

**CITY OF HOPKINSVILLE**

Office of the Procurement Specialist  
715 S. Virginia Street  
P.O. Box 707  
Hopkinsville, Kentucky 42240

**TITLE: CITY OF HOPKINSVILLE POLICE DEPARTMENT  
CRIME SCENE LASER SCANNER  
BID DOCUMENTS ENCLOSED**

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**IMPORTANT:** Advise the Office of the Procurement Specialist immediately in the event any of the above documents are not enclosed.

**INVITATION TO BID**

CITY OF HOPKINSVILLE POLICE DEPARTMENT  
CRIME SCENE LASER SCANNER

Office of the Procurement Specialist  
715 S. Virginia Street  
P.O. Box 707  
Hopkinsville, KY 42240

Sealed bids addressed to the Procurement Specialist for furnishing and delivering the following:

Supply for the City of Hopkinsville Police Department Crime Scene Laser Scanner

will be received at the Municipal Center, 715 South Virginia Street, Room 219, P.O. Box 707, Hopkinsville, Kentucky, **until 2:00 p.m., local time, on Friday, July 28, 2017**, at which time the bids will be opened and read aloud publicly in the Room 214, Second Floor, at the same address.

The following pages contain the Invitation to Bid, General Conditions, Specifications and Detailed Specifications.

**GENERAL CONDITIONS**

1. INSTRUCTIONS, SPECIFICATIONS AND FORMS: Instructions, Specifications and forms may be obtained in person or by mail from the Procurement Specialist, City of Hopkinsville, P.O. Box 707, 715 South Virginia Street, Hopkinsville, KY 42240. Telephone: (270) 890-0230.

(a) All bids are to be submitted on and in accordance with the attached Bid Form. The form must be signed and in the appropriate space.

(b) Each bid must be submitted in a sealed envelope and clearly and prominently marked on the outside of the envelope with the following:

**SEALED BID-CITY OF HOPKINSVILLE POLICE DEPARTMENT  
CRIME SCENE LASER SCANNER**

(c) If forwarded by mail, the sealed envelope containing the proposal must be enclosed in another envelope marked SEALED BID-CITY OF HOPKINSVILLE POLICE DEPARTMENT CRIME SCENE LASER SCANNER and mailed to the Procurement Specialist, P.O. Box 707, 715 South Virginia Street, Hopkinsville, KY 42240, allowing sufficient time for such mailing to reach this address prior to the scheduled closing time for receipt of bids.

(d) Additional information or clarifications of any of the instructions or information contained herein may be obtained from the Office of the Procurement Specialist.

(e) Any bidder or bidders finding any discrepancy in or omission from the specifications, in doubt as to their meaning, or believing that the specifications are discriminatory, shall notify the Procurement Specialist in writing within 5 days of the scheduled opening of bids. Exceptions as taken in no way obligates the City to change the specifications. The Procurement Specialist will notify all bidders in writing, of any interpretations made of specifications or instructions.

(f) The City will assume no responsibility for oral instructions or suggestions. All official correspondence in regard to the specifications should be directed to and will be issued by the Procurement Specialist.

(g) The successful bidder will be required to purchase a City of Hopkinsville vendor's license prior to the official award of the bid.

(h) Any bidder may withdraw his bid either in person or in writing at any time prior to the scheduled time for closing the receipt for bids. Withdrawals after the scheduled time for closing the receipt of bids will not be permitted.

## 2. AWARD OF CONTRACTS

(a) All bids will be judged on the basis of best buy to the City and compliance with the General Conditions and conformance with the specifications.

(b) Any other considerations or basis for judgment will be stated in the specifications.

(c) The Procurement Specialist reserves the right to award contracts or place orders to a single source or divide awards and orders or enact such combination as shall, in his judgment, be in the best interest of the City.

(d) Contract may be extended for a period of one year, upon written agreement of both parties.

## 3. RESERVATIONS

(a) The Procurement Specialist reserves the right to reject any and all bids or parts of bids when, in his judgment, the City's interest will be served thereby.

(b) The Procurement Specialist reserves the right to increase or decrease the quantities to be purchased at the prices bid. The estimated quantity intended to be purchased and the contract period shall be stated in the specifications or proposal inviting bids.

(c) When deemed necessary, the Procurement Specialist may require an open-ended quantity amount for a specified period. Such a requirement will be stated in the specifications.

(d) The Procurement Specialist reserves the right to award contracts or place orders to single source or divide awards and orders or enact such combination as shall, in his judgment, be in the best interest of the City.

(e) The Procurement Specialist may waive minor differences in specifications provided these differences do not violate the specifications intent nor materially affect the operation for which the items are being purchased, nor increase estimated maintenance and repair costs to the City.

#### 4. DELIVERY

- (a) Item is to be delivered F.O.B. destination and delivery costs and charges included in the bid.
- (b) Bidders must guarantee delivery of supplies in accordance with delivery schedules as requested by the Procurement Specialist or designated representative.
- (c) The Procurement Specialist reserves the right to charge the successful bidder for each day the supplies or services are not delivered in accordance with the delivery schedule as requested by the Procurement Specialist or designated representative. The per diem charge may be invoked at the discretion of the Procurement Specialist and said sum to be taken as liquidated damages and deducted from the bid deposit or final payment, or charged back to the vendor. The per diem amount shall not exceed \$300.00

#### 5. COMPETITION

In order to assure fair competition and to permit determination of the best bid:

- (a) The name of any manufacturer, trade name, or manufacturer or vendor catalog number mentioned in the specifications or Bid Form is to designate a standard of quality and type and for no other reason.
- (b) Bids which show any omission, irregularity, alteration of forms, additions not called for, conditional or unconditional unresponsive bids, or bids obviously unbalanced may be rejected.
- (c) All bids must be accompanied by such descriptive literature and documents as may be called for by the specifications or Bid Form.
- (d) Specifications provided are based on Police needs and uses, estimated costs of operation and maintenance, and other significant and/or limiting factors to meet City requirements and shall be consistent with City policies. Minimum specifications and maximum specifications included, are not established arbitrarily to limit competition or to exclude otherwise competitive bidders.

