



Public Works & Development Services

14200 Washington Avenue
Sturtevant, WI 53177-1253
262-886-8446
fax: 262-886-8480
brett.mcdonald@racinecounty.com

January 27, 2017

Dear Prospective Bidder:

You are invited to submit a bid to provide the Racine County Public Works Department with an **Automated Scale System** to capture truck weights, empty and loaded, for material inventory evaluation. Sealed bids are due on or before 2:00 p.m. on March 1, 2017 at the above address. Late bids will not be accepted.

Responses must be in a sealed envelope or box and show the firm's name, address, and solicitation number on the cover. Your response must be manually signed and dated and include all requested information. Responses shall be marked with the bidder's return address and addressed as follows:

To: Racine County Purchasing Coordinator
c/o Racine County Finance Department
730 Wisconsin Avenue, Racine, WI 53403

Any general questions regarding this Invitation for Bid may be directed to Brett McDonald, Shop Operations Manager, at 262-886-8446 between the hours of 8:00 a.m. and 3:30 p.m., Monday through Friday.

No other Racine County employees or representatives other than those specified above are authorized to provide information or interpret any portion of this solicitation. No contact from a vendor to any Racine County employee or elected official should be made during this process unless authorized by Racine County Purchasing.

Sincerely,

Brett McDonald

Brett McDonald
Shop Operations Manager

Encl: Bid Package

INVITATION FOR BID
Bid #17-PW-006

AUTOMATED SCALE SYSTEM

A. BACKGROUND

The Racine County Department of Public Works utilizes an automated scale system to capture truck weights, empty and loaded, for materials inventory valuation. There are two scales located at:

- | | |
|--|--|
| 1. Ives Grove
14200 Washington Ave.
Sturtevant, WI 52177 | 2. Rochester
31929 Academy Road
Burlington, WI 53105 |
|--|--|

Each location has an automated scale system comprised of an inground scale and a dedicated computer. Each computer is networked. All data is local and copied to the network on a daily basis. The system creates usage transactions and produces a weight slip for weighable materials such as salt, cold patch, gravel, salt brine and other road maintenance supplies. Each material is defined in the software. The transactions are manually generated by personnel as the truck sits on the scale.

The current Ives Grove scale: Fairbanks Scales Model 14-3381
Load Receiver/Platform is a PLT2600.
Capacity of 120,000 pounds.
Number of sections: 4

The current Rochester scale: Fairbanks Scales (*Model Undetermined*)
Load Receiver/Platform is a PLT 2600RC
Capacity of 120,000 pounds.
Number of sections: 2

Company currently providing service for the truck scales: Fairbanks Scale

B. SCOPE OF SERVICES

Racine County intends to contract with a firm that will provide:

1. To replace the current software and all components necessary to replicate the current data capture system utilizing the current in-ground scale.
2. All installation services, training services, maintenance plan and all components necessary to, at a minimum, replicate the current data capture system utilizing the current Fairbanks in-ground scale systems.
3. Provide a "turn-key installation" of software at each location.

C. DEMONSTRATION

A Committee shall evaluate each proposal and may select the top three (3) vendors for demonstration. These vendors will be invited to come and present the capabilities of their software to the Committee, the Information Technology Department personnel and people from the Accounting Department. Included in the demonstration will be use of the program, tracking and data collection capabilities, report formats, report and data entry and retrieval. The Vendor shall be ready to answer questions asked by the Committee. With approval from the Committee, vendors may substitute a video conference demonstration in lieu of an on-site demonstration. The vendor shall bear all cost associated with demonstration of their product. Each vendor shall identify your report format, include examples of data in that format and shall demonstrate the flexibility of the report format during the demonstration portion of the RFP process.

D. TECHNICAL SPECIFICATIONS – GENERAL

(Please Note: The following specifications are meant to provide a guideline as to the expectations Racine County Public Works is looking for in the software it would like to purchase, not an all-encompassing specification. Racine County Public Works is open to any and all options as long as it believes it meets the intent of this request for proposal.)

