



**CITY OF HANAHAN
PROCUREMENT DEPARTMENT
Kitty Farias: Purchasing Agent
1255 Yeamans Hall Road
Hanahan, S.C. 29410**

**INVITATION FOR BID
IFB**

BID TITLE: POLICE IN-CAR PRINTERS

BID NUMBER: **COH#-071117**

CLOSING DATE AND TIME: **Friday, July 27st @ 2:00 P.M. EST (local)**

You are invited to submit a Bid in accordance with the requirements of this solicitation, which are contained herein. It is requested that your Bid be submitted to the City of Hanahan Procurement Office not later than July 27, 2017, 2:00 P.M. EST (local time).

SITE VIST: N/A

**David Kornahrens, IT Director
1255 Yeamans Hall Road
Hanahan, SC 29410
dkornahrens@cityofhanahan.com**

DEADLINE FOR WRITTEN QUESTIONS IS: July 21, 2017 AT 2:00 P.M.

An official authorized to bind the Bidder must sign the Bid and it shall contain a statement to the effect that the Bid shall remain valid for a period of at least ninety (90) calendar days from the closing date for submission of bid. The bid must be submitted in a sealed envelope showing the above solicitation title, bid number and closing date/time and Bidder's business name and address.

This request for Bid does not commit the City of Hanahan to award a contract, to pay any cost incurred in the preparation of a Bid or to procure or contract for the articles of goods or services. The City of Hanahan reserves the right to accept or reject any or all bids received as a result of this request, to negotiate with all qualified bidders, or to cancel in part or in its entirety this Bid if it is in the best interest of the City to do so.

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Bidders can download a copy of the BID document and any amendments from the City of Hanahan Web Site (preferred) or request by email to kfarias@cityofhanahan.com:

WEB ADDRESS: <https://cityofhanahan.com/government/administration/purchasing/>

- GO TO:
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ATTACHMENT: Non-Collusion Statement

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**SECTION 1
GENERAL INFORMATION**

- 1.1 Bids will be considered as specified herein or attached hereto under the terms and conditions of this Request for Bids.
- 1.2 A Bid must be made in the official name of the firm or individual under which business is conducted (showing the official business address) and must be signed in black ink by a person duly authorized to legally bind the person, partnership, company, or corporation submitting the Bid.
- 1.3 Bidders are to include all applicable requested information and are encouraged to include any additional information they wish to be considered. Additional information shall be a separate section of the Bid, and shall be identified as such.
- 1.4 N/A
- 1.5 Bids will be received by City of Hanahan until 2:00 P.M. on the closing date shown. Bids must be submitted to or at the time, date and exact location specified to be considered. No late Bids, Emailed, Telegraphic (facsimile), or Telephone Bids will be accepted.

BID TO BE MAILED TO:

City of Hanahan Procurement Office
ATTN: Kitty Farias
1255 Yeamans Hall Road
Hanahan, S.C. 29410

HAND CARRY/DELIVERY SERVICE TO:

City of Hanahan Procurement Office
ATTN: Kitty Farias
1255 Yeamans Hall Road
Hanahan, S.C. 29410

- 1.6 Bidder is required to have printed on the envelope or wrapping containing his Bid; Bidder business name and address, the Bid title, Bid number and the Bid closing date and time.
- 1.7 City of Hanahan shall not be responsible for unidentified Bids.
- 1.8 Bidders mailing their Bid must allow a sufficient mail delivery period to insure timely receipt of their Bid. City of Hanahan is not responsible for Bids delayed by mail and/or delivery services of any nature. Bid received after the set time for closing will be returned unopened.
- 1.9 Bids may be withdrawn by Bidder prior to, but not after, the time set for the closing. A telegraphic or email request is acceptable provided it is received before the closing, and written confirmation of the withdrawal has a postmark prior to the closing.

