SUBMIT BIDS TO:	CITY OF TUSCALOOSA P.O. BOX 2089 TUSCALOOSA, AL 35403	PURCHASING OFFICE 2201 UNIV. BLVD. TUSCALOOSA, AL 35401	**INVITATION TO BID** CITY OF TUSCALOOSA
BID TITLE **INTERACTIVE KIOSK SYSTEMS FOR THE GATEWAY**			BID NO. 8027-012716-1
PAGE 1 OF 9 PAGES	**BIDS WILL BE OPENED AT 2:00 PM ON JANUARY 27, 2016 IN THE OFFICE OF THE PURCHASING AGENT, 2201 UNIVERSITY BLVD. TUSCALOOSA, AL 35401 AND MAY NOT BE WITHDRAWN FOR THIRTY (30) DAYS AFTER SUCH DATE & TIME.**		ISSUE DATE 01/11/2015

MAYOR
WALTER MADDOX

COUNCIL MEMBERS

PHYLLIS W. ODOM
MATTHEW CALDERONE
HARRISON TAYLOR
KIP TYNER
CYNTHIA LEE ALMOND
EDDIE PUGH
SONYA McKINSTRY

CITY CLERK (ACTING)
DEBRA K. CLEMENTS

PURCHASING AGENT
DAVID COGGINS

Vendor Information

(SECTION TO BE COMPLETED BY VENDOR)

_____
Company Name (Please Print)

_____ _____
Phone Number Fax Number

_____
Email Address

GENERAL CONDITIONS OF INVITATIONS TO BID

1. **PREPARATION OF BIDS**

Bids will be prepared in accordance with the following:

(a) Our enclosed Bid Proposal Form is to be used in submitting your bid.

(b) All information required by the Bid form shall be furnished. The bidder shall print or type his name and manually sign the schedule and each continuation sheet on which any entry is made.

(c) Unit prices shall be shown and where there is an error in extension of price, the unit price shall govern.

(d) Proposed delivery time must be shown and shall include Sundays and holidays.

(e) Bidder will not include federal taxes nor State of Alabama sales, excise, and use taxes in bid prices as the City is exempt from payment of such taxes. An exemption certificate will be signed where applicable upon request.

(f) Bidders shall thoroughly examine the drawings, specifications, schedule, instructions and all other contract documents.

(g) Bidders shall make all investigations necessary to thoroughly inform themselves regarding plant and facilities for delivery of material and equipment as required by the bid conditions. No plea of ignorance by the bidder of conditions that exist or that may hereafter exist as a result of failure or omission on the part of the bidder to make the necessary examinations and investigations, or failure to fulfill in every detail the requirements of the contract documents, will be accepted as a basis for varying the requirements of the City or the compensation to the vendor.

(h) Bidders are advised that all City Contracts are subject to all legal requirements provided for in the Purchasing ordinance and/or State and Federal Statutes.

2. **DESCRIPTION OF SUPPLIES**

(a) Any manufacturer's names, trade names, brand name, or catalog numbers used in specifications are for the purpose of describing and establishing general quality levels. SUCH REFERENCES ARE NOT INTENDED TO BE RESTRICTIVE. Bids will be considered for any brand which meets the quality of the specifications listed for any items.

(b) Bidders are required to state exactly what they intend to furnish, otherwise they shall be required to furnish the items as specified.

(c) *Bidders will submit, with their proposal, data necessary to evaluate and determine the quality of the item(s) they are bidding.*

3. **SUBMISSION OF BIDS**

(a) Bids and changes thereto shall be enclosed in sealed envelopes addressed to David Coggins, Purchasing Agent, 2201 University Blvd., Tuscaloosa, Alabama. The name and address of the bidder, the date and hour of the bid opening and the material or service bid on shall be placed on the outside of the envelope.

(b) Bids must be submitted on the forms furnished. Telegraphic bids will not be considered.

4. **REJECTION OF BIDS**

(a) The City may reject a bid if:

1. The bidder misstates or conceals any material fact in the bid, or if,
2. The bid does not strictly conform to the law or requirement of bid, or if,
3. The bid is conditional, except that the bidder may qualify his bid for acceptance by the City on an "all or none" basis, or a "low item" basis. An "all or none" basis bid must include all items upon which bids are invited.

