

SPECIFICATIONS ON INVITATION FOR BID FOR: **BADGES, HOLDERS AND FASTENERS
(NIGP CODES 08010, 08025, 08044)**

1.0 INTENT:

The intent of this Invitation for Solicitation is to establish a three (3) year requirements contract for Electronic Access ID Cards and supplies. Also included are blanket discounts for related supplies as covered by current pricing documents. Amendments, supplements and/or revisions will be effective upon receipt and approval of notice to the Department of Materials Management.

2.0 TECHNICAL SPECIFICATIONS:

2.1 MOTOROLA INDALA CARD - NO SUBSTITUTIONS:

- 2.1.1 Type: ISO-30 Wiegand
- 2.1.2 Format: 26-bit
- 2.1.3 FC: Not Applicable
- 2.1.4 Card #: Not Applicable

2.2 PLASTIC CARD HOLDERS: (MFG #504-NCS-J)

- 2.2.1 Clear vertical plastic S-Series proximity holder
- 2.2.2 Horizontal Flushed Slot hole at top, standard size slot at open end
- 2.2.3 Minimum Outside Dimensions: 2 5/8 x 4 3/8 inches
- 2.2.4 Max Insert Size: 2 1/8 x 3 3/8 inches
- 2.2.5 Non-static
- 2.2.6 Non -Acetate

2.3 STRAP CLIPS: (MFG #2105-2000)

- 2.3.1 Flat Snap
- 2.3.2 Minimum 2 3/4" Soft Clear Vinyl Strap
- 2.3.3 Bulldog Clip

2.4 PLASTIC BEAD CHAINS: (MFG #2130-4001)

- 2.4.1 Length: Minimum 30", Maximum 36"
- 2.4.2 Bead size: Approximately 5/32" (4mm) diameter
- 2.4.3 Chains should be available in these solid colors: Black, Blue, Red and White
- 2.4.4 Nickel-Plated steel Connector

2.5 NYLON NECK CORD: (MFG #2135-3001)

- 2.5.1 Length: 24" min. and 38" max, non adjustable
- 2.5.2 Color: Black
- 2.5.3 Metal Swivel Hook Attachment
- 2.5.4 Non-Break away

2.6 **MAGNETIC BADGE HOLDERS: (MFG #1835-1110)**

- 2.6.1 Vertical format
- 2.6.2 Outside Dimensions 2 5/8" (W) X 3 3/4" (H)
- 2.6.3 Max Insert Size: 2 3/8" (W) X 3 3/8" (H)
- 2.6.4 Vinyl w/two permanent unshielded magnets
- 2.6.5 Color: Black

2.7 **RETRACTABLE CARD REEL: (MFG #2120-3101)**

- 2.7.1 Minimum 20" retractable cord
- 2.7.2 Diameter: Approximately 1 1/4" Tempered Steel Spring Clip affixed on back
- 2.7.3 Clear Strap w/Snap (MUST fit in the slot for item B)
- 2.7.4 Colors: Reels must be available in these solid colors: Black, Blue, Red and White

2.8 **MAGICARD PRINTER RIBBON – NO SUBSTITUTIONS:**

- 2.8.1 Full color (YMCKOK) resin BLACK
- 2.8.2 Clear Overlay. UR8
- 2.8.3 Mfg. Part # M9003-215

2.9 **DELIVERY:**

Delivery is required F.O.B. **DESTINATION**, FREIGHT PRE-PAID within seven (7) days of receipt of Purchase Order, to any delivery location within Maricopa County as specified by the County. Contractor shall indicate on Pricing Documentation (Attachment A) any additional freight or handling charges that would be associated with special shipping and/or handling delivery.

It shall be the Contractor's responsibility to meet the County's delivery requirements, as called for in the Technical Specifications. Maricopa County reserves the right to obtain services on the open market in the event the Contractor fails to make delivery and any price differential will be charged against the Contractor.

The Contractor shall retain title and control of all goods until they are delivered and the contract coverage has been completed. All claims for visible or concealed damage shall be filed by the Contractor. The County will notify the Contractor of any damaged goods and shall assist the Contractor in arranging for inspection.

2.10 **EXPEDITED DELIVERY:**

If the Using Agency determines that rush shipping or other alternate shipping is required, it shall notify the Contractor. The Contractor shall determine any additional costs associated with such delivery terms and communicate that cost to the Using Agency via fax or other reasonable means.

