



LEGAL NOTICE

REQUEST FOR BID SEALED BID 11-166

For

Handheld Sign Retroreflector and Accessories

For

**ST. CHARLES COUNTY GOVERNMENT
ST. CHARLES, MISSOURI**

St. Charles County is seeking bids for **Handheld Sign Retroreflector and Accessories**. The county reserves the right to terminate the contract for any violation, by the successful bidder, of any term or condition of the contract by giving thirty (30) days written notice stating the reasons therefore and giving the party time to remedy any deficiencies.

BID INSTRUCTIONS

One original and one [1] signed copies of the bid must be received in a sealed envelope plainly marked “**11-166 Handheld Sign Retroreflectometer and Accessories**” with the date and time of the bid opening in the lower left corner of the envelope.

An authorized representative of the company/person submitting the bid must sign the bid, in blue ink.

Bids must be submitted to the St. Charles County Finance Department, 201 North Second Street Room 541 St. Charles MO 63301 prior to the bid opening.

Bid opening will be on 8/29/2011 at 10:00 AM , in **Room 523** of the St. Charles County Administration Building, 201 North Second Street, St. Charles, MO 63301.

St. Charles County reserves the right to accept and/or reject any and all bids.

Bid results may be obtained by emailing a request to the St. Charles County Purchasing Manager at purchasing@sccmo.org, **no phone calls please**. Include the name and number of the bid and date of the bid opening when requesting the results. The time it takes for final bid results to be made public depends on the complexity of the project and the cost of the project.

BID INQUIRIES

Any questions or clarifications concerning this Request for Bid must be submitted in writing via E-mail (preferred), mail or fax to:

Rick Hooker, Purchasing Manager
St. Charles County Government
Finance Department
201 North Second St
St. Charles, Missouri 63301
Fax: (636)949-7589
purchasing@sccmo.org

- The bid number and title shall be referenced on all correspondence.
- All questions must be received no later than **5:00 PM** on **08/22/2011**. Any question received after this deadline may not be answered.

Responses to questions/clarifications will be placed on the County's website <http://finance.sccmo.org/finance>. Check this website frequently for updates and any addendum that are issued.

Prohibited Communication

Contact with any representative, other than through the procedure outlined in the section titled “Bid Inquiries”, concerning this request is prohibited. Representative shall include, but not be limited to, all elected and appointed officials, and employees of St. Charles County and the Agencies within St. Charles County.

Any Offeror engaging in such prohibited communications may be disqualified at the sole discretion of St. Charles County.

TERMS AND CONDITIONS

- St. Charles County reserves the right to reject any and all bids or parts of a bid and waive technicalities, and to adjust quantities.
- All bids will be considered final. No additions, deletions, corrections, or adjustments will be accepted after the time of bid opening.
- All delivery costs or charges must be included in the F.O.B. destination bid price.
- City, County and State of Missouri Sales Tax and Federal Taxes are not applicable to sales made to St. Charles County and must be excluded.
- The contract shall be effective for the approximate twelve (12) month period from the date of the notice of award.
- The electronic version of this bid/RFP is available upon request. The document was entered into WORD for Microsoft Windows. The Purchasing Office does not guarantee the completeness and accuracy of any information provided on the electronic version. Therefore, respondents are cautioned that the hard copy of this bid/RFP on file in the Purchasing Office governs in the event of a discrepancy between the information contained in or on the electronic version and that which is on the hard copy.
- Vendors are required to clearly identify any deviations from the specifications in this document.
- An authorized officer of the company submitting the bid must sign all bids, in blue ink.
- Vendors must submit two [2] signed copies of their bid; one is to be an original and so marked.
- All prices and notations must be in blue ink or typewritten on the attached form. Mistakes must be crossed out, corrections typed adjacent and must be initialed in blue ink by the person signing the bid.
- St. Charles County will not award any bid to an individual or business having any outstanding amounts due from a prior Contract or business relationship with the County or who owes any amount(s) for delinquent taxes, fees or licenses.
- Sealed proposals received after the designated time of the receipt of the sealed proposals will be considered as “No Bid” and “Void” and will not be opened.
- The successful bidder is specifically denied the right of using in any form or medium the names of St. Charles County or any other public entity within the St. Charles County for public advertising unless express written permission is granted.
- All bidders must possess the necessary and appropriate business and/or professional licenses in their field.

- Award will be made to the low responsive, responsible bidder, or to the offeror whose proposal is most advantageous to the County, price and other factors considered. When payments are to be made to the County, award will be made to the most advantageous offer.
- County reserves the right to accept any item or group of items offered, unless the bidder qualifies his bid by specific limitations. The bid can be on an "all or none" basis if wording in the bid so states and if all items solicited are included in the bid.
- When applicable, provide unit prices and extension prices. Where there is disagreement in the unit and extension prices, the unit price shall govern.

