



JEFFERSON COUNTY
DEPARTMENT OF ADMINISTRATIVE SERVICES
729 MAPLE ST / PO BOX 100
HILLSBORO MO 63050
WWW.JEFFCOMO.ORG

Request for Proposal: JAIL RFID

Date Issued: 12-7-12

PROPOSALS SHALL BE ACCEPTED UNTIL: TUESDAY, JANUARY 15, 2013, AT 2:00 P.M. LOCAL TIME.

**Specification
Contact:**

LT. DAVE MARSHAK

Department of the Sheriff
636-797-5023

**Contract
Contact:**

VICKIE PRATT

Department of Administrative Services
636-797-5382

**Mail (3) Three
Complete Copies
With Vendor And
Proposal
Information As
Shown In Sample:**

SAMPLE ENVELOPE

VENDOR NAME

VENDOR ADDRESS

CONTACT NUMBER

DEPARTMENT OF THE COUNTY CLERK

JEFFERSON COUNTY MISSOURI

729 MAPLE ST / PO BOX 100

HILLSBORO MO 63050-0100

SEALED PROPOSAL: (PROPOSAL NAME)

**Contract Term:
1-28-13 to 1-27-14
Upon approval by the
County Council and
County Executive**

The undersigned certifies that he/she has the authority to bind this company in an agreement/contract to supply the commodity or service in accordance with all terms, conditions, and pricing specified. Prices are firm during this agreement term, unless agreed upon in writing by the County. The County has the option to renew this agreement at the same terms and conditions as the original agreement for one additional one-year term with the written consent of the successful bidder. Price increases for renewals are not authorized unless approved in writing by the County.

**Vendor
Information:**

Company Name

Authorized Agent (Print)

Address

Signature

City/State/Zip Code

Title

Telephone #

Date

Tax ID #

E-mail

Fax #

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PROPOSAL REQUIREMENTS

A. PROPOSAL SUBMISSION:

Submit proposal form in triplicate (three copies) with specification pages, if applicable. No facsimile or electronic proposals shall be accepted and shall be rejected. A fully executed Affidavit is required by Section 285.530 RSMo and shall be submitted with the proposal form. A copy of the Affidavit is attached hereto. Failure to execute the Affidavit shall result in the proposal being rejected. Vendor shall comply with the requirements of Sections 285.525 to 285.555 of the Revised Statutes of the State of Missouri. If any part of the work is subcontracted, each subcontractor shall comply with the same requirements of this specification. No contractor shall knowingly employ, hire for employment, or continue to employ an unauthorized alien to perform work within the State of Missouri. Vendor and any of its subcontractors, shall, by sworn affidavit and provision of documentation, affirm their enrollment and participation in a federal work authorization program with respect to the employees working in connection with the contracted services. Vendor and its subcontractors shall also sign an affidavit affirming that they do not knowingly employ any person who is an unauthorized alien.

Prevailing Wage

Vendor and its subcontractors shall pay not less than the prevailing hourly rates of wages, as determined by the Labor and Industrial Relations Commission of Missouri. Vendor shall abide by the most current Annual Wage Order published by the Missouri Department of Labor and Industrial Relations or other similar resources and publications.

B. BASIS OF PROPOSAL AWARD:

Award may be made on an item-by-item basis to the lowest and best proposals or award may be made to the lowest and best proposal total, whichever is in the best interest of the County. County may reject any or all proposals for any reason and may waive any informality. Proposals submitted from a Missouri State Contract shall include a copy of the State Contract with the proposal.

It is further agreed that the Contract shall not be valid and binding upon the County until approved by the County Counselor, as to legal form and is subject to the Ordinances, Resolutions and Orders of Jefferson County, Missouri, and State and Federal Law. If no proposal or proposals have been awarded by the County Council within forty-five (45) days following the opening of the proposal then all proposals will be deemed rejected.

C. PROPOSAL PREPARATION:

1. Vendors are responsible for examination of drawings, specifications, schedules and instructions.
2. Each Vendor shall furnish the information required by the invitation. The vendor shall sign all required documents. All deletions and erasures shall be initialed
3. Alternate proposals for supplies or services other than specified shall not be considered unless authorized by invitation.
4. Vendor shall state a definite time for delivery of goods or for performance of services unless otherwise specified in the Request for Proposal.
5. When specified, samples must be timely submitted and at no expense to the County.
6. Failure to adhere to all requirements may result in the response being disqualified as non-responsive.

D. MODIFICATION OR WITHDRAWAL OF PROPOSALS:

Proposals may be modified or withdrawn prior to the exact hour and date specified for receipt of proposals, provided the modification or withdrawal is in writing and is delivered in the same manner as a proposal submission.

E. LATE PROPOSALS:

It is the responsibility of the vendor to deliver his proposal or proposal modification on or before the date and time of the proposal closing to the Department of the County Clerk of Jefferson County. Proposals received late will be rejected and returned unopened to the vendor.

