

City Council Members

Chuck Bradley
Millie Butcher Conway
Polly Singer Eardley
David Lusby



City Council Members

Mark Showalter
Connie Tackett
Karen Tingle-Sames
Marvin Thompson

TOM PRATHER, MAYOR

**INVITATION TO BID
Unmanned Aerial Vehicle (UAV)
BID OPENING:
Monday, March 13, 2017 at 10:00 AM EST**

SCOPE

The City of Georgetown is seeking bids for an Unmanned Aerial Vehicle (UAV) for the Georgetown Police Department.

GENERAL COMPLIANCE

NOTE TO BIDDERS: Bid submission does not constitute an agreement or a contract with the City of Georgetown.

NO RESPONSE: Bidders unable or unwilling to submit a bid should immediately return the "Bidder Response Form" only with "No Response" marked clearly on the outside of the envelope. Any vendor not submitting a bid is encouraged to indicate the reason(s) for not participating.

ALTERNATE BIDS: It is not the intention of the specifications contained herewith to eliminate any bidder; however, quoted items must equal or exceed stated specifications.

INDICATION OF COMPLIANCE: The bidder shall indicate compliance with either a "Yes" or a "No" for each item specification. Blank spaces shall be considered non-compliance. Any deviation from the specification or where submitted literature does not fully support meeting the specification(s) must be clearly cited on the attached page labeled "EXCEPTIONS TO SPECIFICATIONS AND/OR COMMENTS." No deviation below "minimum" specifications will be accepted.

Additional Information: While not necessary, the proposer may include any product brochures, software documentation, sample reports, or other documentation that may assist the City of Georgetown in better understanding and evaluating the proposer's response. Additional documentation shall not serve as a substitute for other documentation which is required by the Invitation to Bid (ITB) to be submitted with the proposal.



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At the time of submission, each bidder will be presumed to have inspected the site(s), if necessary, and to have read the scope and to be thoroughly familiar with the project plans and contract documents (including any and all addenda). The failure or omission of any bidder to examine any form, instrument, or document shall in no way relieve any bidder from any obligation with respect to this bid.

All bids and any additional submitted information becomes the property of the City of Georgetown and will not be returned to the bidder.

BID SUBMISSION: All pages of the original signed hardcopy shall be initialed in ink on the lower right-hand corner. Typed quotation sheets are preferred; however, if hand written, the sheets must be legible and in ink. Any pricing information that is illegible may result in the rejection of the bid.

The bidder must submit one original signed hardcopy, and three (3) duplicates. These must be sealed in a container with the project name, the bidder's name and the opening date clearly marked on the outside of the envelope. The cover of the original bid should be marked "Original" and the cover of the duplicates should be marked "Copy." The bid shall be addressed and delivered to City Clerk, 100 North Court Street, Georgetown, KY 40324 prior to bid opening.

ANY BIDS NOT RECEIVED PRIOR TO THE SCHEDULED OPENING DATE AND TIME WILL BE REJECTED AND RETURNED UNOPENED.

FAILURE TO SUBMIT REQUIRED DOCUMENTATION: Failure to submit ALL forms and information required in this ITB may be grounds for disqualification.

LIABILITY: City of Georgetown is not liable for any expenses incurred in connection with the preparation of bids.

METHOD OF PROCUREMENT: Shall be in conformance with Purchasing Policies as adopted by the City Council for the City of Georgetown, Kentucky. A copy of the City's Purchasing Policy is available on the City's website at www.georgetownky.gov (Finance Department).

KENTUCKY OPEN RECORDS LAW: At the time a bid is submitted to the City, bidder shall identify any information that is submitted as part of the bid that is proprietary or confidential in nature and not subject to release for public inspection. The City of Georgetown will protect any proprietary or confidential information to the extent allowable under the Kentucky Open Records Act.

NEW GOODS, FRESH STOCK: Unless otherwise specifically stated, all Contractors shall provide new commodities, fresh stock, latest model, design or package.

COMPLIANCE WITH LAWS AND REGULATIONS: Each bidder shall comply with all Federal, State & Local regulations concerning this type of service.

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METHOD OF AWARD: The award will be based upon the lowest responsive and responsible bidder complying with specifications on each item. The City of Georgetown reserves the right to consider as a part of the bid evaluation the stated warranty, stated delivery schedule, service, features, upgrades and payment terms.

