

**OFFICE OF THE EXECUTIVE**  
DEPARTMENT OF PURCHASING  
BID NUMBER 2012-394

**PURCHASE OF LIVESCAN MACHINES**



**RUSSELL M. PRY**  
SUMMIT COUNTY EXECUTIVE  
OHIO BUILDING  
AKRON, OHIO 44308

Bid Opening: Wednesday, November 14, 2012 2:00pm EST  
175 S. Main St, Room 742, Akron, OH 44308

E-Mail Questions: Monday, November 5, 2012 4:00pm EST  
To: [shmcnulty@summitoh.net](mailto:shmcnulty@summitoh.net)

Thank you for your participation in providing the Office of the Executive – Department of Finance and Budget, Division of Purchasing with a bid for the purchase by the County of Summit, on behalf of Ohio Homeland Security Region 5, of fourteen (14) LiveScan machines (electronic fingerprint submission system), the cost of which shall include installation.

Technical Specifications can be found attached to this bid package.

There may be an addendum to this bid package. To ensure you are made aware of any addendum to this bid package, you are to alert Shannon McNulty either by telephone (330-643-2557) or email ([shmcnulty@summitoh.net](mailto:shmcnulty@summitoh.net)) of your intention to bid. It is important that she has your company's name, e-mail address, mailing address, contact person, and telephone number.

Before mailing your bid package it would be advisable to contact the Division of Purchasing to ensure you are responding to a complete bid package, including addenda.

Your bid is to be addressed to the County of Summit, Department of Finance and Budget, Division of Purchasing, 175 South Main Street Room 742, Akron, Ohio 44308 by:

**Wednesday, November 14, 2012 at 2:00pm EST**

All bids will be opened at that time and forwarded to the Division of Public Safety.

Your bid bond/or certified check is to be enclosed with the bid proposal.

Please ensure your completion of all required forms found on Pages 16-26.

Should you have procedural questions, please feel free to call Shannon McNulty at 330-643-2557.

Sincerely,

**RUSSELL M. PRY – EXECUTIVE**

Brian D. Nelsen  
Director of Finance and Budget

## **LEGAL ADVERTISEMENT**

### **NOTICE TO BIDDERS**

Sealed bids will be opened and publicly read on Wednesday, November 14, 2012 2:00pm EST, at the County of Summit Ohio Building, Department of Finance and Budget, Division of Purchasing, 175 South Main Street, Room 742, Akron, Ohio 44308, authorized pursuant to Council Resolution No. 2012-394 for:

#### **PURCHASE OF LIVESCAN MACHINES**

This is a one (1) time purchase of fourteen (14) LiveScan electronic fingerprint submission systems, which shall include installation.

Bid documents may be obtained free of charge from the County of Summit Department of Finance and Budget, Division of Purchasing, 175 South Main Street, Room 742, Akron, Ohio 44308, between the hours of 7:30 a.m. and 4:00 p.m., Monday through Friday. You may also call 330-643-2557.

You may access bid packages at the Summit County, Ohio website at [www.co.summit.oh.us](http://www.co.summit.oh.us). Click the title "Bidding Opportunities" found under the Services Directory and request bid package number 2012-394.

The County reserves the right to reject all bids.

County of Summit  
Russell M. Pry, County Executive

To be advertised on October 24, 2012 and posted on Summit County's Web Site.

Emailed to Akron Beacon Journal on October 24, 2012.

Bill to: County of Summit  
Department of Finance and Budget  
175 South Main Street, Room 742  
Akron, Ohio 44308

## **BIDDER INFORMATION SHEET**

Sealed bids will be received by the County of Summit Department of Finance and Budget, Division of Purchasing, 175 South Main Street, Room 742, Akron, Ohio 44308 until Wednesday, November 14, 2012 2:00pm EST for:

### **PURCHASE OF LIVESCAN MACHINES**

This is a one (1) time purchase of fourteen (14) LiveScan electronic fingerprint submission systems, which shall include installation.

The total cost of the purchase shall not exceed \$380,000.00.

The envelope containing the bid shall be marked with the project title and shall be opened immediately thereafter and read publicly.

#### **Schedule of Bid Activities**

Bid advertised on: Wednesday, October 24, 2012  
and posted on the County of Summit Web Site at [www.co.summit.oh.us](http://www.co.summit.oh.us).

