



INVITATION TO BID NO: 13-X-2244297

STATE OF ALABAMA
DEPARTMENT OF FINANCE
DIVISION OF PURCHASING

REQ. AGENCY : 999999
PURCHASING DIVISION
AGENCY REQ. NO. : 1389112
T-NUMBER : T00A
DATE ISSUED : 11/02/12
VENDOR NO. :
VENDOR PHONE NO. :
SNAP REQ. NO. : 1496945
BUYER NAME : JAERI ELLIS

INVITATION TO BID

FOR: *RE-BID* TIME & ATTEND. - KSH

BUYER PHONE NO. : (334) 242-7259-
PURCHASING PHONE NO: (334) 242-7250

BID MUST BE RECEIVED BEFORE:
DATE: 11/19/12 TIME: 5:00 PM

BIDS WILL BE PUBLICLY OPENED:
DATE: 11/20/12 TIME: 10:00 AM

TO BE COMPLETED BY VENDOR

INFORMATION IN THIS SECTION SHOULD BE PROVIDED, AS APPROPRIATE. BID RESPONSE MUST BE IN INK OR TYPED WITH ORIGINAL SIGNATURE AND NOTARIZATION.

1. DELIVERY: CAN BE MADE _____ DAYS OR _____ WEEKS AFTER RECEIPT OF ORDER
2. TERMS: _____(DISCOUNTS ARE TAKEN WITHOUT REGARD TO DATE OF PAYMENT.)
3. PRICE VALID FOR ACCEPTANCE WITHIN _____ DAYS.
4. VENDOR QUOTATION REFERENCE NUMBER, IF ANY: _____
(THIS NUMBER WILL APPEAR ON THE PURCHASE ORDER.)
5. E-MAIL ADDRESS: _____
INTERNET WEBSITE: _____
6. GENERAL CONTRACTOR'S LICENSE NO: _____
TYPE OF G.C. LICENSE: _____

***** IMPORTANT NOTE: *****

BIDDERS MUST COMPLY WITH ALL "BID RESPONSE INSTRUCTIONS" ON PAGE 2, TO INCLUDE ITEM 6 - COPY REQUIREMENT.

RETURN INVITATION TO BID:

US MAIL

COURIER

STATE OF ALABAMA
DEPARTMENT OF FINANCE
DIVISION OF PURCHASING
P O BOX 302620
MONTGOMERY, AL 36130-2620

STATE OF ALABAMA
DIVISION OF PURCHASING
RSA UNION BUILDING
100 N. UNION ST., SUITE 192
MONTGOMERY, AL 36104

SIGNATURE AND NOTARIZATION REQUIRED

I HAVE READ THE ENTIRE BID AND AGREE TO FURNISH EACH ITEM OFFERED AT THE PRICE QUOTED. I HERBY AFFIRM I HAVE NOT BEEN IN ANY AGREEMENT OR COLLUSION AMONG BIDDERS IN RESTRAINT OF FREEDOM OF COMPETITION BY AGREEMENT TO BID AT A FIXED PRICE OR TO REFRAIN FROM BIDDING.

SWORN TO AND

VENDOR NUMBER
(MUST MATCH REGISTRATION)

AUTHORIZED SIGNATURE (INK)

SUBSCRIBED BEFORE ME THIS

COMPANY NAME

TYPE/PRINT AUTHORIZED NAME

DAY OF _____

MAIL ADDRESS

TITLE

NOTARY PUBLIC

CITY, STATE, ZIP

TOLL FREE NUMBER

TERM EXP:

PHONE INCLUDING AREA CODE

FAX NUMBER

STANDARD TERMS & CONDITIONS

VENDOR NAME :

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INVITATION TO BID

AUTHORITY:

THE DEPARTMENT OF FINANCE CODE OF ADMINISTRATIVE PROCEDURE, CHAPTER 355-4-1 EFFECTIVE DECEMBER 20, 2001 IS INCORPORATED BY REFERENCE AND MADE A PART OF THIS DOCUMENT. TO RECEIVE A COPY CALL (334)242-7250, OR OUR WEBSITE WWW.PURCHASING.ALABAMA.GOV .

BID (ITB) RESPONSE INSTRUCTIONS REV: 03/31/11

1. TO SUBMIT A RESPONSIVE BID, READ THESE INSTRUCTIONS, ALL TERMS, CONDITIONS AND SPECIFICATIONS.
2. BID ENVELOPES/PACKAGES/BOXES MUST BE IDENTIFIED ON FRONT, PREFERABLY LOWER LEFT CORNER AND BE VISIBLE WITH THE BID NUMBER AND OPENING DATE. EACH INDIVIDUAL BID (IDENTIFIED BY A UNIQUE BID NUMBER) MUST BE SUBMITTED IN A SEPARATE ENVELOPE. RESPONSES TO MULTIPLE BID NUMBERS SUBMITTED IN THE SAME ENVELOPE/COURIER PACKAGE, THAT ARE NOT IN SEPARATE ENVELOPES PROPERLY IDENTIFIED, WILL BE REJECTED. THE DIVISION OF PURCHASING DOES NOT ASSUME RESPONSIBILITY FOR LATE BIDS FOR ANY REASON INCLUDING THOSE DUE TO POSTAL, OR COURIER SERVICE. BID RESPONSES MUST BE IN THE DIVISION OF PURCHASING OFFICE PRIOR TO THE "RECEIVE DATE AND TIME" INDICATED ON THE BID.
3. BID RESPONSES (PAGE 1, PRICE SHEET AND ADDENDUMS (WHEN SIGNATURE IS REQUIRED)) MUST BE IN INK OR TYPED ON THIS DOCUMENT. OR EXACT FORMAT WITH SIGNATURES BEING HANDWRITTEN ORIGINALS IN INK (PERSON SIGNING BID, NOTARY, AND NOTARY EXPIRATION), OR THE BID WILL BE REJECTED. UNLESS INDICATED IN THE BID, ALL PRICE PAGES MUST BE COMPLETED AND RETURNED. IF AN ITEM IS NOT BEING BID, IDENTIFY IT AS NB (NO-BID). PAGES SHOULD BE SECURED. THE DIVISION OF PURCHASING DOES NOT ASSUME RESPONSIBILITY FOR MISSING PAGES. FAXED BID RESPONSES WILL NOT BE ACCEPTED.
4. THE UNIT PRICE ALWAYS GOVERNS REGARDLESS OF THE EXTENDED AMOUNT. A UNIT PRICE CHANGE ON A LINE MUST BE INITIALED BY THE PERSON SIGNING THE BID, OR THAT LINE WILL BE REJECTED. THIS INCLUDES A CROSS-OUT, STRIKE-OVER, INK-OVER, WHITE-OUT, ERASURE, OR ANY OTHER METHOD CHANGING THE PRICE.
5. THE DIVISION OF PURCHASING IS NOT RESPONSIBLE FOR MISINTERPRETATION OF DATA FAXED FROM THIS OFFICE.
6. THE DIVISION OF PURCHASING REQUIRES AN ORIGINAL AND A MINIMUM OF ONE EXACT COPY OF THE SIGNED, NOTARIZED INVITATION-TO-BID TO INCLUDE ANY REQUIRED ADDENDUM(S) AND DOCUMENTATION. THE ORIGINAL AND THE COPY SHOULD BE SUBMITTED TOGETHER AS A BID PACKAGE. FAILURE TO MARK RESPONSES AS "ORIGINAL" AND/OR "COPY" COULD RESULT IN THE ENTIRE BID RESPONSE BEING REJECTED.
7. AN IMPROPERLY SUBMITTED BID, LATE BID, OR BID THAT IS CANCELLED ON OR BEFORE THE OPENING DATE WILL BE HELD FOR 90 DAYS AND THEN DESTROYED. THE BID MUST BE RETRIEVED DURING REGULAR WORK HOURS, MONDAY - FRIDAY, EXCEPT STATE HOLIDAYS. AFTER THE BID IS DESTROYED, THE DIVISION OF PURCHASING ASSUMES NO RESPONSIBILITY FOR THE DOCUMENT.