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- 1.10 All entries shall be entered in ink or typewritten, and shall remain valid for a period of not less than ninety (90) calendar days. Mistakes may be crossed-out and corrections inserted adjacent thereto, and shall be initialed, in ink, by the person signing the Bid.
- 1.11 Offers, amendments thereto or withdrawal requests must be received by the time advertised for BID closing to be timely filed. It is the Bidder's sole responsibility to ensure that the documents are received by the person (or office) at the time indicated in the solicitation document.
- 1.12 By submission of an offer, you are guaranteeing that all goods and services meet the requirements of the solicitation during the contract period.
- 1.13 Bidders must clearly mark as "Confidential" each part of their offer which they consider to be proprietary information that could be exempt from disclosure under Section 30-4-40, Code of Laws of South Carolina, 1976 as amended (Freedom of Information Act). If any part is designated as "confidential", there must be attached to that part an explanation of how this information fits within one or more categories listed in Section 30-4-40. City of Hanahan reserves the right to determine whether this information should be exempt from disclosure and no legal action may be brought against City of Hanahan or its agents for its determination in this regard.
- 1.14 City of Hanahan reserves the right:
 - 1.14.1 To accept or reject any or all Bids received as a result of this solicitation, or to cancel in part or in its entirety this solicitation if it is in the best interest of the City to do so;
 - 1.14.2 To waive any or all informalities;
 - 1.14.3 To solicit additional information from the Bidders, or any one Bidder should City of Hanahan deem such information necessary;
 - 1.14.4 To consider modifications received at any time before the award is made, if such action is in the best interest of the City; and,
 - 1.14.5 To negotiate contract terms, conditions and cost.
- 1.15 Samples of any articles deemed necessary must be furnished free of any cost to City of Hanahan. These samples may be retained for future comparisons. Any samples not destroyed by testing or not retained for comparisons will be returned to the Bidder at the Bidder's expense upon request.
- 1.16 This contract will be awarded to the Bidder whose Bid is within the competitive range and determined to be in the best interest of City of Hanahan.
- 1.17 The words "Contractor", "Vendor", "Bidder", "Bidder", "Consultant", "Proposer", are used interchangeably throughout this Solicitation to define the companies submitting Bids, and replace terms such as person(s), firm(s), or corporation(s).
- 1.18 If the Bidder discovers any ambiguity, conflict, discrepancy, omission or other error in the Bid Solicitation, it shall immediately notify the City's Procurement Office of such error in writing and request modification or clarification of the document. The Bidder is responsible for

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clarifying any ambiguity, conflict, discrepancy; omission or other error in the BID Solicitation, or it shall be deemed waived.

- 1.19 Failure to submit all required information may be determined as a non-responsive Bid.
- 1.20 This contract will be awarded to the Bidder whose Bid is within the competitive range and determined to be in the best interest of City of Hanahan. Evaluation of Bids and selection of a Bidder are set forth in "Special Instructions".
- 1.21 This solicitation does not commit City of Hanahan to award a contract or Agreement, to pay any cost incurred in the preparation of a Bid or to procure or contract for the articles of goods or services.
- 1.22 AMENDMENTS: If it becomes necessary to revise any part of this Solicitation, an amendment will be posted on the Web Page at the address provided on the Cover Sheet. All amendments become part of the Request for Bids, and are contractually binding whether or not received by the Bidder.
- 1.23 LEFT BLANK
- 1.24 ADDITIONAL INFORMATION/QUESTIONS: Bidders requiring additional information may submit their questions in writing. Questions may be directed to Kitty Farias, Purchasing Agent, at telephone number (843) 576-5254 or email at kfarias@cityofhanahan.com. The deadline for submitting written questions is July 21, 2017 EST. Verbal information obtained otherwise will not be considered in the awarding of the Bid.
- 1.25 AFFIDAVIT OF NON-COLLUSION: An Affidavit of Non-Collusion form contained herein shall be signed, notarized, and become a part of the Bid. **Bids submitted without this Affidavit may be rejected as nonresponsive.**

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**SECTION 2
TERMS AND CONDITIONS**

