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## **REQUEST FOR BID (RFB)**

**#: AAA-TECH-002**

This Request For Bid (RFB) is available in its entirety in electronic form via the Lowcountry Council of Governments (LCOG) website at:

<http://www.lowcountrycog.org/solicitations/index.php>.

It can also be obtained by contacting the RFB Coordinator, Jordan Newman, at 843-473-3959 or [jnewman@lowcountrycog.org](mailto:jnewman@lowcountrycog.org).

The Lowcountry Council of Governments reserves the right to accept or reject any or all bids received as a result of this RFB, or to cancel in part or in whole, if it is in the best interest of the Lowcountry Council of Governments to do so.

### **PROJECT TITLE:**

Request For Bid for Hazard Analysis and Critical Control Point (HACCP) Automated Digital HACCP Food Thermometers

**BID DUE DATE: November 1, 2019 3:00 pm.**

### **AGREEMENT PERIOD:**

This is a one-time purchase agreement to be completed no later than June 30, 2019. Bids must be valid from 90 days from the bid due date.

### **RESPONDENT ELIGIBILITY:**

This procurement is open to those companies or organizations whose software and/or products satisfy the specifications stated herein and that are able to meet all training needs.

### **Lowcountry Council of Governments**

PO Box 98 | 634 Campground Road  
Yemassee, South Carolina 29945  
Main: 843.473.3990 Aging: 843.473.3991 Fax: 843.726.5165  
[www.lowcountrycog.org](http://www.lowcountrycog.org)

## **Section I. Scope of Solicitation**

### **1.1 PURPOSE OF REQUEST**

The purpose of this solicitation is to acquire Hazard Analysis and Critical Control Point (HACCP) Automated Digital Food Thermometers and reporting software. Offerors may submit a bid for the complete package of (14) Automated Digital Food Thermometers, a prep and temp station for printing labels, and a case of labels, as well as web-based monitoring and reporting access for the purchasing entity. The complete package should include any equipment, supplemental supportive devices, and software required to effectively utilize the thermometers and software, and must include a minimum of one onsite regional training as well as ongoing technical support.

Bids submitted must meet, exceed or be comparable to the preferred specification and minimum qualifications listed.

### **1.2 SUPPLIES TO BE PURCHASED:**

Bids should include the following equipment, supplemental supportive devices, and software required to effectively utilize the system at each of our (11) nutrition sites.

<b>Product/Supply</b>	<b>Minimum Quantity</b>
<b>Hazard Analysis and Critical Control Point (HACCP) Automated Digital Food Thermometers (preconfigured with software with customizable components)</b>	14
<b>Compact Touchscreen Food Prep Label Station (preconfigured with software)</b>	1
<b>Case of Perforated Labels</b>	1
<b>HACCP Automated Digital Food Thermometers Software</b>	--

Bids should also include a minimum of one onsite regional training and ongoing technical support, web-based monitoring and reporting access for the purchasing entity, and software and equipment maintenance fees. *(Offeror shall agree to accept additional product/supplies orders in the event of growth or necessary resupply within the region).*

Bids submitted must meet, exceed or be comparable to the preferred specifications and minimum qualifications listed.

### **1.3 MINIMUM QUALIFICATIONS**

The Offeror must be licensed to do business in the State of South Carolina, and have all licenses and certifications as required by law. Successful experience with local governments or similar entities is preferred.