- 1. Provide a radio frequency identification device (RFID) reader for each location.
- 2. Provide a minimum of one hundred (100) long range RFID tags that would be mounted to the windshield of a vehicle. This quantity should be able to expand for future needs of the County.
- 3. The license(s), as required, for possibly up to 6 desktop units or a web-based application to allow more than one user at a time.
- 4. Automated scale systems that must be able to automatically choose a material based on the vehicle RFID or allow the driver to input the material code from inside of vehicle by the driver by use of a hand held remote control device. Driver should not have to exit vehicle to perform any transaction.
- 5. Also, menu selections for customer, material and activity should be easily selectable/changeable for specific vehicle RFID's, i.e.:

Vehicle A can only select from: Customer 1, 2 or 3
 Material 1 or 2
 Activity 1, 2, or 3

Vehicle B can only select from: Customer 4
 Material 3 or 4
 Activity 1, 2, or 3

This should be able to be changed based on what the vehicle is being used for that day.

- 6. Tare weights should be able to be automatically or manually entered.
- 7. Height of computer screens on pedestal(s) should be seen by one ton dump trucks and tandem axle trucks.

8. A way to identify when a transaction has not been completed i.e. a vehicle comes across scale fully loaded but does not come back across scale empty.
9. Able to obtain total weight of product(s) at end of day, job etc.
10. More than one user at a time is able to use software.
11. Be able to make corrections to transactions after they are saved / entered in database.
12. Able to look up information by several different means: i.e. transaction number, vehicle number, date, material etc.
13. Are RFID's able to be used for towable equipment?
 Example: The current scale at the Rochester facility is not long enough for a truck and trailer. At the start of the day, a truck loaded with tar material that is used to add to a crack filling machine that it is towing. The trailer is filled with the molten tar material. Currently the truck pulls onto the scale and is weighed, then pulls forward to weigh the trailer. These two weights are manually added together to get a total weight. At the end of the day, the same process is done and the difference in weight is what is determined to be how much tar was used during the day. Proposal responses shall explain how the recommended software would handle this type of situation.
14. The software proposed shall be capable of displaying to vehicle operators and creating an export of data containing, at a minimum, the following data elements:

Header Text	Data
Location	Location
Ticket Number	Transaction Number
Date In	Transaction Start Date
Time In	Transaction Start Time
Time Out	Transaction End Time
Vehicle ID	Vehicle ID
Customer	Customer Name
Job	Activity
Product	Product Name
Activity	Activity Account Code
Employee	Employee ID
Net Weight	Net Weight

15. Provide technical support via phone, remote access, or another acceptable means, on an as needed basis.
16. Software that will create reports in an acceptable format to track data, flexibility in changing report formats on the fly.

17. Provide an opportunity for extended technical support on an annual contract basis.
18. Due to the evaluation process, proposals must remain in effect for at least 120 days after date of receipt.

E. TECHNICAL SPECIFICATIONS – HARDWARE REQUIREMENTS

1. The software quoted shall be Windows based software compatible.
2. The software shall allow access for additional authorized persons from remote sites
3. The program shall be capable of real time sharing of data between the sites and the server (if used).
4. Each site shall be able to operate independently in the event of connection failure between sites and the server with no danger of lost data.
5. Each site shall be capable of producing reports of all transactions in an acceptable format.
6. The following table summarizes the County’s current Information Technology standards:

Standard/Guideline	Characteristics
Host Computer Hardware	Intel based (Servers are virtual)
Host Computer Operating Systems Software	Microsoft Windows Server 2012 R2 (64 bit)
Client Workstation	Microsoft Windows 7 Microsoft Windows 10 Browser: IE Microsoft Office 365 (Users are NOT administrators on the local workstation)
Database Management	MS SQL
Network Operating System / Connectivity	TCP/IP compliant Microsoft Active Directory Domain
Document Transfer (EDI)	Compliance with X12 ANSI standards
Product List	
Desktop Hardware	Dell
Server Hardware	IBM
Server Virtual Environment	VMWare
Desktop OS	Windows 7, Windows 10
Citrix	None
Server Operating System	Windows Server
Windows Security authentication	AD
Network Switches	Cisco
Centralized Databases	MS SQL
Email	Microsoft Office 365
Virus Scanning Software	Sophos
Internet Browser	IE 11
Remote Access	Cisco VPN
SAN Storage	NA
Imaging Software	NA
Firewall	Cisco ASA
Web Server	Hosted

7. The vendor shall ensure that remote weight displays that are in windows of Ives Grove and Rochester facilities, and other hardware, such as printers that the Public Works Department currently utilizes, will work with proposed software. The vendor is responsible for providing specifications for any additional hardware to the Information Technology Department that would be required for scale software installation.
8. The vendor shall install the software on the Racine County Public Work's equipment and ensure that all portions of the software are properly operating before any payment will be made for the software.