(b) The City may, however, reject all bids whenever it is deemed in the best interest of the City. The City may also waive any minor informalities or irregularities in any bid.

5. **WITHDRAWAL OF BIDS**

(a) Bids may not be withdrawn after the time set for the bid opening for a period of time as specified.

(b) Bids may be withdrawn prior to the time set for the bid opening.

6. LATE BIDS OR MODIFICATIONS
   (a) Bids and modifications received after the time set for the bid opening will not be considered.
   (b) Modifications in writing received prior to the time set for the bid opening will be accepted.
7. CLARIFICATIONS OR OBJECTION TO BID SPECIFICATIONS
   If any person contemplating submitting a bid for this contract is in doubt as to the true meaning of the specifications or other bid documents of any part thereof, he may submit to the Purchasing Agent on or before five (5) days prior to scheduled opening a request for clarification. All such request for information shall be made in writing and the person submitting the request will be responsible for it prompt delivery. Any objection to the specifications and requirements as set forth in this bid must be filed in writing with the Purchasing Agent on or before five (5) days prior to scheduled opening.
8. DISCOUNTS
   (a) Bidders may offer a cash discount for prompt payment; however, such discounts shall NOT be considered in determining the lowest net cost for bid evaluation purposes. Bidders are encouraged to reflect cash discounts in the unit prices quoted.
   (b) In connection with any discount offered, time will be computed from the date of receipt of supplies or services or from the date a correct invoice is received, whichever is the later date. Payment is deemed to be made on the date of mailing of the check.
9. SAMPLES
   Samples, when required, must be submitted within the time specified at no expense to the City of Tuscaloosa. If not destroyed or used up during testing, samples will be returned upon request at the bidder's expense, unless stated otherwise in Special Conditions or Specifications. Each individual sample must be labeled with bidder's name and manufacturer's brand name and number.
10. AWARD OF CONTRACT
   (a) The contract will be awarded to the lowest responsible bidder based upon the following factors: quality; conformity with specifications; purpose for which required; terms of delivery; transportation charges; dates of delivery.
   (b) The city reserves the right to accept and award item by item, and/or by group, or in the aggregate, unless the bidder qualifies his bid by specified limitations. Re Par.4(a)3.
   (c) If two or more bids received are for the same total amount or unit price, quality and service being equal, the contract shall be awarded to a local bidder.
   (d) Prices quoted must be FOB Tuscaloosa with all transportation charges prepaid unless otherwise specified in the Invitation to Bid.
   (e) A written award of acceptance (Purchase Order), mailed or otherwise furnished to the successful bidder shall result in a binding contract.
11. DELIVERY
   (a) Deliveries are to be FOB Destination unless otherwise specified in the Invitation to Bids.
   (b) Deliveries are to be made during regular business hours.
12. CONDITION OF MATERIALS AND PACKAGING
   All items furnished must be new and free from defects. No others will be accepted under the terms and intent of this bid. All containers shall be new and suitable for storage or shipment, and price bid shall include standard commercial packaging.
13. CLAIMS
   Successful bidder(s) will be responsible for making any and all claims against carriers for missing or damaged items.
14. LOCAL, STATE, AND FEDERAL COMPLIANCE REQUIREMENTS
   Bidders shall comply with all local, state, and federal directives, orders and laws as applicable to this bid and subsequent contract(s).
15. PROVISION FOR OTHER AGENCIES
   Unless otherwise stipulated by the bidder, the bidder agrees when submitting his bid to make available to all City agencies, departments, and in-city municipalities the bid prices he submits, in accordance with the bid terms and conditions, should any said department, agency, or municipality wish to buy under this proposal.
16. COLLUSION
   The bidder, by affixing his signature to this proposal, agrees to the following: "Bidder certifies that his bid is made without previous understanding, agreement, or connection with any person, firm, or corporation making a bid for the same items and is in all respects fair, without outside control, collusion, fraud, or otherwise illegal action".
17. VARIANCE IN CONDITIONS
   Any and all special conditions and specifications attached hereto which vary from General Conditions shall have precedence.
18. MINORITY / DISADVANTAGED BUSINESS ENTERPRISE PROGRAM
   The City of Tuscaloosa has voluntarily adopted a Minority / Disadvantaged Business Enterprise ("MBE/DBE/WBE") Program called Tuscaloosa Builds, which is designed to encourage the participation and development of minority and disadvantaged business enterprises and to promote equal business opportunities to the fullest extent allowed by state and federal law. To learn more about this program, visit http://www.tuscaloosarecovery.com/blog/category/tuscaloosa-builds/.

