

INVITATION FOR REQUEST  
FOR PROPOSAL

**RFP NO.: P12-0020-3**

**GARMENT CONVEYOR AND VALUABLES STORAGE EQUIPMENT FOR THE  
CHATHAM COUNTY DETENTION CENTER**

**CHATHAM COUNTY, GEORGIA**

**PRE-PROPOSAL CONFERENCE: 10:00 A.M., MARCH 21, 2012**

**PROPOSAL RECEIPT BY: 5:00 P.M., APRIL 5, 2012**

THE COMMISSIONERS OF CHATHAM COUNTY, GEORGIA

PETE LIAKAKIS, CHAIRMAN

COMMISSIONER HELEN L. STONE

COMMISSIONER JAMES J. HOLMES

COMMISSIONER PATRICK O. SHAY

COMMISSIONER PATRICK K. FARRELL

COMMISSIONER HARRIS ODELL, JR.

COMMISSIONER DAVID M. GELLATLY

COMMISSIONER DEAN KICKLIGHTER COMMISSIONER PRISCILLA D. THOMAS

R. JONATHAN HART, COUNTY ATTORNEY  
CHATHAM COUNTY, GEORGIA

**CHATHAM COUNTY, GEORGIA  
DOCUMENT CHECK LIST**

The following documents, when marked, are contained in and made a part of this Package or are required to be submitted with the proposal. It is the responsibility of the Proposer to read, complete and sign, where indicated, and return these documents with his/her Proposal. **FAILURE TO DO SO MAY BE CAUSE FOR DISQUALIFYING THE PROPOSAL.**

X  GENERAL INFORMATION

X  PROPOSAL

   PROPOSAL SCHEDULE

X  PROPOSAL BOND

X  LEGAL NOTICE

X  ATTACHMENTS

**RECEIPT IS HEREBY ACKNOWLEDGED OF ADDENDA NUMBER(S) \_\_\_\_\_**

The undersigned bidder certifies that he/she has received the above listed and marked documents and acknowledges that his/her failure to return each, completed and signed as required, may be cause for disqualifying his/her proposal.

**BY:** \_\_\_\_\_  
**SIGNATURE:**

\_\_\_\_\_  
**DATE:**

\_\_\_\_\_  
**TITLE:**

\_\_\_\_\_  
**COMPANY:**

**Chatham County has established goals to increase participation of minority and female owned businesses. In order to accurately document participation, businesses submitting bids or proposals are strongly encouraged to report ownership status. A minority or woman owned business is defined as a business with 51% or greater minority of female ownership. Please check ownership status as applicable:**

**African-American** \_\_\_\_\_ **Asian American** \_\_\_\_\_ **Hispanic** \_\_\_\_\_

**Native American or Alaskan Indian** \_\_\_\_\_ **Woman** \_\_\_\_\_

**For additional information concerning County's M/WBE Program, please contact Arneja Riley, at (912) 652-7860.**

**CHATHAM COUNTY, GEORGIA  
OFFICE OF THE PURCHASING AND CONTRACTING  
1117 EISENHOWER DRIVE SUITE C  
SAVANNAH, GEORGIA 31406  
(912) 790-1623**

**DATE: MARCH 9, 2012**

**RFP NO. P12-0020-  
3**

**GENERAL INFORMATION FOR REQUEST FOR PROPOSALS**

This is an invitation to submit a proposal to supply Chatham County with the professional services as indicated herein. Sealed proposals will be received at the Office of the Purchasing Agent, **1117 EISENHOWER DRIVE, SUITE C, SAVANNAH, GEORGIA** up to **5:00 P.M. (Local Time), APRIL 5, 2012**. The Purchasing Agent reserves the right to reject any and all proposals and to waive formalities.

*A pre-proposal conference* has been scheduled for **10:00 A.M. on MARCH 21, 2012**, and will be conducted in the Conference Room located at the **CHATHAM COUNTY DETENTION CENTER, 1050 CARL GRIFFIN DRIVE, SAVANNAH, GEORGIA 31401**, to discuss the specifications and resolve any questions and/or misunderstanding that may arise. Firms are encouraged to attend.

**The deadline for questions is 5:00 p.m. on March 28, 2012.**

Instructions for preparation and submission of a proposal are contained in the Request for Proposal package. Please note that specific forms for submission of a proposal are required. Proposals must be typed or printed in ink. If you do not submit a proposal, return the signed invitation sheet and state the reason; otherwise, your name may be removed from our bidders list.

Any changes to the conditions and specifications must be in the form of a written addendum to be valid; therefore, the Purchasing Agent will issue a written addendum to document approved changes. Generally when addenda are required, the bid opening date may be changed.

Chatham County has an equal opportunity procurement policy. Chatham County seeks to ensure that all segments of the business community have access to providing services needed by County programs. The County affirmatively works to encourage utilization of disadvantaged and minority business enterprises in our procurement activities. The County provides equal opportunity for all businesses and does not discriminate against any persons or businesses regardless of race, color, religion, age, sex, national origin or handicap. The County expects its consultants to make maximum feasible use of minority businesses and qualified minority employees. The terms "disadvantaged business", "minority business enterprise", and "minority person" are more specifically defined and explained in the Chatham County Purchasing Ordinance and Procedures Manual, Article VII - Disadvantaged Business Enterprises Program.

**SECTION I  
INSTRUCTIONS TO PROPOSERS**

**1.1 PURPOSE:** The purpose of this document is to provide general and specific information for use in submitting a proposal to supply Chatham County with services as described herein. All proposals are governed by the Code of Chatham County, Chapter 4, Article IV, and the laws of the State of Georgia.

**1.2 INFORMATION OR CLARIFICATION:** For information concerning procedures for responding to this Solicitation, contact Victoria Godlock, CPPB, MPA Procurement Specialist at (912) 790-1624. Such contact shall be for clarification purposes only. Material change, if any to the scope of services or bidding procedures will be only transmitted by written addendum. It is the proposer's responsibility to check the website to determine if any addenda have been issued.

All questions must be submitted in writing to the Purchasing & Contracting Division, 1117 Eisenhower Drive, Citizen Service Center, Suite C, Savannah, GA. Attn: Victoria Godlock CPPB, MPA. To facilitate prompt receipt of questions, they may be sent via FAX to (912) 790-1627 or email to [vgodlock@chathamcounty.org](mailto:vgodlock@chathamcounty.org). Questions of a material nature must be received prior to the cut-off date specified in the Solicitation Schedule. If no cut-off date is listed, the deadline for questions shall be 5:00 p.m. one week prior to the deadline of receipt of proposals. If a bid or proposal is faxed, it is the responsibility of the proposer to insure that the proposal is received in its entirety prior to the deadline for bid submittal. In certain circumstances, fax bids are never allowed i.e., when there is a bid bond requirement. The entire proposal must be submitted in accordance with the Instructions to Bidder/Proposers contained in this Solicitation.

**1.3 ELIGIBILITY:** To be eligible for a resulting contract (s) in responding to this Solicitation, the proposing firm must demonstrate that they, or the principals assigned to the project, have successfully completed services, similar to those specified in the Scope of Services section to at least one government agency similar in size and complexity to the County.

**1.4 HOW TO PREPARE REQUEST FOR PROPOSAL: All proposals shall be:**

- A. Prepared on the forms enclosed herewith, unless otherwise prescribed, and **all documents must be submitted.**
- B. Typewritten or completed with pen black or blue ink, signed by the business owner or authorized representative, with all corrections initialed and dated by the official signing the proposal. **ALL SIGNATURE SPACES MUST BE SIGNED.**

Bidders are encouraged to review carefully all provisions and attachments of this document prior to submission. Each bid constitutes an offer and may not be withdrawn except as provided herein.

**1.5 HOW TO SUBMIT PROPOSAL: All proposals shall be:**

- A. Submitted in a sealed opaque enveloped, plainly marked with the proposal number and title, date and time of bid proposal opening, and company name.
- B. Mailed or delivered as follows in a sufficient time to ensure receipt by the Purchasing Agent on or before time and date specified above.
  - a. Hand Delivery: Purchasing Agent, 1117 Eisenhower Drive, Suite C, Savannah, Georgia, 31406.

**PROPOSALS NOT RECEIVED BY THE TIME AND DATE SPECIFIED WILL NOT BE OPENED OR CONSIDERED.**

**1.6 FORMAT FOR RESPONSES:** To be considered, proposers must submit a complete response to the Request for proposal. To assure a uniform review process and obtain the maximum degree of comparability, each proposal shall include the following content and shall be presented in the following order:

Signature Page  
Proposal Contents as listed in Special Conditions  
Cost Information as requested  
Required Attachments

Each proposal must be submitted in one (1) original and three copies bound to:

Ms. Victoria D. Godlock, CPPB, MPA  
Procurement Specialist  
Chatham County Purchasing Department  
1117 Eisenhower Drive, Suite C  
Savannah, GA 31406  
(912) 790-1624

**SECTION II  
GENERAL CONDITIONS**

- 2.1 LOCAL VENDORS:** The Board of Commissioners has strongly expressed their desire to have as much “Local” participation as possible used as Sub-Contractors for the work done in Chatham County.
- 2.2 MINORITY- WOMEN BUSINESS ENTERPRISE PARTICIPATION:** It is the desire of the County Board of Commissioners to increase the participation of minority (MBE) and women-owned (WBE) business in its contracting and procurement programs. The County program is ***ACCESS***. The County is committed to a policy of equitable participation for these firms by setting goals for each contract. Bidder/proposers are requested to include in their proposals a narrative describing their past accomplishment and intended actions in this area. If bidder/proposers are considering minority or women owned enterprise participation in their proposal, those firms, and their specific duties must be identified in their proposal along with the percentage(s) and dollar amount awarded to the M/WBE firm. If a bidder/proposer is considered for award, he/she will be asked to meet with the County Staff so that the intended MBE/WBE participation goals can be formalized and included in the subsequent contact.
- If the awarded proposer/vendor is claiming minority status, the proposer/vendor shall apply for certification by Chatham County, Georgia to the Office of Minority Business Coordinator located in the Human Resources Offices. The Minority Business Coordinator will provide documentation of application status once approved or disapproved by Chatham County. Certification by any other government entity is acceptable if current copy of the certification is provided with this solicitation. For additional information concerning Chatham County’s M/WBE Coordinator, please contact Arneja Riley, at (912) 652-7860. [alriley@chathamcounty.org](mailto:alriley@chathamcounty.org)
- 2.3 LOBBYING ACTIVITIES:** ALL BIDDERS/PROPOSERS PLEASE NOTE: A bidder/proposer submitted a response to this solicitation must comply, if applicable, with the County Purchasing ordinance and Procedures Manual. No discussions are allowed with Board members, other elected officials, county management staff and employees. The only discussions must be through the Purchasing & Contracting Office.
- 2.4 PUBLIC ENTITY CRIMES:** A person or affiliate who has been placed on the convicted vendor list following a conviction for a public entity crime may not submit a bid on a contract to provide any goods or services to a public entity.
- 2.5 BID/PROPOSAL COSTS:** The County shall not be liable for any costs incurred by bidder/proposer in responding to this Solicitation.
- 2.6 CONFIDENTIAL INFORMATION:** Information and material received by County in connection with all bidders/proposer’s shall be deemed to be public records subject to public inspection upon award or recommendation for award. However, certain exemptions to public records law are

statutorily provided for in Title 50-18-70., O.C.G.A. Therefore, if the Bidder/Proposer believes any of the information contain in his or her response is exempt from the Open Records Act, the Bidder/proposer must in his or her response specifically identify the material which is deemed to be exempt and cite the legal authority for the exemption, otherwise the County will treat all materials received as public records.