E-mail Questions due by: Monday, November 5, 2012 4:00pm EST  
At [shmcnulty@summitoh.net](mailto:shmcnulty@summitoh.net)

Bids received and opened on: Wednesday, November 14, 2012 2:00pm EST

## **GENERAL INFORMATION**

### **Purpose**

The County of Summit, through its Division of Public Safety (“County”), on behalf of the Ohio Homeland Security Region 5 Advisory Committee (“Advisory Committee”), is seeking competitive bids (“Bids”) from qualified vendors to provide LiveScan fingerprint systems (“LiveScan”), capable of scanning, capturing, printing and electronically transmitting fingerprint and palm print records in the required format to the Ohio Attorney General’s Office, Bureau of Criminal Identification and Investigation (“BCI”).

If an acceptable Bid is made in response to this Request for Bid (“RFB”), the County may enter into an agreement to have the selected Bidder perform the work outlined in this RFB. Unless a specific note is made to the contrary, it will be assumed that all submitted Bids conform to the specifications contained in the RFB.

### **History**

The County serves as the grant manager/fiscal agent for the Law Enforcement State Homeland Security Program Grant for Ohio Homeland Security Region 5. The Advisory Committee which oversees this grant funding has determined that early identification equipment is a need throughout Region 5 and has approved grant expenditures, in accordance with grant guidelines, to purchase fourteen (14) LiveScan machines to serve the various law enforcement agencies (“Customer”) throughout the Region.

### **Conditions Regarding Submittals**

Upon submittal of a Bid in response to this RFB, the Bidder acknowledges and consents to the following conditions relative to the submittal:

1. All costs incurred in connection with submitting a Bid will be borne by the Bidder.
2. County reserves the right to eliminate any Bids not submitted completely or adequately.
3. County reserves the right to reject any Bids submitted from Bidders who fail to meet the minimum specifications.
4. County reserves the right to reject any Bids that fail to satisfy the submittal requirements.
5. It shall be the Bidder’s responsibility to review and verify the completeness of its Bid.
6. County reserves the right, without prior notice, to supplement, amend or otherwise modify the RFB at any time prior to the close date and will provide adequate time for Bidders to respond.

7. County may request additional information or more detailed information from any Bidder in order to evaluate the Bid.
8. All responses become the property of County and will not be returned.

### **Eligibility**

It is the intent of the County to consider Bids from qualified Bidders to ensure a successful implementation and continued support throughout the term of the contract. In order to submit a response, a Bidder must meet the following requirements:

1. Must have a minimum of five (5) years of experience providing and supporting law enforcement and criminal justice system solutions.
2. Bidders shall furnish with their proposal evidence that is satisfactory to the County that Bidder is a certified vendor with the Ohio Attorney General's Office, BCI.

### **Bidder's Obligation**

Bidders must reveal in their Bid, all additional equipment not specified in the RFB, including cabling, cables, connectors, devices, equipment, furniture, hardware and software, peripherals, and any other items which are required for installation and to permit the proposed LiveScan Fingerprinting System to become fully operational in accordance with the specifications of the County.

The Bidder shall submit with the Bid all recommendations, descriptions, any forms, drawings, narratives, and general information Bidder deems necessary to present a clear concise Bid, together with a detailed summary of the method in which the Bidder prescribes to fulfill the Request for Bid requirements.

Any Bidder responding to this RFB must submit a Bid as a prime contractor with total responsibilities. The successful Bidder must assume single source responsibility and will be the sole point of contact for all system delivery, installation and operation, testing, training, warranty, maintenance, problem determination and resolution.

### **Contract and Contract Term**

It is the intent of the County to enter into a contract with the successful Bidder. The term of the contract will be from date of execution of the contract between the Bidder and the County through completion of the warranty period. Additional contracts for maintenance support may be entered into between the Customer(s) and the Bidder.

## **SPECIFICATIONS & SCOPE OF SERVICES**

### **LiveScan Requirements**

The LiveScan device must currently meet or exceed the following specifications:

1. FBI WSQ Gray-Scale Image Compression Specification (IAFIS-IC-001v2, February 16, 1993).
2. ANSI Standard, Data Format for the Interchange of Fingerprint, Facial & Other Biometric Information (ANSI/NIST-ITL 1-2011, NIST Special Publication 500-290).
3. FBI Electronic Fingerprint Transmission Specification (CJIS-RS-0010 (V7)), EFTS (Appendix F image quality specifications).
4. FBI NCIC CJIS WAN Protocol Specification and IAFIS telecommunications standards that specify use of TCP/IP, availability of FTP, and X.25 capability.
5. Ohio Attorney General's Office, BCI LiveScan Electronic Ten-print Interface Specification (V9.0, eff. 8/2012)
6. The LiveScan device must have the ability to electronically submit tenprint cards to the Ohio Automated Fingerprint Identification System at BCI.
7. The LiveScan device data that is sent to Ohio BCI must comply with the FBI (CJIS Division) data encryption mandates.
8. The LiveScan device must be based on Windows® XP or higher.
9. The LiveScan device must include at a minimum a 17" flat panel, touch screen display in the base configuration.
10. The LiveScan device must support auto capture feature.
11. The LiveScan device must include the control computer, fingerprint processor with the necessary software, touch screen/keyboard data entry capability, fingerprint/palm print acquisition software.
12. The LiveScan device must include a ruggedized cabinet that is designed for the hostile environment of a jail booking facility.
13. The LiveScan ruggedized cabinet must allow the LiveScan hardware unit and monitor to be securely mounted to the cabinet.
14. The LiveScan device must include a built-in uninterruptible power supply (UPS).