F. TECHNICAL SPECIFICATIONS – CONVERSION OF EXISTING DATA

1. The Vendor shall convert two (2) years of historical data from the current mainframe system.
2. The Vendor shall convert customer files, vehicle files, current materials and products from the current system.
3. All conversions shall be completed prior to testing the new software data system.

G. TECHNICAL SPECIFICATIONS – SECURITY

1. Selected personnel, including the Information Technology Department, shall have the ability to add new profiles to the system. The same personnel shall have the authority to assign roles and control access to selected parts of the software operation such as the following:
 - a. Inquiry – allows the looking up of data but not permitted to change data,
 - b. Full Access – allows data look up as well as the ability to change data,
 - c. Audit – allows tracking of system changes,
 - d. Reason – requires system operators to record a reason for changes made to data for future tracking and accountability.
2. Demonstrate the ability to disable a user while keeping transaction history created by that user.

H. TECHNICAL SPECIFICATIONS – COUNTY RESPONSIBILITY

1. The Racine County Public Works and Information Technology Department shall provide hardware compatible with a Microsoft Windows Operating system on which the vendor shall install the software.
2. The Racine County Public Works and Information Technology Department shall provide a DSL service so the software can communicate between the 2 sites, Information Technology and other authorized personnel within Public Works.
3. The Racine County Public Works and Information Technology Department will provide a server for the storage of data. The Software shall be capable of operating on an SQL server.
4. The Racine County Public Works shall provide personnel to assist in the interface of the software with the scale system at all sites.
5. The Racine County Information Technology Department will work with the successful vendor to allow controlled access to the software remotely for technical support and needed upgrades.

I. INSURANCE REQUIREMENTS

1. The vendors shall be required, at their own expense, to furnish Racine County Public Works, evidence showing the insurance coverage to be in force throughout the term of the contract.
2. The Insurance Checklist will indicate to the County, the vendor's ability and agreement to provide the required insurance, in the event of contract award.
4. The successful candidate shall provide the required Certificates of Liability Insurance within 10 business days after award notification naming Racine County as additional named insured. The Certificates of Insurance will be included with the contract documents prior to signing. This document may be faxed to our office at 262-833-8741 or e-mailed to Brett.McDonald@racinecounty.com.

J. PROPOSAL SUBMISSION REQUIREMENTS

1. **Submit one original and eight identical copies of the proposal.** For proper identification, the proponent's complete name and address should appear on the exterior of the proposal package. The complete proposal shall contain the following information and shall be submitted in a binder, in the format shown below, in order to offer ready review and evaluation (**divide each section with identifying tabs**):

Failure to adequately address each of the sections specified below will result in lower scores and may render the proposal non-responsive, and the proposal submission deemed incomplete.

Section 1: Certification of Vendor

Complete Attachment A, Certification of Vendor. This shall introduce the firm, provide complete address, phone and fax numbers, include the name and email address of contact person(s) authorized to enter into a contract with the County. **An authorized agent must sign the transmittal letter in blue ink.**

Section 2: Addenda Acknowledgement

- a. Provide acknowledgement of receipt of all addenda for this RFP (if any). **It is the vendor's responsibility to check for copies of addenda on the County's website.**

Section 3: Qualifications/Experience

- a. Delineate the qualifications of your firm to undertake an implementation project of this nature.
- b. Include a statement regarding the financial stability of your firm.

Section 4: Software Specifications

- a. Offeror shall include all literature which fully describes the capabilities of the proposed software.
- b. Provide a response to all requirements of the Technical Specifications listed on pages 2 through 5. ***Please label the sections in your proposal to correspond with the title of the sections in the RFP specifications.***

Section 5: Hardware Specifications

- a. The vendor shall supply a list of required hardware and peripherals.
- b. The Vendor is responsible for providing specifications for hardware to the Information Technology Department for their use in obtaining the proper equipment as required.

Section 6: Service Plan

- a. Include time-line for delivery after notification of award.
- b. Include a project schedule for set-up and implementation of software, to include: data conversion, testing, training and deployment.
- c. Provide a description of training that will be offered.
- d. Provide a description of the type of technical support that will be offered.
- e. Provide a description of how software updates are accomplished.

Section 7: Client Work History

- a. Complete Attachment "B": "Client Work History Sheet". Respondents shall provide names of three (3) customers, from 2012-2017, for whom you have provided the scale software. Do not include quarries and solid waste land fills.