The Using Agency shall not advise the Contractor to proceed with shipment until acceptable terms are negotiated and a purchase order is issued. Upon determining that the additional costs are reasonable and proper, the Using Agency shall advise the Contractor to proceed.

Upon receipt of material and invoicing, the Using Agency shall ensure that any additional charges are in compliance with and do not exceed those costs stated in the Contract. The Using Agency shall retain all documents related to these costs within the agency purchase order file, for audit purposes.

2.11 SHIPPING DOCUMENTS:

A packing list or other suitable shipping document shall accompany each shipment and shall include the following:

- (1) Name and address of the Contractor;
- (2) Name and address of the County Agency;
- (3) County purchase order number;
- (4) A description of material shipped, including item number, quantity, number of containers and package number, if applicable.

2.12 INVOICING REQUIREMENTS:

A proper invoice billed to the appropriate County agency per the purchase order instructions, whether picked up or delivered, shall accompany all item(s) purchased by the County.

All invoices shall indicate the following:

- (1) Contract number;
- (2) County purchase order number;
- (3) Quantity;
- (4) Description of material, including item number, and any backorders;
- (5) Pricing per unit.

2.13 STOCK:

The Contractor shall be expected to stock locally sufficient quantities as may be necessary to meet the County's needs.

2.14 TESTING:

Unless otherwise specified, materials purchased will be inspected by the Using Agency to ensure the Materials meet the quality and quantity requirements of the Specifications. When deemed necessary by the County, samples of the materials may be taken at random from stock received for submission to a commercial laboratory or other appropriate agency for analysis and tests as to whether the materials conform in all respects to the Specifications. In cases where commercial laboratory reports indicate that the materials do not meet the Specifications, the expense of such analysis is to be borne by the Contractor.

2.15 WARRANTY:

The minimum warranty period shall be three (3) months for both parts and labor. Warranty repair and/or replacement will be performed at no additional charge to Maricopa County. All warranty periods shall begin upon acceptance by the Using Agency.

2.16 BRAND NAME:

Bids on brands other than those listed are subject to approval based on evaluation. Maricopa County reserves the right to request samples to determine quality and acceptability of products bid. In some cases brands have been listed to define quality of products desired and is not intended to be restrictive or limit competition. Products substantially equivalent to those designated shall qualify for consideration.

2.17 SAMPLES:

Contractors may be requested to furnish samples of items proposed for examination by the County. Any items so requested shall be furnished within five (5) working days from the date of request and furnished at no cost to the County and sent to the address designated in the Invitation for Bids. SAMPLES WILL NOT BE RETURNED.

2.18 PRODUCT DISCONTINUANCE:

In the event that a manufacturer discontinues a product and/or model, the County may allow the successful Contractor to provide a substitute for the discontinued item or may cancel the Contract. If the Contractor requests permission to substitute a new product or model, it shall provide the following to the County:

- 2.18.1 Documentation from the manufacturer that the product of model has been discontinued.
- 2.18.2 Documentation that names the replacement product or model.
- 2.18.3 Documentation that provides clear and convincing evidence that the replacement meets or exceeds all Specifications required by the original Invitation for Bids.
- 2.18.4 Documentation that provides clear and convincing evidence that the replacement will be compatible with all the functions or uses of the discontinued product or model.
- 2.18.5 Documentation confirming that the price for the replacement is the same as or less than the discontinued product or model.

Product discontinuance applies only to those items specifically listed on any resultant contract. This will not apply to catalog items not specifically listed on any resultant contract.

2.19 ADDITIONAL PRICING:

Contractors are strongly encouraged to offer additional pricing for related items/products/components, which are not specifically addressed as line items in the Invitation For Bids. Pricing offered should be noted on the pricing pages of the Contractor response in the format requested.

2.20 CONTRACTOR REVIEW OF DOCUMENTS:

Contractor shall review its bid submission to assure the following requirements are met.

- 2.20.1 One (1) original "hard copy" and one (1) electronic copy of pricing (formatted as shown on Attachment A) on a 3.5" diskette labeled with the bidder name is MANDATORY
- 2.20.2 Vendor Information, MANDATORY (Attachment D)
- 2.20.3 Agreement page, MANDATORY (Attachment B)

3.0 SPECIAL TERMS & CONDITIONS:

3.1 CONTRACT LENGTH:

This Invitation for Bids is for awarding a firm, fixed price purchasing contract to cover a three (3) year period.