- 2.7 CONTRACT COST ADJUSTMENTS:** Prices quoted shall be firm for the initial contract terms. Thereafter, any extensions which may be approved by the County shall be subject to the following: Cost for any extension terms shall be subject to an adjustment only if increase or decreases occur in the industry. Such adjustment shall be based on the latest yearly percentage increase in the All Urban Consumers Price Index (CPI-U) as published by the Bureau of Labor Statistics, U. S. Dept of Labor, and shall not exceed five percent (5%).

The County may, after examination, refuse to accept the adjusted costs if they are not properly documented, or considered to be excessive, or if decreases are considered to be insufficient. In the event the County does not wish to accept the adjusted costs and the matter cannot be resolved to the satisfaction of the County, the Contract will be considered cancelled on the scheduled expiration date.

- 2.8 NO EXCLUSIVE CONTRACT/ADDITIONAL SERVICES:** Proposer agrees and understands that the contract shall not be construed as an exclusive arrangement and further agrees that the County may, at any time, secure similar or identical services at its sole option.

- 2.9 DELETION OR MODIFICATION OF SERVICES:** The County reserves the right to delete any portion of this Contract at any time without cause. If work has already been accomplished on the portion of the Contract to be deleted, the Contractor shall be paid for the deleted portion on the basis of the estimated percentage of completion of such portion.

If the Proposer and the County agree on modifications or revisions to the task elements, after the County has approved work to begin on a particular task or project, and a budget has been established for that task or project, the Proposer will submit a revised quote to the County for approval prior proceeding with the work. Written change orders or amendments to the contract must be forwarded through the Purchasing Agent who will obtain require approvals.

- 2.10 SUBSTITUTION OF PERSONNEL:** It is the intention of the County that the Proposer's personnel proposed for the contract will be available for the initial contract term. In the event the Proposer wishes to substitute personnel, he shall propose personnel of equal or higher qualifications and all replacement personnel are subject to County approval. In the event substitute personnel are not satisfactory to the County and the matter cannot be resolved to the satisfaction of the County, the County reserves the right to cancel the Contract for cause.

- 2.11 INDEPENDENT CONTRACTOR:** The Proposer is an independent contractor under this Agreement. Personal services provided by the Proposer shall be employees of the Proposer and subject to supervision by the Proposer, and not as officers, employee, or agents of the County.

- 2.12 SECURITY AND IMMIGRATION COMPLIANCE ACT:** On July 1, 2008, the Georgia Security and Immigration Compliance Act (SB 529, Section 2) became effective. All contractors and

subcontractors entering into a contract or performing work must sign an affidavit that he/she has used the E-Verify System. E-Verify is a no-cost federal employment verification system to insure employment eligibility. Affidavits are enclosed in this solicitation. You may download M- 274 Handbook for Employers at <http://www.dol.state.ga.us/spotlight/employment/rules>. You may go to <http://www.uscis.gov> to find the E-Verify information.

**2.13 ASSIGNMENT:** The successful bidder/proposer shall not assign, transfer, convey, sublet or otherwise dispose of the contract, or of any rights, title, interest therein, or his or its power to execute such contract to any person, company or corporation without prior written consent of the County.

**2.14 CANCELLATION:** The County may cancel this contract for convenience with a sixty (60) day written notice to the other party. The County may terminate this contract immediately for cause based on non-performance.

**2.15 SPECIFICATIONS:** Any obvious error or omission in specifications shall not inure to the benefit of the bidder but shall put the Proposer on notice to inquire of or identify the same to the County.

**2.16 MULTIPLE PROPOSALS:** No Proposer will be allowed to submit more than one offer. Any alternate proposals must be brought to the Purchasing Agent's attention during the Pre-proposal Conference or submitted in writing at least five (5) days preceding the date for submission of proposals.

**2.17 OFFERS TO BE FIRM:** The Proposer warrants that terms and conditions quoted in his offer will be firm for acceptance for a period of ninety (90) days from bid date submitted, unless otherwise stated in the proposal. When requested to provide a fee proposal, fees quoted must also be firm for a ninety day period.

**2.18 LIABILITY PROVISIONS:** Where Proposers are required to enter or go into Chatham County property to take measurements or gather other information in order to prepare the proposal as requested by the County, the Proposer shall be liable for any injury, damage or loss occasioned by negligence of the Proposer, his agent, or any person the Proposer has designated to prepare the Offer and shall indemnify and hold harmless Chatham County from any liability arising therefrom. The contract document specifies the liability provisions required of the successful Proposer in order to be awarded a contract with Chatham County.

**2.19 AWARD OF CONTRACT:** The contract, if awarded, will be awarded to that responsible Proposer whose proposal will be most advantageous to Chatham County, price and other factors considered. The Board of Commissioners will make the determination as to which proposal best serves the interest of Chatham County.

**2.20 PROCUREMENT PROTESTS:** Objections and protests to any portion of the procurement process or actions of the County staff may be filed with the Purchasing Agent for review and resolution. The Chatham County Purchasing Procedures Manual, Article IX - Appeals and Remedies shall govern the review and resolution of all protests.



**2.21 QUALIFICATION OF BUSINESS (RESPONSIBLE PROPOSER):** A responsible Proposer is defined as one who meets, or by the date of the acceptance can meet, all requirements for licensing, insurance, and service contained within this Request for Proposals. Chatham County has the right to require any or all Proposers to submit documentation of the ability to perform the service requested. Chatham County has the right to disqualify the proposal of any Proposer as being unresponsive or irresponsible whenever such Proposer cannot document the ability to deliver the requested service.

**2.22 COUNTY BUSINESS LICENSE REQUIREMENT:** A current Chatham County or municipal business tax certificate (within the State of Georgia) is required unless otherwise specified. A firm need not have a Chatham County Business Tax Certificate prior to submitting a proposal. However, a license must be obtained by the successful vendor prior to award of contract. Please contact the Chatham County Department of Building Safety and Regulatory Services at (912) 201-4300 for additional information. No contract shall be awarded unless all real and personal property taxes have been paid by the successful Proposer and/or subcontractors as adopted by the Board of Commissioners on April 8, 1994.

**2.23 INSURANCE PROVISIONS:** The selected PROPOSER shall be required to procure and maintain for the duration of the contract insurance against claims and injuries to persons or damage to property which may arise from or in connection with the performance of work hereunder by the Proposer, his agents, representatives, employees, or subcontractors. The cost of such insurance shall be included in the Proposer's fee proposal.

Chatham County evaluates each claim on a case-by-case basis and invokes all immunities and defenses permitted under law. Chatham County is *not* to be included as a named insured on Proposer's policies.

A certificate of insurance regarding this Request for Proposal shall include the following:

- A. *Worker's Compensation:* Statutory, with a minimum Employer's Liability limit of \$500,000.
- B. *Commercial General Liability:* \$1,000,000 bodily injury and property damage per occurrence and annual aggregate.
- C. *Business Automobile:* \$1,000,000 Combined Single limit written on an "Any Auto" basis.
- D. *Fidelity Bond/Professional Liability:* \$3,000,000 Covers lost due to crime or dishonesty by employee of/or the CONTRACTOR.

**2.24 INDEMNIFICATION:** The Consultant agrees to protect, defend, indemnify, and hold harmless Chatham County, Georgia, its commissioners, officers, agents, and employees from and against any and all liability, damages, claims, suits, liens, and judgments, of whatever nature, including claims for contribution and/or indemnification, for injuries to or death of any person or persons, or damage

to the property or other rights of any person or persons caused by the Consultant or its subcontractors. The Consultant's obligation to protect, defend, indemnify, and hold harmless, as set forth herein above shall include, but not be limited to, any matter arising out of any actual or alleged infringement of any patent, trademark, copyright, or service mark, or any actual or alleged unfair competition, disparagement of product or service, or other business tort of any type whatsoever, or any actual or alleged violation of trade regulations. Consultant further agrees to investigate, handle, respond to, provide defense for, and to protect, defend, indemnify, and hold harmless Chatham County, Georgia, at his sole expense, and agrees to bear all other costs and expenses related thereto, even if such claims, suits, etc., are groundless, false, or fraudulent, including any and all claims or liability for compensation under the Worker's Compensation Act arising out of injuries sustained by any employee of the Consultant or his subcontractors or anyone directly or indirectly employed by any of them.

The Consultant's obligation to indemnify Chatham County under this Section shall not be limited in any way by the agreed-upon contract price, or to the scope and amount of coverage provided by any insurance maintained by the Consultant.