DISQUALIFIED/CANCELLED BID

BIDS THAT ARE IMPROPERLY SUBMITTED OR RECEIVED LATE WILL BE A RESPONSE FOR RECORD, BUT WILL NOT BE RETURNED OR A NOTIFICATION MAILED.

THE FOLLOWING IS A PARTIAL LIST WHEREBY A BID RESPONSE WILL BE DISQUALIFIED:

- BID NUMBER NOT ON FACE OF ENVELOPE/COURIER PACKAGE/BOX
- RESPONSES TO MULTIPLE BID NUMBERS IN SAME ENVELOPE NOT PROPERLY IDENTIFIED
- BID RECEIVED LATE
- BID NOT SIGNED/NOT ORIGINAL SIGNATURE
- BID NOT NOTARIZED/NOT ORIGINAL SIGNATURE OF NOTARY AND/OR NO NOTARY EXPIRATION
- NOTARIZED OWN SIGNATURE
- REQUIRED INFORMATION NOT SUBMITTED WITH BID
- FAILURE TO SUBMIT THE ORIGINAL BID AND A COMPLETE EXACT COPY
- BID RECEIVED FROM NON-REGISTERED/EXPIRED VENDOR

BEASON-HAMMON ALABAMA TAXPAYER AND CITIZEN PROTECTION ACT (ACT 2011-535 AND AS AMENDED BY ACT 2012-491)

AS A CONDITION FOR AWARD OF THIS ITB, THE VENDOR ACKNOWLEDGES THE FOLLOWING:

"BY SIGNING THIS CONTRACT, THE CONTRACTING PARTIES AFFIRM, FOR THE DURATION OF ANY AGREEMENT THAT THEY WILL NOT VIOLATE FEDERAL IMMIGRATION LAW OR KNOWINGLY EMPLOY, HIRE FOR EMPLOYMENT, OR CONTINUE TO EMPLOY AN UNAUTHORIZED ALIEN WITHIN THE STATE OF ALABAMA. FURTHERMORE, A CONTRACTING PARTY FOUND TO BE IN VIOLATION OF THIS PROVISION SHALL BE DEEMED IN BREACH OF THE AGREEMENT AND SHALL BE RESPONSIBLE FOR ALL DAMAGES RESULTING THEREFROM."

STANDARD TERMS & CONDITIONS

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INVITATION TO BID

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VERIFICATION OF ENROLLMENT IN THE E-VERIFY PROGRAM WILL BE REQUIRED PRIOR TO ANY AWARD TO A VENDOR WHO EMPLOYS ONE OR MORE EMPLOYEES WITHIN THE STATE OF ALABAMA. E-VERIFY DOCUMENTATION SHOULD BE IDENTIFIED WITH THE BID NUMBER AND THE BUYER NAME. FAILURE TO PROVIDE DOCUMENTATION WITHIN 5 CALENDAR DAYS OF NOTIFICATION WILL RESULT IN THE REJECTION OF YOUR BID. TO ENROLL IN THE E-VERIFY PROGRAM VISIT WWW.DHS.GOV/E-VERIFY.

CERTIFICATION PURSUANT TO ACT NO. 2006-557

ALABAMA LAW (SECTION 41-4-116, CODE OF ALABAMA 1975) PROVIDES THAT EVERY BID SUBMITTED AND CONTRACT EXECUTED SHALL CONTAIN A CERTIFICATION THAT THE VENDOR, CONTRACTOR, AND ALL OF ITS AFFILIATES THAT MAKE SALES FOR DELIVERY INTO ALABAMA OR LEASES FOR USE IN ALABAMA ARE REGISTERED, COLLECTING, AND REMITTING ALABAMA STATE AND LOCAL SALES, USE, AND/OR LEASE TAX ON ALL TAXABLE SALES AND LEASES INTO ALABAMA. BY SUBMITTING THIS BID, THE BIDDER IS HEREBY CERTIFYING THAT THEY ARE IN FULL COMPLIANCE WITH ACT NO. 2006-557, THEY ARE NOT BARRED FROM BIDDING OR ENTERING INTO A CONTRACT PURSUANT TO 41-4-116, AND ACKNOWLEDGES THAT THE AWARDING AUTHORITY MAY DECLARE THE CONTRACT VOID IF THE CERTIFICATION IS FALSE.

INFORMATION AND ASSISTANCE TO MINORITY AND WOMEN-OWNED BUSINESSES IN ACQUIRING M/WBE CERTIFICATION MAY BE OBTAINED FROM THE OFFICE OF MINORITY BUSINESS ENTERPRISE, 1-800-447-4191.

SPECIAL TERMS & CONDITIONS

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INVITATION TO BID

VENDOR REGISTRATION AND FEE PAYMENT ONLINE

EFFECTIVE SEPTEMBER 1, 2010, VENDORS MUST REGISTER ONLINE TO RECEIVE NOTIFICATION OF BIDS. GO TO WWW.PURCHASING.ALABAMA.GOV TO REGISTER. BIDS WILL NOT BE ACCEPTED FROM NON-REGISTERED VENDORS FOR BIDS ISSUED AFTER SEPTEMBER 1, 2010. A VENDOR'S REGISTRATION MUST BE MAINTAINED THROUGHOUT THE LIFE CYCLE OF AN AWARDED CONTRACT, TO INCLUDE RENEWAL PERIODS. AT THE TIME OF REGISTRATION, VENDOR MUST PAY A BIENNIAL REGISTRATION FEE. PAYMENT MUST BE MADE BY CREDIT CARD, DEBIT CARD, OR BY ELECTRONIC CHECK. VENDOR NUMBER SUBMITTED ON BID RESPONSE MUST MATCH VENDOR REGISTRATION OR THE BID WILL BE REJECTED.

INTENT TO AWARD

EFFECTIVE MAY 1, 2008, THE STATE OF ALABAMA - DIVISION OF PURCHASING WILL ISSUE AN 'INTENT TO AWARD' BEFORE A FINAL AWARD IS MADE. THE 'INTENT TO AWARD' WILL CONTINUE FOR A PERIOD OF FIVE (5) CALENDAR DAYS, AFTER WHICH A PURCHASE ORDER WILL BE PRODUCED. UPON FINAL AWARD, ALL RIGHTS TO PROTEST ARE FORFEITED. A DETAILED EXPLANATION OF THIS PROCESS MAY BE REVIEWED IN THE ALABAMA ADMINISTRATIVE CODE - CHAPTER 355-4-1(14).

ALTERNATE BID RESPONSE

UNLESS STATED ELSEWHERE IN THIS INVITATION-TO-BID (ITB) THE STATE OF ALABAMA WILL ACCEPT AND EVALUATE ALTERNATE BID SUBMITTALS ON ANY ITB'S. ALTERNATE BID RESPONSES WILL BE EVALUATED ACCORDING TO THE REQUIREMENTS AS ALL OTHER RESPONSES TO THIS ITB.

INTERNET WEBSITE LINK'S

INTERNET AND/OR WEBSITE LINKS WILL NOT BE ACCEPTED IN BID RESPONSES AS A MEANS TO SUPPLY ANY REQUIREMENTS STATED IN THIS ITB (INVITATION-TO-BID).

PRODUCT DELIVERY, RECEIVING AND ACCEPTANCE

IN ACCORDANCE WITH THE UNIVERSAL COMMERCE CODE (CODE OF ALABAMA, TITLE 7), AFTER DELIVERY, THE STATE OF ALABAMA HAS THE RIGHT TO INSPECT ALL PRODUCTS BEFORE ACCEPTING. THE STATE WILL INSPECT PRODUCTS IN A REASONABLE TIMEFRAME. SIGNATURE ON A DELIVERY DOCUMENT DOES NOT CONSTITUTE ACCEPTANCE BY THE STATE. THE STATE WILL ACCEPT PRODUCTS ONLY AFTER SATISFACTORY INSPECTION.

SALES TAX EXEMPTION

PURSUANT TO THE CODE OF ALABAMA, 1975, TITLE 40-23-4 (A) (11), THE STATE OF ALABAMA IS EXEMPT FROM PAYING SALES TAX. AN EXEMPTION LETTER WILL BE FURNISHED UPON REQUEST.

