



## ***Request for Bid (RFB)***

Boone County Purchasing  
601 E. Walnut, Room 209  
Columbia, MO 65201

***Marlene Ridgway, Buyer***

Phone: (573) 886-4392 – Fax: (573) 886-4390

Email: [mridgway@boonecountymo.org](mailto:mridgway@boonecountymo.org)

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### ***Bid Data***

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Bid Number: 31-13MAY03

Commodity Title: ***Digital Video Surveillance System***

### **DIRECT BID FORMAT OR SUBMISSION QUESTIONS TO THE PURCHASING DEPARTMENT**

#### ***Bid Submission Address and Deadline***

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Day / Date: TUESDAY – May 13, 2003

Time: 1:25 P.M. (Bids received after this time will be returned unopened)

Location / Mail Address: **Boone County Purchasing Department  
Boone County Johnson Building  
601 E. Walnut, Room 208  
Columbia, MO 65201**

Directions: The Johnson Building is located on the Northeast corner at 6<sup>th</sup> Street and Walnut Street. Enter the building from the East Side. Wheel chair accessible entrance is available on the West side of the building.

#### ***Bid Opening***

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Day / Date: TUESDAY – MAY 13, 2003

Time: 1:30 P.M. C.S.T.

Location / Address: **Boone County Johnson Building Conference Room  
601 E. Walnut, Room 213  
Columbia, MO 65201**

#### ***Bid Contents***

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- 1.0: **Introduction and General Conditions of Bidding**
  - 2.0: **Primary Specifications**
  - 3.0: **Response Presentation and Review**
  - 4.0: **Response Form**
- Standard Terms and Conditions**  
**“No Bid” Response Form**

1. **Introduction and General Conditions of Bidding**
  - 1.1. **INVITATION** - The County of Boone, through its Purchasing Department, invites responses, which offer to provide the goods and/or services identified on the title page, and described in greater detail in Section 2.
  - 1.2. **DEFINITIONS**
    - 1.2.1. **County** - This term refers to the County of Boone, a duly organized public entity. It may also be used as a pronoun for various subsets of the County organization, including, as the context will indicate:  
*Purchasing* - The Purchasing Department, including its Purchasing Director and staff.  
*Department(s) or Office(s)* - The County Department(s) or Office(s) for which this Bid is prepared, and which will be the end user(s) of the goods and/or services sought.  
*Designee* - The County employee(s) assigned as your primary contact(s) for interaction regarding Contract performance.
    - 1.2.2. **Bidder / Contractor / Supplier** - These terms refer generally to businesses having some sort of relationship to or with Boone County. The term may apply differently to different classes of entities, as the context will indicate.  
*Bidder* - Any business entity submitting a response to this Bid. Suppliers, which may be invited to respond, or which express interest in this bid, but which do not submit a response, have no obligations with respect to the bid requirements.  
*Contractor* - The Bidder whose response to this bid is found by Purchasing to meet the best interests of the County. The Contractor will be selected for award, and will enter into a Contract for provision of the goods and/or services described in the Bid.  
*Supplier* - All business(s) entities which may provide the subject goods and/or services.
    - 1.2.3. **Bid** - This entire document, including attachments. A Bid may be used to solicit various kinds of information. The kind of information this Bid seeks is indicated by the title appearing at the top of the first page. A "Request for Bid" is used when the need is well defined. A "Request for Proposal" is used when the County will consider solutions, which may vary significantly from each other or from the County's initial expectations.
    - 1.2.4. **Response** - The written, sealed document submitted according to the Bid instructions.
  - 1.3. **BID CLARIFICATION** - Questions regarding this Bid should be directed in writing, preferably by fax or e-mail, to the Purchasing Department. Answers, citing the question asked but not identifying the questioner, will be distributed simultaneously to all known prospective Bidders. Note: Written requirements in the Bid or its Amendments are binding, but any oral communications between County and Bidder are not.
  - 1.3.1. **Bidder Responsibility** - The Bidder is expected to be thoroughly familiar with all specifications and requirements of this Bid. Bidders' failure or omission to examine any relevant form, article, site or document will not relieve them from any obligation regarding this Bid. By submitting a Response, Bidder is presumed to concur with all terms, conditions and specifications of this Bid.
  - 1.3.2. **Bid Amendment** - If it becomes evident that this Bid must be amended, the Purchasing Department will issue a formal written Amendment to all known prospective Bidders. If necessary, a new due date will be established.
  - 1.4. **AWARD** - Award will be made to the Bidder(s) whose offer(s) provide the greatest value to the County from the standpoint of suitability to purpose, quality, service, previous experience, price, lifecycle cost, ability to deliver, or for any other reason deemed by Purchasing to be in the best interest of the County. Thus, the result will not be determined by price alone. The County will be seeking the least costly outcome that meets the County needs as interpreted by the County.
  - 1.5. **CONTRACT EXECUTION** - This Bid and the Contractor's Response will be made part of any resultant Contract and will be incorporated in the Contract as set forth, verbatim.
  - 1.5.1. **Precedence** - In the event of contradictions or conflicts between the provisions of the documents comprising this Contract, they will be resolved by giving precedence in the following order:
    - 1) the provisions of the Contract (as it may be amended);
    - 2) the provisions of the Bid;
    - 3) the provisions of the Bidder's Response.
  - 1.6. **CONTRACT PERIOD** - Any Term and Supply Contract resulting from this Bid will have an initial term from date of award through one year with an additional two (2) one-year renewals unless canceled by either party commencing with execution of Contract (or on another mutually agreeable start date.)
  - 1.7. **COMPLIANCE WITH STANDARD TERMS AND CONDITIONS** - Bidder agrees to be bound by the County's standard "boilerplate" terms and conditions for Contracts, a sample of which is attached to this Bid.