- 2.25 COMPLIANCE WITH SPECIFICATION - TERMS AND CONDITIONS:** The Request for Proposal, Legal Advertisement, General Conditions and Instructions to Proposers, Specifications, Special Conditions, Proposers Offer, Addendum, and/or any other pertinent documents form a part of the Offeror's proposal and by reference are made a part hereof.
- 2.26 SIGNED RESPONSE CONSIDERED AN OFFER:** The signed Response shall be considered an offer on the part of the Proposer, which offer shall be deemed accepted upon approval by the Chatham County Board of Commissioners, Purchasing Agent or his designee. In case of a default on the part of the Proponent after such acceptance, Chatham County may take such action as it deems appropriate, including legal action for damages or lack of required performance.
- 2.27 NOTICE TO PROCEED:** The successful proposer shall not commence work under this Request for Proposal until a written contract is awarded and a Notice to Proceed is issued by the Purchasing Agent or his designee. If the successful Proposer does commence any work or deliver items prior to receiving official notification, he does so at his own risk.
- 2.28 WITHDRAWAL OF PROPOSAL:** Proposals may be withdrawn by submitting a written request to the County prior to the stated deadline for the receipt of proposals. Withdrawal of a proposal by any firm will not prejudice the right of the proponent to submit a new proposal, providing the latter is received timely as provided herein.
- 2.29 CONFLICT OF INTEREST:** Through a statement of disclosure, your firm/organization/ joint venture shall provide sufficient detail of any relationship, especially financial, between members of your firm and any county employees or their family members. This will allow the County to evaluate possible conflicts of interest. However, it will remain at the county's discretion whether the extent of any conflict of interest remains substantial to disqualify any proposal.
- 2.30 REJECTING PROPOSALS:** The County reserves the right to reject any or all proposals and is not bound to accept any proposal if that proposal is contrary to the best interest of Chatham

County. Similarly, the County is not bound to accept the lowest dollar proposal if the offer is not considered in the County's best interest.

- 2.31 **EQUAL EMPLOYMENT OPPORTUNITY:** During the performance of this contract, the PROPOSER agrees as follows: The Proposer will not discriminate against any employee or applicant for employment because of race, creed, color, sex, age, national origin, place of birth, physical handicap, or marital status.
- 2.32 **PENDING LITIGATION:** Proposals will not be accepted from any company, firm, person, or party, parent subsidiary, against which Chatham County has an outstanding claim, or a financial dispute relating to prior contract performance.

**SECTION III  
REQUEST FOR PROPOSAL  
CHATHAM COUNTY, GOVERNMENT**

**3.1**     **DESCRIPTION AND OBJECTIVES** Chatham County is seeking firms that that are qualified to provide and install a Garment conveyor and valuable storage equipment. The intent behind this selection process is to select the firm/individual who best understands the County's needs.

**3.2**     **PROPOSAL CONTENTS**

To be considered for award, all proposals must include, as a minimum the following information:

- a.     The proposal must include a statement of the Bidder's proposed approach and schedule to accomplish the tasks as set forth in the Scope of Work including response times for design approval, fabrication, installation, testing, commissioning, data entry and system start up. The bidder/proposer must demonstrate that he fully understands the scope of services.
- b.     Describe the qualifications and experience of key personnel that will provide these services including demonstrated knowledge and understanding of the types of services to be performed; previous experience in similar or related work, Also list the positions titles and the number of support personnel available that will work on this contract.
- c.     The Bidder must submit a cost proposal in Section V and it must include everything in the detailed specifications and all related expenses and installation necessary for a complete turnkey project.
- d.     The proposal must conform to the specifications outlined in this document and all attachments except where specifically noted on the exception sheet.
- e.     Proposer shall provide at least three (3) references/ and or current list of clients for whom a similar system has been installed.
- f.     The cost proposal form must be submitted turn-key and full scope. If there are any exceptions they must be included on the exception listing provided.
- g.     Proposer must provide a schedule for system installation and the time frame for system to be fully operational after notice to proceed. Once agreed upon, proposer will be bound by this schedule and liquidated damages may be assessed in the amount of \$500 per day for exceeding the project schedule for completion.
- g.     The successful bidder will be required to submit shop drawings. The submittal process should be considered in your proposed schedule. For the purpose of your schedule, Chatham County will agree to a maximum two week response.

**3.3 SELECTION METHODOLOGY:** Proposals will be evaluated according to the following criteria at minimum: *Points Possible:*

**Evaluating Factor:**

**Qualifications/ Expertise of Staff:** Previous experience with similar contracts and related work. Describe the qualifications and experience of key personnel that will provide services, demonstrated knowledge and understanding of the types of services to be performed. 25

**Functionality of the Proposed Systems:** Fully understand and comply with equipment specifications and the scope of services required for the installation of a complete Garment Conveyors and Valuables Storage Equipment System. 25

**References:** Provides a minimum of three (3) references, for similar projects within the last five (5) years, who can attest to the company's knowledge, quality of work, timeliness, diligence, working relationships, and flexibility. Provide the organization's name contact persons, phone numbers and the date and type of service performed. 20

**Cost Proposal breakdown:** as outlined on cost proposal page 30

**Interviews/Presentations (if required) (TOTAL POSSIBLE POINTS: 25)**

The Proposers may be required to provide an oral presentation by appearing before the Evaluation Committee or by conference telephone call for clarification purposes only. Scores from the interview will be considered in contact award.

**3.4 PAYMENT TO PROPOSERS:** Instructions for invoicing the County for service delivered to the County are specified in the contract document.

- A. Questions regarding payment may be directed to Finance Department at (912) 652-7905 or the County's Project Manager as specified in the contract documents.
- B. Proposers will be paid the agreed upon compensation upon satisfactory progress or completion of the work as more fully described in the contract document.
- C. Upon completion of the work, the Proposer will provide the County with an affidavit certifying all suppliers, persons or businesses employed by the Proposer for the work performed for the County have been paid in full.
- D. Chatham County is a tax exempt entity. Every contractor, vendor, business or person under contract with Chatham County is required by Georgia law to pay State sales or use taxes for products purchased in Georgia or transported into Georgia and sold to Chatham County by contract. Please consult the State of Georgia, Department of Revenue, Sales and Use Tax Unit in Atlanta (404) 656-4065 for additional information.

**3.5 BONDS: (Check where applicable)**

- X A. Such bidder shall post a bid bond, certified check or money order made payable to the Chatham County Finance Department in the amount of 5% of the bid price.
- X B. Proposer(s) shall post a performance bond, certified check or money order made payable to the Chatham County Finance Department in the amount of 100% of the bid price if awarded the purchase. Such bond(s) are due prior to contract execution as a guarantee that goods meet specifications and will be delivered per contract. Such bonds will also guarantee quality performance of services and timely payment of invoices to any subcontractors.
- X C. Whenever a bond is provided, it shall be executed by a surety authorized to do business in the State of Georgia and approved by Chatham County.
- X D. Liquidated damages and penalties will be associated with the Bidder's agreed upon delivery date.

**3.6 AUDITS AND INSPECTIONS:**

At any time during normal business hours and as often as the County may deem necessary, the Proposer and his subcontractors shall make available to the County and/or representatives of the Chatham County Department of Internal Audit for examination all of its records with respect to all matters covered by this Contract. It shall also permit the County and/or representatives of the Department of Internal Audit to audit, inspect, examine and make copies, excerpts or transcripts from such records of personnel, conditions of employment and other data relating to all matters covered by this Contract. All documents to be audited shall be available for inspection at all reasonable times in the main offices of the County or at the offices of the Contractor as requested by the County.

**3.7 Warranty Requirements: (Check where applicable):**

- A. Provisions of item 2.13 apply.
- X B. Warranty required.
  - 1. Standard manufacturer's warranties for all equipment and software shall be offered with bid.
  - 2. Warranty to include a minimum two year parts, labor and required service for all equipment and software with max. 24-hour response time.

**3.8 Terms of Contract:**

- A. **Annual Contract (With automatic renewal options for four (4) additional one (1) year terms if all parties agree)**

X B. One-time Purchase

C. Other **ONE TIME CONTRACT**

The undersigned proposer certifies that he/she has carefully read the preceding list of instructions and all other data applicable hereto and made a part of this invitation; and, further certifies that the prices shown in his/her proposal are in accordance with all documents contained in this Request for Proposals package, and that any exception taken thereto may disqualify his/her proposal.

This is to certify that I, the undersigned Proposer, have read the instructions to Proposer and agree to be bound by the provisions of the same.

This \_\_\_\_\_ day of \_\_\_\_\_ 20\_\_.

BY: \_\_\_\_\_

SIGNATURE

\_\_\_\_\_  
TITLE

\_\_\_\_\_  
COMPANY

\_\_\_\_\_  
ADDRESS

\_\_\_\_\_  
PHONE NO.

## SECTION IV SCOPE OF SERVICES

**4.1** **PURPOSE:** Chatham County Purchasing Department is Requesting Proposals for the following equipment and installation to be used in the Chatham County Detention Center Expansion Project:

1. VALUABLES STORAGE – 4000 CELL VERTICAL LIFT MODULE
2. GARMENT CONVEYOR – 4000 SLOT HORIZONTAL CAROUSEL
3. ACCESSORIES & ASSORTED WORK:
  - a. Integrated Software;
  - b. Light Towers and Laser Pointers;
  - c. Man aboard Vertical Lift Table;
  - d. Three Computers with Bar Code Scanners and Printers;
  - e. Ceiling Modifications and Repair Work;
  - f. Electrical Conduit, Wire and Hook Up;
  - g. Initial Training on All Equipment and Software Systems;
  - h. Assist CCDC Staff with Initial Data Entry and System Start Up;
  - i. Full Manufacturer’s Warranty on All Equipment and Software Systems;
  - j. Warranty to Include Minimum Two-year Parts, Labor and Required Service for all equipment and software with Max. 24-Hour response time.
  - k. Full shop drawings and submittals for all equipment to be approved

The basis for design for equipment is indicated on the following documents. These requirements may include reference to specific manufacturer’s make, models or features for some of the equipment, which should be considered as the minimum standards that must be provided. Alternate manufacturers will be considered provided their equipment is deemed to be equal to the specified products in both quality and performance for all items listed.

Acoustical ceiling height in the room at the equipment location is 14’-0” AFF. Vendor may include amounts in their bid to modify the lay-in ceiling grid and move lights if it is deemed necessary to allow for the equipment to extend above the acoustical ceiling but in no case can the total height of any equipment extend above 16’-0” due to the existing structure. A total of six (6), 208v/20amp/ 3 phase disconnects are provided in the room at the ceiling but the vendor is responsible for running all associated conduit and wiring devices to allow for efficient operation of all equipment. It should be noted that all equipment will need to be sized in order to fit through a 3’-0” x 7’-0” door with approximately 10’ clear on either side of the door.



**4.2** **OVERVIEW:** Selected Proposer will provide and install the Garment Conveyor and Valuables Storage equipment for the Chatham County Detention Center as describe below, and as further described in detailed specifications and exhibits attached.