The City of Georgetown reserves the right to reject any and all bids, to award any bid in whole or in part, and/or to waive any irregularities or minor immaterial defects in any and all bids. The right is also reserved to award bids based on the best interest and/or most advantageous to the City. The City of Georgetown may also consider any alternative bid that meets its basic needs.

PRICING: All prices shall be quoted exclusive of any taxes. The City of Georgetown is exempt from Federal excise, transportation and/or Kentucky sales tax. Any items supplied directly to the City from a supplier/manufacturer are exempt from sales tax. Any items purchased by a contractor that will be used in the fulfillment of a contract are not exempt from sales tax.

In case of a discrepancy in the extension of a unit price, the unit price shall govern the total price.

Bidders must provide manufacturer's product literature if available and appropriate with the bid submission.

Bids shall remain firm and open to acceptance by the City of Georgetown for a minimum period of sixty (60) days after the proposal opening. If the time period has expired the City of Georgetown could request a letter from bidders asking to extend the time period.

STANDARD AGREEMENT: The selected Proposer will be required to sign a Standard Agreement for Goods and Services with the City within 14 days of the Notice of Award. The agreement will contain terms and conditions that include duration of the agreement, sworn statement regarding campaign finance laws, a provision indicating that the proposer and its employees or agents are not employees of the City, a termination clause, an additional termination clause of those agreements covering multiple fiscal years in the event that sufficient funds are not appropriated as part of the budget process, provision that Kentucky law applies to interpretation of the agreement and any disputes and that venue shall be Scott County, KY, and a provision that the services cannot be assigned without the prior approval of the City.

A Notice to Proceed will be issued once the agreement has been signed by both parties and all required paperwork herein described is received by the City.

DELIVERY SCHEDULE: Delivery date shall be specified on each item quoted. The vendor will be expected to fulfill the delivery as specified.

PAYMENT: The bid must clearly state the payment terms, including prompt payment discounts and payment due dates. Discounts should be figured into the unit price of

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the quoted item. The City of Georgetown reserves the right to select the most beneficial terms.

DEFAULT; TERMINATION OF CONTRACT: In the event that any of the provisions of this Contract are violated by the bidder such breach shall constitute a default. In the event of a default, the Owner may serve written notice upon the bidder of its intention to terminate the Contract, such notice to contain the reasons for such intention to terminate the Contract, and unless within ten (10) days after the serving of such notice upon the bidder, such violation or delay shall cease and satisfactory arrangement of correction be made, the Contract shall, upon the expiration of said ten (10) days, cease and terminate.

The City shall be authorized to terminate for its own convenience all contracts for the procurement of supplies and services when the Department Head determines in writing that such termination will be in the best interest of the City.

HOLD HARMLESS AGREEMENT: The bidder covenants to save, defend, keep harmless, and indemnify the City of Georgetown and all of its officers, departments, agencies, agents, and employees from and against all claims, loss, damage, injury, fine, penalties, and costs including court costs and attorney's fees, charges, liability, and exposure however caused resulting from, arising out of, or in any way connected with the bidder's negligent performance or non-performance of the terms of the contract.

CONTRACTOR STATUS: Bidder understands and agrees that its employees, agents, and/or sub-bidders are not employees of City of Georgetown for any purpose whatsoever.

BIDDER'S QUALIFICATIONS: Vendor must demonstrate to the satisfaction of the City of Georgetown that he/she has adequate equipment, personnel, experience and understanding of the specifications to perform service under the contract.

No contract will be awarded to any bidder who, in the opinion of the City, is not qualified to perform satisfactorily due to a previously unfavorable performance, reputation or lack of experience, capital, organization, equipment, and/or personnel to conduct and complete the services in accordance with the terms and conditions of the contract.

Successful bidder must comply with the City of Georgetown ordinances relating to Occupational License Fees, Business Licenses, payroll and net profits and any other ordinances which may apply to any particular bid package.