F. PROPOSAL DEPOSITS:

Proposal Deposits are not required unless specified in the Specifications.

G. MATERIAL AVAILABILITY:

Vendors must accept responsibility for verification of material availability, product schedules and other pertinent data prior to submission of proposal and delivery time. It is the responsibility of the vendor to notify the County immediately if the materials specified are discontinued, replaced, or not available for an extended period of time. All materials ordered by the County, shall be as needed. A sample of materials may be requested.

H. ALTERNATE PROPOSALS:

Where required, vendors must submit complete specifications on all alternate proposals with the proposal form. Alternate proposals without complete specifications may be rejected. Alternate proposals and exceptions to proposal clauses must be

clearly noted on the proposal form. The County may accept or reject alternate proposals; whatever is most advantageous to the County.

I. INCORPORATION OF DOCUMENTS:

The terms of the proposal invitation, proposal specifications, proposal form are incorporated into the contract as if fully setout therein.

J. ADDENDA:

Addenda to proposal specifications are incorporated by reference as if fully setout herein. It is the responsibility of the vendor to insure and verify that they are in receipt of and completed all attached addenda's prior to submission of proposal forms. Verification is made by contacting the Department of Administrative Services or by reviewing the County Web Site. (www.jeffcomo.org).

K. INSURANCE:

The Vendor/Contractor shall purchase and maintain insurance with an insurance company licensed to do business in the State of Missouri or in the state where the vendor is incorporated or otherwise licensed to do business and which shall remain, at all times during the term of any contract with the County, in full force and effect. Preference will be given to a Vendor/Contractor who provides insurance with an insurance company licensed to do business in the State of Missouri, but in any event said Vendor/Contractor shall provide said insurance at it's own expense. Such insurance shall be provided as will protect the Vendor/Contractor from claims which may arise out of or result from the Vendor/Contractor's execution of the work, whether such execution be by himself, his employees, agents, or by anyone for whose acts any of them may be liable. If any such work covered by the Contract is to be performed on County owned or leased premises, the Vendor agrees to carry liability and workman's compensation insurance, satisfactory to the County, and to indemnify the County against all liability, loss, and damage arising out of any injuries to persons and property caused by the Vendor, his sub-contractors, employees or agents. The insurance coverage shall be such as to fully protect the County and the general public from any and all claims for injury and damage resulting by any actions on the part of the Vendor/Contractor or its' forces as enumerated above. All policies must name the County as an additional insured and provide for thirty (30) days written prior to any material changes or cancellation. Any disputes regarding a breach, insurance amounts, liability, coverage, lapse or otherwise shall be litigated in the Circuit Court of Jefferson County, Missouri and the same shall be incorporated into any Contract agreed to by the parties.

THE COUNTY REQUIRES **ORIGINAL** CERTIFICATES OF INSURANCE **BEFORE** THE CONTRACT IS AWARDED. ANY LAPSE IN INSURANCE COVERAGE OR CANCELLATION THEREOF BY THE CONTRACTOR OR SUB-CONTRACTORS DURING THE TERMS OF THE CONTRACT SHALL IMMEDIATELY BE DEEMED A MATERIAL BREACH UNDER THE TERMS OF ANY CONTRACT.

A. (X) Required () Not Required **Comprehensive General Liability Insurance**

The Vendor/Contractor shall maintain and keep in full force and effect during the terms of this Contract such comprehensive general liability insurance as shall protect them from claims which may arise from operations under this Contract, whether such operations be by themselves or by anyone directly or indirectly employed by them. The amounts of insurance shall be not less than \$1,000,000.00 combined single limit for any one occurrence covering both bodily injury and property damage, including accidental death.

B. (X) Required () Not Required **Professional Liability Insurance**

The Vendor/Contractor shall provide the County with proof of Professional Liability Insurance, which shall protect the County against any and all claims, which might arise as a result of the operation of the Vendor/Contractor in fulfilling the terms of this Contract during the life of the Contract. The minimum amounts of such insurance will be \$1,000,000.00. Should any work be subcontracted, these limits will also apply.

C. (X) Required () Not Required **Worker's Compensation Insurance:
per Missouri Revised Statutes Chapter 287**

The Vendor/Contractor or his sub-contractor or contractors, shall maintain and keep in force of this Contract such worker's compensation insurance limits as required by the statutes of the State of Missouri and Employer's Liability with limits no less than \$500,000.00.

L. PROPOSAL OPENINGS:

Proposals will be publicly opened and read aloud at the time indicated on page 1. The vendors and the public are invited but not required to attend the formal opening of the proposals. No decisions relating to the award of a contract or agreement will be made at the opening.

M. PROPOSAL TABULATIONS:

Proposal Tabulations will be available 5 to 7 business days following the proposal opening. Proposal submissions are open for public review at the time of the proposal opening. Proposal tabulations are posted on the County's web-site address, www.jeffcomo.org, under the services tab, Invitation for Bid/Request for Proposal link. **NO COPIES** of proposal tabulations are sent to vendors.