#### **4.2.1 High Density Vertical Storage & Retrieval System for Inmate Valuables Storage**

The basis for design of this equipment is Sapient Automation’s “Viper” Vertical Lift Module.

Provide a Vertical Lift Module (known as VLM) designed to fit within a 16’-0” overall height clearance and provide 4,000 slot locations for Inmate Valuables.

The VLM should consist of two columns of trays in the front and back of the unit with a robotic inserter/extractor running in the center. Trays are to be automatically delivered to an ergonomic work counter using an integrated controller and software.

##### Key Features

- Tray Tilt –tray tilting system which helps eliminate operator reaching and straining.
- Basic Controller – Simple touch screen controls that put the power of storing and retrieving valuables with a simple click.
- Laser – Puts a red laser beam on the exact item to be picked within a fraction of an inch.
- Automatically Adjustable Ergonomic Work Counter – The tray and work counter moves automatically to each operator’s preferred ergonomic height.
- High Density Automatic One Inch Dynamic Cube Storage – Every tray is automatically scanned to determine the required height and is stored in the least amount of space possible within one inch.
- Turbo Dual Tray Delivery – Delivers a tray to the operator and retrieves the next tray.
- Rack and Pinion Drive – Provides the highest level of positioning accuracy can handle heavier loads and requires less maintenance than chains and tooth belts.
- Electronic Security Door – Roll down door seals the pick window to secure the contents of the VLM.
- Inventory Management Software – From basic machine control to order picking and multiple zone management to middleware and linking to host ERP, WMS and legacy systems.
- Powder Coat Painted – Protects your investment for years of durable service.

#### **4.2.2 High Density Horizontal Storage & Retrieval System for Inmate Garment Bags**

The basis for design of this equipment is Sapient Automation’s “Hornet” Horizontal Carousel.

Provide four (4) Horizontal Carousels with a series of wire bin enclosures that each have three (3) tiers of hanging rods attached to an oval track, which rotate on demand to the operator in the workstation. The carousel system will be configured as two integrated pods (work zones). The first pod will consist of three (3) adjacent carousels designed to be accessed from one central location. The second pod will consist of one (1) carousel located next to the first pod but accessed

from a different location (See Exhibit). All carousels will be controlled by any one of three remote computers and will have manual operated controls in front of each carousel.

The first carousel pod, or work zone, will be accessed by the use of a “Man Aboard Lift Platform” that is also to be furnished and installed under this bid. The single line pod will utilize an owner supplied moveable ladder to access the upper portions.

Each carousel will have a “light tree” that will indicate the level and location within that level of each pick.

- The Horizontal Carousel key features include:
- Intelligent Machine Health Monitoring (IMHM) system built into every carousel
- Standard five year warranty on the drivetrain and two year parts, labor and service required with 24 hour minimum response time
- Inventory management software
- Integrated bar code scanner and label printer
- Inventory Management Software – From basic machine control to order picking and multiple zone management to middleware and linking to host ERP, WMS and legacy systems.

#### **4.2.3 Equipment Software Specifications**

The Software must be Microsoft Certified.

The Software System will be used to store inmate’s personal belongings in a vertical storage unit for valuable items and a garment conveyor storage system for other items.

The software control system must also be capable of managing inventory that is stored on static rack, shelving, or rails.

The software system shall be able to automatically drive all automated components within the scope of work with field proven algorithms so the system maintains the highest operational performance.

The Software must allow for a picture of the inmate be taken, uploaded and entered into the system for verification when retrieving the personal belongings.

The operator or host system will generate an inmate number and enter that into the system, linking the inmate picture to the inmate number. Then the inmate’s belongings will be packaged and the system will generate a bar code label for each package. The operator will scan the bar code label and the system will interface with the automated storage equipment and present a location for the operator to place the package into. The system will manage the location for the items for future retrieval.

When the inmate is being released and the personnel items need to be retrieved, the operator will enter the software system and request the items, using the inmate number, the system will automatically bring the items to the operator and display the picture of the inmate. The operator will need to scan verify the inmate number to verify the proper items are being selected (Scan Verify).

The software system can find an inmate multiple ways:

- The ID Number Provided;
- The Persons Name;
- Picture Verification to above.

The Software can provide Multiple Users Fields for additional data that could be used to locate property. The software can always generate a complete location map showing where all is stored.

Once the items are removed from the system the locations in the system will be available for a new item (Random Non Dedicated Locations).

#### **4.2.4 Computer / Hardware Specifications**

Provide three (3) computers, 17" minimum flat screens, with associated hand held scanners and color printers that are each capable of running the systems identified above and interfacing with the CCDC facility's existing Phoenix inmate control system.

#### **4.2.5 Training, Data Entry and Start Up**

Provide a comprehensive, on-site training program to familiarize the CCDC staff with all aspects of running the provided equipment, software and hardware. Vendor will provide trained people to assist CCDC personnel in the transfer of existing garments and valuables to the new equipment and with the required initial data entry in order to track all items. Provide full start up of all equipment and verify that all systems are efficiently working and integrated properly.

#### **4.2.6 Full System Warranty**

In addition to the two year parts, labor and service warranty required from the successful Proposer, Proposer must state their full manufacturer warranty for each item requested in this bid. Please state minimum response time for service and where this service will be based. Service must be offered from a vendor that employs full time factory trained service staff for the product being bid with response times not exceeding 24 hours.

**SECTION V  
REQUEST FOR PROPOSAL  
CHATHAM COUNTY, GEORGIA  
COST PROPOSAL FORM  
RFP NO. P12-0020-3**

**GARMENT CONVEYORS AND VALUABLE STORAGE EQUIPMENT FOR CHATHAM  
COUNTY DETENTION CENTER**

I have read and understand the requirements of this proposal, RFP No. P12-0020-3, and agree to provide the required services in accordance with this proposal, and all other attachments, exhibits, etc. I agree to furnish the Services as describe in the RFP for the fee listed below. I understand that the County will not be responsible for the reimbursement of any costs not specifically set forth in this proposal. In addition, the County reserves the right to accept any part or all of the fee schedule and to negotiate any charges contained herein unless qualified otherwise.

SERVICE DESCRIPTION	PRICE
Garment Conveyor including all required installation and training	
Valuables storage equipment system including all installation and training	
Integrated Software	
Man Aboard Vertical Lift	
Three computers with bar code scanners and printers	
Ceiling modifications, repair work and electrical hook-up	
Initial Data Entry and start up	
Total Price	

**Optional**

Service contract after initial two year warranty	
--	--

Please provide detail on the proposed maintenance/service broken out by equipment and software as an attachment. Software maintenance shall include all upgrades and troubleshooting. Please provide the maximum percentage increase for future years cost of maintenance/service.

FIRM NAME: \_\_\_\_\_

PROPOSER: \_\_\_\_\_

SIGNATURE: \_\_\_\_\_

ADDRESS: \_\_\_\_\_

CITY/STATE/ZIP: \_\_\_\_\_

TELEPHONE: \_\_\_\_\_

FAX NUMBER: \_\_\_\_\_

E-MAIL: \_\_\_\_\_

BUSINESS TAX CERTIFICATE/LICENSE NUMBER: \_\_\_\_\_

CITY/COUNTY/STATE: \_\_\_\_\_

MINORITY BUSINESS ENTERPRISE? \_\_\_\_\_ /YES \_\_\_\_\_ /NO

MINORITY CLASSIFICATION: \_\_\_\_\_

## **Exhibits and Drawings**

**Exhibit A – Detailed Specifications**

**Exhibit B – Horizontal Carousels**

**Exhibit C – Vertical Lift Module**

**Exhibit D –Garment Bin**

**Exhibit E – Garment Bin Dimensions**

### **Drawings – Under Separate Attachment**

**Drawing 1- Conveyor and VLM Layout**

**Drawing 2- Electrical Provisions**

## **EXHIBIT A DETAILED SPECIFICATIONS**

### **VALUABLES STORAGE EQUIPMENT**

#### **Vertical Lift Module**

Vertical Lift Modules consists of two columns of trays in the front and rear of the machine with a robotic inserter/extractor running up and down in the center of the machine. Trays are delivered to an ergonomic work counter using a PLC controller and/or software.

#### **Design Requirements**

- System Minimum Capacity 4,000 Cells
- Overall Height Not to exceed 15'11"
- Overall Depth Not to exceed 9'1"
- Overall Width Not to exceed 11'1"
- Tray Width not less than 115" and not more the 120"
- Tray Depth not to exceed 33": for Ergonomic Reach
- Tray Capacity - Minimum of 800 Pounds
- Cells to be 3"d x 8"l x 5"w inside dimension
- Controls - "Off the Shelf" PLC Controller
- Rack & Pinion Drive (No Belts or Chain)

#### **Power Requirements**

Power shall be supplied by the purchaser who will provide six (6), Heavy Duty, Nema 1 30/F/3/1 disconnect switches in the ceiling that are connected to 208volt, 20 amp, 3 pole breakers, which are fed from a normal power, 208/120 volt, 150 amp electrical panel located in the room. Vendor will be responsible for running all conduit and wire to the disconnects or electrical panels located in the room and for hooking up all equipment by a licensed electrician as required. Access to 110 AC Outlets will also be provided in the room at designated locations for Computers, Lights, Printers and accessories. Additional 110v power may be accessed by running appropriate conduit and wire to one of the electrical panels in the room.

#### **Ergonomic Design**

The "Vertical Lift Module" tray presentation should be designed to minimize picking time, enhance item visualization and provide an ergonomically friendly part presentation so that reaching, bending and stretching are minimized. Trays should be presented in a manner that

maximizes the operator's ability to see the items being picked and reach them with minimal effort."

- Ergonomic Tilt Presentation to Operator to Reduce Reaching
- Ergonomic Adjustable Counter Height at 37 in. from Floor

### **General Features**

- Fast Vertical Travel Speed (1.4 meters per second)
- Expandable & Modular
- Provides Security
- Locking Door
- Stainless Steel Counter
- Internal Lighting
- Smart Technology Interfaces, (Lights, Lasers, Voice)
- Tray pitch adjustability on one-inch increments

### **Accuracy, Longevity**

"System design should provide very accurate stopping ability of the moving platform and require minimum adjustments during the life of the system. Designs that are subject to chain/belt stretch or that require routine tensioning are to be avoided."