## 2. Primary Specifications

- 2.1. **ITEMS TO BE PROVIDED** – Furnish and Delivery of a **Digital Video Surveillance System** for the Sheriff Department of the County of Boone - Missouri that monitors and records activity as detailed in the following specifications.
- 2.1.2. **Scope of Work** – The Boone County Sheriff's department is interested in a digital video recording system installed on a personal computer. The Sheriff's department is currently utilizing cameras already installed and functioning and plan to use with the proposed system. Contractor shall furnish and deliver new equipment and be available for Owner training, if necessary.
- 2.1.3. **Contract Documents** - The successful bidder(s) shall be obligated to enter into a written contract with the County within 30 days of award on contract forms provided by the County. If bidder desires to contract under their own written agreement, any such proposed agreement shall be submitted in blank with their bid. The County reserves the right to modify any proposed form agreement or withdraw its award to a successful bidder if any proposed agreement contains terms and conditions inconsistent with its bid or are unacceptable to County legal counsel.
- 2.2. **MINIMUM SYSTEM SPECIFICATIONS**
- 2.2.1. The referenced manufacturer is Digatron for a DigaNET DIG-5016DX NetMaster DLX v3.0. All alternate manufactures of equal or superior quality may also be considered.
- 2.2.2. The awarded contract must include the following minimum system requirements.
- 2.2.3. The LAN Server shall feature software utilizing a compression algorithm, enhanced MPEG1, HWW compression and capable of viewing and recording 16 simultaneous channel live digital video display from one designated location.
- 2.2.4. Data file format should be DSF format.
- 2.2.5. Recording period is 6 to 12 days depending on image complexity.
- 2.2.6. Hard Disk Size is 60 GB.
- 2.2.7. 16 channels of camera inputs.
- 2.2.8. Image size minimum of 320 x 240
- 2.2.9. Frame rate for multichannel recording should be 120 fps
- 2.2.10. Frame rate for monitoring should be 480 fps
- 2.2.11. Analog TV output
- 2.2.12. 16 sensor inputs and 8 alarm outputs
- 2.2.13. Multi Screen Playback
- 2.2.14. Supported event log and search
- 2.2.15. Pan/Tilt/Zoom and preset control
- 2.2.16. Individual file encryption
- 2.2.17. Save to floppy disk or print to printer
- 2.2.18. File back up to either DVD or CD
- 2.2.19. TCP/IP based network for remote surveillance
- 2.2.20. Multichannel connection with a maximum of 32 connections
- 2.2.21. Auto-reboot after power failure and auto-recovery capability of system and data files.
- 2.2.22. Capable of multi-screen display modes up to 16 screens
- 2.2.23. Capable to schedule multi-screen switching for individual multi-screen modes
- 2.2.24. The system shall automatically start recording once power is applied to unit.
- 2.2.25. Remote view and playback software shall be provided by the contractor to allow for remote live view and playback of stored images.
- 2.2.26. System shall have access control by passwords.
- 2.2.27. System shall have both full-screen display and multi-screen display modes and be able to adjust the screen switching.
- 2.2.28. System shall be able to monitor and recorder from individual camera and be able to control image quality of camera.
- 2.2.29. Must have synchronized multi-screen playback with forward and backward directions with search filters.
- 2.2.30. Must have zoom and magnifications capabilities between 1/4x to a minimum of 36x.