PROPOSAL FORM AND CONTRACT

A. PROPOSAL REPRESENTATIONS:

The vendor, by executing the proposal form certifies that:

1. The proposal complies with Request for Proposal, Form and Proposal Specifications.
2. The vendor is not debarred or suspended from participation in Federal Assistance programs.

B. TAXES:

No bid or proposal shall be awarded by Jefferson County unless the prospective bidder provides proof that the bidder does not owe delinquent real or personal property taxes to Jefferson County. The prospective bidder may be required to provide proof in the form of an original paid tax receipt issued by the Jefferson County Collector or a verified affidavit stating that the applicant does not own any real or personal property in Jefferson County.

Section 135.040 of the Jefferson County Code of Ordinances (Ord. No. 10-0411) requires that no bid or proposal shall be awarded by Jefferson County unless the prospective bidder provides proof that the bidder does not owe delinquent real or personal property, or that the bidder does not own any real or personal property in Jefferson County. All delinquent real or personal property taxes shall be paid, in-full, prior to the award of any bid, or proof shall be provided that the bidder does not own any real or personal property in Jefferson County prior to the award of any bid. Jefferson County considers that the failure to pay any and all real or personal property taxes due Jefferson County, Missouri, the failure to report all real or personal property owned, held or used in Jefferson County, the failure to provide proof thereof, and/or the failure to keep said tax bills current shall be deemed a material breach of the contract and will subject the contract to immediate cancellation. All taxes, due and owing, must be paid in full at the time the bid is awarded by Jefferson County and remain paid during the entire term of the contract unless the prospective bidder provides proof that the bidder does not own real or personal property in Jefferson County. This requirement shall not apply to the award of bids for projects which are funded in whole or in part by Federal funds.

C. CERTIFICATION OF INDEPENDENT PRICE DETERMINATION:

1. The prices in the proposal shall be independently determined, without consultation, communication, or agreement for the purpose of restricting competition as to any matter relating to price with any Vendor or other person.
2. Unless otherwise required by law, the prices shall not have been knowingly disclosed by the Vendor prior to opening; or
3. No attempt has been made or will be made by the vendor to induce any other person or firm to submit or not to submit a proposal.

D. PRICE:

The price(s) specified in this proposal shall be firm and not subject to contingency or reservation. The vendor represents prices specified in the proposal do not exceed current selling price for the same or substantially similar good or service, and are the same as or lower than other prices charged to the vendor's most favored customer. In the event the stated prices are determined to be higher than the prices for which Supplier has sold the items, or services, to others, this contract price shall be reduced accordingly. **Proposal prices are ALL INCLUSIVE: (Shipping, Handling, Delivery, and Assembly to locations specified by the County). Prices shall be firm for ALL County departments and locations for term of the agreement.**

E. MISSOURI DOMESTIC PRODUCT PROCUREMENT ACT:

Vendor represents that the goods provided comply with Sections 34.350 to 34.359, RSMo, known as the Domestic Product Procurement Act. The act encourages the purchase of products manufactured or produced in the United States, State of Missouri, and Jefferson County, Missouri. Vendor shall include proof of compliance with the Act with the proposal.

F. NON-EXCLUSIVE AGREEMENT:

The contractor shall understand and agree that the contract shall not be construed as an exclusive agreement and further agrees that the County may secure identical and/or similar services or products from other sources at anytime in conjunction with or in replacement of the contractor's services.

G. DEFINITIONS:

1. The term "County" means the Jefferson County, Missouri and its designated representatives.
2. The term "Vendor" means Supplier, Contractor, and Seller and includes designated representatives.
3. The term "RFP" means Request for Proposal.
4. The term "Agreement/Contract" means Binding Agreement, Contract, Request for Purchase, Order.

H. INSPECTION, ACCEPTANCE AND APPROVALS:

Goods shall at all times and places, including the period of manufacture, are subject to inspection and test by County. County will accept or give notice of rejection of goods delivered within a reasonable time after receipt. Acceptance shall not waive any warranty. All goods supplied are subject to final inspection and acceptance by County notwithstanding payment, prior inspections or approvals. County may require prompt replacement or correction of rejected goods at Supplier's expense, including a reduction in price for rejected goods. Supplier shall not resubmit rejected goods to County without prior written approval and instructions from County. In addition, Supplier shall identify resubmitted goods as previously rejected. Supplier shall provide and maintain a quality assurance and control system acceptable to County.