#### 6. DISPUTES

In cases of disputes, as to whether or not an item or service quoted or delivered meets specifications, the decision of the Procurement Specialist, or authorized

representative, shall be final and binding on all parties. The Procurement Specialist may request written recommendation of the head of the City agency using the item.

7. EXCEPTIONS

The submission of a bid shall be considered an agreement to all the terms, conditions and specifications provided herein and in the various bid documents, unless specifically noted otherwise in the space provided on the Bid Form.

8. BID BINDING

Unless otherwise specified, all formal bids submitted shall be irrevocable for sixty (60) calendar days.

9. UNIT PRICING

Unless clearly shown on the Bid Form that it is the intent of the bidder that a reduced total price is being offered on the basis of receiving an award of all items covered by the total, any totals should be the actual sum of the extension of unit price(s), extended price(s), and/or total price(s), unit prices will govern and the bid will be refigured accordingly.

10. SAMPLES

Samples of items, when required, must be furnished free of expenses to the City and if not destroyed by test may, providing request is made at the time the sample is furnished, be returned at the bidder's expense.

11. DETERMINATION OF AWARD

Price.....	45 pts
Conformance with minimum specifications.....	45 pts
Location of vendor.....	5 pts
Customer Service/Delivery.....	5 pts
TOTAL	100 pts

## **SPECIFICATIONS**

### **HOPKINSVILLE POLICE DEPARTMENT CRIME SCENE LASER SCANNER**

#### 1. INVENTORY:

- (a) 2D & 3D Laser Imaging Scanner with the following specs:
  - FocusM 70
  - HDR photography
  - GPS
  - Compass
  - Altimeter (barometer)
  - Dual-axis compensator
  - WLAN
  - IP rating 54
  - Battery power block
  - Battery power dock
  - 90W power supply
  - Optic cleaning fluid
  - Optic cleaning tissues
  - 32GB SD card
  - SD card reader
  - SD card cover
  - Transport Case
  - Calibration Certificate
  
- (b) Software and License to Process Data with the following specs:
  - Ability to create 2D & 3D scene diagrams and animations
  - Perform crime scene & crash scene analysis
  - Create presentations
  - Ability to download data digitally
  - Expanded program to include all features of the 2D & 3D forensic applications
  - 1 year of software maintenance
  - Hard lock (USB Dongle) for a single user
  
- (c) Accessories to include the below:
  - Battery power block for Scan Localizer
  - Carbon fiber compact tripod
  - Tripod carrying case

- Combination set of targets to include:
    - 6 trajectory mount
    - 6 magnetic base targets
  - High-end notebook computer
- (d) Training with the following specs:
- On-site customer training
  - Technical support
- (e) Warranty and Maintenance with the following specs:
- Three year standard warranty to include:
    - Parts, labor, and return shipping charges covered for repairs
    - 10 day service completion
  - Annual certification and recalibration
  - Three year standard maintenance on software to include upgrades

## 2. DELIVERY

All items are to be delivered F.O.B. destination and delivery costs and charged included in the bid.

## 3. DETAILED SPECIFICATIONS & BIDDER SPECIFICATIONS

The following are the minimum specification desired by the CITY. The bidder is requested to indicate either "Comply" or "Exception" in the space provided. If "Exception" is written, indicate in the space provided the deviation.

**PLEASE NOTE: THE FOLLOWING PORTION OF THE BID PACKET MUST BE COMPLETED AND RETURNED ALONG WITH COMPLETED BID FORMS. ANY AND ALL BIDS RECEIVED WHICH DO NOT HAVE THIS PORTION COMPLETED AND RETURNED MAY NOT BE CONSIDERED.**



**BID FORM**

**BIDDER INFORMATION:**

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

**CONTACT:** \_\_\_\_\_

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

\_\_\_\_\_

**PHONE:** \_\_\_\_\_

**FAX:** \_\_\_\_\_

**EMAIL:** \_\_\_\_\_

<b>INVENTORY</b>	<b>COMPLY/EXEMPTION</b>	<b>PRICE</b>
2D & 3D Laser Imaging Scanner		
Software & License		
Accessories		
Training		
Warranty & Maintenance		

*(Please include separate detailed pricing sheet.)*

<b>TOTAL BID</b>	
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I, the undersigned, certify that I am a duly authorized representative of \_\_\_\_\_  
\_\_\_\_\_ and I have carefully examined  
the General Conditions, Specification, and Bid Form and agree to all terms set forth  
therein.

Authorized Signature \_\_\_\_\_

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

Date \_\_\_\_\_

Acknowledged before me this \_\_\_ day of \_\_\_\_\_, 2017.

\_\_\_\_\_  
NOTARY PUBLIC

My Commission Expires: \_\_\_\_\_