Section 8: Business Requirements

- a. Provide proof of insurance
- b. Completed copy of your company's W-9 form

Section 9: Cost Proposal

- a. Complete Attachment C, Bid Proposal. Include all costs associated with the provision, delivery and installation of the software system as a "turnkey system", including any travel cost.
- b. Annual Maintenance cost/software upgrades/technical support costs
- c. Training
- d. Additional items that may be required for future use.

Section 10: Contract Signature Page

- a. County officials will sign Attachment D, the notification of award after the committee has approved award of an accepted proposal.

Attachment A

CERTIFICATION OF VENDOR

Bid #17-PW-006

2017 IVES GROVE AND ROCHESTER FACILITIES SCALE SOFTWARE UPGRADE

I fully understand the requirement of the County of Racine and certify on behalf of my Company that we can meet the requirements stated above.

SIGNATURE _____

TYPED/PRINTED NAME _____

TITLE: _____

COMPANY: _____

ADDRESS: _____

CITY/STATE/ZIP: _____

TELEPHONE: _____ FAX: _____

E-MAIL: _____

DATE: _____

Attachment B

Client Work History Sheet

Provide at least three municipal public work entities (i.e. city, county, town or village) that you have provided this software from 2012 to 2017.

Reference 1:

Name of Company or Vendor: _____

Address: _____

City, State, Zip: _____

Contact Name: _____ Phone Number _____

E-mail Address: _____

Project Name _____ Date of Delivery _____

Reference 2:

Name of Company or Vendor: _____

Address: _____

City, State, Zip: _____

Contact Name: _____ Phone Number _____

E-mail Address: _____

Project Name _____ Date of Delivery _____

Reference 3:

Name of Company or Vendor: _____

Address: _____

City, State, Zip: _____

Contact Name: _____ Phone Number _____

E-mail Address: _____

Project Name _____ Date of Delivery _____

Attachment C
BID PROPOSAL FORM

Vendor _____

Scale Software per attached Specifications:

Complete "Turn Key" Installation at Ives Grove and Rochester Facilities \$ _____

Annual Maintenance cost/software upgrades/technical support costs (after initial):

Maintenance: \$ _____

Upgrades: \$ _____

Technical Support: \$ _____

Follow up Training (for new personnel) \$ _____

Additional items for future need:

Cost of RFID's \$ _____ ea.

Cost of Desktop Licenses, (if required) \$ _____ ea.

Cost of Hand Held Remote Controls. \$ _____ ea.

Attachment D



Public Works & Development Services

14200 Washington Avenue
Sturtevant, WI 53177
262-886-8440
fax: 262-886-8480

[Date]

[Name]

[Company]

[Address]

[City, State, Zip]

Re: Project No 1706: 2017 Ives Grove and Rochester Facilities Scale Software Upgrade Approval

Your bid on the above referenced project has been accepted in accordance with the project documents dated, [Date of RFP], in the amount of [Amount as text] Dollars (\$ [Amount as number]).

You are required to return the following:

1. Three (3) signed copies of the enclosed Owner-Contractor Agreement
2. Certificates of insurance naming Racine County as additional named insured.

If you have any questions, please call me at 262-886-8446.

Brett McDonald
Shop Operations Manager
Racine County Public Works & Development Services

Attachment E

OWNER-CONTRACTOR AGREEMENT

Re: Project No 1706: 2017 Ives Grove and Rochester Facilities Scale Software Upgrade

THIS AGREEMENT dated [Date], by and between the COUNTY OF RACINE, hereinafter called the "Owner" and [Company Name], [Company Address, City, State, Zip], doing business as a [Sole Trade, Partnership, Joint Venture, Corporation] hereinafter called the "Contractor".

ARTICLE I - SCOPE OF WORK AND CONTRACT DOCUMENTS

The Contractor shall perform all the work, furnish all labor, materials, tools, equipment, and supervision in strict compliance with the Contractor's proposal submitted on [Date] and other contract documents, herein mentioned as component parts of this contract.

The term "Contract Documents" means and includes the following items prepared by Racine County:

The contents of the Request for Proposal for:
Project No 1706: 2017 Ives Grove and Rochester Facilities Scale Software Upgrade
[Addendum No.] dated [Date]

The foregoing are the Contract Documents. The Contract Documents form a complete unit and requirements called for by one are as binding as if called for by all. Ambiguity on conflict between the various documents or within a particular document shall be resolved in favor of the better quality or greater quantity.

A Modification to this Contract is a written amendment to the Contract identified as a Change Order signed by both parties. A Modification may be made only after this Contract has been executed.