Open Records

Any and all information contained in or submitted with the bid becomes a public record subject to the Missouri Sunshine Law when the bids are opened. If the bidder believes that any information contained in or submitted with the bid is protected from disclosure by the Missouri Sunshine Law, the bidder must clearly identify what information the bidder believes is so protected and must also clearly identify the legal basis therefor.

Bid Specification

St. Charles County is seeking bids for one (1) Handheld Sign Retroreflectometer for the Highway Department.

The general Retroreflectometer unit's specifications, Sections 1 through 5, are attached at the conclusion of this Request for Bids.

Unless otherwise specified, any manufacturers' names, trade names, brand names, information and/or catalog numbers listed in this specification are descriptive, **not restrictive**. The bidder may offer any product that meets or exceeds the applicable specifications. The bidder must demonstrate comparability, by including appropriate catalog materials, literature, specifications, test data, etc. **The County shall determine in its sole discretion whether a product is acceptable as an equivalent.**

Item #	Feature Description	Meets specification	Exceeds Specification	Does not meet specification
1)	Meets or Exceeds Measurement Parameters A through H (Section 1)			
2)	Meets or Exceeds Calibration Parameters A through B (Section 2)			
3)	Meets or Exceeds Construction Parameters A through E (Section 3)			
4)	Meets or Exceeds Use and Control Parameters A through H (Section 4)			
5)	Meets or Exceeds Equipment Parameters (Section 5)			
6)	The proposal must include in the bid any freight charges that will be associated with delivery of items to complete this project			
7)	List warranty period on work performed and materials used. One year minimum warranty period against defective parts and workmanship required.			

All responses of **Exceeds or does not meet spec** shall be explained on the *Exception Sheet* included in this packet. Cite the corresponding Item Number of the feature involved.

The bid must include delivery and technical support for one Handheld Sign Retroreflectometer.

The successful bidder shall deliver the system within 15 days of the bid award date. If the successful bidder fails to deliver within the time specified, a sum of \$100.00 per day shall be forfeited to the County as liquidated damages.

Exception Sheet

If the item(s) and/or services proposed in the response to this bid is in any way different from that contained in this proposal or bid, the bidder is responsible to clearly identify all such differences in the space provided below. Otherwise, it will be assumed that the bidder's offer is in total compliance with all aspects of the proposal or bid.

Below are the exceptions or differences to the stated specifications (attach additional sheets as needed):

Date: _____

Signature: _____

Title: _____

Company: _____

BID FORM

11-166

Handheld Sign Retroreflector and Accessories

BID OPENING DATE: 8/29/2011 at 10:00 AM

(Bidder name)

Submits the following bid for this project:

Quantity – One (1)

Make and Model of Retroreflector offered _____

Total price for One (1) Handheld Sign Retroreflector and accessories \$ _____

Include as part of your response the following:

- **A list of all items included in your bid**
- **A detailed specification sheet for the Retroreflector and accessories offered**
- **Documentation of the warranty on the Retroreflector and accessories offered**

Authorized signature

Date

THIS FORM MUST BE COMPLETED AND ENCLOSED WITH THE BID

Audit Clause for Contracts

Examination of Records

The Contractor's records must include, but not be limited to, accounting records (hard copy, as well as computer readable data), written policies and procedures, subcontractor files, indirect cost records, overhead allocation records, correspondence, instructions, drawings, receipts, vouchers, memoranda, and any other data relating to this contract shall be open to inspection and subject to audit and/or reproduction by the County Auditor, or a duly authorized representative from the County, at the County's expense. The contractor must preserve all such records for a period of three years, unless permission to destroy them is granted by the County, or for such longer period as may be required by law, after the final payment. Since the Contractor is not subject to the Missouri Sunshine Law (Chapter 610, RSMo), information regarding the Contractor's operations, obtained during audits, will be kept confidential.

The Contractor will require all subcontractors under this contract to comply with the provisions of this article by including the requirements listed above in written contracts with the subcontractors.

Vendor Information

Company Name: _____

Business Address: _____

Business Hours: _____

Phone: _____ Fax: _____

Email address: _____

Contact Person: _____

Authorized Signature: _____

(Indicates acceptance of all bid terms and conditions)

Date: _____

Specification for handheld sign retroreflector with GPS and barcode reader for determining the coefficient of retroreflection (R_A) of sign sheeting

