



LEGAL NOTICE

REQUEST FOR BID SEALED BID 11-200

For

RENTAL OF MOBILE PDA DEVICES

For

ST. CHARLES COUNTY GOVERNMENT ST. CHARLES, MISSOURI

St. Charles County is seeking bids for **RENTAL OF MOBILE PDA DEVICES**. The vendor must guarantee the quoted prices for a period of one year. The County, with the consent of the vendor, shall have the option for two (2) one year extensions under the same terms and conditions. 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 “**Sealed Bid 11-200 RENTAL OF MOBILE PDA DEVICES**” 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 12/12/2011 at 10:00 AM , in **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

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

Chris Benefield, Voting Systems Supervisor
St. Charles County Government
Election Authority
397 Turner Blvd.
St. Peters, MO 63376
Fax: (636)949-7552
cbenefield@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 **12/06/2011**. 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 County, with the consent of the vendor, shall have the option to renew said contract for two (2) additional twelve (12) month periods at the same specifications and terms and conditions of any contract that may be derived from this request for proposal.
- 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 SPECIFICATIONS

St Charles County is seeking bids from reliable vendors for establishing a firm, fixed subscription price quotation to furnish a mobile device (PDA style), such as a Hewlett-Packard iPaq Classic 110s, to query the voter registration database for each election conducted during the year 2012.

Unless otherwise specified, any manufacturers' names, trade names, brand names, information and/or catalog numbers listed in a specification are descriptive, but **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.**

- The quantity required will vary by election. Depending on the size of the election, the number of devices will range from 5 to 130; with an average of 80 units.
- There will be possibly 4 County wide elections that will need programmed units for each election.
- Vendor will provide three two-hour training classes per each election on the operation of the unit and a simple query instruction manual with pictures. Also include a price for additional training sessions, if necessary, is requested.
- This query must return data including fields for voter's first and last name, address, date of birth, voter I.D. number, voter status, polling place location and address, and ballot color precinct code (codes to be supplied before programming).
- There are four files for conversion:
 1. Voter Registration Master File
 2. NVRA Street File
 3. Polling Place Location File
 4. Ballot Color/Style Number File
- These files must be converted to a user friendly program meeting all Election Authority requirements.
- The County IT department has the file type, format, and other information concerning these files. A CD will be available along with the election status instructions at the Election Office.
- The data must first be displayed in a grid, which contains general results with the ability to scroll the records both horizontally and vertically on the PDA screen.
- The general query results must then be able to display detailed query results on a new page with the ability to scroll the screen horizontally and vertically, if required.

- Voter registration software should be able to recall this information within an acceptable response time. Expected results should be in the one to five second window.
- The vendor must be able to take the voter data files from St Charles County in any format and recompile into the software interface.
- The voter data format from St Charles County is subject to change; the successful bidder must be able to accept the new format and place it into the database in a short period of time (typically within one business day).
- The subscription pricing for the software should include all voter registration database updates for each election, software functionality version updates as requested by the Election Authority, and licensing fees up to five years.
- All software must be compliant with patent and copyright laws.
- The successful bidder must be on call during all elections to support the hardware devices and must be able to repair or replace any faulty equipment at any polling place within 60 minutes of being notified by an authorized representative of the St Charles County Election Authority.
- Documentation must accompany the bid response that gives a full description of features, technical data, and capabilities of the equipment being offered.
- Prices quoted must include any cost associated with shipping, inside delivery, insurance, and any incidental costs associated with providing fully functional equipment.
- Bidders must identify any miscellaneous expenses not specifically addressed in the bid section.
- Any additional cost that may be assessed to St Charles County Election Authority must be clearly noted. If additional charges are not clearly noted, it will be assumed that such costs are included in the quoted cost.
- Bidders may offer any manufacturers equipment which meets or exceeds the specifications.
- Vendor will deliver the PDA devices by noon, seven (7) days before an Election, fully charged and programmed with a charger and carrying case.
- One programmed unit must be provided to the Election Authority, for proofing, no later than fourteen (14) days before the upcoming election.
- A working unit loaded the current 2012 election data might be requested by the Election Authority while evaluating the bid responses.

These specifications are minimum requirements and do not establish limits on capabilities and features that may be offered. The specifications are provided for the purpose of establishing and describing general performance and quality levels, and are not meant to limit or restrict bidding. Please use the space provided to identify product by Manufacturer, brand model number, etc.

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-SB 11-200

For MOBILE PDA DEVICES

BID OPENING DATE: 12/12/2011 at 10:00 AM

(Bidder name)

Submits the following bid for this project:

Make and Model of Mobile Device offered _____

Total price per Mobile Device \$_____

Price per hour for additional training sessions \$_____

Describe the warranties 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: _____

AFFIDAVIT OF WORK AUTHORIZATION

Comes now _____ as _____ first being duly
(Name) (Office held)

sworn, on my oath, affirm _____ is enrolled and will
(Company name)

continue to participate in a federal work authorization program in respect to employees that will work in connection with the contracted services related to _____

(Describe project or insert bid number)

for the duration of the contract, in accordance with RSMo Chapter 285.530 (2). I also affirm that _____ does not and will not

(Company name)

knowingly employ a person who is an unauthorized alien in connection with the contracted services related to the _____

(Describe project or insert bid number)

for the duration of the contract.

In affirmation thereof, the facts stated above are true and correct (the undersigned understands that false statements made in this filing are subject to the penalties provided under section 575.040, RSMo).

Signature (person with authority)

Printed name

Title

Date

Subscribed and sworn to before me this _____ of _____. I am commissioned as a notary
(Day) (Month & Year)

Public within the County of _____, State of _____, and my

commission expires on _____.

Signature of Notary

Date

Instructions: The vendor awarded the bid must complete and submit this form within 10 days of being notified its bid has been accepted. Failure to complete and submit as instructed will void the notice of award.