INVOICES

INQUIRIES CONCERNING PAYMENT AFTER INVOICES HAVE BEEN SUBMITTED ARE TO BE DIRECTED TO THE RECEIVING AGENCY, NOT THE DIVISION OF PURCHASING

BID RESPONSES AND BID RESULTS

UNEVALUATED BID RESPONSES (NOT BID RESULTS) ARE AVAILABLE ON OUR WEB SITE AT WWW.PURCHASING.ALABAMA.GOV. BID RESULTS WILL BE MADE AVAILABLE FOR REVIEW IN THE DIVISION OF PURCHASING OFFICE, BUT ONLY AFTER THE BID HAS BEEN AWARDED. WE DO NOT FAX OR MAIL COPIES OF BID RESULTS. IF A VENDOR WISHES TO REVIEW BID RESULTS IN OUR OFFICE, THEY SHOULD FAX THEIR REQUEST TO REVIEW THE BID TWO DAYS IN ADVANCE TO THE "BID REVIEW CLERK" AT (334) 242-4419. BE SURE TO REFERENCE THE BID NUMBER.

FOREIGN CORPORATION - CERTIFICATE OF AUTHORITY

SPECIAL TERMS & CONDITIONS

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INVITATION TO BID

ALABAMA LAW PROVIDES THAT A FOREIGN CORPORATION (AN OUT-OF-STATE COMPANY/FIRM) MAY NOT TRANSACT BUSINESS IN THE STATE OF ALABAMA UNTIL IT OBTAINS A CERTIFICATE OF AUTHORITY FROM THE SECRETARY OF STATE. SECTION 10-2B-15.01, CODE OF ALABAMA 1975. TO OBTAIN FORMS FOR A CERTIFICATE OF AUTHORITY, CONTACT THE SECRETARY OF STATE, CORPORATIONS DIVISION, (334) 242-5324. THE CERTIFICATE OF AUTHORITY DOES NOT KEEP THE VENDOR FROM SUBMITTING A BID.

BID IDENTIFICATION

REFERENCE PAGE 2, ITEM 2. DUE TO THE POSTAL SERVICE PUTTING BAR CODE LABELS ON ENVELOPES, IT CONCEALS THE BID NUMBER AND DATE IF THE VENDOR HAS WRITTEN THEM OTHER THAN THE LOWER LEFT CORNER, THEREFORE THE BID WOULD BE REJECTED FOR NOT BEING PROPERLY IDENTIFIED.

AMERICAN RECOVERY AND REINVESTMENT ACT OF 2009 (ARRA)

COMPLIANCE WITH THE REPORTING REQUIREMENTS OF THE AMERICAN RECOVERY AND REINVESTMENT ACT OF 2009 (ARRA): WHEN THE SELECTED VENDOR IS NOTIFIED BY THE PROCURING AGENCY THAT SPECIFIC PURCHASES ARE BEING PAID WITH ARRA OR STIMULUS FUNDS, THE VENDOR SHALL COMPLY WITH THE ARRA REPORTING REQUIREMENTS DEFINED BY THE FEDERAL OMB. THE PROCURING AGENCY IS RESPONSIBLE FOR INFORMING THE AWARDED VENDOR AS SOON AS THE AGENCY IS AWARE THAT ARRA OR STIMULUS FUNDS ARE BEING USED TO PURCHASE ITEMS OR SERVICES AWARDED BY THE ITB AND WHETHER TO REPORT THE INFORMATION TO THE PROCURING AGENCY OR DIRECTLY TO THE FEDERAL GOVERNMENT. THE PROCURING AGENCY MAY NOTIFY THE VENDOR AT THE TIME THE PURCHASE ORDER IS PROCESSED, BY CHANGE ORDER, E-MAIL OR LETTER. THE VENDOR SHALL PROVIDE THE REQUESTED REPORT INFORMATION AS REQUIRED BY LAW.

AWARD:

THE AWARD SHALL BE MADE, BY LINE, TO THE LOWEST RESPONSIBLE BIDDER MEETING ALL SPECIFICATIONS.

DEFAULT:

WHEN A VENDOR DEFAULTS ON A CONTRACT/PURCHASE ORDER, THE STATE CAN PROCURE THE GOODS OR SERVICES FROM OTHER SOURCES AND HOLD THE VENDOR RESPONSIBLE FOR ANY EXCESS IN PRICE/HANDLING. THE VENDOR MAY BE BARRED FROM BIDDING FOR AN INDETERMINATE PERIOD.

ADMINISTRATIVE FEE:

AWARDED BIDDER(S) SHALL PAY THE STATE AN ADMINISTRATIVE FEE FOR ALL SALES MADE UNDER THIS CONTRACT. THIS FEE SHALL BE 1 % (0.01) OF THE TOTAL DOLLAR AMOUNT FOR ALL SALES. THE FEE WILL BE PAID EACH MONTH BEFORE THE 20TH AND WILL REPRESENT A SINGLE, ONE-TIME PAYMENT FOR ALL SALES MADE IN THE PRIOR MONTH AND AS ADJUSTED FOR ERRORS ASSOCIATED WITH EARLIER MONTHS. THIS FEE SHALL NOT BE LISTED AS A SEPARATE COST ON INVOICES. THE AWARDED BIDDER(S) WILL BE REQUIRED TO PROVIDE A SUMMARY REPORT EACH MONTH BEFORE THE 20TH LISTING SALES MADE DURING THE PRIOR CALENDAR MONTH. THIS REPORT IS TO INCLUDE THE CONTRACT NUMBER, PURCHASING ENTITY, SALES AMOUNT, AND FEE AMOUNT. A REPORT IS DUE EVEN WHEN THERE IS NO ACTIVITY. THIS REPORT SHALL BE SENT ELECTRONICALLY TO TELECOM.ADMIN@ISD.ALABAMA.GOV. A COPY OF THE THE SUMMARY REPORT SHALL ALSO ACCOMPANY THE PAYMENT.

REMITTANCE SHALL BE PAYABLE TO THE "STATE OF ALABAMA DEPARTMENT OF FINANCE" AND BE SENT TO:

ALABAMA DEPARTMENT OF FINANCE
DIVISION OF ACCOUNTING AND ADMINISTRATION
PO BOX 300658
MONTGOMERY ALABAMA 36130-0658

SPECIAL TERMS & CONDITIONS

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FOR INTERNAL INFORMATION ONLY: FEE DISTRIBUTION 1/2% TO THE STATE PROCUREMENT FUND AND 1/2% TO THE FINANCE ISD REVOLVING FUND.

FREIGHT:
BID IS F.O.B. DESTINATION, INSIDE DELIVERY. ANY FREIGHT CHARGES MUST BE INCLUDED IN THE BID PRICES.

CONTRACT PERIOD:
ESTABLISH A 12 MONTH CONTRACT WITH AN OPTION TO EXTEND FOR A SECOND, THIRD, FOURTH, AND FIFTH 12 MONTH PERIOD WITH THE SAME PRICING, TERMS AND CONDITIONS. THE SECOND, THIRD, FOURTH, OR FIFTH 12 MONTH PERIOD, IF AGREED BY BOTH PARTIES, WOULD BEGIN THE DAY AFTER THE FIRST, SECOND, THIRD, OR FOURTH 12 MONTH PERIOD EXPIRES. ANY SUCCESSIVE EXTENSION MUST HAVE WRITTEN APPROVAL OF BOTH THE STATE AND VENDOR NO LATER THAN 30 DAYS PRIOR TO EXPIRATION OF THE PREVIOUS 12 MONTH PERIOD.

REQUESTED INFORMATION:
ANY ADDITIONAL INFORMATION REQUESTED FROM A VENDOR MUST BE FURNISHED WITHIN FIVE (5) DAYS FROM RECEIPT OF REQUEST.

OEM PRODUCT:
ALL EQUIPMENT MUST BE NEW FACTORY SEALED OEM PRODUCT SOURCED THROUGH MANUFACTURER AUTHORIZED DISTRIBUTION SOURCES AND CARRY THE ORIGINAL MANUFACTURER'S FULL WARRANTY. NO REMANUFACTURED, REFURBISHED, EXCHANGED OR REPAIRED PRODUCTS WILL BE ACCEPTED.