## Section II. Submission of Bids and Requirements

### 2.1 RFB COORDINATOR

The RFB Coordinator is the sole point of contact for this procurement. All communication between the proposer and the LCOG upon receipt of this RFB shall be with the RFB Coordinator, as follows:

<b>Name/Title</b>	Jordan Newman, Area Agency on Aging Director Lowcountry Council of Governments
<b>Address</b>	PO Box 98   634 Campground Road
<b>City, State, Zip Code</b>	Yemassee, SC 29945
<b>Phone Number</b>	843-473-3959
<b>Email Address</b>	<a href="mailto:jnewman@lowcountrycog.org">jnewman@lowcountrycog.org</a>

### 2.2 SUBMISSION OF BIDS

Bids must be submitted electronically via email. The bid **must** be received by the RFB Coordinator no later than **3:00 pm on Friday, November 1, 2019.**

Submissions should be clearly marked within the subject line of the email to include the **RFB #:**  
**AAA-TECH-002.**

A confirmation of receipt by the RFB Coordinator will be emailed in response to all submissions. It is the Offeror's sole responsibility to ensure that these documents are received by the RFB Coordinator prior to the due date and time indicated in the solicitation. The LCOG assumes no responsibility for delays caused by delivery service, and/or unmarked or improperly marked electronic submissions.

### 2.3 BID REQUIREMENTS

Bids submitted must include the following:

1. An itemized proposed price summary of product/supply list, inclusive of product/supply delivery, maintenance fees, and any associated costs to meet the onsite training needs. This document must be signed by an authorized individual. This information should be submitted via the Bid Response Form.  
*(The Lowcountry AAA reserves the right to request clarification of an Offeror's bid, if necessary.)*
  2. Offeror must submit brochure(s), informative documents/video demonstration, and/or an equivalent describing the service and supplies proposed.
  3. A current copy of your System for Award Management (SAM) certificate that clearly identifies your agency name, address, and current SAM DUNS number.  
*(This can be found at [www.SAMS.gov](http://www.SAMS.gov) for printout or saved as a PDF.)*
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## PREFERRED SPECIFICATIONS

*Offerors must supply devices that meet, exceed or are comparable to the preferred specifications listed below.*

### **I. TEMPERATURE SENSING**

Device Range	-310°F to 770°F (-190°C to 410°C)
Accuracy	±1.0°F (0.56°C) with factory-calibrated standard probe
Units	°F or °C
Resolution	1°, 0.1°, or 0.01°
Field Calibration	User thermometer calibration; Restore factory calibration capability
Probe Requirements	High-quality penetration probe

### **II. DEVICE FEATURES**

Auto Temp	<ul style="list-style-type: none"> <li>• Auto detect probe insertion into product</li> <li>• Automatically takes temperature measurement and logs result</li> </ul>
Fast Temperatures	Temperature stability detection with fast-response;
False Measurement Detection	Detects and flags temperature measurement falsification
Insufficient Time Lapse Detection	<ul style="list-style-type: none"> <li>• Capability to monitor elapsed time</li> <li>• Measurements that occur too quickly one after the other are flagged</li> </ul>
Product Tracking	Track products through the following three processing levels: <ol style="list-style-type: none"> <li>1. Receiving cases into freezer</li> <li>2. Moving cases from freezer to thawing</li> <li>3. Piece consumption</li> <li>4. Maintains log of product inventory</li> <li>5. Automatically assigns tracking case numbers</li> </ol>
Audio/Visual Alarms	Audio/visual alarm notification
Timers	<ul style="list-style-type: none"> <li>• Independent Timers</li> <li>• Countdown timers</li> </ul>
Temps Check	MAX/AVG/MIN temperature readings
Other	<ul style="list-style-type: none"> <li>• Capacity to log daily activity</li> <li>• Memory usage info</li> </ul>

### **III. DEVICE MEMORY**

Type	Data retention
Capacity	Stores >5,500 events

### **IV. POWER**

Type	Standard batteries
Battery Life	Typical battery life; Extended Preferred
Conservation	Configurable auto-off and automatic LCD brightness reduction

**V. PROGRAMMING**

Programs	Capacity to assign HACCP Processes: a) Hot/ Cold Holding b) Cooking c) Cooling d) Time in Lieu of Temperature
Users	Capacity to allow different users

**VI. MISCELLANEOUS**

Certifications	FCC; RoHS; NIST-Traceable Factory Calibration
Communication	USB Cable
OS Compatibility	Windows XP, Vista, 7, 8, and 10
Warranty	Minimum one year on all tools