** PRELIMINARY BID TAB WILL BE POSTED ON THE CITY'S WEBSITE ONCE AVAILABLE.

SPECIAL CONDITIONS

The General Conditions of Invitations to Bid and any Special Conditions stated shall be considered as part of the specifications of the bid.

Reference to brand names and numbers is descriptive, but not restrictive, unless otherwise specified. Bids on equivalent items meeting the standards of quality thereby indicated will be considered, providing the bid clearly describes the article offered and indicates how it differs from the referenced brands. Descriptive literature and manufacturer's specifications plus any supplemental information necessary for comparison purposes must be submitted with the bid or the bid on that item will be rejected. Reference to literature submitted with a previous bid or on file with the Division of Purchasing will not satisfy this requirement.

The burden is on the bidder to demonstrate that the item bid is equivalent to the item specified in the ITB. Any exceptions taken to any item(s) must be fully explained in written detail on bidders' letterhead and attached to the bid when submitted. Further instructions on this are detailed in General Information and General Requirements.

Awards shall be made or contracts entered into with the lowest responsible bidder(s) meeting all specifications and terms and conditions established by the Division of Purchasing. The Division of Purchasing reserves the right to determine the lowest responsible bidder on the basis of an individual item or group of items. Delivery dates may be a factor in awards.

The issuance of a City of Tuscaloosa Purchase Order or Purchasing Card is required to constitute a contract between the vendor and the City of Tuscaloosa, which shall bind the vendor to furnish and deliver the commodities and/or services ordered at the prices, terms, and conditions quoted.

Questions concerning the bid process should be directed to David Coggins at (205) 248-5186 or dcoggins@tuscaloosa.com (e-mail is preferred). Questions concerning Specifications should be directed to Tim Lewis at (205) 369-3406 or tlewis@talapro.com.

Any addendums issued for this bid will be posted on the City Of Tuscaloosa website at http://www.tuscaloosa.com/e-services/bids. It is the responsibility of the bidder to check this page for any addendums before submitting their bid.

Vendor to submit the following:

- **Signed Special Conditions page**
- **Any necessary descriptive literature, product/item lists and/or specifications information as outlined above and/or elsewhere in this document**
- **Completed and signed Bid Submissions page**
- **Completed and signed Bidder's Response Form**

NOTE: Sheet(s) submitted without Company Name & Signature WILL NOT be considered for bid award.

Bid submissions shall be submitted in a sealed envelope and addressed to: David Coggins, Purchasing Agent, 2201 University Blvd., Tuscaloosa, Alabama. The name and address of the bidder, the date and hour of the bid opening and the Bid Title shall be placed on the outside of the envelope.

VENDOR MUST SUBMIT AN ORIGINAL BID AND ONE COMPLETE COPY OR THE BID MAY BE REJECTED.

GENERAL INFORMATION

The City Of Tuscaloosa is soliciting bids for Interactive Kiosks for The Gateway (formerly known as the Alberta Technology Center). The Gateway is currently under construction and will be located at 2614 University Blvd. East in Tuscaloosa.

Included in this document are detailed specifications for two Interactive Kiosks to be located in this facility. Bidders must follow the instructions described in General Requirements in order to submit a bid for these Kiosk Systems. Failure to follow these instructions will subject your bid to rejection.

Additionally, if a bidder submits a bid for any brands/makes/models other than those specified, the bidder must include detailed descriptive literature, manufacturer's specifications information, and any other relevant information for the items they are submitting for consideration. The burden is on the bidder to demonstrate that the item bid is equivalent to the item specified in this bid. Failure to include this specification information for alternate brand/model/style items will subject your bid to rejection.

