

FAIRFIELD COUNTY SHERIFF'S OFFICE
345 Lincoln Ave.
Lancaster, OH 43130

INVITATION TO BID
Pursuant to ORC 307.86

1. NOTICE TO BIDDERS

1.1 Purpose

The Fairfield County Commissioners and the Fairfield County Sheriff (referred collectively in this document as "Fairfield County") are requesting sealed bids for the purchase of a Correctional Grade Body Scanner used to detect contraband held by inmates in the Fairfield County Jail located at 345 Lincoln Avenue, Lancaster, Ohio, 43130.

1.2 Estimated Key Dates

The following are the estimated key dates associated with the ITB process. Bids received after 9:00 a.m. EDT on the Bid Due Date (as defined below) will not be considered.

PUBLICATION DATE:	Monday, April 22, 2019
INQUIRY PERIOD BEGINS:	Wednesday, April 24, 2019, 8:00 a.m. EDT
INQUIRY PERIOD ENDS:	Wednesday, May 1, 2019, 4:00 p.m., EDT
BID DUE DATE:	Friday, May 3, 2019, 9:00 a.m., EDT
BID OPENING DATE:	Friday, May3, 2019, 9:00 a.m., EDT

There are references in this ITB to the Bid Due Date, which shall mean the date, and time that the Offeror's bid response is due at the Fairfield County Sheriff's Office in Lancaster, Ohio. Sealed Bids received after 9:00 A.M. on the Due Date will not be evaluated. Each bid must be submitted in a sealed envelope and marked on the outside as "BID for BODY SCANNER FAIRFIELD COUNTY JAIL".

Fairfield County reserves the right to reject any or all bids in response to this ITB, and to waive any irregularities, nonconformities, or noncompliance with the terms of this ITB.

1.3 Additional Estimated Dates

AWARD NOTIFICATION:	Monday, May 6, 2019
PURCHASE ORDER ISSUED:	Monday, May 6, 2019
NOTICE TO PROCEED DATE:	Monday, May 6, 2019
COMPLETION DATE:	Friday May 31, 2019

1.4 Location for Bid Response Opening

The following is the site for the public opening of Offeror's response(s).

**Fairfield County Sheriff's Office-Jail Lobby
345 Lincoln Ave.
Lancaster, OH 43130**

2 EXECUTIVE SUMMARY

2.1 Purpose

This document is a request for bids to provide, deliver and install a Correctional Grade Body Scanner. To conduct onsite training of staff, in its use and operation under Section 307.86 of the Ohio Revised Code. Fairfield County is soliciting competitive, sealed bids for the described product to be installed at the Fairfield County Jail in the downtown Lancaster, Ohio area. If a suitable offer is made in response to this Invitation to Bid (ITB), Fairfield County may enter into an agreement to have the selected Offeror (the "Vendor") provide the described equipment, services and training.

Upon selecting the successful Vendor, Fairfield County shall enter into a purchase agreement with such person or entity in accordance with Revised Code Section 307.86. A contract for the described product and services. This agreement shall be prepared by Fairfield County and submitted to the selected Vendor. A sample contract from the Vendor can be offered. Fairfield County will not indemnify any vendor. This ITB provides details on what is required to submit a Bid for the product, and what will be required of the Vendor in providing the implementation, training and use of the product. As used herein, the term "Fairfield County" shall also include any of their employees, agents, or representatives.

This ITB also gives the estimated key dates for the various events that are part of the submission process, selection process, and work commencement. While these dates are subject to change, Fairfield County will make efforts to adhere to the dates contained herein. Once an agreement is awarded, the described work must be completed by the completion date agreed upon by Fairfield County and the Vendor.

2.2 Objectives

The purpose of this Invitation to Bid (ITB) is to solicit bids that fulfill the requirements, performance expectations, and deliverables as outlined in the Scope of Work and Technical Specifications (see Section 4). It shall be the successful Bidder's obligation to ensure that their personnel providing any work or services in accordance with this ITB are qualified to perform such work or services.