I. WARRANTY:

Unless otherwise agreed to in writing by the parties, Supplier warrants that items ordered to specifications will conform thereto and to any drawings, samples or other descriptions furnished or adopted by County, or, if not ordered to specifications will be fit and sufficient for the purpose intended, and that all items will be new, merchantable, of good material and workmanship, and free from defect. Such warranties, together with Supplier's service warranties and guarantees, if any, shall survive inspection, test, acceptance of, and payment for the items and shall run to County and its assigns. Except for latent defects, the County shall give notice of any nonconformity to the Supplier within one (1) year after acceptance. County may return for credit or require prompt correction or replacement of the defective or non-conforming goods or have the defective good corrected or replaced at Supplier's expense. Return to Supplier of any defective or non-conforming goods and delivery to County of any corrected or replaced goods shall be at Supplier's expense. Defective or non-conforming items shall not be corrected or replaced without written authorization by County. Goods required to be corrected or replaced shall be subject to the provisions of this clause and the clause hereof entitled "Inspection, Acceptance and Approvals" in the same manner and to the same extent as goods originally delivered under this contract.

J. PAYMENT:

County will pay Supplier for goods upon delivery to, submission of certified invoices and acceptance. The County will not be responsible for articles or services furnished without a purchase order. Price is tax-exempt.

K. CHANGE ORDER:

County may make changes within the general scope of this contract. If any such changes cause an increase or decrease in the cost of or the time required for the performance of any part of the work, whether changed or not changed by any such order, an equitable adjustment shall be made in the price or delivery schedule or both, and any change order shall be in writing. Any claim by a Supplier for adjustment under this clause shall be asserted within fifteen (15) days from the date of receipt of this written order directing the change, provided, however, County, if it decides that the facts justify such action, may receive and act upon such claim asserted at any time prior to final payment.

L. DELIVERIES:

Deliveries shall be made in strict accordance with any delivery schedule contained in the proposal specification or contract and in the exact quantity ordered. Failure to adhere to delivery schedule is reason for termination in accordance with the "termination" clause. Deliveries are to be made at locations specified by the County at time of Order.

M. RESPONSIBILITY FOR SUPPLIES:

Pursuant to Section 290.560 RSMo, Supplier/Contractor shall employ only Missouri laborers and laborers from nonrestrictive states except that other laborers may be used when Missouri laborers or laborers from nonrestrictive states are not available, or are incapable of performing the particular type of work involved, if so certified by the contractor and approved by the County. Except as otherwise provided, Supplier shall be responsible and bear all risks for loss and damage to goods until delivery at County's facilities, regardless of F.O.B. point, point of inspection or acceptance; and if the goods are rejected.

N. SUBCONTRACTS:

Supplier shall not enter into any subcontract(s) in excess of \$25,000 or 20% of this contract price; whichever is less, for any goods without County's prior written approval.

O. CHOICE OF LAW:

This proposal and contract shall be governed and interpreted according to the laws of the State of Missouri. Venue for any court action shall be in Jefferson County, Missouri.

P. TERMINATION:

1. General: Performance of work may be terminated by the County in whole, or from time to time in part, whenever County shall determine that such termination is in the best interests of County. Termination shall be affected by delivery to Supplier of a Notice of Termination specifying the extent to which performance of work is terminated and the date upon which such termination becomes effective. If such notice does not state termination is pursuant to subparagraph 2, 3, or 4 of this paragraph, County shall have the right to so indicate within thirty (30) days. If no notice is delivered within the thirty (30) day period, or such longer periods as is mutually agreed to by the parties, the original Notice of Termination shall be deemed to be issued pursuant to subparagraph 1 of this paragraph.

2. **Bankruptcy or Insolvency:** In the event bankruptcy proceedings are commenced by or against Supplier or under any provisions of the United States Bankruptcy Act or for the appointment of a receiver or trustee or a general assignment for the benefit of creditors of either party, County shall be entitled to terminate without further cost or liability.
3. **Section 135.040 of the Jefferson County Code of Ordinances (Ord. No. 10-0411) requires that no bid or proposal shall be awarded by Jefferson County unless the prospective bidder provides proof that the bidder does not owe delinquent real or personal property, or that the bidder does not own any real or personal property in Jefferson County. All delinquent real or personal property taxes shall be paid, in-full, prior to the award of any bid, or proof shall be provided that the bidder does not own any real or personal property in Jefferson County prior to the award of any bid.** Jefferson County considers that the failure to pay any and all real or personal property taxes due Jefferson County, Missouri, the failure to report all real or personal property owned, held or used in Jefferson County, the failure to provide proof thereof, and/or the failure to keep said tax bills current shall be deemed a material breach of the contract and will subject the contract to immediate cancellation. All taxes, due and owing, must be paid in full at the time the bid is awarded by Jefferson County and remain paid during the entire term of the contract unless the prospective bidder provides proof that the bidder does not own real or personal property in Jefferson County. This requirement shall not apply to the award of bids for projects which are funded in whole or in part by Federal funds.
4. **Default:** County may terminate the whole Contract or any part in either of the following circumstances:
 - a. If supplier fails to deliver the items required by the contract within the time specified; or
 - b. If supplier fails to perform any of the other provisions of the contract, or so fails to make progress as to endanger performance of the contract in accordance with its terms, and in either of these two circumstances does not cure such failure within a period of ten (10) days after notice from County specifying such failure. In the event of termination under subparagraph 1, County shall have the right to procure, on such terms and in such manner as it may deem appropriate, items similar to those terminated, and to recover from Supplier the excess cost for such similar items provided, however, Supplier shall not be liable for such excess costs where the failure upon which the termination is based has arisen out of causes beyond the control of Supplier and without the fault or negligence of Supplier. Such causes shall be deemed to include fires, floods, earthquakes, strikes, and acts of the public enemy. The rights of County provided in subparagraph 1 shall be in addition to any other rights provided by law or the contract.
 - c. In the event of the Supplier's non-compliance with the provisions as set forth. This Contract may be cancelled, terminated or suspended in whole or in part and the supplier may be declared ineligible for further County contracts. The rights and remedies of the County provided in this paragraph shall not be exclusive but are in addition to any remedies provided in this Contract or as provided for by law.