3.2 OPTION TO EXTEND:

The County may, at their option and with the approval of the Contractor, extend the period of this Contract up to a maximum of three (3), one (1) year options. The Contractor shall be notified in writing by the Materials Management Department of the County's intention to extend the contract period at least thirty (30) calendar days prior to the expiration of the original contract period.

3.3 ESCALATION:

Any request for reasonable price adjustments must be submitted thirty (30) days prior to the Contract expiration date. Justification for the requested adjustment in cost of labor and/or materials must be supported by appropriate documentation and must be within the Producer Price Index for the commodity. Increases are subject to approval in writing by the Materials Management Department prior to any adjusted invoicing submitted for payment.

3.4 EVALUATION CRITERIA:

The evaluation of this Bid will be based on, but not limited to, the following:

- 3.4.1 Compliance with specifications
- 3.4.2 Price
- 3.4.3 Determination of responsibility

The County reserves the right to award in whole or in part, by item or group of items, by section or geographic area, or make multiple awards, where such action serves the County's best interest.

3.5 UNCONDITIONAL TERMINATION FOR CONVENIENCE:

Maricopa County may terminate the resultant Contract for convenience by providing sixty (60) calendar days advance notice to the Contractor.

3.6 ORDERING AUTHORITY:

Contractors should understand that any request for purchase of materials or services shall be accompanied by a valid purchase order, issued by Materials Management, or by a CAPA (Certified Agency Procurement Aid). **CAPA purchases are limited to values of less than \$2,500.00. No other request is valid.**

3.7 INDEMNIFICATION:

3.7.1 INDEMNIFICATION

To the fullest extent permitted by law, CONTRACTOR shall defend, indemnify, and hold harmless COUNTY, its agents, representatives, officers, directors, officials, and employees from and against all claims, damages, losses and expenses, including, but not limited to, attorney fees, court costs, expert witness fees, and the cost of appellate proceedings, relating to, arising out of, or alleged to have resulted from the acts, errors, omissions or mistakes relating to the performance of this Contract. **CONTRACTOR'S** duty to defend, indemnify and hold harmless COUNTY, its agents, representatives, officers, directors, officials, and employees shall arise in connection with any claim, damage, loss or expense that is attributable to bodily injury, sickness, disease, death, or injury to, impairment, or destruction of property, including loss of use resulting therefrom, caused by any acts, errors, omissions or mistakes in the performance of this Contract including any person for whose acts, errors, omissions or mistakes **CONTRACTOR** may be legally liable.

3.8 PROCUREMENT CARD ORDERING CAPABILITY:

It is the intent of Maricopa County to utilize a procurement card that may be used by the County from time to time, to place and make payment for orders under the Contract. Contractors without this capability may be considered non-responsive and not eligible for award consideration.

3.9 INTERNET ORDERING CAPABILITY:

It is the intent of Maricopa County to utilize the Internet to place orders under this Contract. Contractors without this capability maybe considered non-responsive and not eligible for award consideration.

3.10 INQUIRIES AND NOTICES:

All inquiries concerning information herein shall be addressed to:

MARICOPA COUNTY
DEPARTMENT OF MATERIALS MANAGEMENT
ATTN: CONTRACT ADMINISTRATION
320 W. LINCOLN ST.
PHOENIX, AZ 85003

Administrative telephone inquiries shall be addressed to:
ANDREA STUPKA, PROCUREMENT CONSULTANT, 602-506-3504
(astupka@mail.maricopa.gov)

Technical telephone inquiries shall be addressed to:
Valerie Chavez, Facilities Management, Procurement Specialist, 602-506-8975.

Inquiries may be submitted by telephone but must be followed up in writing. **NO ORAL COMMUNICATION IS BINDING ON MARICOPA COUNTY.**

3.11 SUBMISSION PRICE CLARITY:

For reasons of clarity all submissions of pricing (Attachment A) shall be priced in the same unit (size, volume, quantity, weight, etc.) as the bid specifications request. Submissions (bids) failing to comply with this requirement may be declared non-responsive.

3.12 INSTRUCTIONS FOR PREPARING AND SUBMITTING BIDS:

Bidders are to provide one (1) original "hard copy" (labeled) and one (1) electronic copy of pricing (formatted as shown on Attachment A) on a 3.5" diskette labeled with the bidder name. Bidders are to identify their responses with the bid serial number, title and return address to Maricopa County, Department of Materials Management, 320 West Lincoln, Phoenix, Arizona 85003. A corporate official who has been authorized to make such commitments must sign bids.