PURPOSE:
ESTABLISH A CONTRACT FROM THE ITEMS LISTED FOR ALL STATE AGENCIES. CONTRACT PRICES ARE AVAILABLE TO ALL LOCAL GOVERNMENTAL AGENCIES.

PRICE SHEET

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LINE NO.	COMMODITY/SERVICE DESCRIPTION	QUANTITY	UNIT	UNIT PRICE	EXTENDED AMOUNT
UNLESS SPECIFIED OTHERWISE BELOW: SHIP TO: R1 / STATEWIDE					
00001	COMMODITY CODE: 195-68-061670 TIME CLOCKS, AND RELATED HARDWARE. PER THE ATTACHED SPECIFICATIONS PLACE PRICING IN ATTACHMENT	1	EA	_____	_____
00002	COMMODITY CODE: 205-56-051756 SOFTWARE, TIME & ATTENDANCE. PER THE ATTACHED SPECIFICATIONS PLACE PRICING IN ATTACHMENT	1	EA	_____	_____

PAGE TOTAL

BID TOTAL

**INVITATION TO BID
FOR
RE-BID TIME & ATTEND. SOLUTION - KSH
HARDWARE AND SOFTWARE**



**ISSUED BY
STATE OF ALABAMA
DEPARTMENT OF FINANCE
INFORMATION SERVICES DIVISION**

October 31, 2012

SECTION I

ADMINISTRATIVE AND CONTRACTUAL INFORMATION

I.1. OBJECTIVE: The purpose of this Invitation to Bid (ITB) is to establish an enterprise contract to be used by State agencies, political subdivisions and local government agencies to purchase time and attendance related hardware and software, including related accessories and options as specified on ITB Price Sheet and Attachments A and B. Public educational institutions may at their discretion use this contract to purchase time and attendance related hardware and software included in this contract.

This ITB has two categories and each category will be awarded separately. The time and attendance hardware category is listed on Attachment A. The category for time and attendance software is listed on Attachment B. The time and attendance software category may include third party software needed to implement time and attendance. Bidders may bid on one or both categories, but they must bid on all items within the category bid (Attachment A and/or Attachment B).

The terms Bidder, Vendor, and Prime vendor are used interchangeably in this document and refer to the entity submitting a response to this ITB or awarded the contract. The term manufacturer refers to the time and attendance hardware manufacturer or time and attendance hardware sold under the manufacturer's brand name. The term manufacturer also refers to the software publisher or manufacturer or software licensed under the software publisher's brand name.

I.2 ENTERPRISE RESTRICTIONS: Excluding public educational institutions, state agencies acquiring time and attendance software must have oversight approval of the Finance Department, Information Services Division. The software restriction only applies to state agencies acquiring the actual time and attendance software; it does not apply to any other third party or associated software included in the awarded contract such as business intelligence or report writing software.

I.3. ADMINISTRATIVE FEE: The awarded bidder shall pay each month to the Dept. of Finance an administrative fee in the amount of 1% for all sales made during the prior month. This 1% fee will be distributed as 1/2 % to Finance ISD Revolving Fund and 1/2% to the State Procurement Fund. Refer to the terms and conditions section of this bid for further instructions regarding reporting and remittance.

I.4. CONTRACT PERIOD: A 12-month contract will be established for the awarded Vendors to begin on the date of award with an option to renew for up to four (4) additional 12-month contract periods, commencing after expiration of the previous 12 month contract period, or extend the existing contract until such time that a new contract can be bid and awarded. Any additional contract or extension will be at the same or less pricing, with the same terms and conditions. Any successive contract must have the written approval of both the State and the awarded Vendor.

I.5. PURCHASED PRICE: The State reserves right to independently bid financing of hardware separately from this ITB. The awarded vendor agrees to sell hardware items at the contract price to the awarded financing entity for a covered agency.

I.6. VENDOR ELIGIBILITY: Hardware and software manufacturers/providers may bid direct or through a reseller.

I.6.1 A manufacturer bidding direct must provide a letter stating they are the manufacturer and list the manufacturer's brand names of items being bid. If a manufacturer bids direct and bids on hardware or software not manufactured by the vendor, they **must** meet the requirements of I.6.2 for those items bid.

I.6.2 A reseller who responds to this bid must provide a signed statement or other documentation from the respective manufacturer indicating their current status as a manufacturer or factory authorized reseller authorized to sell all products bid.

The requirements I.6.1 and I.6.2 do not apply to items bid as options and accessories.

I.7. REFERENCES: The Vendor must be able to provide a minimum of three (3) government accounts (state, county, city or other municipality) within the United States for each category bid upon request by the State. Each reference must be currently purchasing, or have purchased or leased the time and attendance hardware or software included in this ITB within in the past three years. Each of the references must have minimum of 1000 active employees. The vendor must provide the company name, the reference name, title, telephone number and e-mail address within 5 business days if requested.

The State of Alabama, Department of Finance may not be used as a reference. Private not-for-profit or non-governmental organizations may not be used as references. The State may contact references at any time.

If references are requested, they will be considered in evaluating the ITB. Negative reference responses indicating critical issues are grounds to disqualify the bid or cancel the award. The State will attempt to contact each reference three times. Failure of a reference to respond after three documented attempts by the State will be considered a negative response.

I.8. RESPONSE SUBMISSIONS AND BID FORMAT: Vendors must submit one signed original bid response which includes all attachments and one exact copy of their complete bid response including all attachments in paper form. In addition to all other requested information, Vendors should also submit two (2) Microsoft Word or searchable PDF soft copies of their bid response including all attachments on CD, DVD, or flash drive media.

BIDDERS may bid on one or both categories, but they must bid all items within a category (Attachment A and/or Attachment B)

To facilitate the Vendor's response, a MS Word copy of this ITB can be downloaded from:

http://isd.alabama.gov/planning/documents/TA_ITB_KSH.doc

I.9. SECURITY STATEMENT: The State of Alabama information security policies apply to all users (State of Alabama employees, contractors, Vendors, and business partners) of any State-managed information resources. By accepting the award of this contract, the Vendor certifies to the State that all contractor and subcontractor personnel will comply with the State of Alabama information security policies, procedures and standards including any future information security policy changes or enhancements. The Vendor must ensure that personnel involved with any agency project, software, or hardware shall be advised of the confidential

nature of information contained in State files as well as the safeguards required and criminal and civil sanctions due to non-compliance with federal and State statutes.

I.9.1. State Information Technology Security Policies, Standards and Guidelines are posted at <http://cybersecurity.alabama.gov/PoliciesStandards.aspx>.

I.9.2. Maintenance Cycle: Anytime it becomes necessary for a Vendor to access, remove or replace a component containing any State of Alabama data, the Vendor will be liable for ensuring the security of this information during the entire maintenance cycle.

I.10. INQUIRIES: Any questions that arise concerning technical specifications or procedures must be e-mailed to:

Jaeri Ellis, Buyer
Division of Purchasing
Email: Jaeri.Ellis@purchasing.alabama.gov

From the date of issuance of this ITB, until the award is made and announced, all questions concerning this ITB shall be directed to the point of contact listed above. It is not permissible for any Vendor, or any entity working on behalf of a Vendor, to solicit information regarding this ITB from any government source (federal or State) other than from the official point of contact listed above. Questions concerning this ITB must be submitted in writing by e-mail no later than November 8, 2012 at 5:00 p.m. Central Time. Any reported unauthorized solicitations for information are grounds for disqualification of the Vendor's bid.

I.11. INSTALLATION: The Vendor/manufacturer must install all internal options or accessories placed on the same purchase order with any electronic device .

The cost of installing time and attendance hardware or software may be shown as an option. Installation must include removal of all packaging and debris.

I.12. CONTRACT(S) PUBLICATION: Awarded Vendor must establish an Account Management Team dedicated to the State with contact names, an 800 phone number, E-mail and fax number. The team must be accessible to provide quotes and answer ordering questions 8 am – 5 pm CT M-F. Written complaints by user agencies to ISD or State Purchasing that Vendor is non-responsive could result in cancellation of contract. The awarded Vendor may provide and maintain a secure internet website dedicated to the State containing current contact information and a complete product offering of only the awarded products with contract pricing to facilitate sales to governmental entities covered by this contract. Vendor should update this website in a timely manner so the agencies may benefit from substitutions required for any equipment updates.