Q. NOTICE AND SERVICE THEREOF:

Any notice from the County shall be in writing and considered delivered and the service thereof completed when said notice is posted, by certified or regular mail, to the Supplier, at the address stated on the proposal form.

R. CONTRACT TERM:

Performance shall be governed solely by the terms and conditions as set forth in the Request for Proposal, Proposal Specifications, Proposal Form and the Contract notwithstanding any language contained on any invoice, shipping order, bill of lading or other document furnished the Seller at any time and the acceptance by the County for any goods furnished.

S. COMPLIANCE WITH APPLICABLE LAWS:

Supplier warrants it has complied with all applicable laws, rules and ordinances of the United States, Missouri or any other Governmental authority or agency in the manufacture or sale of the goods, including but not limited to all provisions of the Fair Labor Standards Act of 1938, as amended.

T. ACTS OF GOD:

No party shall be liable for delays, nor defaults due to Acts of God or the public enemy, riots, strikes, fires, explosions, accidents, governmental actions of any kind or any other causes of a similar character beyond its control and without its fault or negligence.

U. SELLER'S INVOICES:

Invoices shall contain the following information. Contract number (if any), Purchase Order Number, Item number, contract description of goods or services, sizes, quantities, unit prices and extended totals. Invoices for and inquiries regarding payment should be addressed to the County Accounts Payable Clerk.

V. APPROVAL:

It is agreed the acceptance of a proposal shall not be valid and binding upon the County until approved by the County Purchasing Agent, County Council and County Counselor.

W. INDIVIDUAL, PARTNERSHIPS, CORPORATIONS:

Indicate: [] Individual: [] Partnership: [] Corporation.

Incorporated in the State of _____.

X. LITIGATION:

This agreement shall be interpreted under the laws of the State of Missouri. Any disagreements, questions, controversies, litigation or other causes of action whatsoever arising from or under the terms of this agreement shall be resolved in the trial courts of 23rd Judicial Circuit Court of the State of Missouri-Hillsboro, Missouri.

THE INVITATION FOR BID / REQUEST FOR PROPOSAL NOTICES ARE POSTED ON THE JEFFERSON COUNTY, MISSOURI WEBSITE AT WWW.JEFFCOMO.ORG LOCATED UNDER THE SERVICES TAB, INVITATION FOR BID / REQUEST FOR PROPOSAL LINK.

**SPECIFICATION
CONTACT**

LT DAVE MARSHAK – SHERIFF-636-797-5023

AFFIDAVIT OF WORK AUTHORIZATION

The grantee, sub grantee, contractor or subcontractor who meets the section 285.525, RSMo definition of a business entity must complete and return the following Affidavit of Work Authorization.

Comes now _____ (Name of Business Entity Authorized Representative) as _____ (Position/Title) first being duly sworn on my oath, affirm _____ (Business Entity Name) is enrolled and will continue to participate in the E-Verify federal work authorization program with respect to employees hired after enrollment in the program who are proposed to work in connection with the services related to _____ (Bid/Grant/Subgrant/Contract/Subcontract) for the duration of the grant, subgrant, contractor, or subcontractor, if awarded in accordance with subsection 2 of section 285.530, RSMo. I also affirm that _____ (Business Entity Name) does not and will not knowingly employ a person who is an unauthorized alien in connection with the contracted services related to _____ (Bid/Grant/Subgrant/Contract/Subcontract) for the duration of the grant, subgrant, contract, or subcontract, if awarded.

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.)

Authorized Representative's Signature

Printed Name

Title

Date

Subscribed and sworn to before me this _____ of _____. I am
(DAY) (MONTH, YEAR)

commissioned as a notary public within the County of _____, State of
(NAME OF COUNTY)

_____, and my commission expires on _____.
(NAME OF STATE) (DATE)

Signature of Notary

Date

AFFIDAVIT OF WORK AUTHORIZATION

(Continued)

CURRENT BUSINESS ENTITY STATUS

I certify that _____ (Business Entity Name) **MEETS** the definition of a business entity as defined in section 285.525, RSMo pertaining to section 285.530, RSMo as stated above.