2.3. **PERSONAL COMPUTER SPECIFICATIONS**

2.3.1. System must be delivered with the following hardware:

- Intel Pentium 4 Processor with a 2.4 GHz or greater
- 256 MH RDRAM PC 800 or greater
- 60 GB HD or greater
- 16x/48x DVD+RW Drive and 48x/24x/48x CD-RW or comparable
- Microsoft Works Suite 2003
- 15" LCD Flat Panel Color Display or comparable

2.3.2. Keyboard and Mouse must be included.

2.3.3. Camera input and analog TV output must be included

2.4. **INSTALLATION** – The County will be responsible for installation of all hardware and responsible for all wiring and connections to current and proposed equipment.

2.5. **TRAINING** – The County requires training of at least one person so they can train additional users.

Contractor must have available an 800 number for user support in case of questions.

2.6. **CONTRACTORS RESPONSIBILITIES**

2.6.1. Contractor shall have continuously worked successfully with the equipment manufacturer for a minimum of three (3) years and shall submit with bid, names, locations, contacts, telephone numbers date of installation, and a brief description of types and quantities of equipment provided.

2.6.2. Contractor shall service and maintain the system and have an approved equipment service center.

2.6.3. Contractor shall respond with cost of annual maintenance agreement that would include all software upgrades, if any, as they come available. Annual maintenance should include all software and hardware as responded to.

2.6.4. The County may be interested in purchasing an additional unit as described in the 2004 fiscal year. Bidders have the opportunity to provide a percentage increase of price if another unit is purchased within the period of January 1, 2004 through December 31, 2004.

2.7. **ANNUAL MAINTENANCE**

2.7.1. Bidder shall submit with their bid information on any maintenance program they have for their proposed system. Maintenance shall include, but not be limited to, repairing or replacing equipment when inoperable and providing any software upgrades as they become available. Bidder shall include cost of annual agreement.

2.8. **Descriptive Literature:** Bids should be submitted with complete descriptive literature. Bids received without descriptive literature are subject to rejection.

2.9. **Warranty:** Bidder shall submit with their bid a complete description of any and all warranties offered as part of this contract.

2.10. **DESIGNEE** - Boone County Sheriff Department, Major Warren Brewer, 2121 County Drive, Columbia, Missouri 65202. Telephone: (573) 875-1111.

2.11. **BID/CLARIFICATION CONTACT** - Marlene Ridgway, Buyer, 601 E. Walnut, Room 209, Columbia, MO 65201. Telephone: (573) 886-4392; Fax: (573) 886-4390; E-mail: Mridgway@boonecountymo.org.

2.12. **BILLING AND PAYMENT** - Payment will be made within 30 days from receipt of a correct invoice. Invoices to be mailed to the Designee.

2.13. **DELIVERY** - FOB Destination - Delivery to the Boone County Sheriff Department. All deliveries shall be made FOB Destination with freight charges fully included and prepaid. The seller pays and bears the freight charges.

2.14. **Equal:** Items quoted to be as indicated or approved equal.

**3. Response Presentation and Review**

- 3.1 **RESPONSE CONTENT** - In order to enable direct comparison of competing Responses, Bidder must submit Response in strict conformity to the requirements stated here. Failure to adhere to all requirements may result in 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 "NA"
- 3.2 **SUBMITTAL OF RESPONSES** - Responses MUST be received by the date and time noted on the title page under "Bid Submission Information and Deadline". NO EXCEPTIONS. The County is not responsible for late or incorrect deliveries from the US Postal Service or any other mail carrier.
- 3.2.1 **Submittal Package** - Submit, to the location specified on the title page, **three (3) complete copies** of your Response in a single sealed envelope, clearly marked on the outside with your company name and return address, the bid number and the due date and time.
- 3.2.2 **Advice of Award** - If you wish to be advised of the outcome of this Bid, enclose with your Response a self-addressed stamped return envelope (size 10, first-class one-ounce postage) for our use in mailing a copy of the summary recap of the award. Notification will be by mail only, except to awarded Bidder.
- 3.2.3 The County's Bids, Bid Tabulations, and Bid Awards may be viewed on our web page at [www.showmeboone.com](http://www.showmeboone.com). View information under *Purchasing Page*.
- 3.2.4 If you have obtained this bid document from our Web Page or from a source other than the Boone County Purchasing Department, please check with our office or web page prior to submitting your bid 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 bid.
- 3.3 **BID OPENING** - On the date and time and at the location specified on the title page under "Bid Opening", all Responses will be opened in public. Brief summary information from each will be read aloud.
- 3.3.1 **Removal from Vendor Database** - If any prospective Bidder currently in our Vendor Database to whom the Bid was sent elects not to submit a Response and fails to reply in writing stating reasons for not bidding, that Bidder's name may be removed from our database. Other reasons for removal include unwillingness or inability to show financial responsibility, reported poor performance, unsatisfactory service, or repeated inability to meet delivery requirements.
- 3.4 **RESPONSE CLARIFICATION** – The County reserves the right to request additional written or oral information from Bidders in order to obtain clarification of their Responses.
- 3.4.1 **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.
- 3.5 **EVALUATION PROCESS** – The County's sole purpose in the evaluation process is to determine from among the Responses received which one meets our technical needs and is best suited to meet the County's needs at the lowest possible cost. Any final analysis or weighted point score 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.
- 3.5.1 **Method of Evaluation** – The County will evaluate submitted Responses in relation to all aspects of this Bid.
- 3.5.2 **Acceptability** – The County reserves the sole right to determine whether goods and/or services offered are acceptable for our use.
- 3.5.3 **Endurance of Pricing** - Bidder's pricing must be held until award or 60 days, whichever comes first.
- 3.5.4 **Award**: Award will be made to the lowest, responsible bidder meeting specifications, who presents the product or service that is in the best interest of Boone County. Boone 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.
- 3.5.5 Boone County reserves the right to reject all bids. Boone County reserves the right to waive informalities in bids.