I.13 EQUIPMENT TESTING: Prior to contract award, and anytime afterward, the State reserves the right to benchmark any product included in bid response. The bidder must furnish within ten (10) working days from the date of the request the product(s) as configured and specified by the State. Bidder must provide the product(s) at a site designated by the State for a period of not less than two (2) weeks. The equipment will be returned to the vendor upon completion of the evaluation.

I.14. ITB AMENDMENT AND CANCELLATION: The State reserves the unilateral right to amend this ITB in writing at any time. The State also reserves the right to cancel or reissue the ITB at its sole discretion. Any changes or modifications to this ITB will be made by a

written addendum issued by the Department of Finance's Division of Purchasing. Vendors shall respond to the final written ITB and any exhibits, attachments, and addendums.

I.15. SUBSTITUTIONS: Substitutions of discontinued product(s) or additions will be allowed whenever the product(s) being replaced is/are no longer in production and the new product(s) is/are being added by the manufacturer for the categories bid. Replacement products must be equal to or better than the current product and equal to or less in cost. All substitutions or additions must be approved by ISD and State Purchasing. The Awarded Vendor must notify the State by email of any discontinuance of products as early as possible. The State will determine the equivalency or validity. Changes to the contract will not be made during the last thirty days of the contract period. Prior to publishing, the awarded Vendor must obtain the approval of the Division of Purchasing and ISD on the requested changes. Submit any requested changes by email to State Purchasing; Attention Jaeri Ellis, Jaeri.Ellis@purchasing.alabama.gov.

I.16. PRODUCT PRICING AND OFFERINGS: The bid pricing must not be predicated upon any temporary, seasonal or other promotional discount offers. The awarded Vendor may offer a reduced price at any time. The reduced price must be offered to those eligible to purchase from this contract on purchases of the same products and quantities.

If a promotional package of contract items is offered, the Awarded Vendor must immediately present it to the State for consideration. Product promotional packages may be considered if the package contains items only on State contract and are offered at a reduced price. The State will not file for rebate(s); therefore, the Vendor must offer and bill the State at the new discounted price of the applicable offering. Volume discounts will be allowed with the provision that any purchasing entity that purchases the equivalent volume be offered the same rate of discount. Promotional or spot discount is permissible as long as the product meets the catalog specifications and the discounted price is lesser than the bid price. Such promotional or spot discounts must be offered to all purchasers using this contract.

I.17. DISCLOSURE: Vendors responding to this ITB should disclose by listing under this section, any time and attendance hardware or software not included in their bid response necessary to make the hardware or software fully functional or operational time. Database servers, application servers, and load balancers are excluded from disclosure. Microsoft office productivity, Microsoft common server software products, and software available without cost are also excluded from disclosure. Failure to disclose such necessary time and attendance hardware or software may result in the bid being disqualified or the contract terminated.

I.18. RESPONSE OR EVENT CYCLE TIME: Vendors responding to this ITB and submitting a bid for time and attendance hardware should include a the response cycle for a "clocking in" and "clocking out" event for the different configurations of time keeping devices bid as shown on Attachment C. Vendors must provide the information on response or event cycle time as specified and requested by the State. The response cycle is defined as the average time in seconds it takes a time keeping devices to process a "clocking in" or "clocking out" event and provide some type of basic acknowledgement that the employee has successfully clocked in or out. The event begins with the first interaction or touch of the time keeping devices and ends with the device acknowledgement that the event was successfully processed. The response or process cycle can be shown either as an "average" or a "range of time" in seconds. It assumes that the employee has a month's experience using the device and understands the process. Response times are subject to verification and validation by the State.

If requested by the State, failure to provide the requested response or event cycles information with in the time limit specified may result in disqualification.

I.19. TRANSFER OF EXISTING SOFTWARE/LICENSES: Vendors responding to this ITB agree that their existing time and attendance software whether purchased or licensed by an agency may be transferred without remuneration to a central authority if time and attendance is being implemented across multiple agencies in an enterprise model by a central authority.

I.20. ENTERPRISE MODEL: The time and attendance software for State government will be administered by a central authority.

SECTION II

AWARD, SUPPORT AND FINANCIAL INFORMATION

II.1. AWARD: The award will be made to the lowest responsible bidder meeting all the specifications and requirements of the ITB. The lowest bid will be determined using an evaluation methodology that will be released at the bid opening prior to opening any bid response. Typically the state uses a market basket approach based on the total cost to the state for selected items and quantities or uses a weighting factor for the various items bid. A copy of the written evaluation procedure is available by submitting an e-mail request to the listed contact personnel after the bid opening.

II.2. DELIVERY TERMS: Awarded Vendor must deliver all purchase order items within 30 calendar days after receipt of order (ARO). Awarded Vendor must deliver to the address shown on the purchase order. All items ordered from this contract must be delivered with all freight charges paid by the Vendor. Inside delivery is required. The State will not pay handling charges or other fees added to Vendor invoices.

II.3. QUANTITY: The exact quantity of purchases for each product on this solicitation is not known. The State Division of Purchasing does not guarantee that the State will buy any amount. Orders will be placed by agencies as needed and will give complete shipping instructions.

Minimum order amounts must be noted in your bid response.

II.4. SERVICE REQUIREMENTS/VENDOR RESPONSIBILITIES:

TECHNICAL SUPPORT: All items must come with the manufacturer's standard warranty. In addition to meeting all the manufacturer's warranty requirements, the awarded Vendor shall be responsible administratively for all warranty support and must provide toll free telephone numbers for technical support on a 24 X 7 basis.

II.4.1. Warranty Period: The standard parts and service warranty must be as designated in Section III - Technical Specifications. The agency will not incur any shipping cost associated with return for repair and return of repaired units. The warranty period will begin 30 calendar days from ship date or the first day following acceptance/installation of all items whichever comes first. Bidder is responsible for warranty coverage for the duration of the warranty period.

II.4.2. Use Warranty: All items must come with the manufacturer's standard warranty and the vendor must use a manufacturer authorized warranty service provider. Manufacturer authorized warranty/service provider(s) must respond to requests for warranty services within four (4) hours. Awarded Vendor must, at its expense establish a process to facilitate and correct or repair/replace all defective items to the satisfaction of the State during the warranty period. Hot swap, repair or replace must be provided at no cost as long as the product is under the original manufacturer's warranty. The awarded vendor is solely responsible to the State for warranty fulfillment.

II.4.3. Warranty Hours: Awarded Vendor must provide standard warranty coverage from 8:00am - 5:00pm Central Time Monday-Friday.

II.4.4. Replacement Parts: All parts and components utilized in the repair of equipment must be new, or in the case where the terms of the manufacturer's warranty

includes the use of refurbished or reconditioned parts, these parts must be warranted by the manufacturer to cover the product's original or extended warranties.

The vendor may bid or offer extended or premium warranties or warranty services as an option. See Section III.1.3

II.4.5 Prime Contractor Responsibilities: Awarded Vendor is responsible for delivery for all equipment, software, options and accessories, etc. The Vendor must be the sole point of contact regarding contractual matters including the payment of any and all charges resulting from contract obligations. Awarded Vendor must be totally responsible for all obligations of each order.

II.4.6. Peripheral Components: All products supplied from the contract established from award of this ITB must be received with all applicable interface cables, power cords, installation and user manuals, driver software, and any other applicable items required for successful operation. The Vendor will be responsible for providing any missing components at their expense.

II.4.7. Violations: Violation of these requirements in any manner without the express written consent of Information Services Division (ISD) and State Purchasing will result in notification to the Vendor to correct all such discrepancies within five (5) work days of notice. If the situation is not corrected or the violation occurs again during the term of the contract, the State may elect to cancel the awarded vendor contract with thirty (30) days notice. The State may elect to cancel the awarded vendor contract with cause immediately for critical or repeated violations.