### **Laser Pointer**

The Laser Pointer facilitates fast part picking by focusing a red beam of light on the cell or item to be picked from. Driven by software, the Laser Pointer moves along a linear track over the pick window and rotates the beam to the item's coordinates while the tray is being retrieved. The result is that the beam is in position when the tray is presented to the pick window so the operator can immediately be directed where to pick from.

### **Storage Criteria for the VLM**

4,000 Cells; 5.5" Wide x 8" Long x 3" High

All individual locations must be uniquely identified both physically with a bar code as well as, via the software control package

## **GARMENT CONVEYOR EQUIPMENT**

### **Horizontal Carousels**



The horizontal carousel is an automated conveyor that is computer controlled to automate storage and retrieval of various parts, and items, including garment bags.

The Horizontal Carousel will provide three (3) levels of storage within a bin for garment bags. Multiple units will work together in a "Pod" to maximize picking efficiencies. The Horizontal Carousels will deliver a "Specific Bag" to the operators Work Cell and will interface with the computer control software that will display a picture, and property identity number. In short, horizontal carousels bring the bag to the picker instead of the picker to the bag utilizing the shortest route.

### **Design Requirements**

- 33.5" wide (inside clear) x 18" deep x 120" tall with heavy gauge welded wire sides and back
- Bin side panels are to be constructed of perimeter wires around three sides. All wire edges must be smooth. Open wire hooks are not acceptable unless made smooth using a filler piece. Wire must be Powder Coated after welding for maximum corrosion resistance and enhanced aesthetics.
- Perimeter wires shall be constructed of minimum 5/16" diameter cold drawn wire'
- Minimum Bin Capacity of 900 Pounds
- Each carousel will use dual heavy-duty top mounted drive units. Drives shall consist of a motor directly coupled to a gearbox, which is also directly coupled to the main carousel chain drive sprocket. Drive gear motors shall be a high efficiency design, and capable of withstanding 500% shock loads. Open pulleys, V-belts, timing belts, roller chains or sprockets or chain tensioner devices between the motor and speed reducer or speed reducer and main drive sprocket are not permissible. Motors shall be rated for variable required number of bins times the rated load per bin at the rated carousel speed.
- Carousel drives shall power carousels in both directions. Soft start and soft stop operation shall be accomplished by AC variable frequency drives

### **Power Requirements**

Power shall be supplied by the purchaser who will provide six Heavy Duty, Nema 1 30/F/3/1 disconnect switches in the ceiling that are connected to 208volt, 20 amp, 3 pole breakers that are fed

from a normal power, 208/120 volt, 150 amp electrical panel located in the room. Vendor Will be responsible for running all electrical conduit and wire to the disconnects or panel and for hooking up all equipment by a licensed electrician as required. Access to 110 AC Outlets will also be provided in the room at designated locations for Computers, Lights, Printers and accessories. Additional 110v power may be accessed by running appropriate conduit and wire to one of the electrical panels in the room.

### **Controls**

- Carousel Controls must include remote monitoring of the Garment Carousel Units.
- The Controls shall include the ability to notify maintenance or authorized personnel of potential problem situations. This includes the ability to send e-mail notifications.
- The controls must allow provide adjustable carousel speed settings
- Each Carousel to have a Ethernet Connection (IP Address) for Software Interface
- Every level of controls shall provide extensive diagnostic capabilities, including but not limited to LEDs, alphanumeric character updates, light and other methods of alerting operators' personnel to new conditions. There shall be at least one man-readable screen for maintenance as well as for parameter updates and troubleshooting purposes.
- Smart Phones and Smart Pads are to be capable of providing basic carousel functionality for service and maintenance
- A manual keypad shall be provided as the minimum level of operator control.

### **General**

- Drive track shall consist of 11-gauge stainless steel tubular track for maximum load carrying capability, longevity, shock absorption, and quiet carousel movement. This shall be welded to structural steel channel sections to form a modular construction.
- This modular construction shall be designed to permit fast installation of the machines using pre-machine components
- Carousel frames shall be self-supporting and stackable for double tiering without additional external structural reinforcement.
- Upper and lower chains shall consist of steel links joined by vertical pins and joined via an engineered bushing.
- Upper load bearing assemblies shall consist of sealed, lifetime lubricated bearings with precision ground and hardened races. Zerk (grease) fittings are not permissible for upper

or lower wheels, Lower wheels shall consist of heavy duty, shock resistant plastic wheels capable of withstanding shock loading and with self-lubricating bearing.

### **System Pick to Light Towers**

- The Garment Carousel or Conveyor shall include: Pick to Light technology that will include LCD Displays in a Light Tree that will provide exact location information when stocking, picking or cycle counting.
- One Light Tree will service at least two carousels.
- LCD Displays have the ability to display pictures
- Light Tree can contain a single or multiple displays that are adjustable.
- The Light Tree must integrate with the carousel hardware and the software control package.

### **Intelligent System Monitoring**

- The system will monitor critical parameters and will send a real time notification of an indication that a parameter threshold has been exceeded. This notice is sent to the manufacturer and a response is determined as to the need for service prior to a system failure.

### **Man Aboard Platform Lift Table**

A "Man Aboard Platform Lift Table" will be designed into the system to allow the operators easy access of all three levels within the carousel garment conveyor.

- 72 by 72 inch lift table platform, smooth steel, straight sides, grit surface
- 1500 lb lifting capacity, 500 lb edge load
- Up speed/down speed 20 FPM/20FPM
- Lowered height 8 inches
- Travel 72 inches
- Fully raised height 80 inches
- Power available: 208 Volt / 20amp / 3 phase 60 Hz
- NEMA 12 Constant Pressure up/down push button station mounted on handrail and wired to junction box.

- One 4-outlet electrical enclosure mounted to handrail kick plate, wired to junction box.
- NEMA 12 control panel mounted & pre-wired to remote power unit
- Fixed handrails with openings suitable for the carousel system it is being used with
- Railings shall be 48 inches high with mid-level rail and 4 inch kick plate
- One 36 inch swing gate with safety interlock
- Upper limit safety switch
- Accordion skirt
- Lift table will comply with ANSI MH29.1 for industrial scissor lifts

### **Hanging Garment Bags**

- Quantity required: 4,000
- High strength Nylon mesh; Heavy weight 180g with a 4" gusset for expandability. If constructed of any other type of mesh.
- Minimum 5 year warranty. If minimum 5 year warranty is not available, provided warranty description.
- Top and Bottom gusset reinforced with heavy gauge double bound black vinyl.
- Dimensions are 22" wide, 29" long, 4" gusset with an overall length of 34".
- 1 Outside clear vinyl Identification pocket measuring 9" wide by 12" high on front panel. Pocket must be secured with binding for extra durability.
- All seams are double bound for extra durability.
- Removable chrome plated 6 gauge steel hanger.
- 2 Clear vinyl 4"x4" Identification pockets, right side/left side gusset secured with double binding.
- Lockable 29" brass zipper top to bottom center front panel.
- Inner Pockets: (2) 22" wide by 11" deep constructed of high strength heavy weight Nylon mesh (180g).
- Hanger hook to come through a #2 brass grommet attached through all materials for reinforcement. Washer made from reinforced vinyl and a clear plastic stop on the outside portion of the hook to keep hanger in place.

If proposing a product with exceptions to the above specification, list exceptions in the space provided below. Failure to list deviations from the above specification will result in disqualification.

### **COMPUTER EQUIPMENT**

## **Software Specifications**

The Software must be Microsoft Certified.

The Software System will be used to store inmate's personal belongings in a vertical storage unit for valuable items and a garment conveyor storage system for other items. The software control system must also be capable of managing inventory that is stored on static rack, shelving, or rails.

The software system should be able to automatically drive all automated components within the scope of work with field proven algorithms so the system maintains the highest operational performance.

The Software must allow for a picture of the inmate be taken, uploaded and entered into the system for verification when retrieving the personal belongings.

The operator or host system will generate an inmate number and enter that into the system, link the inmate picture to the inmate number. Then the inmate's belongings will be packaged and the system will generate a bar code label for each package. The operator will scan the bar code label and the system will interface with the automated storage equipment and present a location for the operator to place the package into. The system will manage the location for the items for future retrieval.

When the inmate is being released and the personnel items need to be retrieved, the operator will enter the software system and request the items, using the inmate number, the system will automatically bring the items to the operator and display the picture of the inmate. The operator will need to scan verify the inmate number to verify the proper items are being selected (Scan Verify).

The software system can find an inmate multiple ways:

- The ID Number Provided
- The Persons Name
- Picture Verification to above and the Software can provide Multiple Users Fields for additional data that could be used to locate property. The software can always generate a complete location map showing where all is stored

Once the items are removed from the system the locations in the system will be available for a new item (Random Non Dedicated Locations).

## **Software System Operating Environment:**

Selected Supplier needs to be capable of operating in the new Windows® 7 and Windows Server® 2008 R2. The software supplied needs to be supported on Microsoft® Windows® XP/Windows® 7 32 and 64 bit/Microsoft® Server 2003/2008/Win7, Microsoft® Sequel Server 2005/2008, Microsoft® Office 2003/2007/2010.

The software application needs to have the ability to operate on a Virtual Server come preconfigured with its own networking scheme. A customer needs only to supply the server with a static IP or allow it to be DHCP configured. The networking scheme can be run on pre-existing networks and generally does not require any re-configuration.