BIDDER PREFERENCE: Pursuant to KRS 45A.494, which is incorporated herein by reference: "a resident bidder of the Commonwealth shall be given a preference against a nonresident bidder registered in any state that gives or requires a preference to bidders from that state. The preference shall be equal to the preference given or required by the state of the nonresident bidder. "

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EQUAL OPPORTUNITY STATUTES: The City of Georgetown is an equal opportunity employer and does not discriminate on the basis of race, color, religion, sex, national origin, age, marital status, physical or mental disability, or any other characteristic protected by law. The City is also committed to employing only United States citizens and aliens who are authorized to work in the United States. The City complies with the Immigration Reform and Control Act of 1986. Therefore, the successful bidder must demonstrate to the satisfaction of the City that he also conforms to all Federal, State, and Local Equal Opportunity statutes. Further, the contractor will reimburse the City of Georgetown for any damages incurred due to any violation of the above mentioned statutes by the contractor while under contract to the City.

"OR EQUAL" CLAUSE: Whenever a material, article or piece of equipment is identified on the plans or in the specifications by reference to manufacturer's or vendors' names, trade names, catalog numbers, etc., it is intended merely to establish a standard; and, any materials, article or equipment of other manufacturers and vendors which will perform adequately the duties imposed by the general design will be considered equally acceptable provided the material, article or equipment so proposed, is, in the opinion of the Owner of equal substance and function.

AMBIGUITY, CONFLICT OR OTHER ERRORS IN ITB: If a bidder discovers any ambiguity, conflict, discrepancy, omission or other such error in the ITB, he/she shall immediately notify the City of Georgetown of such error in writing and request modification or clarification of the document if allowable by the City of Georgetown.

ADDENDA AND INTERPRETATIONS: No interpretation of the meaning of the plans, specifications or other pre-bid documents will be made to any bidder orally.

Every request for such interpretation should be in writing addressed to the City Clerk, 100 North Court Street, Georgetown, KY 40324, or by Fax to 502-863-9962, or by email to tracie.hoffman@georgetownky.gov, and to be given consideration must be received at least three (3) business days prior to the date fixed for the opening of bids. **Any and all such interpretations and any supplemental instructions will be in the form of written addendum to the specifications which, if issued, will be emailed to prospective bidders and posted to the City's website: www.georgetownky.gov.** Failure of any bidder to receive any such addendum or interpretation shall not relieve such bidder from any obligation under his/her bid as submitted. All addendums so issued shall become part of the contract documents.

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GENERAL REQUIREMENTS

The City of Georgetown is seeking a vendor(s) to provide an Unmanned Aerial Vehicle (UAV) for the Georgetown Police Department.

PRE-BID MEETING

No pre-bid meeting will be held.

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SPECIFICATIONS

The purpose of this bid specification is to establish the minimum requirements for an unmanned aerial vehicle (UAV). It is not the intention of the specifications to eliminate any bidder; however, quoted items must meet or exceed stated specifications.

Additional options / features are to be bid if they are requested. Any additional options / features not requested but available from the manufacturer shall be bid at the bidder's discretion. Bidders shall itemize options / features that are not requested in the bid specifications. Options / features price shall include all components for full implementation.

Any exceptions to these specifications must be detailed on the EXCEPTIONS TO SPECIFICATIONS AND/OR COMMENTS sheet. Failure to do so may disqualify the bidder.

1. Quad copter UAV:
 - Weighing no more than 6.3 lbs (2858 g) including propellers and battery, without gimbal and camera, **OR**
 - Weighing no more than 6.75 lbs (3060 g) including propellers, battery and camera. Camera shall be readily interchangeable with different cameras using detachable interface gimbal

2. Gimbal control range:
 - Pitch: -90° to +30°
 - Pan: ±320°

3. Thermal imaging camera:
 - Resolution to 640x512 @ 30hz with 13mm lens
 - Pixel pitch 17 micrometer
 - Color palette capability and be capable of independent movement
 - Compatible with quick mounting system, Digital Zoom up to 8x, rendering video in MP4 format

4. Interchangeable zoom camera to at least 7X magnification to the following:
 - 1/2.3" sensor
 - Record at 4096 × 2160 (25fps), or 1920 × 1080 (60fps)
 - Twelve (12) MP photographs
 - 22-77mm equivalent focal length
 - 3.5 × optical zoom, 2x lossless digital zoom

5. Stock camera system recording modes:
 - UHD (4K): 4096x2160p24/25, 3840x2160p24/25/30
 - FHD: 1920x1080p24/25/30/48/50/60
 - HD: 1280x720p24/25/30/48/50/60
 - Use micro SD card