All items must be new and unused, with full manufacturer's warranty in place. All bid submissions shall be inclusive of all freight, shipping, handling, and any other charges.

GENERAL REQUIREMENTS

1.1 INTERACTIVE KIOSK SYSTEMS

A. Successful bidder shall provide the hardware listed in the quantities and models as indicated.

B. All hardware must be packaged in the original manufacturer container / packaging.

C. All hardware and materials shall be new and shall include all manufacturer warranty information and associated installation documentation.

D. The kiosk with LCD touch screen panel and computer will support the use of multiple applications and touch screen uses. The Supplier should use the design example and specifications to produce to design and manufacture the complete kiosk unit which includes the physical housing and pedestal; LCD touch screen monitor, side panels connecting the bases, and computer with the appropriate operating system and software as requested. There are two (2) complete kiosk systems required for this bid. Any proposed substitutions, changes to model design, technical specifications, and quantities must be approved by the City designated representative/ designer and a detail justifications and supporting manufacturer specifications plus any supplemental information must be submitted with the bid.

E. For purpose of this project, the successful bidder will verify and certify the complete list of hardware was shipped to the designated location and provide tracking information to client. This is a total package bid; therefore all hardware and material must be packaged together and shipped as a complete hardware inventory based on item list included in this document. The hardware is F.O.B "inside delivery" at the location designated by the City.

F. All hardware described herein shall be the products of manufacturers as described herein. Requests for substitution must be submitted in writing to the City Purchasing Department and approved in advance (prior to shipping).

G. Any discrepancies, errors, and incomplete information identified by the prospective bidders should be submitted report to the City Purchasing and Tim Lewis, TALA Professional Services, 205-369-3406, tlewis@talapro.com within 10 days of receipt of the bid document.

H. The installation of the hardware is not included in this bid.

I. Bidders should address any technical questions to: Tim Lewis, tlewis@talapro.com, 205-369-3406.

1.2 HARDWARE AND MATERIAL DESCRIPTION AND LIST

A. Successful bidder shall design, manufacture, and assemble the complete kiosk system as specified and based on the design example provided. Specific construction / manufacture material will be recommended by the Supplier based the guidelines in the technical requirements. The Supplier is responsible for providing the specific hardware, detail shop drawings, and installation documentation for both kiosk systems.

B. All bidders shall provide a detailed spreadsheet listing each item, unit cost, extended cost, total cost, shipping cost, warranty duration, manufacturer, model number, and product description. Provide the information as both a printed copy and digital copy on a USB drive.

C. Bidders shall include a complete set of cut sheets/ product data sheets with all specified items clearly noted.

1.3 HARDWARE AND MATERIAL LIST

The requested list of hardware and material is listed on the Bid Submissions page. The quantities are shown and cannot be changed.

KIOSK DESIGN CONCEPT DRAWING

The Gateway

INTERACTIVE KIOSK SYSTEMS FOR THE GATEWAY **Company_____**

BID NO. 8027-012716-1 **Signature_____**

BID SUBMISSIONS

Note: The items and hardware listed below are required to produce a kiosk unit / system. The manufacturer is responsible for the final design and manufacturing of the kiosk including any required items / material not listed but required to complete the overall unit / system.