SECTION III

TECHNICAL SPECIFICATIONS

III.1. GENERAL REQUIREMENTS FOR TIME AND ATTENDANCE HARDWARE AND SOFTWARE

The bid has two time and attendance categories. One category is related to time and attendance hardware (Attachment A) and one category is related to time and attendance software (Attachment B). A bidder may bid on one or both categories, but a bidder must bid on all items or products listed within a category.

III.1.1. ATTACHMENT A – Time and attendance Hardware as listed

III.1.2. ATTACHMENT B – Time and attendance Software as listed

III.1.3. OPTIONS / ACCESSORIES – Vendors may include a complete line of options and accessories for each category bid (Hardware or Software). Options and accessories should be listed at the end of either Attachment A for hardware or at the end of Attachment B for software. Options and Accessories may include items such as installation services, extended warranties, hardware accessories or options, annual software maintenance, premium coverage etc. The State reserves the right to reject any options or accessories that don't meet current business requirements.

III.1.4. WARRANTY – All Hardware and software must include the manufacturer's standard warranty.

Attachment A

Time and Attendance Hardware

Vendors bidding on Time and Attendance Hardware ***must*** bid on all items within the hardware category listed below. Bids must be on a purchase price basis. Bids of \$0.00 or no charge are acceptable, but understand such a bid represents the bid price for that item. The State does not intend to lease or rent any time and attendance hardware published with this ITB. See Section 1.5 concerning financing of purchased items. There is no minimum order amount for hardware published with this ITB unless noted by the vendor. See Section II.3. Vendors bidding on Time and Attendance hardware should submit a response to event cycle time as per Section I.18).

Vendors may offer Time and Attendance hardware related options and accessories. Items offered under options and accessories may be offered on a lease or rental basis.

Vendors must meet the requirements and comply with Section I.6 for all items bid, excluding options and accessories.

Vendors should provide contact information for the Hardware bid, including name, phone number and e-mail address. The State may follow up with requests for additional clarification or request additional information concerning the prices bid and or items bid. Failure to responds to the State’s request for additional information within the specified time frame may result in the bid being disqualified.

Extended warranties/maintenance or support is done on an annual basis per unit. \$0.00 and N/C are acceptable unit price responses for Items available without charge

#	Manufacturer	Model or Part Number	Description	QTY	Unit Purchase Price
Terminals/Clocks					
See Biometric Verification/Identification option to upgrade to Biometric Terminal/Clocks					
1	KRONOS	KRON 8609000-001	Kronos InTouch, Standard Enclosure, with Bar Code Badge Reader and touch screen key pad. Must order one of the following power options: a.-InTouch North America Power Kit For External AC Outlet -Standard Enclosure # KRON 8609002-001 b.-InTouch North America Power Kit For Mounting Over In-Wall AC Outlet - Standard Enclosure #KRON 8609001-001 c.-InTouch EURO Power Kit For External AC Outlet -Standard Enclosure # KRON 8609002-006 d.No Power Cord required (Using Power Over Ethernet) # KRON NO POWER CORD REQUIRED <u>See Power Options Below</u>	Each	
2	KRONOS	KRON 8609000-002	InTouch, Standard Enclosure, with Magnetic Stripe Card Reader and touch	Each	

			<p>screen key pad. Must order one of the following power options:</p> <p>a.-InTouch North America Power Kit For External AC Outlet -Standard Enclosure # KRON 8609002-001</p> <p>b.-InTouch North America Power Kit For Mounting Over In-Wall AC Outlet - Standard Enclosure #KRON 8609001-001</p> <p>c.-InTouch EURO Power Kit For External AC Outlet -Standard Enclosure # KRON 8609002-006</p> <p>d.-No Power Cord required (Using Power Over Ethernet) # KRON NO POWER CORD REQUIRED</p> <p><u>See Power Options Below</u></p>		
3	KRONOS	KRON 8609000-003	<p>InTouch, Standard Enclosure, with HID Proximity Card Reader and touch screen key pad. Must order one of the following power options:</p> <p>a.-InTouch North America Power Kit For External AC Outlet -Standard Enclosure # KRON 8609002-001</p> <p>b.-InTouch North America Power Kit For Mounting Over In-Wall AC Outlet - Standard Enclosure #KRON 8609001-001</p> <p>c.-InTouch EURO Power Kit For External AC Outlet -Standard Enclosure # KRON 8609002-006</p> <p>d.-No Power Cord required (Using Power Over Ethernet) # KRON NO POWER CORD REQUIRED</p> <p><u>See Power Options Below</u></p>	Each	
4	KRONOS	KRON 8609000-004	<p>InTouch, Standard Enclosure, with EM4201 Proximity Card Reader with touch screen pad Must order one of the following power options:</p> <p>a.-InTouch North America Power Kit For External AC Outlet -Standard Enclosure # KRON 8609002-001</p> <p>b.-InTouch North America Power Kit For Mounting Over In-Wall AC Outlet - Standard Enclosure #KRON 8609001-001</p> <p>c.-InTouch EURO Power Kit For External AC Outlet -Standard Enclosure # KRON 8609002-006</p> <p>d.-No Power Cord required (Using Power Over Ethernet) # KRON NO POWER CORD REQUIRED</p> <p><u>See Power Options Below</u></p>	Each	
5	KRONOS	KRON 8609000-051	<p>InTouch, Slim Enclosure, with Bar Code Badge Reader with touch screen pad. Must order one of the following power options:</p> <p>a.- InTouch North America Power Kit For External AC Outlet -Slim Enclosure # KRON 8609003-001</p>	Each	

			<p>b. InTouch International Power Kit For External AC Outlet -Slim Enclosure # KRON 8609003-002</p> <p>c.- No Power Cord required (Using Power Over Ethernet) # KRON NO POWER CORD REQUIRED</p>		
6	KRONOS	KRON 8609000-052	<p>InTouch, Slim Enclosure, with Magnetic Stripe Card Reader with touch screen pad. Must order one of the following power options:</p> <p>a.- InTouch North America Power Kit For External AC Outlet -Slim Enclosure # KRON 8609003-001</p> <p>b.- InTouch International Power Kit For External AC Outlet -Slim Enclosure # KRON 8609003-002</p> <p>c.- No Power Cord required (Using Power Over Ethernet) # KRON NO POWER CORD REQUIRED</p>	Each	
7	KRONOS	KRON 8609000-053	<p>InTouch, Slim Enclosure, with HID Proximity Card Reader with touch screen pad. Must order one of the following power options:</p> <p>a.- InTouch North America Power Kit For External AC Outlet -Slim Enclosure # KRON 8609003-001</p> <p>b.- InTouch International Power Kit For External AC Outlet -Slim Enclosure # KRON 8609003-002</p> <p>c.- No Power Cord required (Using Power Over Ethernet) # KRON NO POWER CORD REQUIRED</p>	Each	
8	KRONOS	KRON 8609000-054	<p>InTouch, Slim Enclosure, with EM4201 Proximity Card Reader with touch screen pad Must order one of the following power options:</p> <p>a.- InTouch North America Power Kit For External AC Outlet -Slim Enclosure # KRON 8609003-001</p> <p>b.- InTouch International Power Kit For External AC Outlet -Slim Enclosure # KRON 8609003-002</p> <p>c.- No Power Cord required (Using Power Over Ethernet) # KRON NO POWER CORD REQUIRED</p>	Each	
9	KRONOS	KRON 8609000-055	<p>InTouch, Slim Enclosure, with MiFare/iClass Smart Card Reader with touch screen pad. Must order one of the following power options:</p> <p>a.- InTouch North America Power Kit For External AC Outlet -Slim Enclosure # KRON 8609003-001</p> <p>b.- InTouch International Power Kit For External AC Outlet -Slim Enclosure # KRON 8609003-002</p> <p>c.- No Power Cord required (Using Power Over Ethernet) # KRON NO POWER CORD REQUIRED</p>	Each	
Biometric Verification/Identification					
10	KRONOS	KRON 8609020-001	<p>Kronos InTouch Touch ID Biometric Verification/Identification Option. Purchase as an add-on to any of the terminals listed above to eliminate “buddy punching” and</p>	Each	