### **Summary of System Features**

#### **General**

- Real-time control of operations
- System-directed optimized putaway
- System-directed optimized picking
- Control of multiple carousel workstation
- Control of multiple bulk zones
- Universal Pod control (ASRS and flow rack or shelving)
- Optimization of storage based on bin size
- Optimization of storage based on item velocity
- Barcode label generation
- Logging of all transactions
- Download from host of orders
- Upload to host of completed transactions
- Built-in reports and labels
- Ad-hoc report/label generation
- Diagnostic features for system troubleshooting
- Standalone or Network architecture
- Powerful relational database
- Security features to limit user access at different levels
- Security can be set individually or by group

#### **Host Interface**

- Bi-directional interface between picking system and host computer using text file transfer

- Download from host of *inventory*, *inventory map* (location) and *employee* (users) information for initial system setup and file maintenance
- Download from host of routine Pick Orders, Putaway Orders, and Cycle Count orders
- Upload to host of transaction history
- Order download can be requested by supervisor at any time, or can be configured to run automatically at timed intervals

### **Automated Putaway**

- Hot put away from within an active batch
- Hot putaways associated with current put away orders
- Queued put away from list
- Host-downloaded orders or manually entered orders
- One-button confirm for putaways
- Putaway batches can be cancelled, or suspended and resumed
- System assigns optimal location based on part and location parameters, and automated balancing factors
- Manual operator override of any system assigned location

### **Automated Picking**

- Hot picking from within an active batch
- Automatic batch generation or pre-batching from any workstation
- Host-downloaded orders or manually entered orders
- One-button confirm for picks
- Picking based on various sorts including Priority, Required Date and Order Number
- Batches can be cancelled, or suspended and resumed
- Pick labels printed on demand or automatically
- Tote labels printed on demand or automatically
- Tote manifests printed automatically
- Shortages saved for backorder reprocessing

### **Bulk Put away**

- List-directed put away
- Optional RF handheld directed put away
- Optional truck-mounted RF pc directed put away

- Barcode laden put away lists for minimal data entry
- Unlimited active put away batches in any zone
- Host-downloaded orders or manually entered orders
- System assigns optimal location based on part and location parameters
- Putaway confirmation at any workstation at conclusion of putaway
- Mark list as complete with simple keystrokes, or record put away exceptions
- Put away to automated or bulk as primary storage
- Easy reassignment or overlapping of put away zones

### **Bulk Picking**

- List-directed picking
- Optional RF handheld directed picking
- Optional truck-mounted RF pc directed picking
- Barcode laden pick lists for minimal data entry
- Unlimited active pick batches in any zone
- Host-downloaded orders or manually entered orders
- Pick multiple concurrent lists
- Picking based on various searches including Item Number or Vendor Item Number
- Pick labels printed on demand or automatically
- Tote labels printed on demand or automatically
- Tote manifests printed automatically
- Pick by Single-Order Pick lists or Batched Pick list
- Pick confirmation at workstation at conclusion of picking
- Mark list as complete with simple keystrokes, or record picking exceptions
- Easy reassignment or overlapping of bulk pick zones

### **Allocation**

- Full supervisory control of Pick Order allocation process
- Orders can be allocated manually or automatically
- Orders can be de-allocated and later reallocated
- Inventory allocated for an order is not available to subsequent orders
- System allocates inventory from Automated zones or Bulk zones based on Pick Fence/Split Case rules



### **Lot Number Tracking**

- Tracks lot numbers for any item
- Can specify particular lot number in Pick Order
- Can utilize FIFO by Lot Expiration Date
- Scan Verify

### **Serial Number Tracking**

- Tracks serial numbers for any item
- Serial number information for picked items is uploaded to host system
- Can specify particular serial number on pick order
- Scan Verify

### **Replenishment**

- Creates the pick orders from designated replenishment-from zones, and put away orders to replenishment-to zones
- Replenishment pick list printing is supervisor initiated
- Replenishment is controlled by supervisor-settable minimum quantity of items either for a location or throughout the replenishment-to zones.
- Stock reorder list for replenishment-from items

### **Cycle Counting**

- Host-downloaded cycle count requests or manually entered count requests
- Create count by Location, Part Number, or range of locations, item value, last counted date, or any combination thereof
- Audit feature creates cycle counts from discrepancies between a downloaded host system count and the PickPro inventory count
- Counts can update inventory on the spot
- Counting results are available for upload to the host system

### **COMPUTER / HARDWARE SPECIFICATIONS**

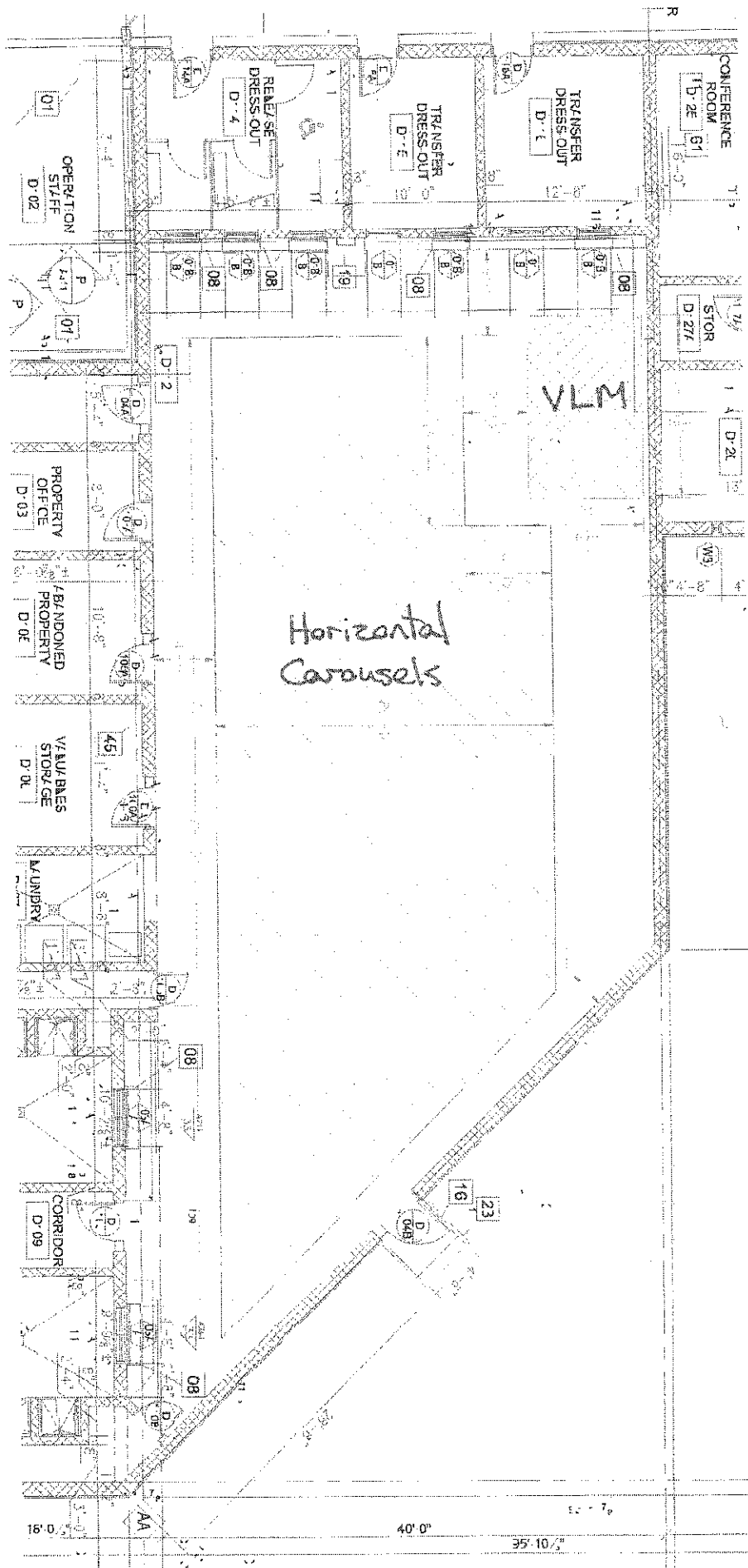
Provide three (3) computers, 17” minimum flat screens, with associated hand held scanners and color printers that are each capable of running the systems identified above and are compatible with the facility’s existing Phoenix inmate control system. These computers will be installed and set

up by the vendor with all related software at designated locations around the room in order to control and access all aspects of the equipment.

**FULL SYSTEM WARRANTY**

In addition to two year parts, labor and service warranty required of the Proposer, Proposer must state their full manufacturer warranty for each item requested in this bid. Please state minimum response time for service and where this service will be based. Service must be offered from a vendor that employs full time factory trained service staff for the product being bid with response times not exceeding 24 hours.