4. **Response Form** - Submit **three (3) complete copies** of your Response in a single sealed envelope, clearly marked on the outside, left corner with your company name and return address, the proposal number and the due date and time.

4.1. Company Name:

4.2. Address:

4.3. City/Zip:

4.4. Phone Number:

4.5. Fax Number:

4.6. Federal Tax ID:

4.7.. **Pricing -**

**Price**

4.7.1. Digital Video Surveillance System as specified in Section 2.

\$ \_\_\_\_\_

4.7.2. Annual Maintenance agreement including software upgrades

\$ \_\_\_\_\_

4.8. Please Describe Warranty (attached additional sheets if necessary):

\_\_\_\_\_  
\_\_\_\_\_

4.9. Additional Increase, if necessary, in bid price if the County purchases additional units in 2004: \_\_\_\_\_%

4.10. Delivery Days After Receipt of Order: \_\_\_\_\_

4.11. Will you honor the submitted prices for purchase by other entities in Boone County who participate in cooperative purchasing with Boone County, Missouri?

\_\_\_\_\_ Yes \_\_\_\_\_ No

4.12. The undersigned offers to furnish and deliver the articles or services as specified at the prices and terms stated and in strict accordance with all requirements contained in the Request for Bid, which has been read and understood, and all of which are made part of this order. By submission of this bid, the vendor certifies that they are in compliance with Section 34.353 and, if applicable, Section 34.359 ("Missouri Domestic Products Procurement Act") of the Revised Statutes of Missouri.

4.12.1. Authorized Representative (Sign By Hand):

\_\_\_\_\_

4.12.2. Type or Print Signed Name:

\_\_\_\_\_

4.12.3. Today's Date: \_\_\_\_\_



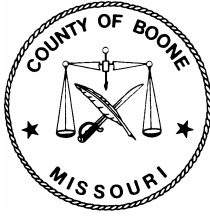
**Boone County Purchasing**  
601 E. Walnut, Room 209  
Columbia, MO 65201

## ***Standard Terms and Conditions***

**Marlene Ridgway, Buyer**

Phone: (573) 886-4392- Fax (573) 886-4390

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1. Responses shall include all charges for packing, delivery, installation, etc., (unless otherwise specified) to the Boone County Department identified in the Request for Bid.
  2. The Boone 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. Boone 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. In the event of a discrepancy between a unit price and an extended line item price, the unit price shall govern.
  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 Boone 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 shall disqualify Bidder from future bidding.
  10. Prices must be as stated in units of quantity specified, and must be firm. Bids qualified by escalator clauses may not be considered unless specified in the bid specifications.
  11. No bid transmitted by fax machine will be accepted.
  12. The County of Boone, Missouri expressly denies responsibility for, or ownership of any item purchased until same is delivered to the County and is accepted by the County.



***"No Bid" Response Form***

**Boone County Purchasing**  
601 E. Walnut, Room 209  
Columbia, MO 65201

Marlene Ridgway, Buyer  
(573) 886-4392– Fax: (573) 886-4390

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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 bid request, but would like to remain on the Boone County vendor list **for this service/commodity**, please remove form and return to the Purchasing Department by mail or fax.

If you would like to FAX this "No Bid" Response Form to our office, the FAX number is (573) 886-4390.

**Bid: 31-13MAY03 – Digital Video Surveillance System**

Business Name: \_\_\_\_\_

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

\_\_\_\_\_  
\_\_\_\_\_

Telephone: \_\_\_\_\_

Contact: \_\_\_\_\_

Date: \_\_\_\_\_