			verify employee identity through biometric verification or identification.		
Extended Warranties					
11	KRONOS	MAINTENANCE	InTouch Depot Exchange Maintenance - per terminal. A replacement unit will be sent to you via next business day delivery. When you receive it, you send the terminal needing service to your Kronos Depot Repair Center. Annual	Each	
12	KRONOS	MAINTENANCE	InTouch Depot Repair Maintenance – per terminal. You send the terminal needing service to your Kronos Depot Repair Center. Upon receipt, Kronos will repair and return the product to you within ten business days. No replacement unit is provided. Ammia;	12 Months	
13	KRONOS	MAINTENANCE	InTouch Depot Exchange Maintenance - Touch ID Biometric Verification / Identification Option -per unit. Matches InTouch Depot Exchange terminal support listed above. Must be selected if purchasing Touch ID and Depot Exchange support is purchased for the terminal.	12 Months	
14	KRONOS	MAINTENANCE	InTouch Depot Repair Maintenance - Touch ID Biometric Verification/ Identification Option -per unit. Matches InTouch Depot Repair terminal support listed above. Must be selected if purchasing Touch ID and Depot Repair support is purchased for the terminal.	12 Months	
Maintenance Firmware Update					
14	KRONOS	MAINTENANCE	InTouch Device Software or firmware Maintenance - 99 or fewer terminals – per terminal. Provides firmware updates only for the terminals purchased. No hardware replacement included.	12 Months	
15	KRONOS	MAINTENANCE	InTouch Device Software or firmware Maintenance – 100 or more terminals -per terminal Provides firmware updates only for the terminals purchased. No hardware replacement included.	12 Months	
Power Options					
16	KRONOS	KRON 8609001-001	InTouch North America Power Kit For Mounting Over In-Wall AC Outlet - Standard Enclosure (one power option must be order per terminal)	Each	

17	KRONOS	KRON 8609002-001	InTouch North America Power Kit For External AC Outlet -Standard Enclosure (one power option must be order per terminal)	Each	
18	KRONOS	KRON 8609002-006	InTouch EURO Power Kit For External AC Outlet -Standard Enclosure(one power option must be order per terminal)	Each	
19	KRONOS	KRON 8609003-001	InTouch North America Power Kit For External AC Outlet -Slim Enclosure(one power option must be order per terminal)	Each	
20	KRONOS	KRON 8609003-002	InTouch International Power Kit For External AC Outlet -Slim Enclosure(one power option must be order per terminal)	Each	
21	KRONOS	KRON NO POWER CORD REQUIRED	No Power Cord required (Using Power Over Ethernet) (one power option must be order per terminal)	Each	
InTouch Battery Backup					
22	KRONOS	KRON 8609015-001	InTouch Battery Backup Option. For environments where the ability to collect data during a power failure is needed, Kronos terminals can be equipped with an internal 12VDC lead-acid battery backup for interruption-free operation of the terminal. The backup battery provides enough power to keep the terminal functioning at full capacity for up to two hours. Kronos terminals will also recharge the battery if it ever becomes depleted from use. In the event of a power failure, this option allows employees to finish up jobs and punch out.	Each	
Optional Installation Services					
23	KRONOS	KRON 9990002-ENT	Kronos Terminal Installation (per terminal, per hour, minimum of 4 hours) as per statement of work	Per hour	

Attachment B**Time and Attendance Software**
Software Purchase Model

This ITB is concerned with the State acquiring on purchasing Time and Attendance software or licenses for the State's use. Time and Attendance software acquired through purchase have certain restrictions on how the software can be used. The State may an annual maintenance fee for the acquired software. All updates to the software are included in the maintenance fee. The State does not pay for inactive employees.

Vendors must meet the requirements and comply with Section I.6 for all items bid, excluding options and accessories.

Vendors should provide contact information for their Software bid, including name, phone number and e-mail address. All Vendors should to respond to the questions listed below. The State may follow up with additional questions or request additional information concerning the prices bid. Failure to responds to the State's request for additional information within the specified time frame may result in the bid being disqualified.

1) Specify or list any type of monthly per employee fee. Identify what software is being charged this way and its function.

If software has a monthly per employee license fee, the vendor should answer the following questions:

- a) Specify or list the types of employees considered billable under a monthly payment for time and attendance software listed below:
- b) Specify or list the types and duration of leave for an employee to be considered inactive (non-billable) under the time and attendance software below:
- c) Specify or list all monthly fees.

2) If there is any initial license or fee or monthly fee other than listed above, specify which software it is applicable and the function of the software. Also clarify if the license is reusable?

3) Clarify if the first year's annual maintenance cost is included in the acquisition cost or must be purchased separately

4) List any other additional fees or associated costs of the products listed in the ITB software category not included in the software bid price.

License purchase unit pricing is based on the number of active employees or active managers/supervisors depending on software purchased.

Unit Price is per active employee, regardless of minimum order requirements.

\$0.00 and N/C are acceptable unit price responses for Items available without charge

No charge for inactive employees.

Licenses are reusable.

Annual maintenance is a percentage of the purchase price.

Maintenance is required and purchased separately

Maintenance pricing is for “Plus” versions requires purchase of either Gold or Platinum Support

	Manufacturer or Publisher	Software	Version	Qty	Unit Price
Time and Attendance Software					
	KRONOS	Workforce Manager (Required for active managers or supervisors who Review and approve timecards) – Purchase in groups of 5	6.3	5	
	KRONOS	Workforce Timekeeper (Base module – Required for all active employees tracked in the system) – Purchase in employee groups of 50	6.3	50	
	KRONOS	Workforce Employee (PC time entry and employee timecard review required for all employees view pay stubs, time cards) – Purchase in employee groups of 50	6.3	50	
	KRONOS	Workforce Absence Manager (Includes WF Leave, Attendance and Accruals to manage employee leave). Required for all active employees. Purchase in employee groups of 50.	6.3	50	
	KRONOS	Workforce Integration Manager (Advance user interface tool) Required for all active employees. Purchase in employee groups of 50	6.3	50	
	KRONOS	Workforce Record Manager (Management/Purge of database records) Required for all active employees. Purchase in employee groups of 50	6.3	50	
	KRONOS	Workforce Analytics (Data warehouse for advanced reporting, dashboard, and labor trending) Required for all active employees. Purchase in employee groups of 50.	6.3	50	
Maintenance and Support					
	KRONOS	Gold Software Support. Percentage per year of software selling price – you must select a software support option when purchasing software. GOLD SERVICE OFFERINGS State shall be entitled to receive: (i) Updates for the Software (not including any Software for which Vendor charges a separate license fee), provided that State’s operating system and equipment meet minimum system	N/A	Each	

		<p>configuration requirements, as reasonably determined by Vendor. If State requests Vendor to install such Updates or to provide retraining, State agrees to pay Vendor for such installation or retraining at Vendor' then-current time and materials rate.</p> <ul style="list-style-type: none"> (ii) Telephone and/or electronic access to the Vendor Global Support Center for the logging of requests for service during the Service Coverage Period. The Service Coverage Period for the Gold Service Offering is 8:00 a.m. to 8:00 p.m., local time, Monday through Friday, excluding Vendor holidays. (iii) Web-based support including access to Software documentation, FAQ's, access to Vendor knowledge base, State forums, and e-case management. Such offerings are subject to modification by Vendor. Current offerings can be found at on the Vendor web customer portal. (iv) Web-based remote diagnostic technical assistance which may be utilized by Vendor to resolve Software functional problems and user problems during the Service Coverage Period. (v) Access to specialized content as and when made available by Vendor such as technical advisories, learning quick tips, brown bag seminars, technical insider tips, SHRM e-Learning, HR Payroll Answerforce and service case studies. 			
	KRONOS	<p>Gold PLUS Software Support – Percentage of software selling price and requires purchase of Technical Account Manager (paid in additional to gold support cost – see below)</p> <p>Gold Plus option: In addition to the Service Offerings specified for the Gold Service Offering above, customers purchasing the Plus option shall receive the services of a dedicated, but not exclusive, Vendor Technical Account Manager (“TAM”) for one production instance of the Software. Customers purchasing the Gold-Plus option shall designate up to one primary and one secondary backup technical contacts (“Technical Contacts”) to be the sole contacts with the TAM, while customers purchasing the Platinum-Plus option shall designate up to two primary and three secondary backup Technical Contacts. Upon request, State may designate additional and/or backup Technical Contacts. State is required to place all primary Technical Contacts through Vendor product training for the Software covered under this Agreement at State’s expense.</p>	N/A	Each	
	KRONOS	<p>Platinum Software Support</p> <p>Percentage per year of software selling price – you must select a software support option when purchasing software.</p>	N/A	Each	