15. The LiveScan device use quality control software capable of alerting the operator through the use of displayed warnings of image problems. i.e. finger out of sequence, bad quality etc.
16. Bidder must provide the county with administrative software tools that will allow the Customer(s) System Administrator to make changes to the demographic data screen. The software must permit the system administrator to add, change, move and delete fields on the demographic data screen.
17. Bidder must work with the Customer(s) to implement virus protection software on the LiveScan unit.
18. Image resolution must be 500 pixels per inch or greater.
19. The LiveScan device must have the ability to use any or all of the options listed below.

### **Options**

The County would like to be able to consider additional options, where available and financially feasible. Therefore, Bidders may include, but are not required to include, costs for the following:

1. Mug shot capability
2. Electronic signature capability
3. Rapid ID capability
4. Interface for jail and/or arrest records management system(s)
5. Printer
6. Any additional LiveScan related technology for law enforcement and corrections

### **Installation**

The Bidder shall be responsible for installation of the LiveScan unit at each Customer location.



## **Training**

The Bidder will provide an on-site train-the-trainer training program to the Customer(s), including necessary user documentation, materials and supplies. Bidder shall state in Bid the number of hours included for this training.

The Bidder must provide on-site, hands-on and in-depth Customer Systems Administrator training. The Bidder shall state in Bid the number of hours included for this training.

## **Maintenance and Support**

1. The LiveScan unit must be covered by a no-cost twelve month warranty, commencing at system delivery, including preventive and remedial hardware and software support, during the warranty period and repair or replacement of failed parts.
2. Standard warranty/maintenance support shall include 24/7 remote telephone support and on-site support Monday through Friday 8:00am to 5:00pm (Eastern Time) with a **mandatory eight (8) hour on-site response.**
3. Preventive maintenance and on-going support must be conducted by support representative(s) that are fully trained on the proposed LiveScan workstation.
4. Replacement parts must be installed by the support representative. The Customer will not be responsible for replacement of any failed equipment on the proposed solution.
5. The Bidder shall identify any third party maintenance providers that may be utilized.
6. Bidder must list the address, state and zip code of the nearest support representative(s).
7. Bidder must list the address, state and zip code of the nearest 24/7 support call center.
8. Bidder must certify that it will support the proposed systems for a minimum of five (5) years.

## **Maintenance Hotline**

The Bidder must provide a maintenance hotline for use by the Customer(s) Systems Administrator(s), or their designee. A maintenance hotline is a telephone number to a location where service to the LiveScan is available. This must be the only number the Customer has to call and will be available 24 hours a day, 7 days a week, without exception.

## **BID TERMS AND CONDITIONS**

### **Bid Response**

1. The bid shall include costs for purchase of fourteen (14) LiveScan electronic fingerprint submission systems and shall include and identify cost of installation
2. The bidder response shall comply with the Technical Specifications, as set forth by the Office of the Ohio Attorney General, Bureau of Criminal Identification and Investigation. Any exceptions to minimum specifications shall be described in detail on a separate page attached to the bid response titled "EXCEPTIONS & CLARIFICATIONS". Exceptions shall be listed by Technical Specification page reference number, corresponding bidder's proposal page number, and detailed description of exception or clarification, in column form.
3. If no exceptions are disclosed, compliance with the specifications will be implied.
4. Exceptions will not necessarily disqualify the bidder from consideration; however all exceptions must be approved by the Ohio Attorney General's Office, Bureau of Criminal Identification and Investigation in order to be considered. Final determination of acceptability of any exception or alternative will be at the sole discretion of the County of Summit.
5. Each bid must be accompanied by a description of the equipment proposed, including details demonstrating how it meets the required specifications.
6. Bids shall be enclosed in a sealed envelope endorsed on the outside of the envelope "Bid for LiveScan", pursuant to specifications provided, with the name of the bidder prominently displayed on the face of the envelope.
7. All bids shall be delivered at or before the time and place stated herein. Bids received after the stated date and time will be returned unopened to the bidder.
8. The County will not be responsible for unidentified bids.

