



STATE OF ARKANSAS
DEPARTMENT OF TRANSFORMATION AND SHARED SERVICES
OFFICE OF STATE PROCUREMENT
501 Woodlane St., Ste. 220
Little Rock, Arkansas 72201-1023

INVITATION FOR BID
BID SOLICITATION DOCUMENT

SOLICITATION INFORMATION			
Bid Number:	SP-21-0040	Solicitation Issued:	January 4, 2021
Description:	Digital Camera Systems		
Agency:	Arkansas Department of Corrections		

SUBMISSION DEADLINE			
Bid Opening Date:	January 20, 2021	Bid Opening Time:	2:30 p.m., Central Time
Sealed bids must be delivered to the Office of State Procurement before the bid opening time and on or before the bid opening date. Sealed bids are opened contemporaneously at the bid opening time. Late bids shall be rejected as untimely. See section 1.2 for information regarding Live Bid Openings.			

DELIVERY OF RESPONSE DOCUMENTS	
Delivery Address and Bid Opening Location:	Department of Transformation and Shared Services Office of State Procurement 501 Woodlane St., Ste. 220 Little Rock, Arkansas 72201-1023 Delivery providers, USPS, UPS, and FedEx deliver mail to OSP's street address on a schedule determined by each individual provider. These providers will deliver to OSP based solely on the street address. Prospective Contractors assume all risk for timely, properly submitted deliveries.
Bid's Outer Packaging:	Seal outer packaging and properly mark with the following information. If outer packaging of bid submission is not properly marked, the package may be opened for bid identification purposes. <ul style="list-style-type: none">• Bid number• Date and time of bid opening• Prospective Contractor's name and return address

OFFICE OF STATE PROCUREMENT CONTACT INFORMATION			
OSP Buyer:	Heather Bailey	Buyer's Direct Phone Number:	501-324-9320
Email Address:	Heather.Bailey@dfa.arkansas.gov	OSP's Main Number:	501-324-9316
OSP Website:	https://www.transform.ar.gov/procurement/		

SECTION 1 – REQUIREMENTS

- **Do not** provide responses to items in this section unless specifically and expressly required.

1.1 INTRODUCTION

This Invitation for Bid (IFB) is issued by the Office of State Procurement (OSP) for the Arkansas Department of Corrections (ADC) to obtain pricing and a contract for Digital Camera Systems.

1.2 LIVE BID OPENING

See instructions below to view the bid opening online.

Zoom Meeting Link:

<https://arkansasgov.zoom.us/j/81352981791?pwd=TIB0eVlzTUcyQUx6bG5xUG9HdDVsZz09>

Meeting ID: 813 5298 1791

Meeting Password: 912552

Dial-In Information: 877 853 5257 US Toll-free
888 475 4499 US Toll-free

1.3 CLARIFICATION OF BID SOLICITATION

- A. Submit any questions requesting clarification of information contained in this *Bid Solicitation* in writing via email by 2:00 p.m., Central Time on or before January 11, 2021 to the OSP buyer as shown on page one (1) of this *Bid Solicitation*.
1. For each question submitted, Prospective Contractor should reference the specific solicitation item number to which the question refers.
 2. Prospective Contractors' written questions will be consolidated and answered by the State as deemed appropriate. The State's consolidated written response is anticipated to be posted to the OSP website by the close of business on January 15, 2021. If Prospective Contractor questions are unclear or non-substantive in nature, the State may request clarification of a question(s) or decline to answer.
- B. The Prospective Contractor should notify the OSP buyer of any term, condition, etc., that precludes the Prospective Contractor from submitting a compliant, responsive bid. Prospective Contractors should note that it is the responsibility of the Prospective Contractor to seek resolution of all such issues, including those relating to the terms and conditions of the contract, prior to the submission of a bid.
- C. Prospective Contractors may contact the OSP buyer with non-substantive questions at any time prior to the bid opening.
- D. An oral statement by OSP will not be part of any contract resulting from this solicitation and may not reasonably be relied on by any Prospective Contractor as an aid to interpretation unless it is reduced to writing and expressly adopted by OSP.

1.4 DEFINITION OF TERMS

Unless otherwise defined herein, all terms defined in Arkansas Procurement Law and used herein have the same definitions herein as specified therein.

“Prospective Contractor” means a responsible bidder who submits a responsive bid in response to this solicitation.

The terms “Invitation For Bid”, “IFB,” “Bid Solicitation,” and “Solicitation” are used synonymously in this document.