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6. Eight (8) batteries (5700mAH rated power).
7. Two (2) spare propellers and installation kit.
8. Thirty-two (32) GB tablet with wireless connectivity ability and UAV-compatible software with automatic updates available.
9. Remote Control Monitor Hood (compatible with tablet listed in item #8 above).
10. Model-specific carrying case to accommodate UAV, controller, batteries, and accessories.
11. Charging base:
 - Capable of charging at least four (4) batteries simultaneously and have capacity to deep cycle same
 - Able to charge a USB device (i.e. Tablet listed in item #8 above) and UAV control unit
12. UAV-locating radio transceiver which utilizes Doppler automatic direction finding:
 - Any device using cellular service is NOT acceptable
 - Line-of-sight range of up to two (2) miles
 - Readily attach to UAV at a location of user's choice
 - Must not operate in 2.4GHz or 5GHz range
13. Self-powered lighting kit for UAV that will provide momentary or constant-on lighting:
 - Not to exceed nine (9) ounces
 - Capable of being seen for three (3) statute miles
 - Waterproof
 - USB rechargeable
14. Payload drop system compatible with UAV system offered.

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WARRANTY:

Zero Deductible Repair/Replacement plan valid for minimum of one (1) year after purchase to repair damage incurred during normal use. Please provide warranty details.

DELIVERY:

Please detail your schedule for delivery. Please include delivery costs in your quoted price.

SALES AND SERVICE SUPPORT:

Please provide location, phone number, and email of nearest sales and service support office.

TECHNICAL SERVICE SUPPORT:

Please provide location, phone number, and email of nearest technical service support office.

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BIDDER RESPONSE FORM

BID AMOUNT: \$ _____

NAME OF FIRM: _____

ADDRESS: _____

NAME (Type or Print): _____

TELEPHONE: _____

EMAIL: _____

* Authorized Signature: _____

 Date: _____

* Signature certifies the proposed solution and services meet all requirements outlined in this bid proposal and the vendor will comply with all specified requirements unless exceptions are noted below.

Bidder Acknowledges receipt of Addendum as noted: (mark N/A if none)

_____ Dated _____

_____ Dated _____

_____ Dated _____

Sub-Contractor / Supplier	Contract Amount
_____	\$ _____
_____	\$ _____
_____	\$ _____
_____	\$ _____

Check here _____ and attach additional sheet for additional Sub-Contractors / Suppliers.

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AFFIDAVIT

Comes the Affiant, _____, and after being first duly sworn under penalty of perjury as follows:

1. His/her name is _____ and he/she is the individual or the authorized representative of _____ (hereinafter referred to as "Bidder"), and is authorized to submit the Bidder Response Form, equal opportunity agreement and Vendor's Statement Pursuant to KRS 45A.343 attached hereto and incorporated herein by reference.
2. Bidder will pay all taxes and fees, which are owed to the City of Georgetown at the time the bid is submitted, prior to award of the contract and will maintain a "current" status in regard to those taxes and fees during the life of the contract.
3. Bidder will obtain a City of Georgetown business license, if applicable, prior to award of the contract.
4. Bidder has authorized the City of Georgetown to verify the above-mentioned information with the Division of Revenue and to disclose that taxes and/or fees are delinquent or that a business license has not been obtained.
5. Bidder has not knowingly violated any provision of the campaign finance laws of the Commonwealth of Kentucky within the past five (5) years and the award of a contract to the Bidder will not violate any provision of the campaign finance laws of the Commonwealth.
6. Bidder has not knowingly violated any provision of Chapter 2 of the City of Georgetown Code of Ordinances, known as "Ethics Act."
7. Bidder acknowledges that "knowingly" for purposes of this Affidavit means, with respect to conduct or to circumstances described by a statute or ordinance defining an offense, that a person is aware or should have been aware that his conduct is of that nature or that the circumstance exists.

Further, Affiant sayeth naught.

Affiant

STATE OF _____

COUNTY OF _____

The foregoing instrument was subscribed, sworn to and acknowledged before me by _____ on this the _____ day of _____, 2017.