ALL REQUESTS FOR DISKETTES MUST BE FAXED TO THE PROCUREMENT CONSULTANT AT (602) 258-1573. IN ADDITION, ONE (1) HARD COPY OF EACH PAGE OF ATTACHMENT A (PRICING PAGE) SHALL BE SUBMITTED WITH YOUR BID.

AUTHENTIC DATA SOLUTIONS, 2111 S INDUSTRIAL PARK #104, TEMPE, AZ 85282

WILLING TO ACCEPT FUTURE SOLICITATIONS VIA EMAIL: YES NO

WILL YOUR FIRM ACCEPT A PROCUREMENT CARD FOR INVOICE PAYMENT? YES NO

IF YES, MAY THE COUNTY TAKE ADVANTAGE OF DISCOUNTS OFFERED BY YOUR FIRM IN THIS BID/RFP WHEN PAYING WITH A PROCUREMENT CARD? YES NO

INTERNET ORDERING CAPABILITY: YES NO % DISCOUNT

OTHER GOV'T. AGENCIES MAY USE THIS CONTRACT: YES NO

ITEM DESCRIPTION	ESTIMATED ANNUAL QUANTITY	MFG/PRODUCT #	CASE PRICE	CASE SIZE (QUANTITY)	UNIT PRICE
NO SUBSTITUTIONS					
2.1 Motorola Indala Card -	12,000	FPISO	\$610.00 570.00	200*	\$3.05 2.85 /each

PRICING SHEET ~~C641003 / B0603395 /~~ NIGP 0802501, 0804401

Terms: 2% 10, NET 30

Vendor Number: **W000005409 X**

Telephone Number: 480/966-6536

Fax Number: 480/966-6530

Contact Person: Stan McKinney

E-mail Address: stanm@authenticdata.net

Company Web Site: www.authenticdata.net

Contract Period: To cover the period ending ~~March 31, 2007~~ **2010**.

ID PLUS LLC, PO BOX 12619, GLENDALE, AZ 85318
302 W MELINDA LANE SUITE #7, PHOENIX, AZ 85027

WILLING TO ACCEPT FUTURE SOLICITATIONS VIA EMAIL: YES NO

WILL YOUR FIRM ACCEPT A PROCUREMENT CARD FOR INVOICE PAYMENT? YES NO

IF YES, MAY THE COUNTY TAKE ADVANTAGE OF DISCOUNTS OFFERED BY YOUR FIRM IN THIS BID/RFP
 WHEN PAYING WITH A PROCUREMENT CARD? YES NO

INTERNET ORDERING CAPABILITY: YES NO % DISCOUNT

OTHER GOV'T. AGENCIES MAY USE THIS CONTRACT: YES NO

ITEM DESCRIPTION	ESTIMATED ANNUAL QUANTITY	MFG/PRODUCT #	CASE PRICE	CASE SIZE (QUANTITY)	UNIT PRICE
2.2 Plastic Card Holders	12,000	504-NCSJ	\$ 243.00	1000	\$.273 0.243/each
2.3 Strap Clips	12,000	2105-2000	\$ 48.00	1000	\$.06 0.048/each
2.4 Plastic Bead Chains	3,000	2130-4001	\$ 97.50	500	\$0.195/each
2.5 Nylon Neck Cord	3,000	2135-3001	\$ 123.50	500	\$0.247/each
2.6 Magnetic Badge Holders	3,000	1835-1110	\$ 440.00	500	\$.944 0.880/each
2.7 Retractable Card Reel	3,000	2120-3101	\$ 310.00	500	\$0.620/each
2.8 Magicard Ribbon	150	M9003-215	\$1,748.75	25	\$79.13 69.950/each

PRICING SHEET C641003 / B0603395 / NIGP 0802501, 0804401

Terms: NET 30

Vendor Number: **W000001775 X**

Telephone Number: ~~602~~ 623/869-0090

Fax Number: ~~602~~ 623/ 869-0080

Contact Person: ~~John Folden~~ **Arlene Langlois**

E-mail Address: sales@idplusUSA.com

Company Web Site: www.idplusUSA.com

Contract Period: To cover the period ending ~~March 31, 2007~~ **2010**.