- 2.0 **CONTRACT PERIOD: To be completed within thirty (30) days after bid award date.**
- 2.1 **APPLICABLE REGULATIONS/POLICIES:** The Code(s) of the City of Hanahan Ordinances, Rules and Regulations and Policies shall apply. It shall be the responsibility of the Bidder to be familiar and comply with said regulations/policies.
- 2.2 **PROVISIONS REQUIRED BY LAW:** Each and every provision of law and any clause required by law to be in the contract shall be read and enforced as though it were included herein, and if through mistake or otherwise any such provision is not inserted, or is not correctly inserted, then upon the application of either party the contract shall forthwith be physically amended to make such insertion or correction.
- 2.3 **WAIVER:** The City reserves the right to waive any provisions of this solicitation.
- 2.4 **COMPENSATION:** N/A
- 2.5 **PUBLIC RELEASE OF INFORMATION:** Contractor shall not advertise, issue a press release or otherwise publish information concerning this Bid or contract without prior written consent of the City. The City shall not unreasonably withhold permission. Contractor agrees not to refer to award of this solicitation/contract in commercial advertising in such manner as to state or imply that the products or services provided are endorsed or preferred by City of Hanahan.
- 2.6 **PAYMENT TERMS:** Contractor will submit invoices to the City, which shall include a detailed listing of charges upon completion of services. Within ten (10) days of receipt of an invoice, City shall notify Contractor of any dispute with the invoice and Contractor, upon such notice, shall provide to City back-up data supporting the invoice. City and Contractor will, thereafter, promptly resolve any disputed items. Payment on undisputed invoice amounts is due upon receipt of the invoice by City and is past due thirty (30) days from the date the invoice is received.
- 2.7 **TERMINATION:** Subject to the provisions below, the City may terminate the solicitation/contract by providing a thirty (30) day written advance notice to Contractor.
- 2.7.1 **Termination for Convenience:** In the event this solicitation/contract is terminated or cancelled for the convenience of the City, the City will negotiate reasonable termination costs, if any.
- 2.7.2 **Non-Appropriations:** Any contract entered into by the City shall be subject to cancellation without damages or further obligation when funds are not appropriated or

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otherwise made available to support continuation of performance in a subsequent fiscal period or appropriated year. Any final agreement accepted by the City MUST include the following language:

This contract is approved and funded contingent upon annual appropriations being established by City of Hanahan Council to provide funding necessary to meet the requirements of the contract. Such funding is approved on a fiscal year basis with the fiscal year commencing on July 1st and terminating on June 30th of the following year. In order for the contract to remain in effect, such appropriation must be approved on an annual basis throughout the term of the contract. In the event that an annual appropriation is not approved, City of Hanahan shall not be held responsible for any liabilities beyond the remaining annual term prior to the new budget year.

2.7.3 Termination for Cause: The City may terminate the contract at any time for the failure of the Contractor to perform any obligation under this solicitation/contract, or for any other good and sufficient cause. The City shall only pay Contractor for services rendered prior to the termination notice date, less any liquidation costs assessed for Contractor non-performance.

2.7.4 Mitigation of Termination Costs: In the event that the contract is terminated, Contractor will be liable for any costs in excess of contract pricing incurred by the City to complete the contract or provide for continuity of services. The City reserves the right to purchase any or all services and materials on the open market. The City will not entertain subsequent offers from the terminated Contractor until these liquidation costs are paid by Contractor. Such costs may include, but are not limited to, the cost of using the City's employees or employees of any other entity to perform the obligations of the contract. The City may obtain any such reimbursement by deduction from payments otherwise due to Contractor or by any other proper and lawful means. All deductions from any money due Contractor are to be as liquidated damages and not as a penalty. It is the City's intent to give Contractor a reasonable opportunity, whenever practicable, to correct any such failure to perform or satisfactorily perform its responsibilities and duties. In no circumstances shall any uncorrected situation extend for more than five days. The City will make the following deductions from the contract sum in the event that the contractor fails to perform any of the required work within the required time limits in the event the City carries out the work using its forces or another contractor.

2.7.4.1 For use of City's forces – actual cost involved.

2.7.4.2 For use of another contractor – the amount charged by said contractor.

The City reserves the right to hold back and/or withhold part of complete payments for unsatisfactory work, deficiencies, etc. until said defects are satisfactorily corrected or cleared.