“Responsive bid” means a bid submitted in response to this solicitation that conforms in all material respects to this IFB.

“Bid Submission Requirement” means a task a Prospective Contractor **must** complete when submitting a bid response. These requirements will be distinguished by using the term “**shall**” or “**must**” in the requirement.

“Requirement” means a specification that a Contractor’s commodity **must** and/or service **shall** meet or exceed in the performance of its contractual duties under any contract awarded as a result of this IFB. These specifications will be distinguished by using the terms “shall” or “must” in the requirement.

“State” means the State of Arkansas. When the term “State” is used herein to reference any obligation of the State under a contract that results from this solicitation, that obligation is limited to the State Department using such a contract.

1.5 DIGITAL CAMERA SYSTEM EQUIPMENT

A. Contractor **shall** provide the exact brand and model number specified and **shall not** substitute the brands and models specified herein. Should the Prospective Contractor fail to price the exact brand and model specified, the Prospective Contractor’s bid will be rejected.

B. Contractor **shall** provide the following digital camera equipment:

1. Three (3) Panasonic WJ-NX400/5400T6 Network Video Recorders.
2. Six (6) Panasonic WV-S4550L 360 Dome Camera 5MP
3. Forty-Eight (48) Panasonic WV-S2550L 5MP Network Cameras, Vandal Proof
4. Eight (8) Panasonic WV-S1531L Network Cameras 5MP
5. One (1) Panasonic WV-X6533LM Network Camera
6. Four (4) Panasonic WV-S4571L 360 Network Cameras 9MP
7. Ninety (90) Panasonic WV-S1550L Network Cameras 5MP
8. Four (4) Panasonic WV-X8570N Network Cameras
9. Six (6) D-LINK 1210-28P Network Poe Switch
10. Eight (8) D-LINK 1210-10P Network Poe Switch
11. Ten (10) CAT6 Cable 1,000 feet Box Roll
12. Eight (8) CAT6 EZ RJ45 Connectors, 100 Pack
13. Ten (10) 19 Inch Equipment Shelves

1.6 WARRANTY

- A. Contractor **shall** provide a standard manufacturer's five-year warranty on all digital camera system equipment specified in this IFB and **must** begin upon date of delivery to ADC.
- B. Warranty **must** cover defects in material and workmanship and cover all costs associated with the repair or replacement of the defective equipment including parts, labor, transportation costs, travel time and expenses, and any other costs associated with warranty related repair or replacement.
- C. During the 5 year period the warranty is effective, ADC will notify the Contractor by email or phone call if any of the digital camera system equipment does not perform in accordance with manufacturer's specifications.
 - 1. Contractor **shall** be on-site at the ADC location within 24 hours of receipt of notification from ADC.
 - 2. Should the equipment need to be replaced, the Contractor **shall** assemble replaced equipment as instructed by ADC.
 - 3. The Contractor **shall** remove and dispose of all debris or trash associated with the warranty work performed.
- D. If the replacement or repaired equipment does not meet the manufacturer's minimum specifications and the equipment is unacceptable including but not limited to the performance, craftsmanship, operation, and durability of the equipment as determined by ADC, ADC may request a full return of the purchase price (including taxes). If requested, Contractor **shall** provide a full refund of the equipment at the purchase price.
- E. Upon delivery of equipment to ADC, Contractor **shall** provide a copy of the standard manufacturer's warranty documentation for all equipment delivered.

1.7 DELIVERY: FOB DESTINATION

ADC/ATTN: Drake Palmer
Central Maintenance
7800 Correction Circle
Pine Bluff, AR 71603

- A. Contractor **shall** deliver digital camera system equipment within 60 calendar days upon receipt of a purchase order (PO). The agency anticipates on submitting the initial PO immediately after award of a contract, anticipated to be February 12, 2021. If this delivery date cannot be met, Contractor **shall** state the alternate number of days required to place the commodity in the ordering agency's designated location. (See Official Solicitation Price Sheet.) Failure to state the alternate delivery time obligates the Contractor to complete delivery by the agency's requested date. Extended delivery dates may be considered when in the best interest of the State.
- B. Contractor **shall** include freight, delivery, and all other costs associated with providing the digital camera system equipment in the pricing on the Official Solicitation Price Sheet.
- C. Contractor **shall** deliver and unload equipment and inspect for damages.
- D. Contractor **shall** notify the above referenced ADC contact twenty-four (24) hours prior to delivery.
- E. All deliveries **must** be made during normal state work hours and within the agreed upon number of days unless otherwise arranged and coordinated with the agency. The Contractor **shall** give the

agency immediate notice of any anticipated delays or plant shutdowns that will affect the delivery requirement.