### **Bid Bond**

Each bid shall be accompanied by a bid bond signed by a surety company authorized to do business in the State of Ohio, or by a cashier's check or a certified check on a solvent bank, which bond or check shall be in the amount of 5% of the bid price. Bids must remain firm for a period of 60 days. A failure to supply a bid bond will result in rejection of the bid. The bid bond of the successful bidder will be returned upon execution of a purchase contract. Bid bonds of unsuccessful bidders will be returned upon a written request submitted to the Department of Finance and Budget.

## **Local Preference—Section 177.03 of the Codified Ordinances of the County of Summit**

1. In determining the low bid for supplies, commodities, materials, equipment, furnishings or general services, the County of Summit has established a preference for local bidders as provided herein. The local preference shall also apply to contracts for the building, repair or renovation of public buildings or improvements. Local preference is given to vendors that have an established principal place of business, which is defined as a business with a significant economic and physical presence, in Summit County. This principal place of business must have been established at least two years prior to the bid opening date, shall be preferred as lowest if their bid does not exceed by more than 3% with an upper limit of \$10,000.00, the apparent lowest bid. Bidders having established their principal place of business in the State of Ohio, but not in Summit County, for two successive calendar years prior to the bid opening date may be preferred as lowest if their bid does not exceed by more than 2% of the apparent lowest bid.
2. To qualify for local preference, bidders must state on the bid form their principal place of business, the business address where work will be administered (post office boxes will not be accepted in lieu of a street address) and the date of establishment. Each bidder shall have only one principal place of business. Local preference may only be applied in considering the lowest bid and shall not waive or nullify evaluation of which bidders are responsive and responsible.

The Codified Ordinances may be viewed at the County of Summit's Website, [www.co.summit.oh.us](http://www.co.summit.oh.us)

## **Disadvantaged Business Preference**

1. In determining the qualifications of bidders, the County of Summit Board of Control shall exercise a preference for bids from disadvantaged businesses pursuant to Section 177.04 of the Codified Ordinances of the County of Summit as provided herein.
  - a. Bids from disadvantaged businesses may be preferred as lowest if their bid does not exceed by more than 3% the apparent lowest bid or \$10,000, whichever is less.
  - b. Preference shall not apply as provided in this section where prohibited by State or Federal law or regulation.
  - c. No bidder shall receive preferences cumulatively exceeding 5% or \$15,000, whichever is less.

2. For the purpose of this section, the following definitions shall apply unless the context clearly indicates or requires a different meaning.
  - a. “Disadvantaged business” means either a small business (including a sole proprietorship, partnership, corporation or joint venture of any kind) that is owned and controlled by the United States citizens and residents of Ohio who are members of an economically disadvantaged group (which includes minorities, females and persons with disabilities) or any governmentally owned and operated sheltered workshop for the mentally retarded and developmentally disabled located within the State of Ohio.
  - b. “Owned and controlled” means that at least fifty-one percent (51%) of the business is owned by persons who belong to an economically disadvantaged group as provided in subsection hereof, and that such owners have control over the management and day-to-day operations of the business and an interest in the capital, assets, and profits and losses of the business proportionate to their percentage ownership. If the business is a corporation, at least fifty-one percent (51%) of each of the following must be members of an economically disadvantaged group: the board of directors; the principal executive officers; and ownership in shares of every class of stock. If the business is a partnership, at least fifty-one percent (51%) of each class of partnership interest must be owned by partners belonging to an economically disadvantaged group and own the entire interest in the capital, assets, profits and losses of the business, not including mortgages and other types of financial arrangements secured by assets or bonds secured by revenues. If the business is a joint venture, at least fifty-one percent (51%) of the joint venture must be controlled by economically disadvantaged persons, one (1) or more of such persons being designated as the joint venture manager, and such persons have an interest in the capital, assets, profits and losses of the joint venture proportionate to their percentage of ownership.
  - c. “Minority” means African-Americans, Native Americans, Hispanics and Southeast Asians.
  - d. “Persons with disabilities” means individuals with a physical or mental impairment that substantially limits one or more of the major life activities of such individuals, individuals with a record of such an impairment, or individuals regarded as having such an impairment.
  - e. “Small business” means any business having twenty-five (25) or fewer employees or less than one million dollars (\$1,000,000) in annual gross sales.
3. In order to qualify for preference, bidders must be certified as a disadvantaged business prior to the advertisement for bids or other announcement for quotes by the County, and must actually perform the work or supply the goods or services themselves without the use of subcontractors other than certified disadvantaged businesses. Bidders shall provide in their response to any bid or quote written evidence of the certification by the

State of Ohio or appropriate agency of the Federal government that the bidder is currently recognized as a business owned and operated by a minority, female or person with a disability. If no State or Federal agency exists for such certification, then the bidder shall submit, prior to bidding, an affidavit containing such information as the Executive deems necessary to determine if the business is owned and operated by a minority, female or person with a disability, and such affidavit shall be certification thereof.