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- 2.7.5 Excusable Delay: Contractor will not be liable for any excess costs if the failure to perform the contract arises out of causes beyond the control and without the fault or negligence of the contractor. Such causes may include, but are not restricted to acts of God (force majeure) or of the public enemy, acts of the Government in either its sovereign or contractual capacity, fires, floods, epidemics, quarantine restrictions, strikes, freight embargoes, and unusually severe weather; but in every case the failure to perform must be beyond the control and without the fault or negligence of the contractor. If the failure to perform is caused by the fault of a subcontractor, and if such default arises out of control of causes beyond the control of both Contractor and subcontractor, and without the fault or negligence of either of them, Contractor will not be liable for any excess costs for failure to perform, unless the supplies or services to be furnished by the subcontractor were obtainable from other sources in sufficient time to permit Contractor to meet the required delivery schedule.
- 2.8 S.C. LAW CLAUSE: Upon award of a contract or Purchase Order under this Bid, the person, partnership, association, or corporation to whom the award is made must comply with the laws of South Carolina which require such person or entity to be authorized and/or licensed to do business in this state. Notwithstanding the fact that applicable statutes may exempt or exclude the successful Bidder from requirements that it be authorized and/or licensed to do business in this state, by submission of this signed Bid, the Bidder agrees to subject itself to the jurisdiction and process of the courts of the State of South Carolina and/or City of Hanahan, to all matters and disputes arising or to arise under the contract and performance thereof, including any questions as to the liability for taxes, licenses, or fees levied by the State.
- 2.9 BIDDER'S QUALIFICATIONS: Bidder must, upon request of the City, furnish satisfactory evidence of their ability to furnish products or services in accordance with the terms and conditions of this Bid. The Purchasing Department reserves the right to make the final determination as to the Bidder's ability to provide the services requested herein, before entering into any contract.
- 2.10 BIDDER RESPONSIBILITY: Each Bidder shall fully acquaint himself with conditions relating to the scope and restrictions attending the execution of the work under the conditions of this Bid. It is expected that this will sometimes require on-site observation. The failure or omission of an Bidder to acquaint himself with existing conditions shall in no way relieve him of any obligation with respect to this Bid or to the contract. The Bidder will be required to assume sole responsibility for the complete effort, as required by this Bid. The City will consider the Bidder to be the sole point of contact with regard to contractual matters.
- 2.11 ROYALTIES, PATENTS, NOTICES AND FEES: Bidder shall give all notices and pay all royalties and fees. S/he shall defend all suits or claims for infringement of any patent rights and shall hold the City harmless from loss on account thereof, if any.
- 2.12 CONFIDENTIALITY: Contractor will maintain confidential any documents or information provided by the City and will not release, distribute or publish same to any third party without prior permission from the City, unless compelled by law or order of a court or regulatory body of competent jurisdiction. Such release will occur only after prior notice to the City.

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- 2.13 OWNERSHIP OF MATERIAL: Ownership of all data, material, and documentation originated and prepared for the City pursuant to this contract shall belong exclusively to the City.
- 2.14 WARRANTY: Contractor warrants to City that all services and labor furnished to progress the work under this contract will be performed in accordance with the standard of care and diligence normally practiced by recognized firms of this type in performing services of a similar nature, free from defects which would not normally be found in work of this nature, and that the work will be of good quality, and in strict conformance with this contract. All work not conforming to these requirements may be considered defective.
- 2.15 MATERIALS AND WORKMANSHIP: Unless otherwise specified, all materials and workmanship shall be new and of the best grade of their respective kinds for the purpose. Whenever an article, material or equipment is specified by name, a substitute of equal qualifications may be used upon the written approval of the City.
- 2.16 RELATIONSHIP OF PARTIES: It is clearly understood that each party shall act in its individual capacity and not as an agent, employee, partner, joint venture, or associate of the other. An employee or agent of one party shall not be deemed or construed to be the employee or agent of the other party for any purpose whatsoever.
- 2.17 RIGHTS AND REMEDIES: No provision in this document or in the Bidder's Bid shall be construed, expressly or by implication as a waiver by either party of any existing or future right and/or remedy available by law in the event of any claim or default or breach of contract. The failure of either party to insist upon the strict performance of any term or condition of the contract or to exercise or delay the exercise of any right or remedy provided in the contract, or by law, or the acceptance of materials or services, obligations imposed by this contract or by law, and shall not be deemed a waiver of any right of either party to insist upon the strict performance of the contract.
- 2.18 CLIENT LITIGATION: Contractor agrees to produce documents, witnesses and/or general assistance to any litigation, arbitration or mediation involving the City, if the City requests such documents, witnesses and/or general assistance. The City shall reimburse Contractor for all direct expenses incurred and time according to Contractor's rate schedule as of the date of the execution of the Final Agreement.
- 2.19 SEVERABILITY: Should any section, paragraph, clause, phrase, or provision of any Final Agreement be determined invalid or held unconstitutional by a court of competent jurisdiction, such declaration shall not affect the validity of any Final Agreement as a whole or any part or provision thereof, other than the part so decided to be invalid or unconstitutional.
- 2.20 INSURANCE REQUIREMENTS: The successful bidder shall procure, maintain, and provide proof of insurance coverage for injuries to persons and/or property damage as may arise from or