- F. Loss or damage that occurs during shipping, prior to the order being received by the agency, is the Contractor's responsibility. All orders should be properly packaged to prevent damage during shipping.
- G. The State assumes no liability for commodities produced, processed or shipped in excess of the amount specified on the agency's purchase order.

1.8 ACCEPTANCE STANDARDS

- A. Inspection and acceptance/rejection of product(s) will be made within thirty (30) days of receipt.
- B. The State has the option to return any product(s) within the thirty (30) day timeframe for any reason.
- C. Bid must include a "total satisfaction" return policy for all products and must not impose any liability on the State for such returns.

SECTION 2 – GENERAL INSTRUCTIONS AND INFORMATION

- **Do not** provide responses to items in this section unless specifically and expressly required.

2.1 ISSUING AGENCY

OSP, as the issuing office, is the sole point of contact regarding the IFB throughout this solicitation process.

2.2 TYPE OF CONTRACT

- A. As a result of this IFB, OSP intends to award a contract to a single Contractor.
- B. The anticipated starting date for any resulting contract is February 12, 2021, except that the actual contract start date may be adjusted unilaterally by the State for up to three calendar months. By submitting a signed bid in response to the IFB, the Prospective Contractor represents and warrants that it will honor its bid as being held open as irrevocable for this period.
- C. The initial term of a resulting contract will be for one (1) year. Upon mutual agreement by the Contractor and agency, the contract may be renewed by OSP for up to six (6) additional one-year terms or portions thereof, not to exceed a total aggregate contract term of seven (7) consecutive years.

2.3 CONTRACTOR SELECTION

- A. Award will be made to the lowest-bidding, responsible Prospective Contractor on an all or none basis.
- B. Prospective Contractor **must** bid on all items. Should a Prospective Contractor fail to price one or more of the items on the Official Solicitation Price Sheet, the Prospective Contractor's bid may be rejected.

2.4 RESPONSE DOCUMENTS

A. *Bid Response Packet*

1. The following are Bid Submission Requirements and **must** be submitted as a hard copy in the original *Bid Response Packet*.
 - a. Original signed *Bid Signature Page*. (See *Bid Response Packet*.)
 - i. A signed Bid Signature Page included in the *Bid Response Packet*. The signature **must** be that of a person authorized to contractually bind the Prospective Contractor.
 - ii. *Bid Response Packet*, which **must** be in the English language.
 - b. One (1) original copy of the *Official Solicitation Price Sheet*. Pricing **must** be proposed in U.S. dollars and cents.
2. The following items should be submitted in the original *Bid Response Packet*, preferably on a flash drive and in PDF format.
 - a. One (1) copy of the *Official Solicitation Price Sheet*.
 - b. *EO 98-04 Disclosure Form*.

- c. *Voluntary Product Accessibility Template (VPAT).*
 - d. *Proposed Subcontractors Form.*
3. **DO NOT** include any other documents or ancillary information, such as a cover letter or promotional/marketing information.

2.5 ACCEPTANCE OF REQUIREMENTS

- A. Unless a Prospective Contractor expressly and conspicuously identifies any exception or exceptions to any of the Requirements in the Specifications Section(s) of this IFB by listing them on the *Exceptions Form* (See Bid Response Packet), Prospective Contractor understands its submission of a bid to represent that its bid meets all such Requirements.
- B. A Prospective Contractor's bid may be rejected if the Prospective Contractor takes exception to any Requirements in the Specifications Section(s) of this IFB.

2.6 ADDITIONAL TERMS AND CONDITIONS

- A. Any special terms and conditions included in this solicitation shall override the Solicitation Terms and Conditions located on the OSP website here (Agencies – Forms and Reporting – Solicitation Templates): <https://www.transform.ar.gov/procurement/agencies/forms-and-reporting/>.
- B. Unless a Prospective Contractor expressly and conspicuously identifies any exception or exceptions to any of the terms in the Standard Commodities Contract Template, Prospective Contractor agrees and will adhere to all terms if selected as the successful Contractor. Items identified as non-negotiable may only be modified if the legal requirement is satisfied and approved by the State. The Standard Commodities Contract can be viewed on the OSP website here (Agencies – Forms and Reporting – Solicitation Templates): <https://www.transform.ar.gov/procurement/agencies/forms-and-reporting/>.