**VII. HACCP FUNCTIONALITY**

Hot/Cold Holding	<ul style="list-style-type: none"> <li>• Measure/record temperatures of food in Hot/Cold Holding lines;</li> <li>• Automatically evaluates if the temperature is within the applicable safe zone</li> </ul>
Cooking	<ul style="list-style-type: none"> <li>• Measure/record temperatures of food during cooking process</li> <li>• Evaluates if the temperature is within the target range</li> </ul>
Cooling	<ul style="list-style-type: none"> <li>• Support for the food cooling processes:                2-stage hot-food cooling, 1-stage hot- food cooling, &amp; room-temp food cooling</li> <li>• Provide Corrective Options</li> <li>• Reminder-alarm</li> </ul>
Time In Lieu of Temperature (TILT)	Support for TILT holding

**VIII. SETTINGS & DATA**

Settings	<ul style="list-style-type: none"> <li>• Capacity to facilitate <i>periodic</i> changes</li> </ul>
Data	<ul style="list-style-type: none"> <li>• Capacity to generate and store event data</li> <li>• Capacity to upload DATA to a tablet, laptop, or PC</li> </ul>
Reporting	<ul style="list-style-type: none"> <li>• Capacity to generate Data reports into a spreadsheet format</li> <li>• Capability to Print or export reports in PDF, CSV, or XML formats</li> </ul>
Headquarter Control	<ul style="list-style-type: none"> <li>• Capability to Update device settings at satellite locations</li> <li>• Capability to Receive data reports from satellite locations</li> </ul>
Updates	<ul style="list-style-type: none"> <li>• Automatic Software and device firmware updates</li> </ul>
Security Levels	Admin (full access), Supervisor (configurable access), or User (lowest tier)

**IX. MECHANICAL**

Impact Resistance	Should endure drops
Water Resistance	Immunity to high-humidity environments and splash resistant

## X. STANDARD PROBE

Type	Fast-response penetration
Range	-58°F to 572°F (-50°C to 300°C)



# Bid Response Form

DATE:
RFB #: AAA-TECH-002

**COMPANY NAME:**

**CONTACT NAME:**

**STREET ADDRESS:**

**CITY, STATE, ZIP:**

**PHONE:**

**EMAIL:**

PRODUCT/SUPPLIES	DESCRIPTION	QTY	UNIT PRICE	TOTAL
<b>Hazard Analysis and Critical Control Point (HACCP) Automated Digital Food Thermometers</b> (preconfigured with software with customizable components)				
<b>Compact Touchscreen Food Prep Label Station</b> (preconfigured with software)				
<b>Case of Perforated Labels</b>				-
<b>HACCP Automated Digital Food Thermometers Software</b>				-
<b>3 year Annual Maintenance Fee (software and devices)</b>				-
<b>Onsite Training</b>				-
<i>List any and all exceptions to the minimum qualifications and preferred bid specifications (a list of exceptions may be attached, if more space is necessary).</i>				
			<b>SUBTOTAL</b>	-
			<b>TAX</b>	-
			<b>SHIPPING</b>	-
			<b>OTHER</b>	-
			<b>TOTAL</b>	<b>\$ -</b>

**CERTIFICATION:** I certify that the information contained in this bid fairly represents this organization to conduct the sale of goods described herein. I acknowledge that I have read and understand the requirements of the Solicitation and that this entity is prepared to implement the sale of goods as described herein. I further certify that I am authorized to sign this bid and any contractual agreement emanating there on behalf of the entity submitting the proposal. This bid is firm for a period of at least ninety (90) calendar days from the closing date. Closing date for this solicitation is November 1, 2019.

\_\_\_\_\_  
Authorized Representative Signature

\_\_\_\_\_  
Date

\_\_\_\_\_  
Name and Title of Authorized Representative