Authorized Business Entity
Representative's Name
(Please Print)

Authorized Business Entity
Representative's Signature

Business Entity Name

Date

As a business entity, the grantee, sub grantee, contractor, or subcontractor must perform/provide the following. The grantee, sub grantee, contractor, or subcontractor shall check each to verify completion/submission:

- Enroll and participate in the E-Verify federal work authorization program (Website: <http://www.dhs.gov/e-verify>; Phone: 888-464-4218; Email: e-verify@dhs.gov) with respect to the employees hired after enrollment in the program who are proposed to work in connection with the services required herein;

AND

- Provide documentation affirming said company's/individual's enrollment and participation in the E-Verify federal work authorization program. Documentation shall include a page from the E-Verify Memorandum of Understanding (MOU) listing the grantee's, subgrantee's, contractor's, or subcontractor's name and the MOU signature page completed and signed, at minimum, by the grantee, subgrantee, contractor, or subcontractor and the Department of Homeland Security – Verification Division; (if the signature page of the MOU lists the grantee's, subgrantee's, contractor's, or subcontractor's name, then no additional pages of the MOU must be submitted).

1.0 GENERAL INFORMATION

1.1 Introduction and Background

The Jefferson County Sheriff's Office is seeking interested parties with experience and training with the installation of RFID technology for the Jefferson County Sheriff's Office Jail in 2013.

1.2 Scope of the Project

The Jefferson County Sheriff's Office is seeking proposals for RFID technology to meet our agency needs in automating key operational workflows, tasks, and correctional reporting requirements suggested by corrections standards, including, but not limited to: tracking inmate movements via passive, high-frequency RFID wristbands and mobile and/or fixed RFID readers, logging bed checks and security checks (welfare monitoring) via fixed sensors, automating headcounts, and more (assuming additional technology is available). All electronic log entries must record inmate name, booking number, officer ID, location checked, and date/time. Electronically captured data cannot be edited, deleted, or altered in any way.

The RFID Corrections System must meet the following requirements:

- a.) Integration with the facility's existing Integrated Jail Management System (IJMS) through the Regional Justice Information System (REJIS) Platforms;
- b.) Use ruggedized, touchscreen mobile computers that run Windows Mobile 6.1+;
- c.) Use passive, high-frequency, RFID (radio frequency identification) sensors that can be tamper-mounted and are shatter-proof, tamper-proof, non-hardwired units and/or Clincher RFID Wristbands by (preferably by Precision Dynamics Corp.); Note* The Jefferson County Sheriff's Office will review other wristbands, but currently have the technology for crafting/sealing clincher wristbands.
- d.) Use Web-based software accessible through standard Web browsers.

Correction Officers in the Jefferson County Sheriff's Office Jail currently use a combination of electronic manual systems to record operational tasks and activities. Because staff is currently dependent upon a high-level of manual data collection and communication processes, command staff and supervisors have poor or limited visibility into daily inmate management responsibilities, such as knowing if inmates have made certain requests; or if inmates have been offered specific services, such as meals, recreation, medications, etc., in addition to logging and tracking movements to and from certain locations within or outside the facility. Line officers are also not able to electronically validate proof-of-presence and notate observable behaviors or actions on inmates during bed checks and routine security rounds.

A fully automated RFID inmate management system can significantly increase staff productivity and safety, while strengthening the security of the Jefferson County Sheriff's Office Jail operations.

2.0 Evaluation Criteria

- a. The proposals will be scored by reviewing the general requirements, technical requirements, hardware requirements, general system requirements, sensor requirements, software integration requirements (Both for RFID and REJIS/ IJMS) along with cost.

3.0 GENERAL PROPOSAL REQUIREMENTS

3.1 Introduction

Provide an overview/history of the firm.

3.2 Organization Capabilities

- A. Describe the firm's experience and capabilities in providing similar services to those required. Be specific and identify projects, dates, and results.
- B. Describe the availability of assigned personnel to provide service in an efficient and timely manner with respect to the scale and peripheral hardware as well as software support services.
- C. Identify from what location your firm will provide services to the agency.

3.3 Staff Qualifications

Provide insight describing the educational and work experiences for the key staff who would be assigned to the project including those providing/installing the software and associated hardware.

3.4 Proposer References

Proposers must include in their RFPs a list of organizations, including points of contact (name, address, and telephone number), which can be used as references for work performed in the area of service required.

Selected organizations may be contacted to determine the quality of work performed and personnel assigned to the project. The results of the references will be provided to the evaluation team and used in scoring the written proposals.

3.5 Mandatory Requirements

The following general requirements are mandatory:

- A. RFID (radio frequency identification) technology must be supported, specifically high-frequency passive Sensors and/or Clincher RFID wristbands.
- B. RFID must interface with Jefferson County Sheriff's Office Integrated Jail Management System (IJMS) so that inmate demographics and housing assignment information are shared with the RFID system up-to-the-minute. NOTE* Data sharing that does not provide up to the minute sharing will not be considered for review. It is imperative that the Jefferson County Sheriff's Office have immediate access to inmate location and tracking.