Exhibit B



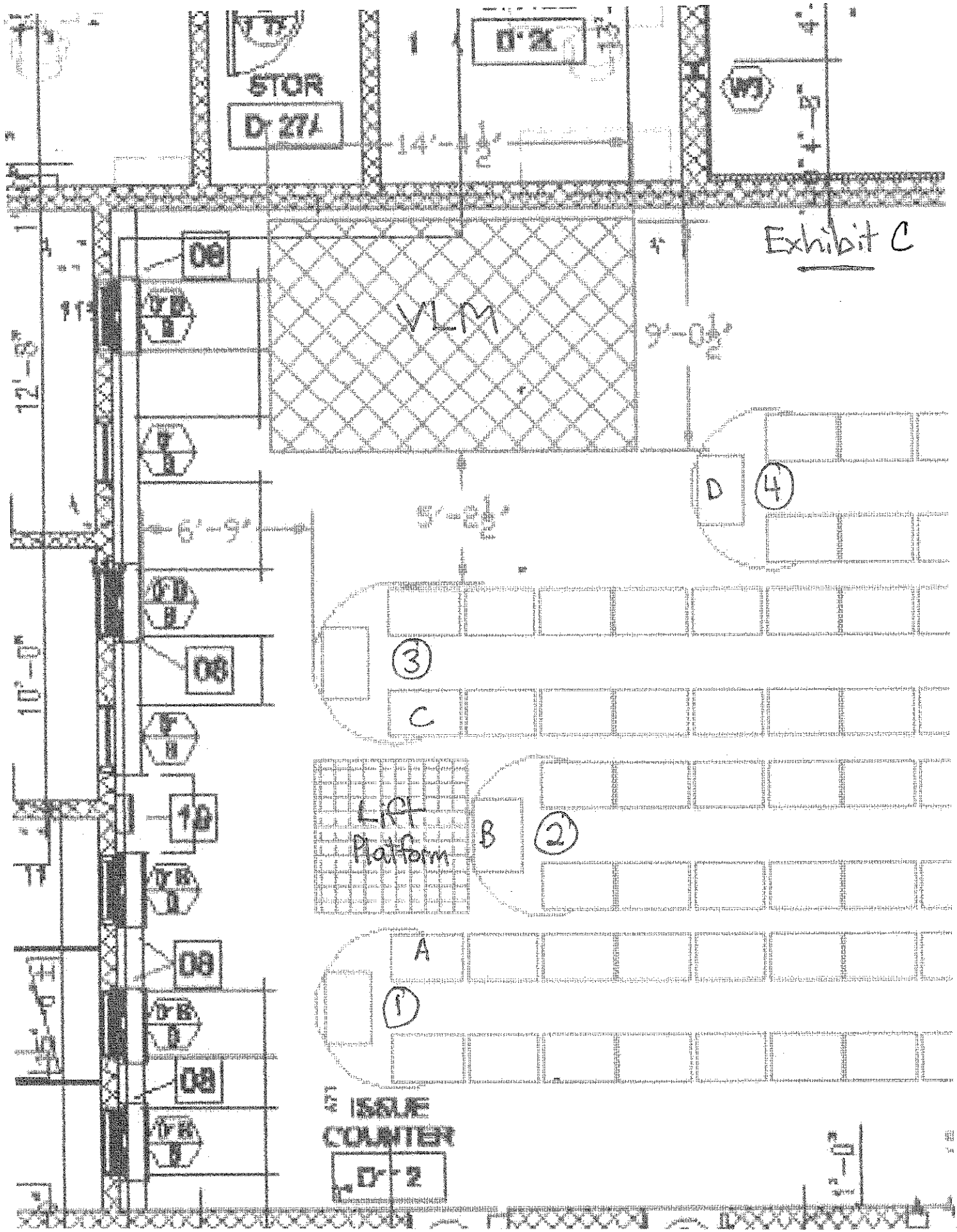
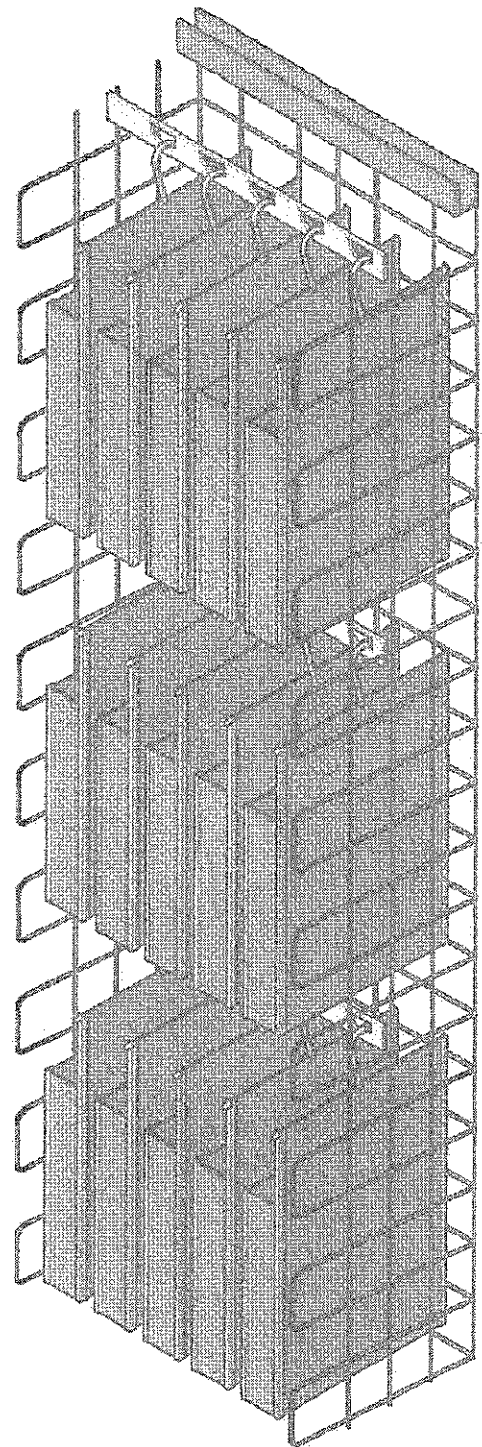


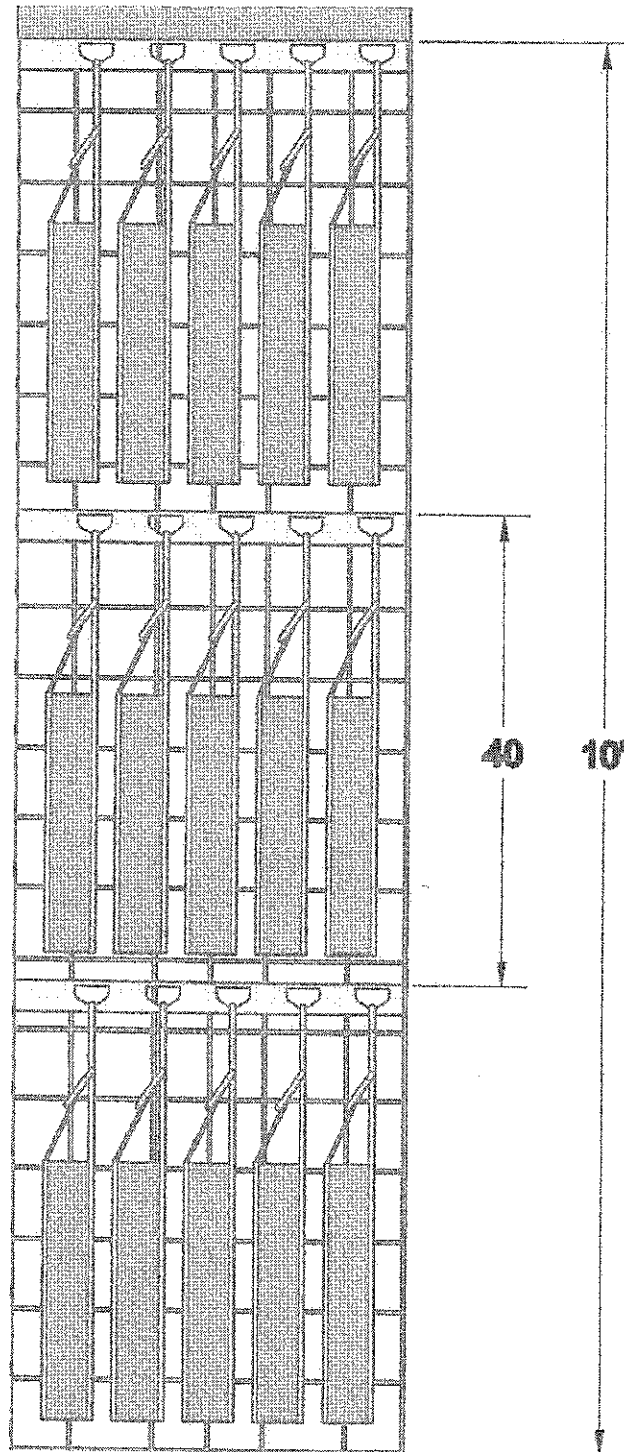
Exhibit D



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Garment Bin

Exhibit E



Garment Bin Dimensions

**Attachment A**

**DRUG FREE WORKPLACE CERTIFICATION**

The undersigned certifies that the provisions of Code Sections 50-24-1 through 50-24-6 of the Official Code to Georgia Annotated, related to the Drug Free Workplace have been complied with in full.

1. A drug-free workplace will be provided for the employees during the performance of the contract; and;
2. Each sub-contractor under the direction of the Contractor shall secure the following written certification:

\_\_\_\_\_ (Contractor) certifies to Chatham County that a drug-free workplace will be provided for the employees during the performance of this contract known as GARMENT CONVEYORS AND VALUABLE STORAGE EQUIPMENT pursuant to paragraph (7), of subsection (B) of Code Section 50-24-3. Also, the undersigned further certifies that he/she will not engage in the unlawful manufacture, sale, distribution, dispensation, possession, or use of a controlled substance or marijuana during the performance of the contract.

\_\_\_\_\_  
CONTRACTOR:

\_\_\_\_\_  
DATE:

\_\_\_\_\_  
NOTARY:

\_\_\_\_\_  
DATE:

**Attachment B**

**PROMISE OF NON-DISCRIMINATION STATEMENT**

Know All Men By These Presents, that I (We), \_\_\_\_\_, \_\_\_\_\_, \_\_\_\_\_,  
Name Title Name of Bidder

(herein after "Company") in consideration of the privilege to bid/or propose on the following Chatham County project procurement (GARMENT CONVEYORS AND VALUABLE STORAGE EQUIPMENT), hereby consent, covenant and agree as follows:

1. No person shall be excluded from participation in, denied the benefit of or otherwise discriminated against on the basis of race, color, national origin or gender in connection with the bid submitted to Chatham County or the performance of the contract resulting therefrom;
2. That it is and shall be the policy of this Company to provide equal opportunity to all business persons seeking to contract or otherwise interested with the Company, including those companies owned and controlled by racial minorities, and women;
3. In connection herewith, I (We) acknowledge and warrant that this Company has been made aware of, understands and agrees to take affirmative action to provide minority and women owned companies with the maximum practicable opportunities to do business with this Company on this contract;
4. That the promises of non-discrimination as made and set forth herein shall be continuing throughout the duration of this contract with Chatham County;
5. That the promises of non-discrimination as made and set forth herein shall be and are hereby deemed to be made a part of and incorporated by reference in the contract which this Company may be awarded;
6. That the failure of this Company to satisfactorily discharge any of the promises of non-discrimination as made and set forth above may constitute a material breach of contract entitling the County to declare the contract in default and to exercise appropriate remedies including but not limited to termination of the contract.

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Date



## Attachment C

### DISCLOSURE OF RESPONSIBILITY STATEMENT

Failure to complete and return this information will result in your bid/offer/proposal being disqualified from further competition as non-responsive.

1. List any convictions of any person, subsidiary, or affiliate of the company, arising out of obtaining, or attempting to obtain a public or private contract or subcontract, or in the performance of such contract or subcontract.  

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2. List any indictments or convictions of any person, subsidiary, or affiliate of this company for offenses such as embezzlement, theft, fraudulent schemes, etc. or any other offenses indicating a lack of business integrity or business honesty which affects the responsibility of the contractor.
3. List any convictions or civil judgments under states or federal antitrust statutes.
4. List any violations of contract provisions such as knowingly (without good cause) to perform, or unsatisfactory performance, in accordance with the specifications of a contract.  

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5. List any prior suspensions or debarments by any governmental agency.  

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6. List any contracts not completed on time.  

---
7. List any penalties imposed for time delays and/or quality of materials and workmanship.  

---
8. List any documented violations of federal or any state labor laws, regulations, or standards, occupational safety and health rules.  

---

I, \_\_\_\_\_, as \_\_\_\_\_  
Name of individual Title & Authority

of \_\_\_\_\_, declare under oath that

Company Name

the above statements, including any supplemental responses attached hereto, are true.

\_\_\_\_\_  
Signature

State of \_\_\_\_\_

County of \_\_\_\_\_

Subscribed and sworn to before me on this \_\_\_\_\_ day of \_\_\_\_\_

20\_\_ by \_\_\_\_\_ representing him/herself to be

\_\_\_\_\_ of the company named herein.