My Commission expires: _____

NOTARY PUBLIC, STATE AT LARGE

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EQUAL OPPORTUNITY AGREEMENT

The Law

- Title VII of the Civil Rights Act of 1964 (amended 1972) states that it is unlawful for an employer to discriminate in employment because of race, color, religion, sex, age (40-70 years) or national origin.
- Executive Order No. 11246 on Nondiscrimination under Federal contract prohibits employment discrimination by vendor and sub-vendor doing business with the Federal Government or recipients of Federal funds. This order was later amended by Executive Order No. 11375 to prohibit discrimination on the basis of sex.
- Section 503 of the Rehabilitation Act of 1973 states:
 The Vendor will not discriminate against any employee or applicant for employment because of physical or mental handicap.
- Section 2012 of the Vietnam Era Veterans Readjustment Act of 1973 requires Affirmative Action on behalf of disabled veterans and veterans of the Vietnam Era by vendors having Federal contracts.
- Section 206(A) of Executive Order 12086, Consolidation of Contract Compliance Functions for Equal Employment Opportunity, states:
 The Secretary of Labor may investigate the employment practices of any Government vendor or sub-vendor to determine whether or not the contractual provisions specified in Section 202 of this order have been violated.

The City of Georgetown practices Equal Opportunity in recruiting, hiring and promoting. It is the Government's intent to affirmatively provide employment opportunities for those individuals who have previously not been allowed to enter into the mainstream of society. In following this commitment to Equal Employment Opportunity and because the Government is the benefactor of the Federal funds, it is both against the Government policy and illegal for the Government to let contracts to companies which knowingly or unknowingly practice discrimination in their employment practices. Violation of the above mentioned ordinances may cause a contract to be canceled and the vendors may be declared ineligible for future consideration.

Please sign this statement in the appropriate space acknowledging that you have read and understand the provisions contained herein. Return this document as part of your application packet.

Bidders

I/We agree to comply with the Civil Rights Laws listed above that govern employment rights of minorities, women, Vietnam veterans, handicapped and aged persons.

Signature

Name of Firm

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VENDOR'S STATEMENT PURSUANT TO KRS 45A.343

45A.343 Local Public Agency may adopt provisions of KRS 45A.345 to 45A.460 – Effect of Adoption – Contracts are required to mandate revealing of violations of and compliance with specified KRS chapters – Effect of nondisclosure or noncompliance. (KRS 136 – Corporate taxes; KRS 139 – Sales & use taxes; KRS 141 – Income taxes; KRS 337 – Wage and hour; KRS 338 – Occupational safety; KRS 341 – Unemployment; KRS 342 – Workers Comp.)

The undersigned, as a duly authorized officer of _____
pursuant to KRS 45A.343 states;

1. To the best of my knowledge, information and belief, _____
has not been finally determined to have violated any of the provisions of KRS Chapters 136,
139, 141, 337, 338, 341, or 342 that apply to it within the five year period preceding this
statement.

2. _____ acknowledges that it will be
required to be in compliance with those provisions of KRS Chapters 136, 139, 141, 337, 338,
341, and 342 that apply to it for the duration of the Contract to be entered into with the City
of Georgetown, Kentucky.

3. _____ acknowledges that if it fails to
reveal any final determination of violation of KRS Chapters 136, 139, 141, 337, 338, 341, or
342, or to comply with the applicable provisions of those statutes for the duration of the
aforesaid Contract, such shall be grounds for The City of Georgetown, Kentucky to:

- a) Cancel its contract with _____, and
- b) Disqualify _____ from eligibility for
future contracts awarded by The City of Georgetown for a period of two years.

This the _____ day of _____, 2017.

Firm: _____

By: _____

Title: _____

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CHECKLIST FOR REQUIREMENTS

Initial "____" for all below as indicated or bid may be rejected.

- ____ Bidder received and understands the Invitation to Bid Package and Specifications.
- ____ BIDDER RESPONSE FORM completed and attached.
- ____ AFFIDAVIT signed and attached.
- ____ EQUAL EMPLOYMENT AGREEMENT signed and attached.
- ____ VENDOR'S STATEMENT PURSUANT TO KRS 45A.343 signed and attached.
- ____ EXCEPTIONS TO SPECIFICATIONS AND/OR COMMENTS completed and attached (IF APPLICABLE).
- ____ Warranty information attached.
- ____ Service and support information attached.