

REQUEST FOR PROPOSAL

The City of Urbana is seeking to purchase a fully operational and functioning livescan system with all necessary components for the installation and successful operation of said system.

The system shall be a "Desktop" or "Portable" solution with computer and monitor, or laptop computer and appropriate software & peripherals. Intended use of this system will be for non-custodial printing applications.

The systems must contain at least the following, but shall not be limited to:

- Installed with the accepted standard software for the transmittal of fingerprint information to the Illinois State Police Bureau of Identification (ISP-BOI) AFIS for search and in accordance with the existing ISP workflows.
 - Illinois Capture Types: APP, ARR, CUR, FAP, FPQ, JUV, RAR, UFP
 - Illinois Card Types: Criminal Justice Applicant, Arrest Card, Custodial Card, FEE Applicant Card, Fingerprint Inquiry Card, Juvenile Arrest Card, Access and Review Card, Conviction Information Request Card, FD884, FD249, and FD258.
 - Transmits to Illinois NATMS
- Duplex Fingerprint Card Printers
- Installation
- Training for End-User
- One (1) year Warranty that completely covers all parts, labor and software including onsite work
- Quotes for Optional Warranty extensions/upgrade.

***Please include any offers of trial periods for the equipment in the proposal.

PROPOSAL INFORMATION

The City of Urbana is seeking proposals from vendors who will furnish, program and deliver the specified and necessary components for the livescan equipment for the City of Urbana.

Proposals will be received until closing time of **1:00 P.M. (Central Time)** on **December 9, 2014** at the Urbana Police Department, 400 S. Vine St, Urbana, Illinois. Any proposal received after the closing time will not be considered and will be returned unopened.

Proposals submitted by mail should be identified on the outside of the envelope as a proposal for "**Livescan Equipment**" and should be addressed to:

Urbana Police Department
Deputy Chief Morgan
400 S. Vine St.
Urbana, IL 61801

A hard copy of the proposal is preferred. Proposals can be submitted electronically, but should be identified in the "Subject" matter as a proposal for "Purchase Livescan Equipment" and should be addressed to:

Deputy Chief Sylvia Morgan – morgansk@urbanaillinois.us

With a copy to:

Cassandra Heldman, Administrative Assistant – heldmacl@urbanaillinois.us

The Mayor reserves the right to reject any or all proposals.

PROJECT TIME LINE

Proposals will be received until **1:00 P.M. (Central Time)** on **December 9, 2014** at the Urbana Police Department, 400 S. Vine St, Urbana, Illinois.

It is anticipated that formal action on the proposals will occur before December 23, 2014.

The company's proposal that is chosen will be notified as to the project award and then may begin to furnish, program and deliver the livescan equipment.

The company agrees to hold his or her proposal open for 60 days after the proposal opening date.

DELIVERY LOCATION OF EQUIPMENT

Urbana Police Department, 400 S. Vine St., Urbana, IL. 61801

ADDITIONAL INFORMATION

All companies must have demonstrated success and experience in furnishing, programming and delivering the specified livescan equipment. Any company may also be invited to submit more detailed information, to make oral presentations, or both.

The police department may make reasonable investigation deemed necessary and proper to determine the ability of the vendor to provide the requested equipment. The vendor shall furnish to the police department all information for this purpose that may be reasonably requested. The Mayor reserves the right to accept or reject any or all proposals, or any part thereof, received from any vendor in connection with the request for proposals for any reason.

Companies and any sub-contractors working for the company will be required to comply with all applicable Federal, State, County and Municipal laws, ordinances and regulations as may be related to the furnishing of these commodities, equipment and/or services as requested. This requirement includes those related to non-discrimination, prevailing wage, safety, proposal

rigging, collusion, human rights, equal opportunity employment and maintaining worker's compensation insurance on employees.

The requestor herein may give consideration to the use of Illinois labor, local vendors and/or the use of recycled or recyclable materials of comparable quality to other materials.

If you or a sub-contractor working with you on this project will perform any installation of equipment or materials in a City facility and/or software that might damage the City's or requestor's facility, equipment, computers or other software you will be required to have at least one million dollars in general liability insurance to cover such damage or other consequential damage or injury to persons.

PROPOSAL EVALUATION

Proposals will be evaluated considering adherence to the equipment specification listed herein.

REQUESTING AGENCY

This request for proposal is made by the City of Urbana, Illinois.

All inquiries including those for clarification of this request for proposal in connection with the process and procedures shall be made to:

Deputy Chief Sylvia Morgan
400 S. Vine St
Urbana, IL 61801
Tel: (217) 384-2322
morgansk@urbanaininois.us