### **Unacceptable Bids**

No bid will be accepted from, or contract awarded to any person, firm, or corporation that is in arrears or is in default to the County of Summit upon any debt or contract, or that is in default as surety or otherwise, upon any obligation to the County, or has failed to perform faithfully any previous contract with the County.

### **Withdrawal of Bids**

Bids may be withdrawn any time prior to the bid opening. Withdrawal of bids may be accomplished by submitting such request in writing on the issuing company's letterhead either in person or by certified mail to: County of Summit Department of Finance and Budget, Division of Purchasing, 175 South Main Street, Room 742, Akron, Ohio 44308.

No bids may be withdrawn after the established bid opening date or time, unless the County of Summit has extended the opening date.

### **Current and/or Pending Litigation**

Bidders shall disclose any current or pending litigation regarding failure to deliver or comply with specification requirements on previous or current contracts. Failure to make full disclosure may render the bid or subsequent contract null and void.

### **Safety Requirement**

The successful bidder, its employees, agents, representatives, and any other party working on its behalf, shall comply with all applicable terms of the Occupational Safety Health Act, 29 U.S.C. 651 *et seq.* and any applicable related regulations, including, but not limited to, those stated in 29 CFR 1910 and 29 CFR 1926, and shall comply with all applicable terms of Ohio Revised Code Chapter 4167. This compliance shall include, but shall not be limited to, at a minimum, providing all employees with the necessary training prior to any work related to the project, and providing all safeguards, safety devices, and protective equipment. The successful bidder further shall take any and all other actions reasonably necessary to protect the life and health of employees of the successful bidder and any other party working on its behalf and to protect property in connection with the performance of work under this agreement.

## **Licenses and Permits**

Bidders shall include in their proposal the cost for all licenses/permits required by the State of Ohio and/or any other jurisdiction in which the Customer(s) is located, which are necessary to perform this contract and shall obtain all licenses/permits.

## **Taxes**

The County of Summit is exempt from all sales, excise, and transportation taxes, except State of Ohio gasoline tax. The unit prices for bid shall exclude all such taxes, and will be so construed.

## **Other Requirements for Successful Bidders**

1. All permits or approvals relating to the installation of the LiveScan equipment and connection to the State of Ohio's automated fingerprint identification system must be obtained prior to the contract being executed.
2. The successful bidder must furnish a copy of an unexpired State of Ohio Certificate of Worker's Compensation or a copy of a certificate of worker's compensation from the state in which the successful bidder's facility is located.
3. A "Bidders References Form" must be completed before an award can be made.
4. An "Equal Opportunity/Anti-Discrimination Compliance Certificate form must be fully executed pursuant to Section 101.02 of the Codified Ordinances of the County of Summit, before an award can be made. The Codified Ordinances may be viewed at the County of Summit's Website, [www.co.summit.oh.us](http://www.co.summit.oh.us).
5. A "Declaration of Personal Property Tax Delinquency" form must be fully executed and notarized pursuant to ORC Section 5719.042, before an award can be made.
6. A "Declaration of Real Property Tax Delinquency" form must be fully executed and notarized before an award can be made.
7. The successful bidder shall indemnify and save harmless the County of Summit, and their respective officers, agents and employees from and against all suits or claims that may be based upon any injury to persons or property arising out of an error, omission or negligent act of successful bidder, its office, employees or agents or its subcontractors, or their officers, employees or agents and the successful bidder shall, at its own expense, defend the County of Summit, officers, agents and employees in all litigations, pay all attorney's fees, damages, court costs and other expenses arising out of such litigation or claims incurred in connection therewith; and shall, at its own expense, satisfy and cause to be discharged such judgments as may be obtained against the County of Summit, or any of its officers, agents or employees pursuant to such litigation.