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in conjunction with, the work performed on behalf of the City by the bidder, his agents, representatives, employees or subcontractors. Proof of coverage as contained herein shall be submitted prior to the commencement of work and such coverage shall be maintained by the bidder for the duration of the contract period; for occurrence policies, **if applicable**.

- Worker's Compensation, which must meet the statutory requirements of the State of South Carolina
- General Liability Coverage with bodily injury and property
- Automobile Liability Coverage

2.21. **CONTRACTOR LICENSE REQUIREMENT:** The contractor shall procure all permits and licenses, and pay all charges and fees necessary and incidental to the lawful conduct of his business. He shall keep himself fully informed of existing and future Federal, State, and Local Laws, ordinances and regulations which in any manner affect the fulfillment of his contract and shall comply with the same.

2.22. **CONTRACT:** The City reserves the option to prepare and negotiate a Final Agreement with the vendor, giving due consideration to the stipulations of the vendor's contracts and associated legal documents. Vendors should include with their submittal a copy of any proposed standard contract.

The Final Agreement, along with the provisions contained in **Bid #071117** and Contractor's Response to **Bid #071117** represents the entire agreement between the parties and supersedes any and all prior agreements, whether written or oral, that may exist between the parties regarding same.

2.23. **SUBCONTRACTORS:** N/A.

2.24. **CONTRACTOR LIABILITY:** The contractor assumes full responsibility for all injuries to, or death of any person and for all damage to property, including property and employees of the City and for all claims, losses or expense which may in any way arise out of the performance of the work, whether caused by negligence or otherwise; and the contractor shall indemnify and save the City harmless from all claims, losses, expense, or suits for any such injuries, death or damages to property, and from all liens, losses, expenses, claims or causes of action of any sort which may arise out of the performance of the work, and shall defend, on behalf of the City and suit brought against the City for attorney's fees and for all other expenses incurred by the City in connection with or as a result of any such suit, claims, or loss. Under no circumstances and with no exception will City of Hanahan act as arbitrator between the contractor and any subcontractor. The contractor will be solely responsible for compliance with building code requirements, all dimensions, and all conditions relating to his work under this contract.

Workmanship shall be first quality in every respect. All measures necessary to ensure a first-class job shall be taken.

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- 2.24.1 Safety, Health, and Security: N/A.
- 2.25 ASSIGNMENT CLAUSE: No contract or its provisions may be assigned, sublet, or transferred without the written consent of the City. The City is under no obligation to continue this contract with an assignee.
- 2.26 RIGHT OF ENTRY: N/A.
- 2.27 AUDIT: For audit purposes, the City must verify that the material cost billed as a result of the contract are correct. Contractor must provide the City, upon its request, documentation of material purchase costs (e.g. copy of invoice from its supplier), and rental equipment is being invoiced properly, if any.
- 2.28 PUBLIC RESPONSIBILITY: LEFT BLANK
- 2.29 DRUG-FREE WORKPLACE: Bidder shall comply with the South Carolina Drug-free Workplace Act, Section 44-107-10 et seq., South Carolina Code of Laws (1976, as amended) and shall file a certification form with City of Hanahan in accordance with the same. Aforesaid certification form is provided with this Request for Bids and shall be executed by the Bidder (or, in case of a corporation, by a duly authorized representative of the corporation) and become a part of the Bid. Bids submitted without this Certification may be rejected as nonresponsive.
- 2.30 APPLICABLE LAW AND VENUE: The construction, interpretation and performance of any Final Agreement shall be governed by and construed in accordance with the laws of the State of South Carolina. The City and Contractor further agree that the Final Agreement shall be deemed to be made and performed in City of Hanahan, South Carolina. For the purposes of venue, all suits or causes of action arising out of the Final Agreement shall be brought in the courts of City of Hanahan, South Carolina.