ARTICLE II - CONTRACT PRICE

The Owner shall pay to the Contractor for the performance of this Contract, subject to any additions or deductions provided herein, in current funds, the contract base price of:

[Amount as text] Dollars, (\$[Amount as number])**ARTICLE III - ACCEPTANCE AND FINAL PAYMENT**

Upon receipt of notice from Contractor that the Work is ready for final inspection and acceptance, the Owner shall promptly make the final inspection and tests deemed necessary to determine that the provisions of this Contract are satisfied. The Owner will not accept the Work nor make final payment to the Contractor until the Work of Contractor is completed and is in conformance with the Contract.

Before the issuance of final payment, the Contractor shall furnish and shall have his subcontractors and material suppliers furnish final waivers of lien and other evidence satisfactory to the Owner that all indebtedness connected with the Work have been paid or otherwise satisfied. Final payment, shall be due thirty (30) days after final completion of the Work and Owner's acceptance and approval of the Work.

If after the Work has been substantially completed, and full completion thereof is materially delayed through no fault of the Contractor, the Owner shall, without terminating the Contract, make payment of the balance due for the portion of the Work finally completed and accepted. Such payment shall be made under the terms and conditions governing final payment, except that it shall not constitute a waiver of claims.

ARTICLE IV - TIME OF COMMENCEMENT AND COMPLETION

The Contractor shall commence the work required by the Contract within ten (10) calendar days of the date of written notification to proceed, issued by the Owner to the Contractor. Time is of the essence as to commencement. In case of delay of Contractor commencing or providing and delivering the materials requested for the advancement of the Work, or of a lack of sufficient workmen, or for misconduct, inattention, insolvency or inability or any other violation of the provisions of this Contract, after then (10) days' written notice to Contractor and failure to correct same, without prejudice to any other remedy it may have, Owner may terminate this Contract and cause the Work to be completed, the cost of which shall be charged against the balance, if any, due to Contractor. The excess, if any, of such costs of completion over the balance due Contractor shall be paid immediately by Contractor to Owner.

Contractor agrees to cooperate with all other Contractors employed on the work in order to avoid complications, insure first-class workmanship in every respect, and bring its work and the work of all other Contractors to full and satisfactory completion within the allowable time frame.

In addition, Contractor shall furnish necessary materials and/or labor at the proper time and in sufficient quantities to meet the sequence completion dates as determined by the Project Coordinator.

ARTICLE V - CONTRACTOR'S RESPONSIBILITY

To the fullest extent permitted by law, the Contractor shall indemnify, keep and save harmless the County of Racine and the other consultants, their agents, officials and employees, against all injuries, deaths, loss, damages, claims, suits, liabilities, judgments, costs and expenses, which may arise directly or indirectly from any negligence or from the reckless or willful misconduct of the Contractor or his employees, or of any Subcontractors, or any of their Material Suppliers, or employees and the Contractor shall at his own expense, appear, defend and pay all charges of attorneys and all costs any other expenses arising therefrom or incurred in connection therewith, and, if any judgment shall be rendered against the County of Racine in any such action, the Contractor shall, at his own expense, satisfy and discharge the same. Contractor expressly understands and agrees that any performance bond or insurance protection required by this Contract, or otherwise provided by Contractor, shall in no way limit the responsibility to indemnify, keep and save harmless and defend the County of Racine as herein provided.

ARTICLE VI - MISCELLANEOUS

If any dispute should arise between Contractor and Owner, the Contractor will proceed diligently with all other Work without interruption and in accordance with Owner's directions pending a decision based on the contract documents.

The Contractor represents that it has visited the site and familiarized itself with the conditions under which the Work is to be performed.

This agreement shall be binding upon all parties hereto and their respective heirs, executors, administrators, successors and assigns.

IN WITNESS WHEREOF, the parties hereto have caused this instrument, to be executed in three original counterparts the day and year first above written.

[Company Name] _____

[Company Address] _____

[City, State, Zip] _____

by

by

title

title

(SEAL)

COUNTY OF RACINE, WISCONSIN

by

by

title

title



Public Works & Development Services

14200 Washington Avenue
Sturtevant, WI 53177
262-886-8440
fax: 262-886-8480

[Date]

[Name]
[Company]
[Address]
[City, State, Zip]

Project No 1706: 2017 Ives Grove and Rochester Facilities Scale Software Upgrade

Dear [Name]:

You are hereby notified to commence work on the above referenced project.

Brett McDonald
Shop Operation
Racine County Public Works & Development Services

