RFB Documents. Offerors are reminded that receipt of this addendum **shall** be acknowledged and submitted with Offeror's *Response Page*.

Specifications for the above noted RFB and the work covered thereby are herein modified as follows, and except as set forth herein, otherwise remain unchanged and in full force and effect:

This office has received the following questions, answers in red...

1. Do you utilize any in car video system currently? **ANSWER: YES – Digital Ally DV-500.**
2. What video management systems do you currently use? **ANSWER: Digital Ally VuVault Server edition.**
3. You ask for the in car video to be compatible with your VMS – can you explain that further? **ANSWER: We do not want to have to have two different video management programs for the in car video systems.**
4. The final specification/requirement states "Must be compatible/compliant with our current video management systems." Can you please provide manufacturer and model information for you current video management system? **ANSWER: Our video management software is VuVault from Digital Ally.**
5. Could you provide information on what in car video system you are currently using? **ANSWER: Digital Ally DV-500.**

Thank you.

By,

**Ron Erickson, Director of Purchasing**  
132 David Street / P.O. Box 1630 Forsyth, Mo. 65653  
Phone: 417-546-7281 Fax: 417-546-3931  
E-mail: [rone@co.taney.mo.us](mailto:rone@co.taney.mo.us)

OFFEROR has examined copy of Addendum #1 to **RFB# 201309-242 In Car Video Cameras**, receipt of which is hereby acknowledged:

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

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

Phone Number: \_\_\_\_\_ Fax Number: \_\_\_\_\_

E-mail address: \_\_\_\_\_

Authorized Representative Signature: \_\_\_\_\_ Date: \_\_\_\_\_

Authorized Representative Printed Name: \_\_\_\_\_





**Taney County, Missouri**  
**RFB# 201309-242 In Car Video Cameras**  
**Addendum #2**  
**October 11, 2013**

This addendum is issued in accordance with the Instructions and General Conditions, as well as Guidelines for Written Questions, in this Request for Bid and is hereby incorporated into and made a part of the RFB Documents. Offerors are reminded that receipt of this addendum **shall** be acknowledged and submitted with Offeror's *Response Page*.

Specifications for the above noted RFB and the work covered thereby are herein modified as follows, and except as set forth herein, otherwise remain unchanged and in full force and effect:

This office has received the following questions, answers in red...

1. Two Camera Standalone systems. QUESTION: Based on this requirement the ICV systems are NOT to be integrated with the existing CF30 laptops, correct? *ANSWER: As stated in the bid, the in car video systems should be stand alone systems, at this time there is no anticipation of integrating the in car video with the current laptops.*
2. Solid State Memory. QUESTION: There are several different types of Solid State Media (CF/Compact Flash, SDHC Cards, USB Thumb Drives and Solid State Drives), of all of the different types of media, Solid State Drives offer the best performance ratings and capabilities available. Systems using CF, SDHC or USB thumb drives are using, for all intents and purposes, "consumer" based media whereas a Solid State Drive is not. Solid State Drives are also faster than the other types of media listed above. Will the department take this into consideration when evaluating the different systems? Some systems come standard with TWO 32GB Solid State Drives (one removable and one fixed mounted redundant failsafe drive). Many vendors offer 8-16GB removable media with their systems as a standard. To make the playing field as level as possible, will TCSO set the minimum amount of storage for solid state media at 32GB so everyone is quoting the same thing? *ANSWER: Our current system uses CF/Compact Flash Cards, We will take into consideration the expressed differences between the different storage medias, We will not set the standard of 32GB for minimum storage.*
3. QUESTION: Are vendors to provide pricing on Wireless upload hardware and server storage or is TCSO providing? *ANSWER: At this time we are not looking to perform wireless downloads / uploads, but the system should be capable of allowing wireless downloads should we decide in the future to do this.*
4. Must be upgradeable to all for video streaming. QUESTION: How does TCSO plan on providing the wireless broadband infrastructure to accomplish the streaming? *ANSWER: The wireless broadband infrastructure would be provided by the Sheriffs Department and the Taney County GIS Department when and if we decide to upgrade to video streaming.*
5. Must be compatible / compliant with our current video management systems. QUESTION: What other systems are TCSO currently using? Is this purchase an addition to existing systems or to replace? If replacing, who is responsible for removal of existing equipment? Please elaborate on "must be compatible" with current systems? *ANSWER: Currently we have Digital Ally DV500 systems in place. This is a purchase for additional systems to place in vehicles.*
6. Are vendors to install units or train TCSO technicians on installation? *ANSWER: No, TCSO will handle.*

7. What is the award date? *ANSWER: As mentioned within the Bid an award recommendation is often submitted to the Taney County Commission within a few days of the Bid opening. In some cases it may take more time to review all responses and prepare a recommendation. An award is then voted on by the Commission. At this point we do not set an award date. Responding Vendors will be notified of the process via email, also explained within the Bid instructions.*
  
8. What types of vehicles will these systems be installed in? *ANSWER: Two different types of vehicles, Dodge Charges and Dodge Dakota Trucks.*

Thank you.

**By,**  
**Ron Erickson, Director of Purchasing**  
**132 David Street / P.O. Box 1630 Forsyth, Mo. 65653**  
**Phone: 417-546-7281 Fax: 417-546-3931**  
**E-mail: [rone@co.taney.mo.us](mailto:rone@co.taney.mo.us)**

OFFEROR has examined copy of Addendum #2 to **RFB# 201309-242 In Car Video Cameras**, receipt of which is hereby acknowledged:

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

Phone Number: \_\_\_\_\_ Fax Number: \_\_\_\_\_  
E-mail address: \_\_\_\_\_

Authorized Representative Signature: \_\_\_\_\_ Date: \_\_\_\_\_

Authorized Representative Printed Name: \_\_\_\_\_

**(Please complete and return with Contract)**

Certification Regarding  
Debarment, Suspension, Ineligibility and Voluntary Exclusion  
Lower Tier Covered Transactions

This certification is required by the regulations implementing Executive Order 12549, Debarment and Suspension, 29 CFR Part 98 Section 98.510, Participants' responsibilities. The regulations were published as Part VII of the May 26, 1988, Federal Register (pages 19160-19211).

(BEFORE COMPLETING CERTIFICATION, READ INSTRUCTIONS FOR CERTIFICATION)

- (1) The prospective recipient of Federal assistance funds certifies, by submission of this proposal, that neither it nor its principals are presently debarred, suspended, proposed for debarment, declared ineligible, or voluntarily excluded from participation in this transaction by any Federal department or agency.
- (2) Where the prospective recipient of Federal assistance funds is unable to certify to any of the statements in this certification, such prospective participant shall attach an explanation to this proposal.

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Name and Title of Authorized Representative

---

Signature

---

Date