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SECTION 3
SPECIAL INSTRUCTIONS

- 3.1 In addition to the other terms and conditions in this solicitation, as amended, the Bidder must agree to the inclusion of contractual articles provided below:
- 3.1.1 EQUAL EMPLOYMENT: The Contractor will not discriminate against any employee or applicant for employment because of race, creed, color, sex, age, national origin, physical handicap, or marital status.
- 3.1.2 INDEMNIFICATION: The contractor agrees to indemnify and hold harmless the City of Hanahan and all City officers, agents and employees from any and all claims, suits, actions, legal proceedings, damages, costs, expenses & attorney fees of every name and description, arising out of or resulting from the use of any materials furnished by the contractor, or any work done in the performance of the contract arising out of a willful or negligent act or omission of the provider, its officers, agents and employees; provided that such liability is not attributable to a willful or negligent act or omission on the part of the City, its officers, agents and employees.
- 3.1.3 ILLEGAL IMMIGRATION REFORM ACT COMPLIANCE: By submitting an offer, Bidder certifies that it will comply with the applicable requirements of Title 8, Chapter 14 of the South Carolina code of Laws (originally enacted as Section 3 of The South Carolina Illegal Immigration act, 2008 S.C. Act No. 280) and agrees to provide upon request any documentation required to establish either: (a) the applicability of Title 8, Chapter 14 to Bidder and any subcontractor or sub-subcontractors; or (b) the compliance with Title 8, Chapter 14 by Bidder and any subcontractors or sub-subcontractors. Pursuant to Section 8-14-60, "A person who knowingly makes or files any false, fictitious, or fraudulent document, statement, or report pursuant to this chapter is guilty of a felony and, upon conviction, must be fined within the discretion of the court or imprisoned for not more than five years, or both". Bidder agrees to include in any contracts with its subcontractors' language requiring the subcontractors to (a) comply with the applicable requirements of Title 8, Chapter 14, and (b) include in any contracts with the sub-subcontractors language requiring the sub-subcontract to comply with the applicable requirements of Title 8, Chapter 14. In the event any contractor, subcontractor and/or sub-subcontractor is found not to be in compliance with the SC Immigration Reform Act [hereinafter "The Act"], the contractor agrees to fully indemnify the City for any loss suffered by the City as a result of such contractor, subcontractor or sub-subcontractor's failure to comply with the Act.
- 3.1.4 FEDERAL, STATE AND LOCAL LAWS: The contractor assumes full responsibility and liability for compliance with any and all local, state and federal laws and regulations applicable to Contractor and his employees including, but not limited to, compliance with

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the EEO guidelines, the Occupational Safety and Health Act of 1970, and minimum wage guidelines. Contractor's professional services shall incorporate those federal, state and local laws, regulations, codes and standards that are applicable at the time Contractor rendered its services. Contractor shall not be responsible for any claim or liability for injury or loss allegedly arising from Contractor's failure to abide by federal, state or local laws, regulations, codes and standards that were not in effect or publicly announced at the time Contractor rendered its services

3.2 RECEIPT OF BID: Bidders mailing their bid submission must allow a sufficient mail delivery period to insure timely receipt of their Bids. Any Bids received **after** the scheduled opening date and time will be immediately disqualified and will be **returned un-opened**.

3.3 PREPARATION OF BID:

3.3.1 All Bids should be complete and carefully worded and must convey all information requested by City of Hanahan. If significant errors are found in the Bidder's submission, or if the Bid fails to conform to the essential requirements of the Bid request, City of Hanahan will be the judge as to whether that variance is significant enough to reject the Bid.

3.3.2 Bid should be prepared simply and economically, providing a straightforward, concise description of Bidder's capabilities to satisfy the requirements of this solicitation. Emphasis should be on completeness and clarity of content.

3.3.3 If your Bid includes any comment over and above the specific information requested in our Request for Bids, you are to include this information as a separate appendix to your Bid.