8. The successful bidder must furnish the County with taxpayer identification number. The United States Internal Revenue Code requires the County to file an information return by January 31<sup>st</sup> of the following year on all payments made to another person of \$600.00 or more. Section 3406 of the Internal Revenue Code requires the County to withhold at a rate of 20% if a payee fails to furnish a correct taxpayer identification number, and the back-up withholding requirement continues until the requested information is received.
9. Confidentiality: No reports, summaries, letters or other documents prepared with respect to the engagement will be released without the approval of the County of Summit, except as required by State or Federal law.
10. No officer, member, or employee of the County of Summit will participate in any decision relating to this bid which affects his personal interest, or have any personal or pecuniary interest, direct or indirect, in the contract or in the proceeds thereof.

EMPLOYMENT OPPORTUNITY COMPLIANCE CERTIFICATE

As used in this certificate, the term "contract" includes the term "Purchase Order" and all other agreements effecting purchase of supplies or services. If this certificate is submitted as part of a bid or proposal, the term "seller" shall refer to the Bidder, Offeror, Subcontractor or Supplier. This certificate shall be renewed annually. Notwithstanding the foregoing, the certifications made herein shall remain applicable until completion of all nonexempt contracts/subcontracts awarded while this certificate is in effect. The undersigned Seller certifies the following to County of Summit hereinafter referred to as Buyer:

A. REPORTS Within thirty (30) days after any contract/subcontract awards and prior to each March 31 thereafter during the performance of work under that contract, the Seller shall file Standard Form 100, entitled "Equal Employment Opportunity Employer Information Report EEO-1" unless Seller has either filed a report within 12 months preceding the date of the award or is not otherwise required by law or regulation to file.

B. PRIOR REPORTS: If seller has participated in a previous contract or subcontract subject to the Equal Opportunity Clause 41 C.F.R. Sec. 60-1.4 (a) (1) through (7), the clause originally contained in section 301 or Executive Order No. 10925, or the clause contained in section 201 of the Executive Order No. 11114, seller has filed all required compliance reports. Seller shall obtain similar signed representations indicating filing of all required compliance reports, signed from all proposed subcontractors prior to awarding subcontracts not exempt from the Equal Opportunity clause.

C. CERTIFICATION OF NONSEGREGATED FACILITIES: Seller certifies that it does not maintain or provide for its employees any segregated facilities at any of its establishments, and that it does not permit its employees to perform their services at any location, under its control, where segregated facilities are maintained. Contractor certifies further that it will not maintain or provide for its employees any segregated facilities at any of its establishments and that it will not permit its employees to perform services at any location under its control where segregated facilities are maintained. Seller agrees that a breach of this certification is a violation of the Equal Opportunity Clause in this certificate. As used in this certification, the term "segregated facilities" means any waiting rooms, rest rooms, and wash rooms, restaurants and other eating areas, time clocks, locker rooms and other storage or dressing areas, parking lots, drinking fountains, recreation or entertainment areas, transportation, and housing facilities provided for employees which are segregated by explicit directive or are in fact segregated on the basis of race, color, religion or natural origin, because of habit, local customs or otherwise. Contractor further agrees that except where it has obtained identical certifications from proposed subcontractors prior to the award of subcontracts exceeding \$10,000.00 which are not exempt from the provisions of the Equal Opportunity Clause; that it will retain such certifications in its files; and that it will forward the following notice to such proposed subcontractors (except where the proposed subcontractors have submitted identical certifications for specific time periods): NOTICE TO PROSPECTIVE SUBCONTRACTORS OR REQUIREMENT FOR CERTIFICATIONS OF NONSEGREGATED FACILITIES. A Certification of Nonsegregated Facilities, as required by Section 60-1.8 of Title 41 of the Code of Federal Regulations, must be submitted prior to the award of a subcontract exceeding



\$10,000.00, which is not exempt from the provisions of the Equal Opportunity Clause. Note: The penalty for making false statements in offers is prescribed in 18 U.S.C. 1001.

D. AFFIRMATIVE ACTION COMPLIANCE PROGRAM: Prior to 120 days after receipt of any subcontract in the amount of \$50,000.00 or more, a Seller, with fifty (50) or more employees which is not otherwise exempt under 41 C.f.R., Part 60-1, shall develop for each of its establishments a written affirmative action compliance program as called for in 41 C.F.R., Sect. 60-1.40. Seller will also require its lower-tier subcontractors who have fifty (50) or more employees and receive a subcontract of \$50,000.00 or more and who are not otherwise exempt under C.F.R., Part 60-1 to establish written affirmative action compliance programs in accordance with 41 C.F.R., Section 60-1.40.