- C. RFID must use ruggedized, touchscreen mobile computers that are waterproof, dustproof, and shock proof and run on the Windows Mobile 6.1+ operating system. The mobile computer must also have standard support for Wi-Fi (802.11 b/g/n) for wireless synchronization;
- D. RFID must use Web-based software accessible via standard Web browsers, such as Internet Explorer, and be powered by Microsoft SQL Server 2008 Reporting Services.
- E. RFID must use a mobile application that runs on the Windows Mobile operating system to collect data and receive information via integration with the Integrated Jail Management System -based software accessible via standard Web browsers;

4.0 General System Requirements

The proposed system must:

- 1. Support a real-time or near real-time interface with the Integrated Jail Management System (IJMS) to share inmate demographics information and housing assignments.
- 2. Use ruggedized touchscreen mobile computers that are durable and suitable for use in a correctional environment. The mobile computer must meet the MIL-STD-810F military standard for drops, vibration, humidity, altitude, and extreme temperatures. The mobile computer must have an AC charger for recharging the battery
 - i. The mobile computer must have a USB port and Wi-Fi (802.11 b/g) card, in addition to SDIO and CF slots
 - ii. The mobile computer must use a CF RFID reader that supports ISO standard 15693
- 3. Use RFID tags that are high-frequency, passive 13.56MHz tags (ISO standard 15693)
- 4. Support digital, touch-screen incident codes or “WordBlocks” that can be customized by system administrators and used by officers during security rounds
- 5. Enable users to create a unique PIN to authenticate login privileges
- 6. Support Web browser Internet Explorer 7.0+

4.4 Mobile Computer Requirements

The mobile computer must:

- 1. Support Windows Mobile 6.1+
- 2. Include a USB port, Wi-Fi (802.11 b/g), SD and CF slots

3. Have a download time of 10 seconds or less
4. Synchronize data from the mobile computer via a secure HTTPS connection
5. Be waterproof and dustproof
6. Carry a one-year limited manufacturer's warranty, optionally extended to (3) years
7. Support an Ethernet connection or active Wi-Fi
8. Support AC adapter charge

4.5 RFID Sensor Requirements

Fixed GUARDIAN RFID Sensors must:

1. Support ISO 15693 and be high-frequency, passive 13.56MHz RFID tags
2. Have a guarantee against malfunction or defects
3. Contain a unique identification number (UID) that cannot be duplicated or altered
4. Support secure mounting
5. Be enclosed in a tamper-proof, shatter-proof unit
6. Have the ability to auto identify inmates by name when scanned via GUARDIAN Mobile software

4.6 Software System Requirements

The software system must:

1. Support standard Web browsers, such as Internet Explorer 7.0+;
2. Be password protected;
3. Allow system administrators to create an unlimited number of touch-screen incident codes or WordBlocks;
4. Support offender-level documentation where log entries positively identify inmate(s) by name and housing assignment;
5. Generate offender-level reports that identify inmate(s) by name and booking number;
6. Support the ability to log meals, movements, recreation, headcounts, medications, supply passes, and bed checks by inmate name, officer ID, and time/date.

7. Automatically distinguish (visually) between log entries created by RFID scan versus those manually recorded without an RFID scan or “read”;
8. Include a real-time module that tracks system usage to display the date, time, and location of completed security rounds, as well as display the actual amount of time remaining until the next security round is due, and support various audible and visual alerts based on the amount of time remaining and if a security round is late;
9. Be securely accessible via an Internet-accessible PC
10. Include a “Dashboard” or dynamic on-screen report that can identify completed and missed checks by inmate name up-to-the-minute;
11. Support an interface with the IJMS in real-time or near real-time;
12. Allow system administrators to fully customize end user privileges by module;
13. Allow users to freehand log entries by inmate name and support up to 5,000 characters;
14. Support a training database for optional training and/or new hire practice;
15. Support electronic signature captures; and
16. Support Clincher RFID wristbands -- ISO 15693 (13.56MHz). Previously noted in 1.2 C

4.7 Reporting Requirements

The system must support these reporting capabilities:

- Use Microsoft SQL Server Reporting Services (SSRS);
- Export data into multiple file formats, such as PDF, Excel, HTML, and XML to be printed and/or saved to a local area network;
- Automatically generate and send reports via email to select recipients; and
- Filter reports by date, time, housing unit, inmate name, booking number, and officer ID. Report offering must include:
 - o Inmate Log Report
 - o Medication History Report
 - o Medication Audit Report

- Facility Event Log Report
- Recreation Report
- Meal Report
- Security Check (Compliance) Report
- Inmate Count Report
- Inmate Out of Cell Report
- Inmate Supply Report
- Facility Checks Report
- System Usage Report

5.0 SPECIAL CONTRACT TERMS AND CONDITIONS

5.1 Acceptance Test

The agency reserves the right to test the software for a period of thirty (30) days prior to acceptance to determine the product functions effectively. If problems are encountered during the acceptance period, it is not required that the 30 day period expire in order for a new acceptance period to begin. Accepted will be defined as all hardware and software specified in the contract being installed and operational; all staff trained and capable of functioning in a production environment. Failure by the Contractor to provide a system that performs as stated in their RFP response will result in rejection by the agency.