3.4 BID REQUIREMENTS:

3.4.1 Required Contents of Bid

Failure to respond to specific requirements may result in disqualification. Bidders are reminded that Bids will be considered exactly as submitted. Points of clarification will be solicited from bidders at the discretion of the City.

Those Bids determined not to be in compliance with provisions of this solicitation and the applicable law and/or regulations will not be processed. All costs incurred by the proposer associated with BID preparations and subsequent interviews and/or negotiations, which may or may not lead to execution of an agreement, shall be borne entirely and exclusively by the proposer.

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The information and proposed budget for the contractor selected will form the basis for negotiation of a contract. The City reserves the right to issue a contract without further negotiation using the data contained in the Bid submission.

3.4.2 Bid Format

The Bid format requirements were developed to aid Bidders in their Bid development. They also provide a structured format so reviewers can systematically evaluate several Bids. These directions apply to all Bids submitted.

The purpose of the Bid is to demonstrate the qualifications, service level, and cost for services, competence and capacity of the firms seeking to become a provider of record for the City. The Bidder's submission should address all the points outlined here as required.

3.4.2.1 Transmittal Letter: The transmittal letter must include:

- Name of the firm responding, including mailing address, telephone number, fax number and email address.
- The name of the person or persons authorized to make representations on behalf of the Bidder, binding the firm to a contract or Agreement.
- A statement that the offer submitted as a result of this solicitation is binding on the Bidder for ninety (90) calendar days following the Bid due date.
- Signed by authorized person.

3.4.2.2 Firm History and Experience: Define the overall structure of the firm to include the following:

- A description of the firm's principal business location, including the primary office that will service the City.
- Licenses and Certificates held by you and/or your company
- Discuss any impending changes in your organization that could impact the delivery of services, if any.
- Indicate person designated to serve as lead contact for the City.

3.4.2.3 Scope of Services:

- Please include a **detailed explanation of services** offered, **as they relate to the City's Requirements provided herein.**
- Vendor to provide implementation timeline/project plan or installation, if any.
- Hardware and or software description must be included.

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3.4.2.4 LEFT BLANK

3.4.2.5 LEFT BLANK

3.4.2.6 Any additional information required in the Solicitation, if any.

3.4.2.7 Any additional information the Bidder feels important for the cost evaluation factors, if any.

3.5 AWARD: An award resulting from this request shall be made to the responsive and responsible Bidder whose Bid is determined to be most advantageous to City of Hanahan, taking into consideration cost and any additional evaluation criteria. However, the City reserves the right to reject any and all Bids received and, in all cases, City of Hanahan will be the sole judge as to whether a Bidder's submission has or has not satisfactorily met the specifications of this BID.

3.6 EVALUATION: Criteria for this bid is based on cost. This would include any future costs considered - that may be associated with upgrades to product.

3.6.1 General:

3.6.1.1 The City may shortlist the Bidders based upon responses. The City will not be liable for costs incurred for preparation of bid submission and accompanying documentation.

3.6.1.2 The City reserves the right to make such additional investigations as it deems necessary to establish the competency and financial stability of any firm or company submitting a Bid.

3.6.1.3 Exceptions to Contract Terms and Requirements: Bidder shall clearly identify any proposed deviations from the Contract Terms/Requirements/Scope of Work in the request for Bids. Each exception must be clearly defined. The exception shall include, at a minimum, the Bidder's proposed substitute language and opinion as to why the **suggested substitution** will provide equivalent or better cost and/or performance.

If no exceptions are noted in the Bidder's submission, the City will assume complete conformance with the specifications/Requirements/Scope of Work and the successful Bidder will be required to perform accordingly. Alternate written Bids submitted may be considered; however, the City will make final determination as to suitability and compliance with the scope of work. Bids submitted not meeting all specifications might be rejected.

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- 3.7 EVALUATION CRITERIA: The following evaluation criteria will be taken into consideration for purposes of Bid evaluation. This Bid solicitation is based on product required which is suitable for city police vehicles and cost.

Cost: Efficiency, future possible upgrades, return on investment.