E. Bidders are responsible for EEO compliances as provided in Executive Order 11246 and implementing regulations TITLE 41, Chapter 60-4.3 (Equal Opportunity Clause and Notice of Standard Specifications), 60-250, and 60-741 when applicable.

F. Seller certifies that it is not currently in receipt of any outstanding letters of deficiencies, show cause, probable cause or other such notifications or noncompliance with EEO regulations.

Executed this \_\_\_\_\_ day of \_\_\_\_\_, 20\_\_\_\_ by:

Firm: \_\_\_\_\_

By: \_\_\_\_\_ Title: \_\_\_\_\_

Item: \_\_\_\_\_

Project: \_\_\_\_\_

AFFIRMATIVE ACTION CERTIFICATION  
FOR  
EQUAL EMPLOYMENT OPPORTUNITY

\_\_\_\_\_ (Name of Bidder) understands that, if it is found to be the best suitable bidder hereby agrees that in the hiring of employees for the performance of work under this contract or any sub-contract here under, no contractor or sub-contractor or any person acting on behalf of such contractor shall by reason of race, creed or color, discriminate against any citizens of the State of Ohio in the employment of labor or workers who qualify and who are available to perform the work to which this contract relates.

\_\_\_\_\_ (Name of Bidder) further agrees that no contractor, subcontractor or any person acting in his behalf shall in any manner discriminate against or intimidate any employee hired for the performance of work under this contract on account of race, creed or color.

\_\_\_\_\_  
OFFICIAL SIGNATURE

\_\_\_\_\_  
DATE

This certification becomes part of the resultant contract.

NOTICE TO LABOR UNIONS OR OTHER ORGANIZATIONS OF WORKERS  
NONDISCRIMINATION IN EMPLOYMENT

TO: \_\_\_\_\_  
(Name of Union or organization of workers)

The undersigned currently holds contracts with the County of Summit, involving funds or credit of the U.S. Government or (a) subcontract(s) with a prime Contractor holding such contract(s).

**(If not applicable please mark “NA”)**

You are advised that under the provisions of the above contract(s) and in accordance with Executive Order 11246, section 202, dated September 28, 1965, the undersigned is obliged not to discriminate against any employee or applicant for employment because of race, color, creed, or national origin. This obligation not to discriminate in employment includes, but is not limited to the following:

HIRING, PLACEMENT, UPGRADING, TRANSFER OR DEMOTION,  
RECRUITMENT, ADVERTISING, OR SOLICITATION FOR EMPLOYMENT TRAINING  
DURING EMPLOYMENT, RATE OF PAY OR OTHER FORMS OF COMPENSATION,  
SELECTION FOR TRAINING INCLUDING APPRENTICESHIP, LAYOFF OR  
TERMINATION.

This notice is furnished to you pursuant to the provisions of the above contract(s) or subcontract(s) and Executive Order No. 11246.

Copies of this notice will be posted by the undersigned in conspicuous places available to employees or applicants for employment.

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
(Contractor or Subcontractor)

**NOTICE**

Attached is a declaration of Personal Property Tax Delinquency form, which is required by ORC 5719.042 for every competitive bid contract awarded by the County.

When an award is made after a competitive bid, the successful bidder must attach the fully executed statement to his contract documents, i.e., contract or purchase order, as applicable.

Inquiries concerning this matter may be directed to the Summit County Law Department, County of Summit Executive's Office, Ohio Building, 8th floor, 175 South Main Street, Akron, Ohio 44308

DECLARATION OF PERSONAL PROPERTY TAX DELINQUENCY  
OHIO REVISED CODE 5719.042

I, \_\_\_\_\_, hereby affirm that  
\_\_\_\_\_, responding to RFP for Document  
Imaging, IS/IS NOT charged at the time of submitting this response with any  
Delinquent personal property taxes on the general tax list of personal property of the  
County of Summit.

The amount of such due and unpaid delinquent tax and any due and unpaid penalties  
and interest is \$ \_\_\_\_\_

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Title

State of \_\_\_\_\_

County of \_\_\_\_\_, ss

Before me, a Notary Public, in and for said County, personally  
Appeared \_\_\_\_\_, authorized signatory for  
\_\_\_\_\_, and acknowledges that he has  
signed the foregoing instrument and that same is his/her free act and deed.

IN TESTIMONY WHEREOF, I have affixed my hand and seal of my  
Office at \_\_\_\_\_, State of \_\_\_\_\_

This \_\_\_\_\_ day of \_\_\_\_\_ 200

\_\_\_\_\_  
Notary Public

DECLARATION OF REAL PROPERTY TAX DELINQUENCY

I, \_\_\_\_\_, hereby affirm that \_\_\_\_\_, firm herein, is  / is not  (check one) charged at the time of submitting this proposal with any delinquent real property taxes on the general tax list of real property of the County of Summit.