1. MEASUREMENT PARAMETERS.

- A. Illumination and Observation: The Retroreflector (instrument) should be constructed to meet the following geometries.
 - a. Illumination angle of -4.0° .
 - b. Observation angles of 0.2° and 0.5° .
 - c. The combined spectral distribution of the light source and the spectral responsivity of the receiver shall match the combined spectral distribution of CIE Illuminant A and the $V(\lambda)$ spectral luminous efficiency function.
 - d. Meets ASTM E1709 and ASTM E2540.
 - e. Light must be collimated using a lens system.
- B. Working range: The instrument shall have a working range of 0 to 2000 $\text{cd}\cdot\text{lx}^{-1}\cdot\text{m}^{-2}$
- C. Measurement: The instrument shall be able to simultaneously measure R_A and observation angles of 0.2° and 0.5° in a single measurement.
- D. Color Correction: The instrument shall have built-in, automatic color correction to allow measurement of various colors or type of sign sheeting. Recalibration shall not be necessary for each individual color or type. Application of a mathematical color correction factor, either manually or through the user interface, shall not be necessary.
- E. Annular Aperture Measurement: The instrument shall utilize ASTM standard annular aperture geometry, enabling the user to perform a single reading on microprismatic material without taking the average of two (2) readings while rotating the instrument between readings, per ASTM E1709 and ASTM E2540.
- F. Measurement Area Reduction: The instrument shall be supplied with two (2) measurement area reducers to allow accurate measurement of small text or background without being affected by surrounding sheeting of different color or type.
- G. Positioning Data: The instrument shall have a built-in WAAS enabled GPS.
 - a. The accuracy of the GPS under optimal conditions shall be 9.8 feet (3 meters).
 - b. The accuracy of each GPS fix shall appear on the instrument display and be included in the data storage.
 - c. The user interface shall include a GPS status screen which shows the relative signal strength of each satellite in use, the position fix type (2D, 3D or 3D differential), and the position fix accuracy.
- H. Sign Identification Data: The instrument shall have a built-in programmable barcode reader.
 - a. The barcode reader should be compatible with multiple types of barcodes.

2. CALIBRATION

- A. The instrument shall be supplied with a single white reflection standard and a zero reflection standard for calibration. The white standard shall have calibration traceable to the U.S. National Institute of Standards and Technologies (NIST).
- B. The user of the instrument shall be able to check and perform recalibrations while out in the field without the instrument being returned to the factory.

3. CONSTRUCTION

- A. Basic Construction: The instrument shall be rigidly constructed to maintain a fixed geometry and must not contain any foldable or collapsible parts.

- B. Portability: The instrument shall be self-contained and be supplied with a shoulder strap and cushioning foam-lined carrying case.
 - a. The carrying case shall be a **Pelican case, or approved equal**, which is an unbreakable, watertight, airtight, dustproof, chemical-resistant and corrosion-proof hard case used to carry any kind of equipment that needs to be protected from the elements. It will be made of Ultra-High Impact structural copolymer that makes it extremely strong and durable. It will include an automatic pressure equalization valve for quick equalization after changes in atmospheric pressure.
- C. Dimensions: The instrument's physical dimensions shall be a maximum of 4.5 inches wide, 12.8 inches tall and 11.5 inches long. The instrument shall weigh less than 6 pounds with battery installed.
- D. Power Source: The instrument shall be powered by a commercially available from multiple sources, replaceable, environmentally friendly, Nickel Metal Hydride (NiMH) 12V, 2.4 Ah batteries.
 - a. Four (4) batteries total shall be provided.
 - b. Two (2) battery chargers will be provided. One shall be a 110 VAC wall plug in type, while the other shall be a portable vehicle type utilizing a 12 VDC cigarette lighter power source.
- E. Electronics Shielding: The instrument shall comply with FCC CFR47 part 15 class A to be fully shielded to eliminate external electromagnetic interference with its performance and block internal electromagnetic radiation.

4. USE AND CONTROL

- A. Use of the instrument shall be through the use of a rear-panel mounted color LCD touch screen display with user controlled backlight and contrast adjustments.
- B. The instrument shall utilize internal non-volatile memory for storing measurement data. The instrument shall be capable of storing at least 4500 measurements. Each measurement shall at a minimum consist of the coefficient of retroreflection (R_A) for 0.2 and 0.5 degree observation angles, GPS location data, barcode number, date and time of the measurement, and optional user comments and notes.
- C. The instrument shall have a programmable symbologies laser scanner barcode reader.
- D. The instrument shall include aperture adapter/reducers for reading commonly used small letters and borders such as urban street name letters.
- E. Data Output: The instrument shall be equipped with a USB computer interface to allow for data output and pre-programming.
- F. Data Output: The instrument shall be equipped with Bluetooth functionality for wireless data output. It must be Bluetooth capable to be used simultaneously with a GIS Trimble unit.
- G. Internal Error Detection: The instrument shall indicate to the user whenever an error exists such as incorrect calibration or low battery.
- H. Averaging Function: The instrument shall display a running average of measurement results that can easily be reset from the main display.

5. EQUIPMENT

- A. The instrument shall be equipped complete with a User Manual, four(4) batteries, two(2) battery chargers, two (2) measurement area reducers, Windows versions XP and 7 compatible software, data cable, shoulder strap, carrying case, and white reflection standard for quick and easy re-calibration of the unit.

- a. The Windows compatible software shall have the ability to download measurement data from the instrument, upload user comments to the instrument, and create map files for plotting measurement data in the Google Earth mapping program. Measurement data at a minimum shall be capable of being created in the file formats *.csv for use with Excel and *.kml for use with Google Earth mapping.