

Request for Bid: (1) 48 Inch Advance Forensic Workstation with AirSafe Controller and Filters, (1) Cart for the Forensic Workstation

Edgefield County, South Carolina

RFB No. 11-28-16

Notice to Bid

The Sheriff's Office in the County of Edgefield is soliciting bids for a **(1) 48 Inch Advance Forensic Workstation with AirSafe Controller and Filters, and (1) Cart for the Forensic Workstation**

Subject to the conditions and provisions set forth in the attached, **sealed bid packages** must be received no later than **11:00 a.m. on Monday, November 28, 2016** at the **Edgefield County Administration Building, 124 Courthouse Square, Edgefield, SC 29824**. Neither late nor faxed proposals will be accepted.

The commodities and/or services must be furnished as described and specified in the bid package. Edgefield County reserves the right to reject any or all bids.

Envelopes should be conspicuously marked in the lower left hand corner:

RFB No. 11-28-16

EC SO "48 Inch Advance Forensic Workstation with AirSafe Controller and Filters. And Cart for the Forensic Workstation"

Contact Person:

Forensic Investigator, Curtis Morris

cmorris@edgefieldcountysheriff.org

803-637-5337

General Instructions to Bidders

- 1.1 **Bid Opening and Award**
Bid proposals will be examined promptly after opening and each bid will be announced to all participating. The bid will not be awarded at the time of the bid opening. The bids will be reviewed by the Purchasing Agent, the County Administrator, the interested Department Head, and County Council. Award will be made at the earliest possible date by approval of the Edgefield County Council. No bid proposals may be withdrawn for a period of thirty (30) days after the bid opening date.
- 1.2 **Taxes**
The County pays applicable South Carolina State Sales Taxes. All applicable taxes should be shown as separate line items on the bid form.
- 1.3 **Basis of Bid Award**
Vendor will be selected on the basis of their conformance to the bid, meeting the specifications, contractor's competitive price, and warranty.
- 1.4 **Guarantee with Bid and Warranties**
Bidder shall provide attached information on their product and service warranties.
- 1.5 **Use of Brand Names**
Specifications contained herein, in some cases, may refer to brand names. Brand names and numbers are used ONLY to set forth and convey to prospective Bidders the general style, type, character, and quality of equipment desired. If the article bid upon has a trade or brand name, show name in the bid.
- 1.6 **Specification Deviations by the Bidder**
Any deviation from this specification MUST be noted in detail and submitted in writing with this bid. Completed specifications should be attached for any substitution offered, or when amplifications are desirable or necessary. The absence of the specification deviation statement and accompanying specifications will hold the Bidder strictly accountable to the specifications as written herein. Failure to submit this document of specification deviation, if applicable, shall be grounds for rejection of the item(s) when offered for delivery. If specifications or descriptive papers are submitted with bids, the bidder's name should be clearly shown on each document.
- 1.7 **Specification Changes After Bid Award**
Any changes in specifications after the contract has been awarded, must be with written consent of the Purchasing Agent, otherwise, the responsibility for such changes shall be with the vendor.
- 1.8 **Specification Changes, Additions, and Deletions**
All changes in specifications by the County shall be in writing and furnished to ALL Bidders.
- 1.9 **Bid Changes**
Bids, amendments thereto or withdrawal requests received by the county after the time advertised for bid opening, will be void regardless of when they were mailed.
- 1.10 **Location of Project:**
Edgefield County Sheriff's Office
200 Railroad Street
Edgefield, SC 29824

- 1.11 Information
Any questions or inquiries concerning this bid must be emailed to the attention of:
Forensic Investigator, Curtis Morris
cmorris@edgefieldcountysheriff.org
803-637-5337
- 1.12 Other Charges
Bid prices shall include as separate line items all freight (transportation) and preparation charges, applicable taxes and any other applicable charges fully prepaid to the point of delivery so that the bid price is the total price to be paid for the item(s).
- 1.13 Inspection and Acceptance
Inspection and acceptance shall be conducted by the person named below:

Forensic Investigator Curtis Morris, Edgefield County Sheriff's Office
- 1.15 Pay Schedule
Payment for the project shall be at completion. Any change to this payment procedure must be addressed in the bid submittal. In most cases Edgefield County will issue payment checks within 21 days of receiving an acceptable invoice.
- 1.16 The County of Edgefield reserves the right to reject any or all proposals in whole or in part.

Special Instructions to Bidder

- 2.1 Licenses
Bidder is required to be licensed by the State of South Carolina for the trade in which they are engaging.
- 2.2 Permits
Successful bidder is required to obtain all necessary federal, state and local permits for this project.
- 2.3 Insurance
The amount and types of insurance required should commensurate with the hazards and magnitude of the undertaking, but in no event of lesser amount nor more restrictive than the limits of liability and schedule of hazards below described. Without limiting its liability under the contract agreement, the contractor shall procure and maintain, at its expense during the life of this contract, insurance of the types in the minimum amounts stated below:

<u>SCHEDULE</u>	<u>LIMIT</u>
WORKERS COMPENSATION	Statutory
COMPREHENSIVE GENERAL LIABILITY	
Premises Operations	\$1,000,000 (per occurrence)/ \$2,000,000 Aggregate
Single Limit	
Contractual Liability	
Independent Contractors	
Personal Injury	
Products - Completed Operations	
PROFESSIONAL LIABILITY	\$1,000,000/\$2,000,000
(per occurrence)	
AUTOMOBILE LIABILITY	