2.3 Calendar of Events

Significant dates in connection with this ITB are shown above and are subject to change. Fairfield County may change any one or more of the key dates at any time, however significant schedule changes before the Inquiry Period Begins are not expected. If schedule changes occur after the Inquiry Period begins, all participants will be notified via email. Any such email announcements shall be considered as addendum(s) to this ITB. It will be the responsibility of the prospective Vendors to notify the County that they intend to bid, and to check his/her email on a regular basis for posted addendums, changes and other ITB information.

3 INSTRUCTIONS TO BIDDERS

3.1 Purpose

The following sections provide details on how to respond to this Invitation to Bid (ITB). All responses must be complete and in the prescribed format subject to the right of Fairfield County to waive any irregularities, nonconformities, or noncompliance with the terms of this ITB as set forth above.

3.2 Contacts

The following individual will be the representative of Fairfield County and who may be contacted in connection with this Invitation to Bid (ITB).

Jason Hodder
Jail Administrator
740-652-7256
Jason.hodder@fairfieldcountyohio.gov

A complete set of the Invitation to Bid (ITB) document will be posted on the Fairfield County website at: www.co.fairfield.oh.us for downloading. Prospective bidders should notify Lt. Jason Hodder of their intention to bid and provide him with their contact information. Bidders may also obtain complete sets of the Invitation to Bid document at the Jail Reception Window, in the Lobby of the Fairfield County Sheriff's Office Jail, located at 345 Lincoln Ave., Lancaster, Ohio 43130.

3.3 Inquiries

Bidders may make inquiries regarding this ITB any time prior to the conclusion of the Inquiry Period set forth above in the Estimated Key Dates. Bidders must use email to make their inquiries. All inquiries must be addressed to and sent to Jason Hodder: jason.hodder@fairfieldcountyohio.gov. The submission of oral, telephonic, facsimile or telegraphic inquiries **will not** be accepted.

3.4 Preparation of Bid

- 3.4.1** Submit a bid amount on the original Bid Form furnished by Fairfield County, in this document.
- 3.4.2** Sign Bid Form with name printed below signature.
- 3.4.3** All bids submitted by an agent shall have a current power of attorney attached certifying the agent's authority to bind the party responding to the ITB.
- 3.4.4** Oral, telephonic, facsimile or telegraphic bids in response to this ITB will not be accepted.
- 3.4.5** Provide all the required attachments to the Bid Form as follows:
 - A) Non-Collusion Affidavit
 - B) EEO Certification
 - C) Affidavit of Property Tax Liability
 - D) Drug-Free Work Place

- 3.4.6** Submit sealed bids in an opaque envelope plainly marked on the outside with the project title “BID FOR BODY SCANNER FAIRFIELD COUNTY JAIL”, bid date and time, and name of the Vendor.
- 3.4.7** If the bid is mailed, the sealed bid shall be enclosed in a separate mailing envelope with the notation “SEALED BID ENCLOSED” on the face of the bid envelope.
- 3.4.8** Mailing and delivery address is:
FAIRFIELD COUNTY SHERIFF’S OFFICE
ATTN: Lt. Jason Hodder
345 Lincoln Ave.
Lancaster, Ohio 43130
- 3.4.9** Bidders shall be solely responsible for the timely delivery of their bid in response to this ITB in the manner and time prescribed. No bid shall be considered if it arrives after the time scheduled, as determined by Fairfield County.
- 3.4.10** Bids in response to this ITB that are unsigned, improperly prepared, contain arithmetical errors, alterations or irregularities of any kind, may, at the Fairfield County’s discretion be declared unacceptable.

3.5 Contractor Pre-Qualification Verification Requirements

- 3.5.1** The selected Vendor will be required to submit the following documents before entering into a purchasing agreement with the Fairfield County:
- 1) A completed W-9 Tax Form (if not on file)
 - 2) A copy of your Workers Compensation Certificate
 - 3) Any required licenses and identification numbers

3.6 Laws and Regulations

- 3.6.1** The bidder’s attention is directed to the fact that all applicable State laws, municipal ordinances, and the rules and regulations of all authorities having jurisdiction over this project shall apply to this contract.