5.2 Fixes, Upgrades and Future Software Options

- A. Fixes: For a period of not less than twelve (12) months, after the agency's acceptance of the software, Contractor will correct any and all errors in the software regardless of whether the error is brought to the attention of the Contractor by another user of the software or by the agency, or by any other person.
- B. Upgrades and Enhancements: For a period of not less than twelve (12) months after the agency's acceptance of the software, Contractor will provide to the agency, at no additional cost, any changed or enhanced versions of the software within thirty days after the changed or enhanced versions are made available to customers.
- C. Future Software Options and Replacement Software: Contractor grants the agency the options, for any software for which the agency has paid a one-time purchase or license fee to acquire any software options or replacement software which the Contractor will make available after the acceptance date at the lesser of (a) Contractor's published purchase price for the software options or replacement software, or (b) the difference between Contractor's published purchase price for the replacement software or software options and the current or most recent purchaser license fee for the

software or software options previously acquired by the agency under this Agreement. This provision will remain in effect for the duration of the lifetime of the software.

5.3 Maintenance

Contractor agrees to make available maintenance services for the software to meet the agency's on-going performance requirement for as long as the agency utilizes the software. Such services will be available at the prices contained in Contractor's response to the agency's solicitation document.

5.4 Documentation and Operating Manuals

Contractor will provide, at no additional charge, 2 operating manuals, which describe in detail the software capabilities, its operation, installation procedures, error messages with identification of probable causes, software modification procedures and techniques, and program interfaces.

Contractor agrees the agency may make such additional copies of documentation supplied pursuant to this section as needed for use by County employees.

5.5 Training and Installation

Successful bidder will indicate the cost of training for both instructors and users.

All training must be satisfactory to the Jefferson County Sheriff's Office.

Vendors can submit other levels of training/installation fees however they must submit a detailed explanation of all services available for installation and training. This would be in addition to the level of service requested above. Any fees involved in these additional services must be detailed out as well.

References: Three (3) references required for consideration of bid

Contact Name & Title	
Agency Name	
Phone Number	
Email Address	
What JMS/OMS is presently used in the integration?	
Length of System Use and/or Go-Live Date	

Contact Name & Title	
Agency Name	
Phone Number	
Email Address	
What JMS/OMS is presently used in the integration?	
Length of System Use and/or Go-Live Date	

Contact Name & Title	
Agency Name	
Phone Number	
Email Address	

What JMS/OMS is presently used in the integration?	
Length of System Use and/or Go-Live Date	

The system we are seeking shall include twelve (12) mobile computers, all licensing, sensors, adapters, software integration, and wristbands. The following form provides a cost breakdown, which is mandatory. The Sheriff's Office currently uses the Clincher Wristband (with heat sealer).

Qty (Unit)	Item	Price Per Unit	Line Total
	Site License (Unlimited User, Concurrent Use Site License)		
	Mobile Computers		
	Software License		
	Ethernet Device Adapters		
	RFID Sensors		
	RFID Wristbands		
	Total		

Cost of additional Installation and Training

(Vendors must submit a detailed explanation of all services available for installation and training. Vendors may offer multiple levels of installation and training):

\$ _____

Cost of Annual Maintenance (System Renewal Fee)

\$ _____

Cost of Annual Maintenance (Wristbands) of Clincher Wristbands (with RFID) for booking 12,000 inmates.

NOTE* The Jefferson County Sheriff's Office currently has a mug shot interface for the Clincher wristband (Precision Dynamics Corp). Also indicate if there is additional cost or if its necessary for additional, new or updated printers, drivers, for implementation of RFID wristbands with the current system.

\$ _____

In Witness thereof, the parties hereto have executed this Agreement, in triplicate, as of this _____ day of _____ 2012:

County of Jefferson, State of Missouri

Company Name

Signature

Kenneth B. Waller County Executive

Print

Company Address: _____

Phone: _____

I hereby certify under section 50.660 RSMo there is either: (1) a balance of funds, otherwise unencumbered, to the credit of the appropriation to which the obligation contained herein is chargeable, and a cash balance otherwise unencumbered, in the treasury, to the credit of the funds from which payment is to be made, each sufficient to meet the obligation contained herein; or (2) bonds or taxes have been authorized by vote of the people and there is a sufficient unencumbered amount of the bonds yet to be sold or of the taxes levied and yet to be collected to meet the obligation in case there is not a sufficient unencumbered cash balance in the treasury.

County Auditor

APPROVED AS TO FORM

County Counselor