The amount of such due and unpaid delinquent tax and any due and unpaid penalties and interest is \$ \_\_\_\_\_.

Firm Name: \_\_\_\_\_

By: \_\_\_\_\_

Title: \_\_\_\_\_

Date: \_\_\_\_\_

STATE OF OHIO            )  
                                  SS:    )  
COUNTY OF SUMMIT            )

Before me, a Notary Public, in and for said County, personally appeared \_\_\_\_\_, authorized signatory for \_\_\_\_\_, and acknowledges that he has read the foregoing subsections and that the information provided therein is true to the best of his knowledge and belief.

IN TESTIMONY WHEREOF, I have affixed my hand and seal of my office at \_\_\_\_\_, Ohio, this \_\_\_\_ day of \_\_\_\_\_, 20\_\_.

\_\_\_\_\_  
(Official Seal)

\_\_\_\_\_  
Notary Public

My commission expires \_\_\_\_\_, 20\_\_.



- b. any partner or owner of the partnership or other unincorporated business (if applicable);
- c. any shareholder of the professional association organized under Chapter 1785 of the Ohio Revised Code (if applicable);
- d. any administrator or executor of the estate (if applicable);
- e. any trustee of the trust (if applicable);
- f. any owner of more than 20% of the corporation or business trust (if applicable);
- g. each spouse of any person identified in (a) through (f) of this section;
- h. each child seven years of age to seventeen years of age of any person identified in divisions (a) through (f) of this section;
- i. any political action committee affiliated with the partnership or other unincorporated business, association, estate or trust identified in (a) through (f) of this section.

Signature \_\_\_\_\_

Title: \_\_\_\_\_

Sworn to before me and subscribed in my presence this \_\_\_\_ day of \_\_\_\_\_  
 \_\_\_\_\_, 20\_\_\_\_.

Notary Public \_\_\_\_\_

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

The requirements of Ohio Revised Code Section 3517.13 are only applicable to contributions made **on or after April 4, 2007** (Section 631.05, Amended Substitute Ohio House Bill 119)



## **FORM OF PROPOSAL**

(submit in triplicate)

The wording of the proposal shall be retained throughout, without change, alterations, or additions. Any changes in the wording may cause the proposal to be rejected.

Send Bid Proposal To: County of Summit Department of Finance and Budget  
Division of Purchasing  
ATTN: Shannon McNulty  
175 South Main Street, Room 742  
Akron, Ohio 44308

Having read the specifications and examined the work required for the project entitled:

### **PURCHASE OF LIVESCAN MACHINES**

And also having received and taken into account addenda numbers:

---

Accompanying this proposal is \_\_\_\_\_(certified check, bank draft, security bond) in the amount of \_\_\_\_\_, which is to be forfeited to Summit County, Akron, Ohio, if the undersigned fails to execute the contract in conformity with “the terms of contract”. I (we) agree to complete all work in connection with this bid.

In submitting this bid, it is understood that the right is reserved by the County to reject any and all bids. It is also agreed that this bid may not be withdrawn for a period of sixty (60) days from the opening thereof.

Insert below, bidders name. If a corporation, give the State of incorporation using the phrase, “A corporation organized under the laws of:” If a partnership, give name of partner using the phrase, “Copartners trading and doing business under the firm name and style of;” If an individual using a trade name, give individual name using the phrase, “An individual doing business under the name and style of”.

NAME OF FIRM \_\_\_\_\_

NAME OF CORPORATION \_\_\_\_\_

NAME OF PRESIDENT \_\_\_\_\_

CORPORATION IS ORGANIZED UNDER THE LAWS OF \_\_\_\_\_

**Vendor hereby certifies that this bid complies with all minimum response requirements in the bid and those requirements are hereby made part of the Vendor’s response and incorporated herein.**

SIGNATURE \_\_\_\_\_

BY \_\_\_\_\_

PRINCIPAL PLACE OF BUSINESS ADDRESS \_\_\_\_\_

DATE OF ESTABLISHMENT OF PLACE OF BUSINESS \_\_\_\_\_

FEDERAL TAX I.D. NUMBER \_\_\_\_\_

TELEPHONE NUMBER \_\_\_\_\_

NEAREST BRANCH OFFICE \_\_\_\_\_

ADDRESS \_\_\_\_\_

PHONE# \_\_\_\_\_

CONTACT PERSON \_\_\_\_\_