		In addition to the Service Offerings specified for the Gold Service Offering above, the Service Coverage Period for the Platinum Service Offering is 24 hours a day, seven days a week, 365 days a year.			
	KRONOS	<p>Platinum PLUS Software Support Percentage of software selling price and requires purchase of Technical Account Manager (paid in additional to platinum support cost - see below)</p> <p>Customers purchasing the Platinum-Plus option shall also receive a one day per year visit to be performed at the State location where the Software is installed. During this onsite visit, Vendor shall work with State to identify ways to help State increase functionality or maximize utilization of the Software in State’s specific environment. State must be utilizing the then-current version of the Software. Travel and expenses are not included and shall be paid by State.</p>	N/A	Each	
	KRONOS	<p>PLUS Support Technical Account Manager (TAM) Only available with Gold Plus or Platinum PLUS maintenance offering – billed annually</p>	N/A	Each	

Attachment C

See Section 1.18 for definition of response or event cycle time.

#	Manufacturer	Model or Part Number	Description	RESPONSE OR EVENT CYCLE TIME (Seconds)
Kronos InTouch Terminals/Clocks as configured				
1	KRONOS	KRON 8609000-001	Kronos InTouch, Standard Enclosure, with Bar Code Badge Reader and touch screen key pad.	
2	KRONOS	KRON 8609000-002	InTouch, Standard Enclosure, with Magnetic Stripe Card Reader and touch screen key pad.	
3	KRONOS	KRON 8609000-003	InTouch, Standard Enclosure, with HID Proximity Card Reader and touch screen key pad.	
4	KRONOS	KRON 8609000-004	InTouch, Standard Enclosure, with EM4201 Proximity Card Reader with touch screen pad	
5	KRONOS	KRON 8609000-051	InTouch, Slim Enclosure, with Bar Code Badge Reader with touch screen pad.	
6	KRONOS	KRON 8609000-052	InTouch, Slim Enclosure, with Magnetic Stripe Card Reader with touch screen pad.	
7	KRONOS	KRON 8609000-053	InTouch, Slim Enclosure, with HID Proximity Card Reader with touch screen pad.	
8	KRONOS	KRON 8609000-054	InTouch, Slim Enclosure, with EM4201 Proximity Card Reader with touch screen pad	
9	KRONOS	KRON 8609000-055	InTouch, Slim Enclosure, with MiFare/iClass Smart Card Reader with touch screen pad.	
Biometric Verification/Identification Each unit below includes the Kronos InTouch Touch ID Biometric Verification/Identification Option				
1	KRONOS	KRON 8609000-001	Kronos InTouch, Standard Enclosure, with Bar Code Badge Reader and touch screen key pad.	
2	KRONOS	KRON 8609000-002	InTouch, Standard Enclosure, with Magnetic Stripe Card Reader and touch screen key pad.	
3	KRONOS	KRON 8609000-003	InTouch, Standard Enclosure, with HID Proximity Card Reader and touch screen key pad.	
4	KRONOS	KRON 8609000-004	InTouch, Standard Enclosure, with EM4201 Proximity Card Reader with touch screen pad	
5	KRONOS	KRON 8609000-051	InTouch, Slim Enclosure, with Bar Code Badge Reader with touch screen pad.	

6	KRONOS	KRON 8609000-052	InTouch, Slim Enclosure, with Magnetic Stripe Card Reader with touch screen pad.	
7	KRONOS	KRON 8609000-053	InTouch, Slim Enclosure, with HID Proximity Card Reader with touch screen pad.	
8	KRONOS	KRON 8609000-054	InTouch, Slim Enclosure, with EM4201 Proximity Card Reader with touch screen pad	
9	KRONOS	KRON 8609000-055	InTouch, Slim Enclosure, with MiFare/iClass Smart Card Reader with touch screen pad.	

Questions and Answers

Question: Inspection: The Vendor acknowledges that inspection and acceptance of goods are essential to the State. The manufacturer offers certain specific inspection and acceptance process. Will the State allow the Vendors to include them in the bid?

Answer: No

Question: OEM Product: Can the State confirm that this provision applies only to purchase of the Equipment listed on the ITB?

Answer: All hardware/equipment must meet the OEM requirements.

Question: Administrative and Contractual Information: Section I.9 Security Statement:

While providing certain products and services, a vendor can assist the State in assessing the use of products or configuration choices and can assist the State in complying with certain requirements; however, the State will remain responsible to comply with certain requirement which relate to the operations and use of the products. Can the State confirm that the application of the policies is limited to the type of services offered?

Answer: No. Security is concerned with the data stored in vendor provided hardware devices (data at rest), vendor provided software (data in use, data in motion) as well as vendor staff providing services.

Question: Missing Terms: The ITB is missing terms and conditions specific to the Vendor-Manufacturer offerings. Can the State allow the proposer to include the Software license terms, the support services terms, hosting and the professional services terms as well as the associated terms of remote access, warranties, acceptance and limitation of liability that are in the standard software (COTS) terms? Or will these terms be negotiated after the ITB as part of the contract process?

Answer: Software agreements would be dealt with as a separate issue after the bid is awarded.

Question: II.4.6 Peripheral Components: Under section I.17, Vendor is asked to disclose the other equipment and software required to make the product listed on the ITB operational. Section II.4.6 provides that Vendor is responsible to provide all components. Can the State clarify that the components referred to in Section II.4.6 are limited to the products listed on the ITB at the listed price?

Answer: The intent of II.4.6 is for equipment purchased should come with the cables, cords and other peripheral components normally shipped with such hardware. These items are commonly referred to as "What's in the box" or "What's included" found on the manufacturer's website or listed on the shipping box. Section I.17 requires disclosure of any hardware or software needed to make the hardware or software functional or operational that is not included in the vendor's bid response including all the items listed as "options and accessories."



INVITATION TO BID NO: 2244297 ADDENDUM NO: 02

STATE OF ALABAMA
DEPARTMENT OF FINANCE
DIVISION OF PURCHASING

REQ. AGENCY : 999999
PURCHASING DIVISION
AGENCY REQ. NO. : 1389112
T-NUMBER : T00A
DATE ISSUED : 11/09/12
VENDOR NO. :
VENDOR PHONE NO. :
SNAP REQ. NO. : 1496945
BUYER NAME : JAERI ELLIS
BUYER PHONE NO. : (334) 242-7259

INVITATION TO BID ADDENDUM

FOR: *RE-BID* TIME & ATTEND. - KSH

BID MUST BE RECEIVED BEFORE:
DATE: 11/19/12 TIME: 5:00 PM

BIDS WILL BE PUBLICLY OPENED:
DATE: 11/20/12 TIME: 10:00 AM

PLEASE READ ALL INSTRUCTIONS CAREFULLY

THE FOLLOWING CHANGES ARE HEREBY ADDED TO AND MADE A PART OF
(INVITATION TO BID NUMBER 2244297)

THIS ADDENDUM POSTS QUESTIONS AND ANSWERS TO THIS REBID ITB

** ADDENDUM 1 DOES NOT APPLY TO THIS REBID **

RB/JE

* * * * * END OF ADDENDUM * * * * *

STATEMENT OF UNDERSTANDING

I UNDERSTAND THE ADDENDUM AND THAT, IF INDICATED, IT MUST BE SIGNED IN INK AND RETURNED WITH THE BID OR SEPARATELY, PROPERLY IDENTIFIED AND RECEIVED PRIOR TO DATE AND TIME SPECIFIED.

COMPANY NAME

AUTHORIZED SIGNATURE (INK)

ADDENDUM NOTARIZATION
NOT REQUIRED

MAIL ADDRESS

TYPE/PRINT AUTHORIZED NAME

CITY, STATE, ZIP

PHONE INCLUDING AREA CODE