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**SECTION 4
REQUIREMENTS-SCOPE OF WORK**

4.1 SPECIFICATIONS: THIRTY (30) IN-CAR PRINTERS FOR POLICE VEHICLES

- Brother – Power Adapter – car for Pocketjet 3
- Brother – USB Cable (M) to mini-USB Type B(M) -1.83m for Pocketjet 3
- IN-VEHICLE MOUNT / USED WITH ROLL PAPER FOR POCKET JET 7 SERIES AND POCKETJET 6 UNITS
- Brother Standard – Thermal Paper- perforated – ANSI A (Letter) (216x29 mm) 600 sheet(s) (6 rolls) x100) for PocketJet 3
- PJ7 300 DPI DT Printer with USB – should include the printer, requires power, USB cable and printing supplies
- Unitech AS10 – Barcode scanner – handheld – 100 scan/sec-decoded – USB Unitech

THE ABOVE SPECIFICATIONS ARE FOR INFORMATION PURPOSES

NO SUBSTITUTES OR INFERIOR QUALITY WILL BE ACCEPTED.

Please contact David Kornahrens, IT Director for any questions regarding the specifications listed. dkornahrens@cityofhanahan.com.

4.2 License and Permits: The contractor shall obtain all applicable licenses, and promptly pay all taxes required by the State of South Carolina, and/or City of Hanahan.

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**SECTION 5
BID TRANSMITTAL AND AGREEMENT**

The undersigned, having fully familiarized himself with the information contained within this Request for Bids, (including the Invitation Notice, Instructions to Bidders, General Conditions, Special Conditions (if applicable), Requirements/Specifications, Bid Sheets, etc. I verify (to the best of my knowledge and belief) this Bid to be true and correct. All requirements of the Request for Bids are hereby incorporated into the Bid submitted and shall be incorporated by reference into the any purchase contract or act as the Contract.

Respectfully submitted by: _____
(FIRM NAME)

Signature: _____

Representative Name: _____

Title: _____

Address: _____

Date: _____

Telephone No: _____

Fax Number: _____

Email: _____

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**SECTION 6
BID FORM**

[NAME OF BID]

_____ : Please provide sufficient detail to show all cost.
[**This should be submitted on a separate sheet marked (Price detail)].

BID FORM

TOTAL PROJECT PRICE = \$ _____

COMPANY NAME: _____

ADDRESS: _____

CITY: _____ STATE: _____

PHONE: _____

EMAIL: _____

REPRESENTATIVE NAME: _____

SIGNATURE: _____ DATE: _____

Complete this form and return to the City of Hanahan 1255 Yeamans Hall Rd. Hanahan, SC 29410 by 2:00 p.m. July 27, 2017 in a sealed envelope marked **"POLICE IN-CAR PRINTERS". Signature serves as agreement of winning bidder. Incomplete forms shall not be considered for selection. The City of Hanahan reserves the right to reject any and/or all bids.

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**ATTACHMENT #1
NONCOLLUSION AFFIDAVIT OF BIDDER**

- (1) He is _____ (owner, partner, officer, representative or agent) of _____:
- (2) He is fully informed regarding the preparation and contents of the attached Bid and of all pertinent circumstances regarding such Bids:
- (3) Such Bid is genuine and is not a collusive or sham Bid;
- (4) Neither the said Bidder nor any of its officers, partners, owners, agents, representatives, employees or parties in interest, including this affidavit, has in any way colluded, conspired, connived or agreed, directly or indirectly with any other Bidder, firm or person to submit a collusive or sham Bid in connection with the Contract for which the attached Bid has been submitted or to refrain from quoting in connection with such Contract, or has in any manner directly or indirectly, sought by agreement or collusion or communication or conference with any other Bidder, firm or person to fix the price or prices in the attached Bid or of any other Bidder, or to fix any overhead, profit or cost element of the Bid price or the Bid price of any other Bidder or to secure through any collusion, conspiracy, connivance or unlawful agreement any advantage against the City of Hanahan, South Carolina, or any person interested in the proposed contract; and
- (5) The price or prices quoted in the attached Bid are fair and proper and are not tainted by any collusion, conspiracy, connivance or unlawful agreement on the part of the Bidder or any of its agents, representatives, owners, employees, or parties in interest, including this affidavit.

SIGNED: _____

TITLE: _____

END