3.7 Occupational Safety and Health Administration

- 3.7.1** Special attention by the bidders is also directed to the requirements of OSHA. The successful contractor will be required to observe all provisions of the Act, which are by reference included in the specified provisions of these specifications as if actually reproduced herein, and will be responsible for their full enforcement.

3.8 Award of Purchasing Agreement

- 3.8.1** The purchasing agreement, if let, will be awarded to the lowest and best bid. In determining the awardee the following elements may be considered: whether the bidder maintains a permanent place of business; has adequate personnel and equipment to do the work safely, properly, and expeditiously; has suitable financial base to meet the obligations incidental to the work; has appropriate experience; has completed all items on the Bid Form; and has inserted no qualifying phrases or unbalanced items on the bid.

3.8.2 Fairfield County reserve the right to reject any and all bids in response to this ITB, and to waive any irregularities, nonconformities, or noncompliance with the terms of this ITB.

3.8.3 The bidder must be skilled in the use, installation and operation of the product. Along with all plans and specifications for this project installation. Further, he/she has carefully examined the site of the work and from his/her own observations, is satisfied as to the nature and location of the work, the character, and the difficulties likely to be encountered. He/she has based the bid solely on these documents, including any addenda and observations, and has not relied in any way on any explanation or interpretation, oral or written, from any other source. Therefore, the bidder agrees to hold Fairfield County harmless for his/her negligence, error, or omissions.

3.8.4 Fairfield County may consider any bids not prepared and submitted in accordance with the provisions hereof and may waive any formalities or irregularities in the bids submitted

3.9 Time of Completion

3.9.1 The contract completion date shall be **25 calendar days** from the Notice to Proceed to final close-out documents and a final payment request is submitted.

3.10 Payment Applications

3.10.1 Full payment shall be made upon satisfactory completion of the installation and staff training, and all agreement close-out requirements.

4 TECHNICAL SPECIFICATIONS

- 4.1 Scope of Work:** The purpose of this Invitation to Bid (ITB) is to obtain bids for the complete delivery, installation and training involved with the procurement and use of the Body Scanner and accompanying software necessary for operation of the product. The installation and training to occur at the Fairfield County Jail facility located at 345 Lincoln Avenue, Lancaster, Ohio, 43130.
- 4.2** Provide a product that occupies the least amount of physical floor space while still meeting the needs of accurate scanning and diagnostic feedback.
- 4.1** Provide the installation of the product, by either utilizing existing electrical connections or directing/designing any other such needs for installation purposes.
- 4.3** Provide a product emits the lowest amount of subject radiation exposure per ANSI standards while still providing accurate and effective diagnostic information.
- 4.3.1** Provide a product that has a minimal radiation fallout zone.
- 4.3.2** Provide a product that has minimal inherent radiation leakage.
- 4.3.3** Provide a product that has maximum radiation protection for subject and operator.
- 4.4** Provide a product that has the highest rating for Greyscale image viewing.
- 4.5** Provide technical training and support from knowledgeable, certified staff.
- 4.6** Provide information on product support/service options.

CONTRACT FORM A

Fairfield County

BODY SCANNER/INSTALLATION AND TRAINING at 345 LINCOLN AVENUE

BID FORM

Bids must be submitted on this form only.

Unit price bid shall include all labor, material, equipment, and incidental costs necessary for the item. Prevailing Wages shall apply to this project.

Bid Summary:

ITEM	QUANTITY	UNIT PRICE	TOTAL
Body Scanner and related materials required to operate in a Correctional Environment.	1		
Necessary Software/Operating System for Body Scanner.	1		
On-Site Training in the operation and use of the Body Scanner.	1		
Any other Item(s) Necessary for set-up, Installation and Operation of the Scanner.	1		
		TOTAL BID PRICE	

Signed By: _____

Date: _____

Printed Name: _____

Title: _____

Company Name: _____

Address: _____