Item #	Description	Qty	Unit Cost	Extended Cost
1	**Overall System**	2	$	$
	Two back to back kiosks with 47" touch screen monitor, computer, operating software, built-in speakers, and keyboard / mouse (Bluetooth).			
2	**LCD Panel Specifications**	2	Price Included in Item # 1	
	Screen Size: 47"			
	Aspect Ratio: 16:9			
	Resolution: HD 1920 x 1080			
	Brightness 450 nits			
	Manufacturer: Samsung, LG			
	100% Full New A+Class Panel			
3	**Touch Technology**	2	Price Included in Item # 1	
	4 Touchpoints - IR Infrared Touch			
4	**Computer System Specifications**	2	Price Included in Item # 1	
	CPU: Quad-core Intel i5 (or better)			
	RAM: 8GB			
	Graphics: Intel GMA X4500M HD display card			
	Audio: HD 8-channel (7.1) Audio System			
	Network Card with Ethernet LAN Connectivity			
	Wifi: High Quality Wifi module			
	Hard drive: 128GB SSD			
	Speakers: 4 built-in high Quality speakers (3w or 5w)			
	Ports:			
	Keyboard / Mouse (Bluetooth)			
	Pre-Installed OS: Windows 8			
	Mounting Hardware as required			
5	**Other Specifications**	2	Price Included in Item # 1	
	3mm Mild Steel with Aluminum Edge			
	3mm Tempered Protective Glass			
	Paint Color: 2 Tone (Color#1- Primary: _TBD_ and Color#2 - Trim__TBD__)			
	Power Supply: AC110V - 240V 50/60Hz			
	2" 1/4 Grated side panels (a panel per side connecting the bases) with door / lock			
	Backlight LED Logo on Front panels			
	Logos on side door panels			
6	**Complete shop drawings and parts list (PDF)**	1	$	$
7	**Shipping (estimates each unit is individually crated and shipped) - 2 pieces**	1	$	$
	Total Bid Price			$

DELIVERY TIME: _____

BIDDER'S RESPONSE FORM

MESSAGE TO BIDDERS: Please review your bid documents for accuracy, completeness, required documentation, and necessary signatures before submitting. Please label the outer mailing/shipping package with the bid information as directed.

COMPANY NAME: _____

CONTACT PERSON: _____

COMPLETE MAILING ADDRESS: _____

_____

AUTHORIZED SIGNATURE: _____

PRINTED NAME: _____

TELEPHONE NUMBER: _____**FAX NUMBER:** _____

E-MAIL ADDRESS: _____

COPIES SUBMITTED:

_____**VENDOR MUST SUBMIT AN ORIGINAL BID AND ONE COMPLETE COPY OR THE BID MAY BE REJECTED.**

NOTE: BY SIGNING THIS CONTRACT, THE CONTRACTING PARTIES AFFIRM, FOR THE DURATION OF THE AGREEMENT, THAT THEY WILL NOT VIOLATE FEDERAL IMMIGRATION LAW OR KNOWINGLY EMPLOY, HIRE FOR EMPLOYMENT, OR CONTINUE TO EMPLOY AN UNAUTHORIZED ALIEN WITHIN THE STATE OF ALABAMA. FURTHERMORE, A CONTRACTING PARTY FOUND TO BE IN VIOLATION OF THIS PROVISION SHALL BE DEEMED IN BREACH OF THE AGREEMENT AND SHALL BE RESPONSIBLE FOR ALL DAMAGES RESULTING THEREFROM.

FAILURE TO COMPLETE ALL OF THE ABOVE WITH AN AUTHORIZED SIGNATURE MAY SUBJECT BID TO REJECTION.

Company_____

BID NO. 8027-012716-1

Signature_____

NON-BIDDERS RESPONSE FORM

For purposes of maintaining accurate bidder's list and facilitating your firm's response to our invitation for bid, the City of Tuscaloosa is interested in ascertaining reasons for prospective bidders' failure to respond to invitations for bids. If your firm is not responding to this bid, please indicate the reason(s) by checking any appropriate item(s) below and returning this form to Mr. David Coggins, Purchasing Agent, 2201 University Blvd., Tuscaloosa, Alabama 35401. Failure to either submit a bid proposal or return this form may result in removal of your firm's name from our bidder's lists. Thank you for your cooperation.

We are not responding to this invitation for bid for the following reason(s):

____ Items or materials request not manufactured by us or not available to our company.

____ Our items or materials do not meet specifications.

____ Specifications not clearly understood or applicable (too vague, too rigid, etc.)

____ Quantities requested are too small.

____ Insufficient time allowed for preparation of bid.

____ Incorrect address used: Correct mailing address is:

_____

____ Our branch/division handles this type of bid. Correct name and mailing address is:

_____

____ Other reason(s):_____

Company Name:_____
Address:_____
City/State/Zip:_____
_____
Signature:_____