



The Russell County Commission

1000 Broad Street • P.O. Box 969
Phenix City, Alabama 36868-0969

ADMINISTRATORS:

LeAnn Horne
Administrator

Vickie Perry
Assistant
Administrator

COMMISSIONERS:

Gentry Lee
District 1

Carl Currington
District 2

Peggy Martin
District 3

Ronnie Reed
District 4

Cattie J. Epps
District 5

Chance Corbett
District 6

Larry Screws
District 7

July 31, 2018

Dear Sir:

In accordance with Act No. 217, Special Session 1967, notice is hereby given that the Russell County Commission will receive bids to purchase **Property/Evidence Systems** as listed in the attached specifications.

The right to reject any and all bids is reserved. You are invited to bid on the attached specifications. Any substitutions offered must be submitted in detail. The right to reject any and all items or materials not of quality or under any provisions of the Act is reserved.

All bids must be sealed, and the word "**BID ATTENTION Sgt. Lisle**" and the name of the item must appear on the outside of the envelope.

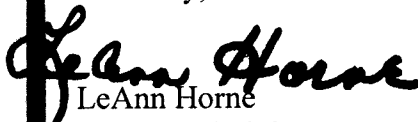
A Bid Bond of \$100.00 is required to be included with your response.

Bids will be opened at 10:00 p.m. EST on Friday, August 10, 2018 at the Russell County Sheriff Office. Any questions should be submitted to Sgt. Amber Lisle at alisle@rcso.org or 334-298-6535.

All bids should be returned to:

Sgt. Amber Lisle
Russell County Sheriff's Office
305 Prentiss Dr
Phenix City, Alabama 36869
(334) 298-6535

Sincerely,


LeAnn Horne
County Administrator

RUSSELL COUNTY OF ALABAMA BID FOR PROPERTY/EVIDENCE SYSTEM

BIDS CLOSE 10:00A.M. (EST) on August 10 , 2018

This document constitutes a bid for proposals, including prices, from qualified individuals and businesses to furnish services and /or items as described herein. All prices are to be quoted as F.O.B. destination

Bids must be mailed or hand delivered to the **Russell County Sheriff's Office, 305 Prentiss Drive, Phenix City, AL 36869** no later than **August 10, 2018 at 10:00AM (EST)**. Bids are to be clearly marked "**Bid ATTENTION Sgt. Lisle.**"

See Attached Detail List

The offeror hereby agrees to provide the services and/or items, at the prices quoted, pursuant to the instructions and general conditions of bidding as stated, and further agrees that when this document is countersigned by an authorized official of Russell County Commission, of Alabama, a binding contract, as defined herein, shall exist between the offeror and the Russell County Commission.

Offeror's Signature	Printed Name
Company Name	Date
Mailing Address	Telephone
City, State, Zip	

Notice of Award: This proposal is accepted by the Russell County Commission.

Administrator _____

Date _____

RUSSELL COUNTY ALABAMA

REQUEST FOR BID – ANNOUNCEMENT

Bids, subjected to the “Instructions and General conditions of Bidding” listed below and any special conditions set forth herein, will be received at the **Russell County Sheriff’s Office, 305 Prentiss Drive, Phenix City, AL 36869** until **10:00A.M. (EST) on August 10, 2018.**

The right is reserved to accept or reject all or any part of the bid, to waive technicalities and to accept the offer the Administrator considers the most advantageous to the Russell County Commission.

INSTRUCTIONS AND GENERAL CONDITIONS OF BIDDING

1. Bidders must use the bid forms provided for this purpose in submitting bids, must return the announcement and bid sheets comprising this bid, give unit price, extend totals, and sign the bid. If you do not care to bid, please return bid sheet(s) and note your reason.
2. Identify the item you will furnish by brand or manufacturer’s name and model numbers. Also furnish specifications and descriptive literature.
3. Whenever products or materials of any producer or manufacturer are mentioned in our specifications, such product or material is intended to be descriptive of type or quality and not restrictive to those mentioned.
4. Alternate bids may be submitted, and if deemed advantageous to the County, they will be evaluated and considered. The County is under no obligations to consider or accept an alternate bid and reserves the right to reject all such bids. Alternate bids may be made in addition to responding to the terms and conditions of the solicitation or as the only response to the solicitation. Alternatives must be clearly marked and identified.
5. Do not include Federal Excise Tax or Sales and Use Taxes in bid prices as the County is exempt from them by law. Federal tax exemption certificate will be furnished upon request.

6. The delivery date(s) or when work will start shall be stated in definite terms, as they will be taken into consideration in making the award.
7. Late proposals will not be considered. Any proposal received after the exact proposal closing date and time will not be opened and will not be evaluated regardless of the reason or mitigating circumstances. No fax or email proposals will be accepted.
8. The Russell 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 the case of delay, the Vendor or Contractor must notify the County.
9. In case of default by the bidder or contractor, the Russell County Commission will procure the articles or services from other sources and hold the bidder or contractor responsible for any excess cost occasioned thereby.
10. Failure to deliver as guaranteed shall disqualify bidder from future bidding.
11. Prices must be stated in units of quantity specified and must be firm. Bids qualified by escalator clauses may not be considered.
12. Partial payment for delivered items or quantities of a bid may be made by the Russell County Commission except in the case of "Lump Sum" bids. In the latter case, only one payment will be made in the amount of the lump sum price, with any cash discount quoted after all the materials, supplies, or equipment have been fully delivered to the satisfaction of the Head of the Department to which the items were furnished.
13. Failure to comply with any of the above instructions and general conditions of bidding will disqualify the bidder.
14. The Russell County Commission expressly denies responsibility for or ownership of any item purchased until the same is delivered to the County and is accepted by the Purchasing Agent.
15. The successful bidder shall comply with applicable State provisions concerning the payment of prevailing wages on public works projects. Accordingly, all workers performing work under the County-Contractor Agreement shall be paid not less than the prevailing hourly rate of wages as determined by the Department of Labor and Industrial Relations of the State of Alabama. A copy of the applicable Annual Wage

Order and Incremental Increases for each occupational title required under this project is included in the Bid Documents.

16. Any questions regarding the bid should be directed to:

Sgt. Amber Lisle
305 Prentiss Drive
Phenix City, AL 36869
alisle@rcso.org

General

Specifications for Evidence System

- **2 Wireless Barcode Scanners**
- **1 Wired Barcode Scanner**
- **Database size of up to 10k records**
- **3 Barcode Printers (one for evidence labels, one for asset labels) including any ink or ribbons (if applicable)**
- **1 Mobile PDA to be used for auditing, scanning, and signatures**
- **The ability to collect a signature electronically**
- **Activity Log to track users activity**
- **The ability to customize input screen(s) – 100% design capabilities**
- **The ability to send emails automatically to case officers when items are up for disposition.**
- **Chain of Custody system to track the movement of evidence**
- **The ability to export data to a spreadsheet for review**

Warranty

5 years product updates

5 years product support

Training

Training on the setup and management of the system

Proposed Timeline for Project:

Bid Advertised and Distributed	July 26, 2018
Bid Due Date	August 10, 2018, 10:00A.M. (EST)
Board of Aldermen Approval	August 13, 2018
Notice of Award to Vendor	August 13, 2018
Delivery to Russell County	60 Days