Notary Public

My Commission expires:

\_\_\_\_\_

Resident State:

**Attachment D**

**CONTRACTOR AFFIDAVIT AND AGREEMENT**

By executing this affidavit, the undersigned contractor verifies its compliance with O.C.G.A.13-10-91, stating affirmatively that the individual, firm, or corporation which is contracting with (name of public employer) has registered with and is participating in a federal work authorization program\* [any of the electronic verification of work authorization programs operated by the United States Department of Homeland Security or any equivalent federal work authorization program operated by the United States Department of Homeland Security to verify information of newly hired employees, pursuant to the Immigration Reform and Control Act of 1986 (IRCA), P.L. 99-603], in accordance with the applicability provisions and deadlines established in O.C.G.A. 13-10-91.

The undersigned further agrees that, should it employ or contract with any subcontractor(s) in connection with the physical performance of services pursuant to this contract with (name of public employer), contractor will secure from such subcontractor(s) similar verification of compliance with O.C.G.A. 13-10-91 on the Subcontractor Affidavit provided in Rule 300-10-01- 08 or a substantially similar form. Contractor further agrees to maintain records of such compliance and provide a copy of each such verification to the (name of the public employer) at the time the subcontractor(s) is retained to perform such service.

\_\_\_\_\_  
EEV / Basic Pilot Program\* User Identification Number

\_\_\_\_\_  
BY: Authorized Officer or Agent  
(Contractor Name)

\_\_\_\_\_  
Date

\_\_\_\_\_  
Title of Authorized Officer or Agent of Contractor

\_\_\_\_\_  
Printed Name of Authorized Officer or Agent

SUBSCRIBED AND SWORN  
BEFORE ME ON THIS THE  
\_\_\_\_ DAY OF \_\_\_\_\_, 200\_\_

\_\_\_\_\_  
Notary Public

My Commission Expires:

\* As of the effective date of O.C.G.A. 13-10-91, the applicable federal work authorization program is the "EEV / Basic Pilot Program" operated by the U. S. Citizenship and Immigration Services Bureau of the U.S. Department of Homeland Security, in conjunction with the Social Security Administration (SSA).

**SUBCONTRACTOR AFFIDAVIT**

By executing this affidavit, the undersigned subcontractor verifies its compliance with O.C.G.A. 13-10-91, stating affirmatively that the individual, firm or corporation which is engaged in the physical performance of services under a contract with (name of contractor) on behalf of (name of public employer) has registered with and is participating in a federal work authorization program\* [any of the electronic verification of work authorization programs operated by the United States Department of Homeland Security or any equivalent federal work authorization program operated by the United States Department of Homeland Security to verify information of newly hired employees, pursuant to the Immigration Reform and Control Act of 1986 (IRCA), P.L. 99-603], in accordance with the applicability provisions and deadlines established in O.C.G.A. 13-10-91.

\_\_\_\_\_  
EEV / Basic Pilot Program\* User Identification Number

\_\_\_\_\_  
BY: Authorized Officer or Agent  
(Subcontractor Name)

\_\_\_\_\_  
Date

\_\_\_\_\_  
Title of Authorized Officer or Agent of Subcontractor

\_\_\_\_\_  
Printed Name of Authorized Officer or Agent

SUBSCRIBED AND SWORN  
BEFORE ME ON THIS THE  
\_\_\_\_ DAY OF \_\_\_\_\_, 200\_\_

\_\_\_\_\_  
Notary Public  
My Commission Expires:

\_\_\_\_\_  
\* As of the effective date of O.C.G.A. 13-10-91, the applicable federal work authorization program is the "EEV / Basic Pilot Program" operated by the U. S. Citizenship and Immigration Services Bureau of the U.S. Department of Homeland Security, in conjunction with the Social Security Administration (SSA).

**ATTACHMENT E**

**Affidavit Verifying Status for Chatham County Benefit Application**

By executing this affidavit under oath, as an applicant for a Chatham County, Georgia Business License or Occupation Tax Certificate, Alcohol License, Taxi Permit, Contract or other public benefit as reference in O.C.G.A. Section 50-36-1, I am stating the following with respect to my bid for a Chatham County contract for \_\_\_\_\_ . [Name of natural person applying on behalf of individual, business, corporation, partnership, or other private entity]

1.) \_\_\_\_\_ I am a citizen of the United States.

**OR**

2.) \_\_\_\_\_ I am a legal permanent resident 18 years of age or older.

**OR**

3.) \_\_\_\_\_ I am an otherwise qualified alien (8 § USC 1641) or non-immigrant under the Federal Immigration and Nationality Act (8 USC 1101 *et seq.*) 18 years of age or older and lawfully present in the United States.\*

In making the above representation under oath, I understand that any person who knowingly and willfully makes a false, fictitious, or fraudulent statement or representation in an affidavit shall be guilty of a violation of Code Section 16-10-20 of the Official Code of Georgia.

Signature of Applicant: \_\_\_\_\_ Date \_\_\_\_\_

Printed Name: \_\_\_\_\_

\* \_\_\_\_\_

Alien Registration number for non-citizens.

SUBSCRIBED AND SWORN  
BEFORE ME ON THIS THE  
\_\_\_\_ DAY OF \_\_\_\_\_, 20\_\_

Notary Public  
My Commission Expires:

**ATTACHMENT F**

**BIDDER'S CERTIFICATION REGARDING DEBARMENT, SUSPENSION,  
INELIGIBILITY AND VOLUNTARY EXCLUSION**

The undersigned certifies, by submission of this proposal or acceptance of this contract, that neither Contractor nor its principals is presently debarred, suspended, proposed for debarment, declared ineligible, or voluntarily excluded from participation in this transaction by any Federal department or agency, State of Georgia, Chatham County, City of Savannah, Board of Education or local municipality. Bidder agrees that by submitting this proposal that Bidder will include this clause without modification in all lower tier transactions, solicitations, proposals, contracts, and subcontracts. Where the Bidder or any lower tier participant is unable to certify to this statement, that participant shall attach an explanation to this document.

Certification – the above information is true and complete to the best of my knowledge and belief.

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(Printed or typed Name of Signatory)

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(Signature)

(Date)

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Purchasing Staff Member Verification

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

Comments:

**NOTE:** The penalty for making false statements in offers is prescribed in 18 U.S.C. 1001

**ATTACHMENT G**

**Chatham County  
Minority and Women Business Enterprise Program  
M/WBE Participation Report**

Name of Bidder: \_\_\_\_\_

Name of Project: \_\_\_\_\_ Bid No: \_\_\_\_\_

M/WBE Firm	Type of Work	Contact Person/ Phone #	City, State	%	MBE or WBE

MBE Total \_\_\_\_\_%      WBE Total \_\_\_\_\_%      M/WBE Combined \_\_\_\_\_%

The undersigned should enter into a formal agreement with M/WBE Contractor identified herein for work listed in this schedule conditioned upon execution of contract with the Chatham County Board of Commissioners.

Signature \_\_\_\_\_ Print \_\_\_\_\_

Phone (    ) \_\_\_\_\_ Fax (    ) \_\_\_\_\_

ATTACHMENT H

AFFIDAVIT REGARDING LOBBYING

Each Bidder/Proposer and all proposed team members and subcontractors must sign this affidavit and the Bidder /Proposer shall submit the affidavits with their proposal confirming that there has been no contact with public officials or management staff for the purpose of influencing award of the contract. Furthermore, each individual certifies that there will be no contact with any public official prior to contract award for the purpose of influencing contract award.

The undersigned further certifies that no team member or individual has been hired or placed on the team in order to influence award of the contract. All team members are performing a commercially useful function on the project.

Failure to provide signed affidavits from all team members with your response may be cause to consider your bid/proposal non-responsive.

\_\_\_\_\_  
BY: Authorized Officer or Agent

\_\_\_\_\_  
Date

\_\_\_\_\_  
Title of Authorized Officer or Agent

\_\_\_\_\_  
Printed Name of Authorized Officer or Agent

SUBSCRIBED AND SWORN  
BEFORE ME ON THIS THE  
\_\_\_\_ DAY OF \_\_\_\_\_, 2011

\_\_\_\_\_  
Notary Public  
My Commission Expires:

My Commission expires:

\_\_\_\_\_

Resident State: \_\_\_\_\_



## LEGAL NOTICE

CC NO. 165184

Chatham County, Georgia is seeking proposals from firms interested in providing Garment Conveyors and Valuables Storage Equipment for Chatham County Detention Center- Request for Proposal No. P12-0020-3.

A *pre-proposal conference* has been scheduled for 10:00 A.M., MARCH 21, 2012, and will be conducted in the Conference Room located at the **CHATHAM COUNTY DETENTION CENTER, 1050 CARL GRIFFIN DRIVE, SAVANNAH, GEORGIA 31401**, to discuss the specifications and resolve any questions and/or misunderstanding that may arise. Firms are encouraged to attend.

Proposals are due no later than 5:00 P.M. on April 5, 2012 and must be mailed or hand delivered to the Chatham County Purchasing Office, 1117 Eisenhower Drive, Suite C, Savannah, Georgia 31406.

All firms requesting to do business with Chatham County must also register on the County's website at <http://purchasing.chathamcounty.org>.

A copy of this Request for Proposal is available in the Chatham County Purchasing Office, 1117 Eisenhower Drive, Suite C, Savannah, Georgia 31406, or can be downloaded from the Chatham County website at <http://purchasing.chathamcounty.org>. For additional information concerning specifications, please contact Ms. Victoria D. Godlock, CPPB, MPA Procurement Specialist, at (912) 790-1624.

CHATHAM COUNTY RESERVES THE RIGHT TO REJECT ANY/AND ALL BIDS AND TO WAIVE ALL FORMALITIES. "CHATHAM COUNTY IS AN EQUAL OPPORTUNITY EMPLOYER, M/F/H, ALL BIDDERS ARE TO BE EQUAL OPPORTUNITY EMPLOYERS".

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MARGARET H. JOYNER, PURCHASING AGENT  
CHATHAM COUNTY, GEORGIA

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- Savannah News- INSERT: 14 March 2012

### NEWS ONLY-

Please send two copies of affidavit to:  
Chatham County Purchasing Department  
1117 Eisenhower Drive, Suite C  
Savannah, GA 31416  
(912) 790-1624